

## District 19E Policy Manual

### Chapter 3

#### **GLOBAL ACTION TEAM COORDINATORS (GAT), Committees and Other Appointees of District 19E**

**Note: The several committees appointed, approved, and functioning within 19E shall be so structured as to complement, support and enhance each other's efforts through networking and communications designed to share ideas which would further the opportunity for success of all committees.**

The 19E District Governor during his or her term as Vice District Governor shall appoint the following [Global Action Team Coordinators](#), Committee Chairpersons, and committee members as are mandated by the Constitution and By-Laws of the International Association of Lions Clubs, District 19E and the Policy Manual.

All members appointed to Committees of 19E shall be members in good standing of Lions Clubs in good standing, within the boundaries of 19E.

Proposals for the creation of new 19E Committees shall be presented in writing to the Cabinet for their study and subsequent recommendation. **(Note: The exception to this would be in the case of a mandate coming from Lions Clubs International delegates' vote or Lions Clubs International Board of Directors' actions.)**

[GAT Coordinators](#) and Committee Chairpersons serve as appointees of the current 19E District Governor. A [GAT Coordinator](#) or Committee Chairperson may be replaced by the sitting District Governor as deemed necessary by the Governor or Cabinet except for those chairpersons elected or otherwise appointed.

[This Policy Manual](#) is provided as resource material for District 19E Lions that are interested in the different positions in the District to which they may be elected, appointed or volunteer to accept and does provide information for the various positions. The position information given may be modified and any position may be eliminated entirely by the District Governor to suit the needs of the District during in any year.

[Additional and supplemental information](#) can be found in [Lions Clubs International](#), [Multiple District 19](#), [District 19E Constitutional & By-Laws](#) and accompanying [Policy Manuals](#). The [District E-Book](#) is a great resource.

Committees of 19E

~~1. Three Year Committees~~ One Year Term

~~CLUB SUPPORT TEAM (CST)~~  
GLOBAL ACTION TEAM (GAT)  
COORDINATORS

~~LEADERSHIP~~

(See Global Leadership Coordinator)

~~EXTENSION~~

~~MEMBERSHIP~~

(See Global Membership Coordinator)

~~PUBLIC RELATIONS~~

~~RETENTION~~

Global Service Coordinator

GAT Support Team

EXTENSION

PUBLIC RELATIONS

RETENTION

One Year Committees

BUDGET AND FINANCE

CARE

CHILDHOOD CANCER

~~CONFERENCE~~ CONVENTION

CONSTITUTION AND BY-LAWS

CONTESTS & AWARDS

DIABETES AWARENESS

ENVIRONMENT

HEARING BC & US

INFORMATION TECHNOLOGY

INTERNATIONAL UNDERSTANDING

LCIF

LEADER DOGS FOR THE BLIND

LEO – BC & US

~~LIONESSE LIASION~~

LIONS FOUNDATION OF CANADA

~~LONG RANGE PLANNING~~

STRATEGIC PLANNING

PEACE POSTER

POLICY MANUAL

QUEST

SIGHT – BC & US

WEBMASTER

YOUTH EXCHANGE

~~CLUB SUPPORT TEAM (CST)~~  
**GLOBAL ACTION TEAM**

Facilitator: 1<sup>st</sup> Vice District Governor

Members: The 19E [Global Action Team Coordinators](#), Extension, ~~Membership~~, Public Relations, Retention Chairpersons and Zone Chairpersons.

Meetings: Monthly meetings of the 19E [Global Action Team \(GAT\)](#) will be held. The 1<sup>st</sup> Vice District Governor will set the agenda for the meetings with input from the District Governor and the 19E [\(GAT\) ~~Club Support Team~~](#). The 1<sup>st</sup> Vice District Governor will facilitate the meetings. Minutes will be taken at each meeting and will be made available to members within ten days of the meeting.

