

LIONS CLUBS INTERNATIONAL



DISTRICT 201Q3

Cabinet Officer Forum

Zone and Region Chair Manual 2019 - 2020

Donna Hedges
District Governor

“Shaping Our Future Together – We Serve”



Message from Donna

Thank you for agreeing to take on a Region or Zone Chair role this year

Zone Chairs are critical to the sustainability of our organisation, as you are the ones who can help share better practice and good ideas, identify clubs that need assistance, and assist clubs to be better than they were last year. You are the liaison between the Clubs and District, and the first contact should they have any issues. I rely on you to ensure Clubs receive information, dates and administrative matters from Cabinet Meetings, and raise, as appropriate, matters from the Club with the Cabinet. I ask that you also refer matters from Clubs to other District Officers for resolution.

Your enthusiasm for Lions and Lions projects can be infectious, and we ask that you speak from the heart, and encourage people to share in your passion.

Region Chairs are there to support Zone Chairs and be their first port of call. They may step in should the Zone Chair be unable, for whatever reason, to fulfil their duties.

This year, we have added representatives of the Global Action Team (GAT) to each region. They are there to assist you by bringing the knowledge and resources from the GAT to your Region. I am keen for Region Teams to be developed, consisting of the Region Chair, Zone Chairs and the Global Action Group to come together to action the District goals at a region level. I seek your input as to how to best work together.

The most important attribute for a Region or Zone Chair is the ability to build relationships. – Please get to know the key members of the Clubs in your Zone (Zone Chairs) and the Zone Chairs (Region Chairs), and you will have a strong foundation for the year.

Please enjoy your time as a Zone or Region Chair, and I hope it is rewarding for you, as well as the Clubs

Donna

Introduction

Please read this manual in conjunction with Cabinet Officers' Manual which contains information on general Cabinet policy, the structure of the District and Cabinet meetings

Zone Chairs

The Zone Chair is an experienced Lion and is a vital link between the District and Clubs. You are in an ideal position to know what is happening in Clubs, how they are performing and if they need assistance. There are three vital skills that will assist you to do this effectively:

- your capacity to build relationships and earn the trust of the President, Board and members,
- your ability to read the mood of the meeting, observe behaviours and interpret data,
- willingness to look for opportunities to praise the club, and offer formal and informal recognition, and for ideas to share across the Zone and beyond.

District has resources to assist Clubs, but we cannot impose ourselves – we must be invited (although we can offer our assistance).

In addition, you are the link between the Clubs and Cabinet. It is imperative that you report back to Clubs what is discussed and decided at Cabinet and raise at Cabinet matters Clubs ask you to.

Region Chairs

The Region Chair-role is primarily as a support person for the Zone Chairs. Your role is to stay in touch with Zone Chairs and assist them to provide as much support, recognition and information as is appropriate. You will be a sounding board for the Zone Chairs and will assist with the more difficult matters arising.

Duty Statements

The duty statements for Region and Zone Chairs are in the District Constitution. You will find at Annexure D statements that provide more detail, and take into consideration the District Governor's priorities and expectations.

Region Chair Key Deliverables

1. Maintain contact with Zone Chairs, assisting them to monitor the health of the Zones.
2. Attend Zone Meetings
3. Provide a first point of contact for assistance and support
4. Represent Clubs at District Cabinet if the Zone Chair is unable to attend.
5. Nominate (through the Zone Chairs) a host for the Region Youth of the Year Final, with details available by 30 November

Zone Chairs' Key Deliverables

1. Effective Zone communication processes and reporting.
2. Effective support to Zone clubs and members.
3. Visit each Club (Lion, Club Branch, Leo and Lioness) at least twice in the year. (including one visit to a Business/Board Meeting.)
4. Understand the Clubs in your Zone.
5. Reflect on successes and learnings.
6. Host or arrange Zone Meetings.
7. Represent the Clubs at District Cabinet.

8. Nominate a host for the Zone Youth of the Year Final with details available by 30 November.

Club Visits

Take with you

When you visit a club, it is wise to have a copy of (or know where to find them on the websites)

- Lions Clubs Ethics (see Cabinet Officer Manual)
- Lions Club Purposes (see Cabinet Officer Manual)
- Member induction script
- Standard District 201Q# Constitution
- The DG's theme

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.
- Club and zone strengths, weaknesses, opportunities and threats
- People and Clubs doing a great job. Acknowledge and thank them.

