Interim Region and Zone Chairman’s Manual
2017 - 2018

Engelbert Krampf
District Governor

“Equal Opportunities in Service – Everyone Matters”
**Introduction**

This document has been prepared using the material provided by Lions Clubs International and modified to meet our District 201 Q3 specific requirements. My welcome to all Cabinet and Support Officers, my profile, comments on my theme and objects for the year have been included in the general Cabinet Officers Manual. Information on general Cabinet policy, the structure of the District and information on Cabinet meetings has also been included in that manual. Accordingly, this manual is to be read in conjunction with Cabinet Officers Manual.

As a member of the District Governor’s leadership team, your role as Region and Zone Chairman is very important to the Organisation. As leaders you will motivate, counsel, and communicate with volunteers who have chosen, just like you, to be members of Clubs, which belong to the worlds’ largest service organization, the International Association of Lions Clubs. By keeping the District Officers informed of the Clubs’ activities and by encouraging the Clubs to support District, Multiple District, and International Programs, Region Chairmen and Zone Chairmen will be able to foster a spirit of communication and unity among all Lions in the Zone. You are also the Clubs’ voice on Cabinet. The Lions Clubs Purposes, Code of Ethics, Vision and Mission Statements at Annexure C of this manual also provide you with some guidance on how to carry out your responsibilities.

**As a motivator** you should:
- Recognize the efforts of the Club Officers and offer them help.
- Encourage team spirit and unity among Club members and across the Zone
- Point out the importance of respecting and working with other Club members.
- Encourage members of each Club to participate in district events, conferences, and learning and development activities.
- Encourage members to accept leadership challenges.

**As a counsellor** you should:
- Offer direction and support to Clubs.
- Inform Clubs of resources available from the Association and the community.
- Listen to the concerns of the Clubs.
- Offer amicable resolutions to misunderstandings and escalate more serious situations
- Provide guidance to struggling Clubs and those in “status quo”.
- Encourage strong successful Clubs to set higher goals.

**As a communicator** you should:
- Inform Clubs of District and Multiple District events and training opportunities.
- Provide suggestions on how Clubs can participate in District events.
- Report the Club’s activities to District Officers.
- Promote the purposes of the International Association of Lions Clubs.
- Provide the Club a voice on District Cabinet

**As a mentor** you should:
- Communicate effectively.
- Be willing to share valuable Lions Club knowledge.
- Strive to be a respected and ethical leader and role model.
- Be flexible and creative.
- Help identify and develop future Club and District Leaders

Engelbert Krampf
District Governor 2017-18
Region Chairman are a vital part of the District Development Team. You will work in close co-operation with the Team Co-ordinator, the Zone Chairman, the District Global Membership Team Co-ordinator (GMTD) and the District Global Leadership Team Co-ordinator (GLTD). It is important that actions of the Team are based on a totally co-ordinated approach, which makes use of the talents and input of all Team members important.

Your duties will include:
- Guiding and mentoring the Zone Chairman in your Region – be prepared to facilitate face to face discussion sessions as required utilising the “Go to Meeting” electronic communications facility as necessary
- Providing assistance and support for the Zone Chairman in your Region, especially when difficult issues arise.
- Liaising with your Zone Chairman, at least every two months. Discuss the status of each Club in their Zone, including membership, attendance, service projects and any other perceived problems.
- Making sure that you have contact with the Zone Chairman at least fourteen days prior to each Cabinet Meeting to see if they are attending and if they are not, ensuring you are aware of specific areas of concern. It will be necessary for you to have up to date information for consideration by the District Development Team
- Making every effort to attend all Cabinet Meetings, Club Officer Information Sessions, and other District Functions.
- Being prepared to support Club’s at the request of the District Governor.
- Contacting the Team Co-ordinator and discussing existing or potential problems within Clubs, prior to taking action.
- Working with GLTD/GMTD in the development of members.
- Promoting the Club Care material and encouraging Clubs to use it effectively.
- Encouraging Clubs to take part in the Club Quality Initiative. (CEP)
- Encouraging Club Members to reach their full potential as Lions, by participating in Leadership Development and Training Sessions when offered.
- Organising and presenting Lions Information Sessions in consultation with your Zone Chairman and the District GLT Co-ordinator.
- Encouraging newer members to attend Lions Information Sessions so they may become better informed about Lions Clubs International. Contact each member with a personal letter of invitation where possible.
- Organising and presenting training programmes in consultation with your Zone Chairman and the District GLT Co-ordinator.
- Actively promoting the District Governor’s aims and objectives including the promotion of all District projects and activities within your Region.
- Promoting diligence at all levels in the Health and Safety aspects of all activities.
- Where there is serious conflict within a Club, be prepared to act as a Mediator if so requested by the District Executive and report accordingly.
- Arranging a meeting between your Zone Chairman and the District Governor Elect in November each year to discuss the health of Clubs and opportunities for expansion in
your Region to assist the District Governor Elect prepares his/her Membership Plan for their year.