## **Leadership**

~~A. Name: Global Leadership Team (GLT) Coordinator~~

~~B. Purpose: This position has a two fold purpose:~~

- ~~1. To oversee the development of leadership skills in the officers and members of Lions Clubs within District 19E. Under the GLT portfolio, a designated Director of Training will provide classes to teach the necessary skills for District, Zone and Club officers, as well as provide leadership enhancement programs such as Team Building, Conflict Management, and Motivation, etc.~~
- ~~2. To have a vision for the District and look for new ideas and programs to bring to the Leadership Teams of 19E to improve the growth and direction of the organization.~~

~~C. Chairperson: This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor entering office when the vacancy occurs shall select the Global Leadership Team (GLT) Coordinator, with advice given by the outgoing GLT Coordinator and other members of the District Leadership team.~~

~~Training Chairperson: This is a three (3) year appointment. The selection process for the Training Chairperson will be the same as the selection for the Leadership Chairperson. The Training Chairperson will be selected by the District Governor with advice by the GLT Coordinator.~~

~~D. Membership: The GLT Leadership Team Coordinator, the Training Chairperson and the ten (10) Zone Chairpersons.~~

~~E. General Responsibilities:~~

- ~~1. Participate as a member of the 19E Club Support Team to develop and promote programs for the leadership growth of the District. This will involve meetings with this team at scheduled Cabinet Meetings.~~

~~Act as a resource person for the Zone Chairpersons.~~

- ~~2. Communicate with the 1<sup>st</sup> Vice District Governor throughout the year to encourage and assist in reaching the Districts' goals.~~
- ~~3. Utilize materials provided by Lions Clubs International or develop materials specifically for the needs of the district.~~
- ~~4. Develop with the Training Chairperson and the Club Support team, 19E training for Zone Chairpersons elect which will be held prior to the MD Annual Convention each year.~~
- ~~5. Work in cooperation with Lions Clubs International to provide the necessary training for strengthening and developing leadership skills on the District level.~~

~~F. Fiscal Responsibilities: This committee handles no funds.~~

~~G. Meetings:~~

- ~~1. There will be Regional Kick off Meetings held in May or June with several other district Club Support teams to share ideas and set goals for the year.~~
- ~~2. Half time Regional Meetings will be held each January with several other district Club Support Teams to celebrate the progress that has been made on the goals that were set in the spring, to reassess what still needs to be done and to rewrite the goals, as necessary.~~
- ~~3. Notices of all meetings shall be emailed or faxed, as necessary to all Club Support team members.~~

~~H. Reports: Prepare and present written reports for presentation to Cabinet Meetings and the Spring Conference. Be prepared to present oral reports at these meetings if requested.~~

~~I. Qualifications: A Lion in good standing, in a club in good standing who has:~~

- ~~1. Demonstrated leadership abilities above the club level.~~
- ~~2. The ability to set clear goals and work to their completion.~~
- ~~3. Worked closely with District Spring Conference Chairperson regarding seminars, presenters, and speakers.~~

- ~~4. Demonstrated the ability to work with other Chairpersons as a team member.~~
- ~~5. Demonstrated the ability to effectively present in large and small group settings.~~
- ~~6. Created Leadership seminars of high interest and quality.~~
- ~~7. The ability and desire to communicate regularly with Zone Leadership Chairpersons.~~
- ~~8. The willingness to attend Zone meetings and Club meetings to encourage leadership.~~
- ~~9. The ability to commit personal time and resources in reaching goals for leadership.~~
- ~~10. Demonstrated enthusiasm and motivation to do a good job.~~

~~J. Reviews: Should there be a failure to meet the standards of the Global Leadership Team Coordinator position, the District Governor may elect to replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.~~

Global Leadership Team (GLT) District Coordinator  
(From Lions Clubs International)

Term	One year; selected by the district (per the district constitutional by-laws) as a member of the district cabinet. May serve multiple terms.
Position Overview	As the GLT district coordinator, your efforts directly impact the success of the Global Action Team's initiatives. You are the driving force that ensures your district is strong, stable, and focused on developing and inspiring quality leadership. You know where to find solutions and are able to overcome obstacles. You will serve as a conduit between clubs and multiple district coordinators to ensure the distinct needs of each district and club are being met.
Actions for Success	<ul style="list-style-type: none"><li>•Collaborates with your GMT and GST district coordinators and Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.</li><li>•Develops and executes an annual district leadership development plan and reports training.</li><li>•Communicates regularly with region/zone chairpersons and club vice presidents.</li><li>•Ensures they are aware of leadership development programs and resources available.</li><li>•Provides ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.</li><li>•Promotes leadership development opportunities that encourages participation all levels of the association.</li><li>•Collaborates with GMT and GST district coordinators to provide retention strategies to clubs.</li><li>•Includes diverse populations to participate in Global Action Team initiatives.</li><li>•Identifies potential and new leaders to participate in service, membership, and leadership development opportunities.</li><li>•Organizes and facilitates instructor-led and web-based training in coordination with LCI.</li><li>•Confirms new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator.</li><li>•Completes requirements and submits applications to receive district funding from LCI for leadership development activities.</li></ul>