The visit

When preparing for your Club visit, gather whatever information you can about the Club using:

- their bulletins, newsletters, minutes and Facebook page.
- MyLCI and MyLion to find out membership changes and service activities.
- reports to Zone Meetings.

At the meeting

- ensure you meet all Club Members.
- recognise the Club's achievements and thank them for their service.
- promote what is happening in the District or Zone.
- don't talk too long.
- explain your role if members don't understand it.
- speak with the Executive, and observe interactions and business to get the information you need to complete the Zone Chair's Visit - Report Form.

Working with the Global Action Team (GAT)

For the first time this year, each team within the GAT (Service, Membership and Leadership) will have a designated member in your region. They are there to help you, and the Clubs in the region.

They have access to a range of resources from District, Lions Australia and LCI, and will have the ear of others who can assist in their portfolio.

We are not going to say too much about how you work together, as that is, at this stage, untested. We look forward to hearing your ideas on what works, and what to watch out for.

That said, the most important thing is communication between Zone Chair and GAT. It is important that any intervention and assistance is coordinated and Clubs are not overwhelmed with visits, offers and requests from well-meaning District Officers.

Zone Meeting (District Governor's Advisory Committee)

Who attends?

- You as Chair.
- Club Presidents, Club Secretaries, Membership Chair, Club Leadership Chairs (or First Vice President and Club Service Director
- Any other Club members who wish to attend.
- A guest speaker if arranged.

What are they for?

- To find solutions for shared or individual problems.
- To plan and discuss Zone projects and social activities.
- To disseminate information from District Cabinet Meetings.
- To share ideas, opportunities and better practice.
- To promote attendance at District and Multiple District Conventions.
- To promote attendance at Charter Nights and other activities within the Zone and District.

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?

- Provide a report on what was discussed and decided at District Cabinet.
- Each Club will present a written report prior to the meeting of their
 - activities
 - successes
 - membership
 - problems they are encountering.
- each Club will then report on one item.
- you may also discuss matters from the reports of interest or benefit to the Clubs.

Do these meetings 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.

Is that all we discuss?

Depending on the time of year you may also discuss

<ul style="list-style-type: none">• Who will host the Zone and Regional Youth of the Year Final• The Club's plans for the year, including how they will support the DG's theme• 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 and MyLion• Club election procedures and timing	<ul style="list-style-type: none">• How the Club is tracking• 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• How to identify potential Cabinet Officers• Importance of supporting Lion Foundations and activities, and tax deductibility.
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And finally

- Send a report of the discussions to all Clubs (you may care to nominate an attendee to take notes ((NB we did not say Minutes!))
- Complete a Zone Meeting report for the Cabinet Secretary and the Region Chair.

For more details on reporting, see later in this Manual.

Working with Clubs

No other District Officer has a closer relationship with the individual Clubs than the Zone Chair. You work with the Clubs as an advisor and help them identify the specific needs of their Club, as well as recognising their achievements and thanking them for contributing to Lions outcomes

Strong clubs will likely exhibit these characteristics:

- Well organised.
- Members are enthusiastic and take pride in their Club.
- Members have fun
- A strong social aspect to the Club
- Meetings are enjoyable and appreciated by members
- A steady membership growth.
- They sponsor numerous service projects which meet the needs of the Community.
- Successful fund-raising projects.
- A strong public relations program.
- They pay their dues in a timely fashion and seldom have past-due accounts.
- Members attend Club Officer Forums and other learning activities
- 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.

Please remember

- 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.
- 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
- 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, Priority Designation and Financial Suspension are at Annexure B. If you believe that these are imminent or desirable for any Club, please seek advice from your Region Chair or District Governor as soon as possible, and before taking any action.

My LCI and MyLion

Another key tool is your access to [My LCI](#) and MyLion. As we write this, we expect that, in 2019-2020, we will continue to record membership on MyLCI, but record service activities on MyLion. There is a single access point for both of these resources (as well as Shop (to buy Lions merchandise – NB not Newcastle! and Insights – Increased Knowledge Increased Impact). This is developing, so please be alert for emails, Facebook posts and webinars covering any changes.