**DUTY STATEMENT - ZONE CHAIRMAN**

The Zone Chairman is the first point of reference for Clubs. You are the Clubs’ link to Cabinet and Zone Chairman must keep in regular contact with all Clubs in their Zone and encourage two-way communication with Club members. Please make use of your Region Chairman’s experience and knowledge should difficult issues arise or to discuss any matters regarding any of your Clubs.

Your duties will include:

- Holding at least three Zone meetings (District Governor’s Advisory Committee meetings) during the year. Consider including a ‘fun’ element into these meetings to give Club members another reason to attend. Also invite District Chairman as Guest Speakers as this will help Clubs to gain knowledge of District Projects.
- Providing written reports of all Zone meetings to the Cabinet Secretary and Region Chairman immediately following the meeting.
-Visiting each Club in your Zone at least twice during the year. If possible, arrange for the second visit to be to a Board or Business Meeting. Clubs experiencing difficulties may require extra attention and additional visits if necessary.
- Completing the Cabinet Officer’s Report Form immediately after all Club visits and forwarding them promptly to the Cabinet Secretary.
- Ensuring that all Clubs are kept aware of the District Governor’s aims and objectives.
- Keeping your Clubs informed of all relevant decisions from Cabinet.
- Encouraging Clubs to become conversant with the Club Care Program and to use it effectively.
- Encouraging Clubs to take part in the Club Quality Initiative. (CEP)
- Identifying possible areas for new club formation or concept, special interest clubs.
- Being prepared to induct new members during your visits. Prepare an Induction Ceremony and carry it with you on all visits.
- Endeavouring to have a general knowledge of the various District Chairman’s portfolios and promote all the District projects and activities within your Zone. If you are unable to answer a Club’s question, follow up with the relevant Chairman, then notify the Club of the answer.
- Assisting the GLTD when Leadership and Training sessions are held in your Zone.
- Ensuring that Clubs submit MMR returns on time. Follow up late or incorrect returns as requested by the Cabinet Secretary and overdue District, Multiple District and International accounts as requested by the Cabinet Treasurer.
- Contacting your Region Chairman regularly to discuss the status of the Clubs in your Zone, including membership, attendance, service projects and any problems that they may have. Attend any face to face training sessions or meetings with your Region Chairman.
- Maintaining regular contact through “Go to Meeting” electronic format as necessary.
- Promoting diligence at Club level in the Health and Safety aspects of all activities by encouraging the appointment of Club Safety Officers.
- Endeavouring to have clubs within your Zone arrange a social function encouraging participation of the majority of Club members.
- Encouraging Lions and Lionesses in your Zone to participate in District events.
- Assisting the Youth of the Year District Chairman by organising the Youth of the Year Zone and Region final.
- Advising details of Zone Meetings and other Zone Activities to the Public Relations Chairman for inclusion in the District Calendar.
- Informing the District Governor and the Cabinet Secretary of any serious illness, or the passing, of a Lion, Lioness or a Lions family member in your Zone.
- Being available in November each year to participate in a meeting with your Region Chairman and the District Governor Elect to discuss the health of Clubs and opportunities for expansion in your Zone to assist the District Governor Elect to prepare his/her Membership Plan for their year.
Planning for your term