## Measuring Success

- Incoming club officers participate in club officer training.
- Incoming zone chairpersons participate in zone chairperson training.
- New members participate in new member orientation.
- Increase the total number of Lions participating in leadership development training events by 10%.

## Recommended Qualifications

- Passionate about Lions and is invested in the association's future.
- Leads by example, actively participating in leadership development programs.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).
- Recognizes the importance of diversity in Lions.
- Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.

## Reporting

- GLT district coordinator reports to GLT multiple district coordinator (or GAT area leader as appropriate). GLT, GMT and GST district coordinators report to the district Global Action Team chairperson (district governor).
- Club vice president, acting as the GLT club representative, reports to GLT district coordinator.

## **Membership**

~~A. Name: Global Membership Team (GMT) Coordinator~~

~~B. Purpose: To help Lions Clubs better serve their communities through provision of advice and enthusiasm related to:~~

~~Retention of present members~~

~~Attracting new members~~

~~Chairperson: This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor entering office when the vacancy occurs shall select the Global Leadership Team (GLT) Coordinator, with advice given by the outgoing GLT Coordinator and other members of the District Leadership Team.~~

~~A. Membership: The Lion selected by the above process.~~

~~B. General Responsibilities:~~

- ~~1. Participate as a member of the 19E Club Support Team to develop and promote programs for the growth of District 19E. This will involve monthly meetings with this team.~~
- ~~2. Work in harmony with the Cabinet, Zone, Membership Chairpersons, and Lions Clubs International to achieve membership and extension development goals.~~
- ~~3. Educate and assist Club and Zone Membership Chairpersons, and the 19E District Governor on those methods which are available to them on increasing membership.~~
- ~~4. Utilize materials provided by Lions Clubs International or develop own materials of a similar nature.~~
- ~~5. Coordinate and provide leadership and leadership training skills for strengthening and development of membership.~~
- ~~6. Develop realistic and achievable 19E membership goals.~~
- ~~7. Develop a networking program of communications with guidelines which would assist and enhance the efforts of the various Zone Global Leadership Team (GLT) Coordinators.~~
- ~~8. Communicate with the 1<sup>st</sup> Vice District Governor of 19E throughout the year to encourage and assist in reaching the~~

~~District's goals:~~

- ~~G. Reports: Prepare and present written reports for the 1<sup>st</sup> Vice District Governor to present to Cabinet Meetings and the Spring Conference. Be prepared to present oral reports at these meetings if requested.~~
- ~~H. Qualifications: A Lion in good standing in a club in good standing who has:~~
- ~~1. Demonstrated leadership abilities above the club level.~~
  - ~~2. An understanding of the 19E Constitution and By laws and the Lions International Constitution and By laws and the District 19E Policy Manual.~~
  - ~~3. Demonstrated leadership skills in speaking, organization, setting goals and is a team player.~~
  - ~~4. Has vision and is open minded to new ideas.~~
  - ~~5. The ability to commit personal time and resources to reaching goals for membership growth.~~
  - ~~6. The willingness to attend 19E Cabinet meetings and Zone meetings to encourage membership growth.~~
- ~~I. Reviews: Should there be a failure to meet the standards of the GMT Coordinator position, the District Governor may elect to replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.~~