MyLion and MyLCI provide access to a range of information on the Clubs in your Region or Zone. For example, you should check out the information available on a Club prior to your visits. It is a great resource to help with your reporting. If you have any issues or questions about using MyLCI or MyLion, feel free to contact the Cabinet Secretary (for MyLCI) or the Region GST Member or GST Coordinator (for MyLion) who will assist you. Once you have access, you will be able to see the Clubs' service activities, and their membership trends. If Clubs are not reporting, it is important that you encourage them to do so (and you needn't wait until your visit to do so).

Reporting

Please complete and send to the Cabinet Secretary and Region Chair 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 Cabinet Secretary will send them to the DG Team and GAT Coordinators, who will review and decide upon any action required. Before implementing any response, they will confirm with the Zone Chair and each other to ensure there is a single, or coordinated response

The Region Chair may use these summaries during their regular discussions/meetings with Zone Chairs.

It is important that you complete these reports as honestly as possible, and trust that the information will not be broadcast more broadly than it needs to be. In the event that there is something too sensitive to report, please immediately phone the 1st VDG or your Region Chair who will discuss the best way forward.

These reports (blanks) are 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 and emailed to the Cabinet Secretary, or printed, completed and scanned before being saved and sent to the Cabinet Secretary. You will need your name, as recorded on MyLCI and LCI Membership number (as password), to access this resource.

Awards

Please encourage Clubs to nominate people for awards.—Details of 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.

In addition, many Lions Foundations have awards and fellowships that Clubs (and individuals) can purchase, making a donation to a cause and recognising a Lion or a member of the community.

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. When visiting Clubs, you may observe some of these behaviours, Are they

- complying with the Lions Code of Conduct?
- developing quality leadership?
- regularly changing Board members?
- balancing work with play?
- thinking and reflecting before speaking or acting?
- not playing favourites?
- keeping issues in perspective?
- challenging problems early on?
- recognising and rewarding success?
- having fun?
- working as a family, not like a business?

For more detail, please see the GLT articles written by David Olischlager at http://201q3.lions.org.au/files/201q3/GLT%20ARTicle%20-%20reduce_Conflict_jan.pdf

What are the signs of conflict? 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 in accordance with District processes. <http://201q3.lions.org.au/resources>.

Lions Australia has a [Complaint Handling Procedure](#) and a [Club Grievance Procedure](#). Please speak with the Region Chair or District Governor before formally engaging with these documents.

What about you?

Your ability to earn trust, and to be build relationships, is the key to your success. If you can prove that you listen, understand the club and how it works, and are willing to assist them to grow, you will be much more welcome.

As a motivator you should:

- Recognise the efforts of the Club Officers and offer them help.
- Encourage team spirit and unity among Club members and across the Zone.
- Promote the importance of respecting and working with other Club members.
- Encourage members 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.

And sometimes, just sometimes, you have to be the bearer of bad news, either to or from District. If that happens, please treat the matter with the courtesy, confidentiality and dignity it deserves.

Other Resources

Links to further resources are at Annexure C

ANNEXURE A: Report Formats

ZONE MEETING - REPORT FORM

Meeting Location: Date:

Attendance:

Club 1
 Pres Sec M'ship Other

Club 2
 Pres Sec M'ship Other

Club 3
 Pres Sec M'ship Other

Club 4
 Pres Sec M'ship Other

Club 5
 Pres Sec M'ship Other

Club 6
 Pres Sec M'ship Other

Club 7
 Pres Sec M'ship Other

Club 8
 Pres Sec M'ship Other

Lioness/Leo Clubs Represented

Visitors/Guests

Zone Activity

List recent Zone activity

Clubs not involved in Zone activities

Club Function

List any Club not holding monthly Board of Directors meetings

List any Club(s) that would benefit from a visit from District Chairman.

Meeting Activity

Guest Speaker/Cabinet Officer

Other Speaker and topic

Other Matters to report

Next Meeting

Next Advisory Committee Meeting will be held at, Date

ZONE AND REGION CHAIR'S VISIT - REPORT FORM

Field Officer - Report Form

Club Visited: Date Visited:

Officer: Portfolio:

Membership Status

Current Membership:

Lion Visitors:

Members Present:

Non Lions:

Prospective Members:

General Comments on Club Officers

President:

Secretary:

Treasurer:

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

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.

Comment:

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

Any other and recommendations:

Zone Chairmen only to complete this section. (after reference to the Treasurer)

Have dues been paid: Yes No

If No, give reason:

ANNEXURE B - CATEGORIES OF CLUBS IN CRISIS

It is not always smooth sailing for Clubs, and there are some categories that you need to be aware of.