Zone Chairpersons’ Key Deliverables (Your Goal Statements)

1. Effective zone communication processes and reporting
2. Effective support to zone clubs and members as required
3. Visit each Club at least twice in the year
4. Understand the Clubs in your Zone
5. Reflection on successes and learnings.
6. Host or arrange Zone Meetings
7. Represent the Clubs at District Cabinet

Be on the lookout for

- Clubs with great performance profiles from which other zone clubs might learn
- ‘Soft spot’ clubs that may require additional attention and/or support from zone, region, or district levels.
- Possible zone membership expansion opportunities (either members or new Clubs).
- A qualitative ‘look behind the numbers’ assessment of zone clubs
- Strengths, weaknesses, opportunities and threats (SWOT) analysis of the zone
- People and Clubs doing a great job and acknowledge and thank them

District Governor’s Advisory Committee (Zone Meeting)

Who attends?
- You as chair
- Club Presidents, Club Secretaries, Membership Chairman
- Any other Club members who wish to attend.
- A guest speaker if arranged

What are they for?
- To plan and discuss Zone projects and social activities.
- To disseminate information from District Cabinet Meetings
- To share ideas and opportunities
- To promote attendance at District and Multiple District Conventions.
- To promote attendance during charter nights and other activities within the Zone and District.
- To find solutions for shared or individual problems

How often and when?
- at least three, preferably four, times a year
- ideally these would be held close to the dates of the Cabinet meetings.

Where
- Ideally, rotated around your Zone
What do we discuss?

- Each Club will present a written report of their activities, successes, membership, or problems they are encountering.
- Each Club will then verbally report on one item.
- You may also discuss matters from the reports of interest or benefit to the Clubs.
- What has happened at District Cabinet.

Is that all?

- Depending on the time of year you may also discuss:
  - Who will host the Zone and Regional Youth of the Year Final?
  - The Club’s objectives for the year, including those of the District Governor and the Zone Chairman.
  - Leadership development programs.
  - New member induction and orientation. Sponsor’s responsibilities towards the new member.
  - Plan of action needed to increase and retain members.
  - Paying dues.
  - The importance of MyLCI.
  - Progress review of the Club Presidents’ objectives and goals.
  - The appointment of the Club’s nominating committee.
  - Reporting new Club Officers.
  - Club Officer Forums.
  - Selecting convention delegates and the alternates.
  - The Lions Clubs International award programs and the need for the Club Secretary to order the awards on time.
  - Hosting a District Convention.

Do these meetings just happen?

- Successful meetings never just happen!
  - Select a time that suits the majority of the Clubs.
  - Give plenty of notice.
  - Have a well organized plan for the meeting.
  - Encourage participation from all those who attend.
  - Following the meeting, send notes of the discussion to all Clubs.
Working with Clubs

No other District Officer has a closer relationship with the individual Clubs as does the Zone Chairman. You should work with the Clubs as an advisor and help them identify the specific needs of their Club.

Strong clubs will likely exhibit these characteristics:

• They are well organised.
• They have members who are enthusiastic and take pride in their Club.
• The members have fun
• Meetings are enjoyable and appreciated by members
• They have a steady membership growth.
• They sponsor numerous service projects which meet the needs of the Community.
• They have successful fund-raising projects.
• They have a strong public relations program.
• They pay their dues in a timely fashion and seldom have past-due accounts.
• Their members attend Club Officer Forums and other learning activities
• Their members attend conventions and district functions

Struggling clubs may exhibit the following characteristics:

• The members of the Club lack initiative, unity, and are indifferent to each others’ needs.
• They have poor membership engagement, retention and/or growth.
• They do not sponsor service activities to benefit the community.
• They have no new member orientation programs and the Club members do not attend functions promoted by the District, Region or Zone.
• They are delinquent in paying dues and receive numerous past due account notices.
• They face the possibility of being placed in status quo.