**GLOBAL ACTION TEAM**  
Global Membership Team (GMT) District Coordinator  
(From Lions Clubs International)

Term	One year; selected by district (per the district constitutional by-laws) as a member of the district cabinet. May serve multiple terms.
Position Overview	As the GMT district coordinator, your efforts directly impact the success of the Global Action Team's initiatives. You are the driving force that ensures your district is strong, stable, and focused on increasing membership. You know where to find solutions and are able to overcome obstacles. You will serve as a conduit between clubs and multiple district coordinators to ensure the distinct needs of each district and club are being met.
Actions for Success	<ul style="list-style-type: none"><li>• Collaborates with your GLT and GST district coordinators and the district Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.</li><li>• Develops and executes an annual district membership development plan.</li><li>• Collaborates with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be started.</li><li>• Motivates clubs to invite new members, inspires positive club membership experiences, and ensures clubs are aware of available membership programs and resources.</li><li>• Monitors club membership reports. Recognizes clubs that are increasing membership and supports clubs that are losing members.</li><li>• Works with clubs in danger of cancellation by ensuring payments are submitted on time.</li><li>• Includes diverse populations to participate in Global Action Team Initiatives.</li><li>• Quickly follows up on prospective member leads provided by the GMT multiple district coordinator or LCI and provides status report on membership.</li><li>• Completes requirements and submits application to receive district funding from LCI for membership development activities.</li><li>• Confirms new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator.</li><li>• Provides retention strategies to clubs in collaboration</li></ul>

with GLT and GST district coordinators.

#### Measuring Success

At the end of each fiscal year, increase total membership by:

- Achieving district membership goals.
- Decreasing membership drops by 5%.
- Increasing women's membership.
- Ensuring prospective member leads provided by multiple district or LCI are contacted in a timely manner and informing leads about membership.
- New members participate in new member orientation.

#### Recommended Qualifications

- Passionate about Lions and is invested in the association's future.
- Leads by example; actively sponsoring new members and/or participated in new club development.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).

#### Reporting

- GMT district coordinator reports to GMT multiple district coordinator (or GAT area leader, as appropriate)
- GLT, GMT and GST district coordinators report to district Global Action Team chairperson (district governor).
- GMT club membership chairperson reports to GMT district coordinator.

**GLOBAL ACTION TEAM**  
Global Service Team (GST) District Coordinator  
(From Lions Clubs International)

Term	One year; selected by district (per the district constitutional by-laws) as a member of the district cabinet. May serve multiple terms.
Position Overview	As the GST district coordinator you provide capacity building resources to region, zone, and club service chairpersons, empowering Lions to meet the priority needs of their communities and elevate the member experience through impactful service growth. You know where to find solutions and are able to overcome obstacles. You will serve as a conduit between clubs and multiple district coordinators to ensure the distinct needs of each district and club are being met.
Actions for Success	<ul style="list-style-type: none"><li>• Encourages clubs to implement service projects that are aligned with global LCI Initiatives GLOBAL ACTION TEAM.</li><li>• Works with clubs to raise the visibility of Lions service impact in local communities.</li><li>• Collaborates with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.</li><li>• Works with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLion to increase engagement in service projects.</li><li>• Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.</li><li>• Promotes service projects that attract multi-generational participants, including the integration and leadership development of Leos.</li><li>• Acts as the advocacy champion for the district to implement activities including but not limited to community awareness/education, legislative/public policy, events, and partnerships.</li><li>• In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.</li><li>• Gathers club and district feedback related to service challenges, opportunities, and successes and shares information gathered with multiple district coordinator to</li></ul>

troubleshoot/remove barriers impeding the successful implementation of service programs. Measuring Success

- Collaborates with district GLT coordinator to plan at least one workshop that elevates Lion and Leo professionalism in service project planning and execution.
- Encourages clubs to plan and execute at least one diabetes related project.
- Increases service project implementation and reporting over previous year.
- Works with LCIF district coordinator and region/zone chairpersons to identify at least one service initiative that can be strengthened by LCIF resource utilization.
- Identifies and reports at least one advocacy opportunity in each district.
- Raises LCI App utilization throughout district by having each club input and manage at least one of their service projects in MyLion.
- Ends each fiscal year with an increase in Leo Club development and hands-on service collaboration between Lions and Leos.

#### **Recommended Qualifications**

- **Passionate about Lions, effectively promotes LCI** Forward and is invested in the association's future.
- Experience in leading and developing service activities within the last five years.
- Strong project or event management, public speaking, and presentation skills
- Familiar with LCIF programs, partnerships, and grants. • Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media). Reporting
- GST district coordinator reports to GST multiple district coordinator, area leader or special area advisor as assigned.
- GST, GMT and GLT district coordinators report to district Global Action Team chairperson (district governor).
- GST club service chairperson reports to GST district coordinator.