If you believe that a Club in your Zone/Region may be at risk of status quo or financial suspension, or may benefit from designation as a Priority Club, please seek advice from your Region Chair or District Governor as soon as possible, and before taking any action.

PRIORITY CLUB DESIGNATION

Priority club designation allows members of the District Governor Team (the district governor, first vice district governor or second vice district governor) to make up to two additional club visits to the club funded by the existing district governor budget. This designation does not change the status of the club nor change the club's rights or obligations and is designed to provide support to clubs that need additional attention.

Priority clubs automatically include all clubs that have been chartered over the previous 24 months, clubs in status quo or financial suspension and clubs that have been cancelled over the previous 12 months that could be reinstated.

The district governor may request priority designation for five additional clubs. To request priority designation for clubs that are not newly formed, recently cancelled, in status quo or financial suspension as noted above, the district governor must indicate why additional support is necessary, provide a plan outlining the needed activities and assign a Guiding Lion to the club. The plan must be approved by the club, the district governor, and the first vice district governor and then submitted to the District and Club Administration Division. These clubs must continue to pay dues and fulfil the responsibilities of a Lions Club or may risk being placed in financial suspension and cancelled. If measurable progress is not made within six months, these clubs may lose their priority designation.

A club is considered to have achieved success when it has reached the goals set by the club when priority designation was granted. More than five additional clubs may be given a priority designation with the approval of the District and Club Service Committee.

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 Chair. 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 Chair 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 Chair 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.
- d. Submitting the Monthly Membership Report.
- 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 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. Conducting 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.
- d. Submitting the Monthly Membership Report.
- e. Sponsoring new Clubs, including Leo and Lioness Clubs.

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 fail to make payments on time. 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 Chair is to ensure that all the Clubs in the Zone are in good status with their accounts. The Zone Chair 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.

For more information see https://temp.lionsclubs.org/EN/pdfs/bpm_ch05.pdf

ANNEXURE C – Useful Links

https://www.lionsq3.org.au/	District 201Q3	District 201Q3 website
http://members.lionsclubs.org/EN/districts/zone-region-chairperson.php	International	Zone and Region Chair page on LCI website
http://www.lionsclubs.org/resources/EN/pdfs/da100.pdf	International	Zone Chair Manual
https://lionsclubs.org/v2/resource/download/79863799	International	Region Chair Manual
http://members.lionsclubs.org/EN/resources/leadership-resource-center/lions-learning-center/index.php	International	Lions Learning Center
http://lionsclubs.org.au/members/resources/	Lions Australia	Resources for managing a Club
http://lionsclubs.org.au/club-administration-manual/	Lions Australia	Club Administration Manual
http://201q3.lions.org.au/resources	District 201Q3	District resources, including Officer Manual and Constitutions.
http://lionsclubs.org.au/wp-content/uploads/2013/10/Code-of-Conduct.pdf		Lions Club Code of Conduct
Single access to MyLion and MyLCI		MyLion
http://members.lionsclubs.org/EN/resources/mylci.php		MyLCI
http://201q3.lions.org.au/resources		District Conflict Resolution Program
http://201q3.lions.org.au/files/201q3/GLT%20ARTicle%20-%20reduce_Conflict_jan.pdf		David Olischlager article
https://lionsclubs.org.au/wp-content/uploads/2018/12/IMAGE-CONSENT-AND-RELEASE-FORM-2018.pdf		Photography Policy
In progress – please contact Cabinet Secretary for latest		Child Protection Policy

DUTY STATEMENT - ZONE CHAIR

The Zone Chair is the first point of reference for Clubs. You are the Clubs' link to Cabinet and Zone Chairs must keep in regular contact with all Clubs in their Zone and encourage two-way communication with Club members. You will also work with Region Global Action Team (GAT) members to help assist Clubs in your Zone. Please make use of your Region Chair's experience and knowledge should difficult issues arise or to discuss any matters regarding any of your Clubs.

You will hold 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 Chairs as Guest Speakers as this will help Clubs to gain knowledge of District Projects.