Please remember
• Be diplomatic when assisting struggling clubs.
• Listen attentively to the concerns of the members of the Club, and give constructive advice
• Don’t force your will on the Club
• Remember that Clubs are autonomous and, while they are required to comply with certain requirements to retain their place in the Lions family, your ability to assist them will depend on the relationship you are able to develop with them.
• Seek advice from and/or advise Region Chair and District Governor of your plan of action to assist

When things get serious
• We hope you don’t need it, but details of Clubs in Status Quo and Financial Suspension are at Annexure B
Reporting

Please complete and send to the Cabinet Secretary a Zone Chairman’s Advisory Committee Report (see Annexure A) after each Zone Meeting, and a Zone and Region Chairman’s Visit - Report Form after each club visit.

The Cab Sec will send them to the 1st Vice District Governor who will review them and provide an ongoing summary to the District Governor’s Team, the District Management Team, GLTD and GMTD and Region Chairman. Region Chairman may use these summaries during their regular discussions/meetings with their Zone Chairman.

These reports are also available from the member’s section of the District 201Q3 web site using the Reports - Field Officers link. From this site the reports can be completed online or printed off, completed and scanned before being saved and sent to the Cabinet Secretary.

My LCI

Another key tool is your access to My LCI where you will have access to a range of information on the Clubs in your Region and Zone. For example, you should check out the information available on a Club prior to your visits.

For those of you who are taking on this role for the first time, or who have not already been registered to access MyLCI, the District Governor or the Cabinet Secretary will advise you when you can start accessing this important resource to help with your reporting. If you have any issues or questions about using My LCI feel free to contact the Cabinet Secretary who will be only too happy to assist you.

Your Diary

We recommend that you maintain a diary that covers you Zone or Region Chairman commitments, or matters which you will promote to your Clubs. These may include:

- District Governor’s Advisory Committee Meetings (Zone Meetings).
- Club visits
- Club activities that you will attend.
- Meetings with the Region Chairman and other Zone Chairman.
- District, Multiple District and International Conventions.
- Club Officer Forums
- Leadership Institutes
- March to May Membership Months
- Project timings (eg Lions Biggest Barbeque and Youth of the Year)
- Other special events to attend.

Awards

- The District Governor’s Distinguished Service Award and Excellence in Service Award, normally presented during the visit by the District Governor or a member of the District Governor’s Team, are available from the Cabinet Secretary.

- Details of the special District Governors Membership Award (formerly the Multiple District A1 Club Award) and Club of the Year Award will also be on the District Website. Details of all these awards are at Annexure D.
Managing Conflict

As you visit Clubs, you may identify a conflict situation. We do not expect you to be mediators (in fact we would discourage you from taking that role)

The best way to manage conflict is to manage in such a way that it does not occur. This includes

- Developing quality leadership.
- Regularly changing your Board members
- Balancing work with play
- Thinking and reflecting twice before speaking or acting
- Working as a family, not like a business
- Not playing favourites
- Keeping issues in perspective
- Supporting the Lions Code of Conduct
- Challenging problems early on
- Recognising and reward success

For more detail, please see the GLT articles written by David Olischlager in the XX and YY District Newsletters

But if there is conflict, what are the signs? They include

- Club is not achieving its goals
- People dealing with each other aggressively
- People are disengaged at meetings
- Attendance or membership is dropping
- Leaders insist on doing things their way
- People are talking behind others’ backs
- The atmosphere in the room doesn’t feel right

If you see a conflict, make some subtle enquiries. If you think the matter is serious enough, please escalate it to the District Governor (with as much information as you have) and they will decide the best way forward.

Other Resources

Information on a wide range of resources that are available to you in your position are included in the Cabinet Officers Manual. However, as a key member of the leadership team of the District you may find this link to the Leadership Communications section of the LCI website. For example, this link will also take you to the latest edition of THE LEADER NETWORK e-Newsletter, put out each quarter.