## EXTENSION

- A. Name: Extension
- B. Purpose: To further the expansion of Lions Service in District 19E through the formation of new clubs.
- C. Chairperson: The District Governor entering office when the vacancy occurs shall select the Extension Chairperson, with advice given by the outgoing Extension Chairperson and other members of the District ~~Club Support~~ GAT Team.
- D. Membership: The Lion selected by the above process.
- E. General Responsibilities:
1. Participate as a member of the 19E ~~Club Support Team~~ GAT to develop and promote programs for the growth of the District. This will involve monthly meetings with the team.
  2. Work with the District 19E ~~Club Support Team~~ GAT to set attainable goals. Assist in achieving those goals.
  3. Identify those areas that can be targeted for the expansion of new Lions Clubs and Club Branches. Nurture sponsoring Lions Clubs for those targeted areas.
  4. Be accessible to the 19E District Governor, the Vice District Governors, the 19E Cabinet, the 19E ~~Club Support~~ GAT Team and District 19E Lions.
- ~~F. Fiscal Responsibilities: This committee handles no funds.~~
- ~~G. Meetings:~~
- ~~1. There will be regional Kick-off Meetings held in May or June with other district Club Support teams to share ideas and set goals for the year.~~
  - ~~2. Half time Regional Meetings will be held each in January or February with other district Club Support Teams to celebrate the progress that has been made on the goals that were set in the spring, to reassess what still needs to~~

~~be done and to rewrite the goals, as necessary.~~

~~3. Notices of all meetings, regular or special, shall be mailed, faxed, or emailed to all expected attendees at least fifteen (15) days prior to said meeting.~~

- H. Reports: Prepare and present written reports for presentation to Cabinet Meetings and the Spring ~~Conference~~ **Convention**. Be prepared to present oral reports at these meetings if requested.
- I. Qualifications: A Lion in good standing in a club in good standing who has:
1. Demonstrated leadership abilities above the club level.
  2. The ability to be a panel presenter at District and above levels.
  3. The ability to develop audiovisuals on pertinent topics, such as: Guiding Lions, Forming New Lions Clubs, the make-up of Lions Clubs, Educating Charter Members.
  4. The willingness to meet with MD 19 and other district Chairpersons at ~~the Kick-off and Half Time~~ meetings to help formulate goals, check progress on reaching those goals and share information on the above topics.
  5. The willingness to communicate regularly with the District Governor, Vice District Governors, the District Cabinet, and the District ~~Club Support~~ **GAT** Team.
  6. The willingness to attend District 19E Cabinet meetings and ~~Club Support~~ **GAT** Team meetings to encourage the formation of new clubs.
  7. The willingness to commit personal time and resources to reaching goals for extension.

## PUBLIC RELATIONS

- A. Name: Public Relations
- B. Purpose: To encourage the dissemination of accurate information regarding Lions Clubs Objects, Lions Code of Ethics, Lions Motto, service activities of Lions Clubs and the various projects of Lions Clubs and their membership, both locally and worldwide.
- C. Chairperson: ~~This is a three (3) year appointment in accordance with Lions Clubs International.~~ The District Governor entering office when the vacancy occurs shall select the Public Relations Chairperson, with advice given by the outgoing Public Relations Chairperson and other members of the District Club Support Team.
- D. Membership: The Lion selected by the above process.
- E. General Responsibilities:
1. Participate as a member of the 19E ~~GAT Club Support Team~~ to develop and promote programs for ~~the leadership growth of~~ District 19 E.
  2. Provide information regarding the importance of the history and organizational structure of Lionism and the significance, of our motto, 'We Serve'. Promote the proper recognition, use, and respect for our Lions Clubs International emblem.
  3. Assist in the training of Lions Club officers, Zone Chairpersons, and the District Governor for the development of programs to promote their activities within their communities and District 19E. Utilize materials provided by Lions Clubs International and develop 19E materials which are applicable to our own situation.
  4. Provide articles and pictures to 'The Lion' magazine, 'The Border Crossing', and District newsletter to promote District and community activities. Encourage and promote media coverage of Lions Clubs, Zone and District activities.
  5. Encourage Spring ~~Conference~~ Convention attendance, club visitations, club brochures and bulletins, and the interchange of club bulletins.
  6. Communicate with the 1<sup>st</sup> Vice District Governor of 19E

throughout the year to encourage and assist in reaching the District's goals.