Your duties will include:

Supporting Clubs

- Visiting each Club in your Zone at least twice during the year. If possible, arrange for one visit to be to a Board or Business Meeting. Clubs experiencing difficulties may require extra attention and additional visits if necessary.
- 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 be aware of club care and resources for self-assessment programmes (eg Club Quality Initiative) and to use them effectively.
- Endeavouring to have a general knowledge of the various District Chairs 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 Chair, then notify the Club of the answer.
- Being prepared to induct new members during your visits. Prepare an Induction Ceremony and carry it with you on all visits.
- Promoting diligence at Club level in the Health and Safety aspects of all activities by encouraging the appointment of Club Safety Officers.

Reporting

- Providing written reports of all Zone meetings to the Cabinet Secretary, immediately following the meeting. The Cabinet Secretary will forward the reports to agreed officers in the District, and include the Zone Chair
- Completing the Cabinet Officer's Report Form (including any written reports from Clubs) immediately after all Club visits and forwarding them promptly to the Cabinet Secretary. The Cabinet Secretary will forward the reports to agreed officers in the District, and include the Zone Chair
- Ensuring that Clubs submit Monthly Membership 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 Chair regularly to discuss the status of the Clubs in your Zone, including membership, attendance, service projects and any challenges they face.

Relationship Building

- Assisting the District GLT Coordinator when Leadership and Training sessions are held in your Zone
- Endeavouring to have clubs within your Zone arrange a social function encouraging participation of the majority of Club members
- Encouraging Lions, Leos and Lionesses in your Zone to participate in District events
- Informing the District Governor and the Cabinet Secretary of any serious illness, or the passing, of a Lion, Leo, Lioness or a Lions family member in your Zone.

Development

- Encourage Club Members to reach their full potential as Lions, by participating in Leadership Development and Training Sessions when offered.
- In conjunction with the Regional GLT, organise and present Lions Information Sessions and learning activities
- Encourage newer members to attend Lions Information Sessions so they may become better informed about Lions Clubs International.

Planning

- Identifying possible areas for new club or Club Branch formation or concept and special interest club formation
- Organising the Youth of the Year Zone and Region (if required) final. Dates and host clubs to be set by 30 November
- Advising details of Zone Meetings and other Zone Activities to Out and About, and encouraging Clubs to use Out and About and, where appropriate, the District Marketing Chair
- Being available in November each year to participate in a meeting with your Region Chair 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.

DUTY STATEMENT - REGION CHAIR

Region Chairs work in close co-operation with the Zone Chairs, and the District and Region Global Action (GAT) Team. It is important that actions of these officers are based on a totally co-ordinated approach, which makes use of the talents and input of all.

Your duties will include:

- Ensuring there is a good working relationship between yourself, Zone Chairs and the Region GAT by encouraging cooperation and open communication
- Encouraging your region team to:
 - identify areas for membership growth and club expansion
 - ensure Presidents and Zone Chairs engage the Region and District Global Membership Team to assist clubs as required
 - identify future leaders, and encourage their development
- Guiding and mentoring the Zone Chairs in your Region – be prepared to facilitate face to face or electronic discussion sessions as required
- Providing assistance and support for the Zone Chairs and GAT Members in your Region, especially when difficult issues arise.
- Attending all Cabinet meetings, Zone meetings where possible in your region, giving a “Cabinet Meeting Summary” report if required by the Zone Chair
- Making sure that you have Contact with the Zone Chairs at least fourteen days prior to each Cabinet Meeting to
 - determine if they are attending and if they are not, ensuring you are aware of specific areas of concern. for consideration by Cabinet or Cabinet Officers
 - discuss the status of each Club in their Zone, including membership, attendance, and service projects and any other perceived problems
- Making every effort to attend Club Officer Information Sessions, and other District Functions, especially those functions held in your region.
- Being prepared to support Clubs at the request of the District Governor.
- Encouraging and assisting the Zone Chairs to
 - promote club care and club self-assessment material to clubs and encourage them to use it effectively.
 - encourage Club Members to reach their full potential as Lions, by participating in Leadership Development and Training Sessions when offered.
 - in conjunction with the Regional GLT, organise and present Lions Information Sessions and learning activities
 - Encourage newer members to attend Lions Information Sessions so they may become better informed about Lions Clubs International.
 - Encouraging newer members to attend Lions Information Sessions so they may become better informed about Lions Clubs International.
 - Actively promote the District Governor’s aims and objectives including the promotion of all District projects and activities within your Region
- 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 Zone Chairs and the District Governor Elect in November to discuss the health of Clubs and opportunities for expansion in your Region to assist the District Governor Elect to prepares his/her Membership Plan.