Further resources are at Annexure E
ANNEXURE A: Report Formats

ZONE CHAIRMAN’S ADVISORY COMMITTEE REPORT

ZONE No. ___________________ MEETING HELD AT ___________________________ DATE ___________

Clubs attending (Circle President, Secretary Membership Chairman attending)

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Pres. .................................................................................................................................
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Pres. .................................................................................................................................
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Pres. .................................................................................................................................
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LIONESS / LEO CLUB Represented ........................................................................................
........................................................................................................................................
Visitors / guests ..................................................................................................................
........................................................................................................................................
List any clubs not represented ...........................................................................................
........................................................................................................................................
Are all clubs participating in zone activities? .....................................................................
........................................................................................................................................
List recent zone activities ..................................................................................................
........................................................................................................................................
List clubs that are not involved in zone activities? ............................................................
........................................................................................................................................
List any clubs not holding monthly board of directors’ meetings ......................................
........................................................................................................................................
List any clubs that would benefit from a visit from a district chairman to assist with club improvements, meeting procedure, membership growth or any other Lions’ project
........................................................................................................................................
GUEST SPEAKER /CABINET OFFicer  Y / N – PORTFOLIO .................................................................
OTHER SPEAKER & TOPIC .....................................................................................................
OTHER MATTERS TO REPORT ............................................................................................... 
NEXT ADVISORY MEETING WILL BE HELD AT: ...................................................... DATE: ......................
SIGNED ................................................................................................................ ZONE No. .............. REGION No. ................................
Zone Chairman

Following the meeting please send a copy of this report to the Cabinet Secretary ASAP for distribution and retain a copy for your records.
ZONE AND REGION CHAIRMAN’S VISIT - REPORT FORM

Club Visited: _______________________________ Date Visited: ______________________

Officer: _____________________________ Zone: _________ Region_________________________

Membership Status

Current Membership: _____ Lion Visitors: _____ Members Present: _____ Non Lions: _____

Prospective Members: _____

General Comments on Club Officers:

President:
……………………………………………………………………………………………………………
……………………………………………………………………………………………………………
……………………………………………………………………………………………………………

Secretary:
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Treasurer:
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……………………………………………………………………………………………………………

Meeting Details

Your impression of the meeting
[Comment on the atmosphere; fellowship; timeliness; cliques; how the meeting was handled; the attitude of the members during the meeting].

Comments:
……………………………………………………………………………………………………………
……………………………………………………………………………………………………………
……………………………………………………………………………………………………………

Club Bulletin? Yes No Dinner Notice? Yes No Other Communication? Yes No Website? Yes/No Facebook? Yes/No

Your Impression of the Venue:
……………………………………………………………………………………………………………
……………………………………………………………………………………………………………
……………………………………………………………………………………………………………

Membership

Membership growth/loss for year to date (+/-): ______ (examples: 0, +4, -3)

Comments on the club membership growth and development.
[Is there an active membership committee; is there an active recruitment policy; are new members properly inducted; is there an active programme to follow up absenteeism from meetings and activities; are all members encouraged to attend Lions Education/Awareness programmes.]
Membership Comment:

Does the Club have a programme for fund raising, service and social activities?

Fund raising activities:

Service activities:

Social activities: *(include comment on Club visitation programme)*

General Comments

Would the club benefit from a visit from a District Chairman? *[Include details of Chairman and reason for the recommendation]*

Comment on the Club image within the community *(eg. Road signs, Parks, Lions Signage etc.)*

Any other and recommendations:

Zone Chairman only to complete this section. *(after reference to the Cabinet Treasurer)*

Have dues been paid: Yes No

If No, give a reason:
ANNEXURE B - CATEGORIES OF CLUBS IN CRISIS

STATUS QUO CLUBS:
Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions Club.

When a District Governor feels it would be the best interest of the Club to be placed in status quo, he/she makes such recommendation to headquarters before December 31. The recommendation form must be also signed by the 1st Vice District Governor and the Zone Chairman. The same procedure is required when the Club is ready to be released from status quo.