~~F. Fiscal Responsibilities: This committee handles no funds.~~

- G. Reports Prepare and present written reports for presentation to Cabinet Meetings and the Spring ~~Conference~~ Convention. Be prepared to present oral reports at these meetings if requested.
- H. Qualifications: The Lion assuming the position of Public Relations Chairperson will have demonstrated experience, interest, and motivation in the area of PR.
- I. Reviews: Public Relations Chairperson position, the District Governor may elect to replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.

## RETENTION

- A. Name: Retention
- B. Purpose: To help Lions Clubs better serve their communities through provision of advice and enthusiasm related to retention of present members.
- C. Chairperson: ~~This is a three (3) year appointment in accordance with Lions Clubs International.~~ The District Governor entering office when the vacancy occurs shall select the Retention Chairperson, with advice given by the outgoing Retention Chairperson and other members of the District ~~Club Support~~ GAT Team.
- D. Membership: The Lion selected by the above process.
- E. General Responsibilities:
1. Participate as a member of the 19E ~~Club Support~~ GAT Team to develop and promote programs for the growth of District 19E, including the retention of current members. This will involve monthly meetings with this team.
  2. Work in harmony with the Cabinet, and Lions Clubs International to achieve retention goals.
  3. Educate and assist Clubs and the 19E District Governor on those methods which are available to them to improve membership retention.
  4. Utilize materials provided by Lions Clubs International or develop own materials of a similar nature.
  5. Coordinate and provide leadership and leadership training skills for strengthening and development of retention programs.
  6. Develop realistic and achievable 19E retention goals.
  7. Communicate with the 1<sup>st</sup> Vice District Governor of 19E throughout the year to encourage and assist in reaching the District's goals.
  8. Develop and implement a 19E orientation program.
- ~~F. Fiscal Responsibilities: This committee handles no funds.~~

- G. Reports: Prepare and present written reports for presentation to Cabinet Meetings and the Spring ~~Conference~~ **Convention**. Be prepared to present oral reports at these meetings if requested.
- H. Qualifications: A Lion in good standing in a club in good standing who has:
1. Demonstrated leadership abilities above the club level.
  2. An understanding of the 19E Constitution and By-laws and the Lions International Constitution and By-laws and the District 19E Policy Manual.
  3. Demonstrated leadership skills in speaking, organization, setting goals and is a team player.
  4. Has vision and is open minded to new ideas.
  5. The ability to commit personal time and resources to reaching goals for membership retention.
  6. The ability and desire to communicate with Zone Chairpersons.
  7. The willingness to attend 19E Cabinet meetings and Zone meetings to encourage retention of membership.
- I. Reviews: Should there be a failure to meet the standards of the Retention Chairperson Position; the District Governor may elect to replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.

**COMMITTEES OF 19E**  
**(One year Term)**

**BUDGET AND FINANCE**

- A. Name: Budget and Finance Committee
- B. Purpose: To give Cabinet and District Governor recommendations and advice regarding all financial matters of 19E as may be directed by the Cabinet.
- C. Membership: The Budget and Finance Committee shall consist of the District Governor, Vice District Governors (ex-officio members), and four (4) appointed members.
- D. Chairperson: The Chairperson shall be selected annually by the seated 1<sup>st</sup> Vice District Governor.
- E. General Responsibilities:
1. Prepare and present to the Cabinet a balanced budget proposal for 19E for the ensuing year, based upon anticipated revenue.
  2. Annually review all monetary, budgetary policies and procedures and make recommendations for changes if deemed to be justified.
  3. Monitor and ensure compliance with 19E Constitution and By-Laws, Rules of Audit of 19E Policy Manual regarding the accumulation, use, transfer and/or distribution of 19E funds.
  4. Ensure the monthly income and expenditure versus budget statement and balance sheets are sent to all members of the Budget and Finance Committee.
  5. Assist the Cabinet in all accounting and financial matters.
  6. Additional information, see Chapter 6.
- F. ~~Fiscal Responsibilities: This committee handles no funds.~~
- G. Meetings:
1. Regular Meetings: There shall be at least two (2)

