

November 2007

Dear Vice District Governor,

Congratulations on becoming vice district governor! As a key leader in your district, you have the opportunity to contribute to the growth and prosperity of your district. Futurist Joel Barker said, “*a leader is a person who people will follow to a place they would not go by themselves.*” Leading a team and motivating team members will be critical to your success as district governor.

During the next several months, you will receive three mailings, each including a DVD and a related assignment. The purpose of these mailings is to prepare you to maximize your effectiveness as district governor by sharing information and by promoting thought and consideration. Your 2008 DGE Seminar group leader/mentor will contact you to offer assistance in completing these assignments and to facilitate discussion among your fellow vice district governors.

In this first mailing, we explore the importance of selecting a team of Lions with whom you will work to establish and accomplish your district goals and objectives. This mailing includes the following items:

- A message on DVD about choosing your most effective team
- Assignment #1- Selecting Your Team

Assignment #1 asks you to focus on the essential task of selecting your team – your cabinet and district chairpersons. Considering the skills, experience and passion of potential team members, your challenge is to identify the best combination of Lions to be a champion team for your district. Your achievements as district governor will depend on the achievements of your team, their skills and their motivation.

Should questions arise regarding these materials, please contact the Leadership Division at leadership@lionsclubs.org or 630/571-5466, ext. 558.

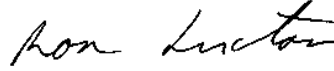
As vice district governor, you are part of a global team, a team of Lions leaders working toward the realization of our great association’s service and membership goals. It is only with your support that Lions Clubs International will have a bright and thriving future.

Thank you for your dedication and best wishes for continued success.

Together in service,



Albert F. Brandel
First Vice President



Ron Luxton
Past International Director
Chairperson, 2008 District Governors-Elect Seminar

cc: Mahendra Amarasuriya, International President
Jimmy M. Ross, Immediate Past International President
Eberhard J. Wirfs, Second International Vice President
Klaus Tang, 2008 District Governors-Elect Seminar Vice Chairperson
2007-2008 International Directors
Council Chairpersons
Multiple and Single District Leadership Development Chairpersons
2008 DGE Seminar Group Leaders
Coordinating Lions
Peter Lynch, Executive Administrator
Maryellen Skerik, Treasurer
Renee Aubin, Manager, Convention Division
Patti A. Repenn, Manager, Leadership Division



Assignment 1: Selecting Your Team

Overview

In order to achieve your goals in your district, you will need to carefully select your district team members. Discussion and clear communication of your expectations in the recruitment process is vital to recruit a high performing team. This assignment asks you to analyze qualities of successful team members, review the elements of an effective team, and identify Lions that you want to recruit for your team.

Objectives

After completing this assignment, vice district governors will be able to:

- Use a process of analysis to identify effective team members
- Recruit high performing team members

Assignment

1. View the accompanying DVD entitled, *Selecting Your Team*
2. Review the attached document for this assignment: *Forming a High Performing District Team*.
3. Review the district cabinet positions and determine those positions you will need to appoint (LA4 District Constitution & By-Laws).
4. Review the list of district chairpersons (Form M-28A District Chairpersons Report) that you need to recruit. Your district leadership development chairperson will have a copy.
5. List successful district leaders in the last few years and identify the reasons they were successful. List those qualities and attributes that are required for each position. Also think about those chairpersons who were less successful and the reasons.
6. Talk with senior leaders to solicit their advice or suggestions. Let them know that you are contacting several Lions in your district, and after considering all the suggestions, you will make the selection of your team members.
7. Review potential team members to ensure they have the skills and motivation to do what their position requires.
8. Using the questions in the *Select Your District Team* section of *Forming a High Performing District Team* document, list Lions who are potential candidates for cabinet officers and chairperson positions. Develop a list of the Lions in the order you will recruit them. Prepare to discuss your expectations with each one when you recruit them for a specific position.

Resources

Your district leadership development chairperson has a copy of the 2007-2008 District Governor Manual and related forms, such as the M-28A District Chairpersons Report. Chairperson position manuals are available on the LCI website or can be requested from the appropriate headquarters department. District cabinet positions are defined in the District Constitution & Bylaws (LA4) which is also available online.

Forming a High Performing District Team

Forming a high performing team of Lions to serve during your term as district governor is the key to a high level of achievement. Consider the following quotations regarding teams:

*“The achievements of an organization are the results of the combined effort of each individual.”
~Vince Lombardi*

*“Never doubt that a small group of thoughtful, committed people can change the world.
Indeed. It is the only thing that ever has.” ~Margaret Mead*

Your success in the year ahead will be greatly determined by people you choose to be on your team, and then how well your team performs. The following are steps to create a high performing team:

1. *Select your district team*
2. *Define team goals*
3. *Delegate tasks*
4. *Support your team*

Select Your District Team

As you identify possible team members consider the following questions.

- *How will they contribute to the team? Do they bring a unique set of skills, interests and experience?*
- *Will they have time to fulfill the requirements of the position?*
- *Are they willing to travel within the district?*
- *Do they share your vision for the future of the district?*
- *Will they take risks and commit to results?*

When you meet with each candidate, clearly explain your expectations to prevent misunderstandings and confusion.

Define Team Goals

When you form your team, goals should be established and agreed upon. Team agreement on goals increases ownership of the goals, which increases commitment to achieving the goals. This is essential for a high performing team.

Delegate Tasks or Projects

Well-defined roles of team members, as well as open and clear communication, are characteristics of successful teams. The effective use of delegation will enhance the skills and increase the involvement of your team members, and your district will benefit from the resulting achievements. When delegating a task to a team member, be clear about your expectations, inform him or her as to other team members who might need information, and how often you would like status reports. Always provide training, coaching and support.

Support Your District Team

Your team members need your feedback and encouragement. Regular communication is essential to resolving problems and enables you to provide coaching. Remember that even though you have delegated goals and projects, you remain accountable for the results, so you will need to monitor the progress of your team members. Finally, providing recognition, whether it is an email note or a presentation at a meeting, is essential to keeping your team motivated.