While a Club remains in status quo, the Zone Chairman should offer support and encouragement to Club members by:
   a) Holding meetings to discuss the future of the Club and ways to reactivate the Club.
   b) Making sure the Club reports its status to the District Governor.
   c) Encouraging the Club to pay its outstanding balance, if a debt exists.
   d) Assisting members to recruit new members aggressively.

At the same time, the Zone Chairman must make sure the status quo Club is not involved in following activities:
   a. Conducting service activities and fundraising activities.
   b. Participating in District functions and seminars.
   c. Endorsing or nominating a candidate for District, Multiple District and International office.
   e. Sponsoring new Clubs, including Leo and Lioness Clubs.

REACTIVATION OF STATUS QUO CLUB:
Within 90 days after being placed in status quo, the following steps must be taken in order for the Club to be released from status quo:
   a. Pay all outstanding balances in the Club’s account and submit the proof of the payment to headquarters.
   b. The Club must have a minimum of ten members.

FINANCIAL SUSPENSION OF CLUBS:
A Lions Club can be suspended automatically if it has an outstanding balance in their International account of more than US$1,000 or US$20 per member, whichever is less, over 120 days old. A suspended Club can be reactivated within 90 days by paying the outstanding balance in full. If not, the charter of the Club can be cancelled automatically after the suspension period of 90 days. Suspended Clubs can hold meetings to discuss the future of the Club and to identify actions to take to regain an active status. However, the Clubs cannot be involved in the following activities:
   a. Conducing service activities and fund raising activities.
   b. Participating in District functions and seminars.
   c. Endorsing or nominate a candidate for District, Multiple District or International Office.
   e. Sponsoring new Clubs, including Leo and Lioness Clubs.
Each month the International Association notifies all District Governors of which Clubs in the District are in suspension, were released from suspension or cancelled. Working closely with the District Governor and other District officers, a Zone Chairman can avoid unnecessary charter cancellations by assisting suspended Clubs either to pay the outstanding balance or negotiate a payment plan with the Finance Division at International Headquarters.

Quite often, non-payment is not totally due to lack of funds. There are times when Club officers are ill or out of town on business, and failure to make payments on time, occur. Also, complicated international banking systems can delay payments. No matter what the reasons may be, it is the responsibility of each Lions Club to pay its per capita dues on time.

One of the most important duties of Zone Chairman is to ensure that all the Clubs in the Zone are in good status with their accounts at any time of the year. Such special efforts made by Zone Chairman would help the Clubs in the Zone, as well as the Zone itself and in the long run the financial health of the association. The Zone Chairman may check the financial status of a Club by contacting the Cabinet Treasurer or accessing the status of the Clubs financial commitment to LCI via My LCI.
LIONS CLUBS INTERNATIONAL

PURPOSES

(APPROVED FOR ADOPTION BY MULTIPLE DISTRICT 201)

TO ORGANISE, charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardise the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the people of the world.

TO PROMOTE the principles of good government and good citizenship.

TO FUND and otherwise serve the civic, cultural, social and moral welfare of the community.

TO ASSIST financially, culturally, socially, and morally the disabled, disadvantaged and infirm of the community both directly and also indirectly.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

CODE OF ETHICS

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise, to build up and not destroy.

Lions Clubs International Vision Statement

TO BE THE GLOBAL LEADER in community and humanitarian service.

Lions Clubs International Mission Statement

TO EMPOWER VOLUNTEERS to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.
ANNEXURE D – District Governor Membership and Club Of The Year Awards

District 201Q3 Lions Club of the Year Trophy
This competition is designed to identify and reward the Club within our District which performs best across a wide spectrum of Club activities during the year. Information will be gained from Monthly Membership and monthly Activity Reports, District Chairmen and other District records.