- regularly scheduled meetings each fiscal year, one (1) held prior to the 1st cabinet meeting and the second to be held prior to the Spring ~~Convention~~ **Convention**.
2. Special Meetings: Special meetings may be called by the Committee Chairperson, three (3) members of the Committee or the District Governor.
  3. Notices of All Meetings: Notices of all meetings, both regular and special, stating time, location, and purpose (agenda) shall be emailed or faxed to all members of the Committee, District Governor, and 1<sup>st</sup> Vice District Governor at least fifteen (15) days prior to date of said meeting. If emailed, recipient needs to reply that they received said email
- E. Quorum: A quorum shall be a simple majority of the total number of members on the Committee.
- F. Voting: Each member present shall have one (1) vote on all matters.
- G. Minutes: Minutes of all meetings will be recorded and distributed to all Committee members, District Governor and Vice District Governors.
- H. Reports: All Committee Reports requiring no action shall be typed and submitted to the District Cabinet Secretary no later than thirty (30) days prior to the next regularly scheduled cabinet meeting, to enable timely mailing to Cabinet members. All reports are to be presented at the Cabinet meeting by the Committee Chairperson or that person's representative

CARE

- A. Name: CARE
- B. Purpose: To solicit funds from the Lions, Lioness, and Leo Clubs of 19E which, through MD19 will be used for humanitarian purposes in selected developing countries.
- C. Chairperson: The Chairperson is appointed by the District Governor.
- D. General Responsibilities:
  - 1. Provide information on each approved project to the members of the Cabinet and Club members throughout the District.
  - 2. Present an oral overview of the projects to the Clubs of the District when requested.
  - 3. Encourage each Club to donate to the MD 19 CARE project.
- E. Fiscal Responsibilities: ~~This Committee shall handle no funds.~~ All Club CARE contributions shall be sent directly by the clubs to the MD 19 office.
- F. Meetings: The 19E CARE Chairperson shall meet as required with the MD 19 CARE Chairperson.
- G. Reports: All committee reports shall be typed and submitted to the Cultural & Community Activities Coordinator for presentation at the next scheduled Cabinet Meeting. The CARE Chairperson shall be available to make oral reports at Cabinet meetings as requested.

## CHILDHOOD CANCER CHAIRPERSON (From Lions Clubs International)

Childhood Cancer Chairpersons serve at the district and multiple district levels and are appointed by the district governor or council chairperson, respectively. Childhood Cancer Chairpersons support Lions and Leos engaged or interested in projects to expand access to life-saving treatment and provide support to the children and families who face childhood cancers. They may collaborate with leadership throughout the organization, including the Global Service Team (GST).

### Learn

Become the topic expert for your district/multiple district by learning about childhood cancers.

- Become familiar with childhood cancer via the [World Health Organization \(WHO\): Questions and Answers about Childhood Cancers](#).
- Explore MyLion, MyLCI, LCI/LCIF's social media sites, and the annual [Leo Video Contest](#) to learn more about how Lions and Leos are addressing similar challenges and opportunities in their communities.

### Discover

Bring your knowledge to the local level by exploring how childhood cancer is directly impacting your district/multiple district.

- Conduct a [Community Needs Assessment](#) with a special focus on childhood cancer.
- Contact your local department of public health, children's hospital, childhood cancer registry, and other relevant organizations to learn about the needs of local children with cancer and their families.
- Identify organizations, including Lions and Leos Clubs in your district/multiple district, which are already mobilized, and assess where there are gaps in the services provided.

### Plan

Based upon what you have learned and discovered, submit a plan of action including recommended service goals for childhood cancer to the district governor/council chairperson for approval. In this process, you may wish to:

- Meet with organizations already working on childhood cancer to discuss how you might support, expand upon, or compliment their ongoing work.
- Discuss your service plan with the GST Coordinator and other leaders, including other programmatic chairpersons, for their feedback. It is possible they are already implementing a project that would benefit from inclusion of a childhood cancer-related service element.

## Act

Inspiring Lion and Leo clubs in your district/multiple district to serve and report their service to [MyLCI](#) will be critical to the success of your plan.