Individual points apply as below

<table>
<thead>
<tr>
<th>POINTS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members inducted during the year active at 30 June 2018</td>
<td>30 each</td>
</tr>
<tr>
<td>Reinstated or transfer-in members accepted</td>
<td>20 each</td>
</tr>
<tr>
<td>Dropped members (excluding transfer-out &amp; deceased)</td>
<td>minus 20 each</td>
</tr>
<tr>
<td>Increase in Women’s Membership by minimum of 5 members</td>
<td>40</td>
</tr>
<tr>
<td>Monthly Membership and Monthly Activity Reports by 20th monthly (WMMR by 27th monthly)</td>
<td>20 per month</td>
</tr>
<tr>
<td>Semi-Annual District, MD and LCI dues paid by due date</td>
<td>80 per billing</td>
</tr>
<tr>
<td>Late submission of dues</td>
<td>minus 80 per billing</td>
</tr>
<tr>
<td>Sponsorship and the chartering of a new Club</td>
<td>200</td>
</tr>
<tr>
<td>Sponsorship of a new Lioness Club or Leo Club</td>
<td>50</td>
</tr>
<tr>
<td>Sponsorship of a new Club Branch</td>
<td>50</td>
</tr>
<tr>
<td>Centennial Legacy Project</td>
<td>40</td>
</tr>
<tr>
<td>Centennial Projects (20 points each for Vision, Youth, Hunger and Environment recorded on my LCI, with a bonus 20 points if all four areas covered off)</td>
<td></td>
</tr>
<tr>
<td>Club participation in Christmas Cakes Sales</td>
<td>30</td>
</tr>
<tr>
<td>Increase in Christmas Cake Sales over last year’s sales</td>
<td>20</td>
</tr>
<tr>
<td>Club participation in Lion Mint Sales</td>
<td>30</td>
</tr>
<tr>
<td>Increase in Lion Mint Sales over last year’s sales</td>
<td>20</td>
</tr>
<tr>
<td>Undertake and complete Club Quality Initiative (CEP)</td>
<td>30</td>
</tr>
<tr>
<td>Club participation in the Lions Medical Research Personality Quest</td>
<td>30</td>
</tr>
<tr>
<td>Club participation in the Youth of the Year Quest</td>
<td>30</td>
</tr>
<tr>
<td>Club participation in the Youth Exchange Program</td>
<td>30</td>
</tr>
<tr>
<td>Club participation in the Peace Poster Competition</td>
<td>30</td>
</tr>
<tr>
<td>Club participation in the Fire Poster Competition</td>
<td>30</td>
</tr>
<tr>
<td>Club participation in the Children of Courage Awards</td>
<td>30</td>
</tr>
<tr>
<td>Club participating in at least one Health project</td>
<td>20</td>
</tr>
<tr>
<td>Club participation in the Lions Quest Program</td>
<td>30</td>
</tr>
<tr>
<td>Attendance at Club Officer Information Days 2018</td>
<td>25 per member</td>
</tr>
<tr>
<td>Attendance at Lions Awareness Program</td>
<td>20 per member</td>
</tr>
<tr>
<td>Attendance at District, Multiple District or International Convention (maximum 100 points per convention)</td>
<td></td>
</tr>
<tr>
<td>Attendance of President, Secretary, Treasurer and Membership Chairman at Zone Advisory Meetings</td>
<td>20 per member</td>
</tr>
<tr>
<td>Contribution of articles for the District Newsletter</td>
<td>20 per article</td>
</tr>
<tr>
<td>Club Bulletin forwarded to District Newsletter Editor and PR Chairman</td>
<td>10 per bulletin</td>
</tr>
<tr>
<td>Interclub visitations made by at least three members</td>
<td>30 per club visit</td>
</tr>
</tbody>
</table>
DISTRICT GOVERNOR’S MEMBERSHIP AWARD

This Award is available to new Lions, Lionesses and Leo members who meet the following criteria in their FIRST TWELVE MONTHS of Service:

- To read and review material contained in the Lions New Membership kit, and give a brief outline at a regular or board meeting.
- To serve as a Greeter at two Club regular meetings.
- To attend FOUR board meetings of the Club.
- To attend a Zone Meeting, and at least TWO of the following events or initiatives:
  - a District Convention,
  - a National Convention,
  - an ANZI Pacific Area Forum,
  - a Lions Awareness Program Seminar, or
  - participate in the Lions Mentoring Program.
- To attend a Club project/fundraising event on at least FOUR separate occasions.
- To make a visit to TWO other Lions Clubs.
- To attend TWO Club social functions.
- To attend at least 70% of the Clubs regular meetings.
- To invite at least TWO guests to a regular Lions Club meeting.
- To attend a Club Officer Forum

A framed certificate and the current District Governors District pin is to be presented to each recipient of this award at a regular Club meeting by a member of the District Governor’s Team, a Zone or Region Chairman or senior Lions member appointed by the District Governor. Depending on the timing of achieving the criteria for this Award, it may also be presented at an appropriate time during the District Convention or District Changeover by the current District Governor or Immediate Past District Governor.

Please promote this Award to new members of your Club and encourage them to work towards achieving this Award. You should also make a point of encouraging the new members sponsor or mentor to help your new members achieve this award.

The application form below is to be completed and certified by yourself and the Club Secretary and either posted or scanned and e-mailed to the Cabinet Secretary for approval by the District Governor.

1 NOTE: A regular meeting is defined as a Club dinner meeting, annual changeover dinner or special anniversary meeting/dinner.
APPLICATION FORM

DISTRICT GOVERNOR’S MEMBERSHIP AWARD

NAME OF APPLICANT
.........................................................................................................................................................................................

CLUB
.........................................................................................................................................................................................

DATE OF INDUCTION
.........................................................................................................................................................................................

DATE OF COMPLETION OF ALL CRITERIA
.........................................................................................................................................................................................

We certify that the above member has achieved the Criteria established for this award:

CLUB PRESIDENT

.........................................................................................................................................................................................

(NAME) (Signature) (DATE)

CLUB SECRETARY

.........................................................................................................................................................................................

(NAME) (Signature) (DATE)

APPROVED

DISTRICT GOVERNOR

.........................................................................................................................................................................................

(NAME) (Signature) (DATE)
## ANNEXURE E – Useful Links

<table>
<thead>
<tr>
<th>URL</th>
<th>Region</th>
<th>Description</th>
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<tbody>
<tr>
<td><a href="https://www.lionsq3.org.au/">https://www.lionsq3.org.au/</a></td>
<td>District 201Q3</td>
<td>District 201Q3 Portal</td>
</tr>
<tr>
<td><a href="http://members.lionsclubs.org/EN/districts/zone-region-chairperson.php">http://members.lionsclubs.org/EN/districts/zone-region-chairperson.php</a></td>
<td>International</td>
<td>Zone and Region Chairperson page on LCI website</td>
</tr>
<tr>
<td><a href="http://www.lionsclubs.org/resources/EN/pdfs/da100.pdf">http://www.lionsclubs.org/resources/EN/pdfs/da100.pdf</a></td>
<td>International</td>
<td>Region Chairpersons' Manual</td>
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<tr>
<td><a href="http://members.lionsclubs.org/EN/resources/leadership-resource-center/lions-learning-center/index.php">http://members.lionsclubs.org/EN/resources/leadership-resource-center/lions-learning-center/index.php</a></td>
<td>International</td>
<td>Lions Learning Center</td>
</tr>
<tr>
<td><a href="http://members.lionsclubs.org/EN/resources/leadership-resource-center/index.php">http://members.lionsclubs.org/EN/resources/leadership-resource-center/index.php</a></td>
<td>International</td>
<td>Leadership Resource Center</td>
</tr>
<tr>
<td><a href="http://lionsclubs.org.au/members/resources/">http://lionsclubs.org.au/members/resources/</a></td>
<td>Lions Australia</td>
<td>Resources for managing a club</td>
</tr>
<tr>
<td><a href="http://201q3.lions.org.au/resources">http://201q3.lions.org.au/resources</a></td>
<td>District 201Q3</td>
<td>District resources, including Officer Manual and Constitutions.</td>
</tr>
</tbody>
</table>