- Guide clubs in your district/multiple district through the “Learn, Discover, Act” journey as it pertains to childhood cancer.
  - Club Education & Awareness Activities (Coming soon!)
  - Childhood Cancer Project Idea List (Coming soon!)
- Build awareness of the need, the goals and the service plan by offering a childhood cancer-focused seminar during district/multiple district convention, and hands-on service activity on February 15, International Childhood Cancer Day.
- Encourage clubs/districts to utilize Childhood Cancer Project Blueprints (Coming soon!) to implement turn-key projects that will increase their level of community engagement.
- Promote funding opportunities offered through LCI and LCIF that might support club/district childhood cancer projects.
- Formalize partnerships with other organizations to enhance local impact.
- Organize a district/multiple district donation to LCIF for childhood cancer to increase global impact.
- Establish and maintain open communication with the district governor, council chairperson and Global Service Team (GST) leaders.

## Celebrate

- Encourage clubs to thoroughly report their childhood cancer projects using [MyLCI](#).
- Keep the district governor/council chairperson and GST Coordinator informed. Discuss and evaluate progress of the action plan and goals.
- Share news about childhood cancer projects with the Public Relations Chairperson.
- Celebrate progress and success by recognizing all participating clubs.

~~Conference~~  
**CONVENTION**

- A. Name: ~~Conference~~ Convention
- B. Purpose: To assist in providing the highest quality Spring ~~Conference~~ Convention for the Lions, ~~Lioness,~~ and Leos of District 19E.
- C. Chairperson: The 19E Spring ~~Conference~~ Convention Chairperson shall be selected by the incoming District Governor at the beginning of their term of office.
- D. Membership: Membership on the Spring ~~Conference~~ Convention Committee consists primarily of the Conference Chairperson and the District Governor. A Registration Chairperson or additional members may be added at the discretion of the Chairperson or District Governor depending upon known or expected needs of the Committee.
- E. General Responsibilities:
1. Chairperson shall work closely with the District Governor in the planning and implementation of the Spring ~~Conference~~ Convention.
  2. Chairperson shall be aware of progress and be prepared to update the District Governor (as may be requested) regarding numbers of Lions and others pre-registered for rooms and/or meals.
  3. Chairperson shall periodically contact the contracted facilities to ensure all activities and preparations are progressing as scheduled.
  4. Chairperson shall be available, and in attendance, during all scheduled functions of the Spring ~~Conference~~ Convention.
  5. Chairperson shall ensure all meeting rooms, banquet rooms, rooms for voting, etc. are scheduled as requested and that the necessary set-ups (microphones, lecterns, seating, etc.) are in place and in good operating condition.
  6. Chairperson shall oversee and instruct Lions from the Host Club, and other clubs if involved, scheduled to assist with the function of the Spring Conference.

7. Chairperson shall establish and maintain a separate 19E Spring ~~Conference~~ **Convention** Account and provide all financial reports and bank statements to the District Governor.
  8. Chairperson will provide, with the cooperation of the District Governor, an accounting report of numbers of attendees at all events, so this may be available to assist planning by future chairpersons.
- F. Fiscal Responsibilities: The Chairperson in conjunction with his designee, and with the approval of the District Governor, shall collect and bank money received as pre-registration and any monies collected during various convention events, and pay such debts as may be incurred and/or be the responsibility of this committee.
- G. Meetings: As decided by the District Governor and the Chairperson.
- H. Reports: Reports will be prepared and sent to the MD19 office as required. The final ~~Conference~~ **Convention** report shall be prepared and published in the District newsletter as soon as is practical.

## CONSTITUTION AND BY-LAWS

- A. Name: Constitution and By-Laws Committee
- B. Purpose: To write and maintain, as directed by the 19E Cabinet, a clear and concise 19E Constitution and By-Laws which is in compliance with the Constitution and By-Laws of the International Association of Lions Clubs and Multiple District 19.
- C. Membership: The Constitution and By Laws Committee shall consist of the District Governor, Vice District Governors (ex-officio) and four (4) appointed members.
- D. Chairperson: The Chairperson shall be appointed by the incoming District Governor.

### A. General Responsibilities:

1. Ensure that all proposed changes to the 19E Constitution and By-Laws shall comply with and be as mandated by the 19E Constitution and By-Laws, the Constitution and By- Laws of Multiple District 19 and the Constitution and By- Laws of the International Association of Lions Clubs.
2. Prepare and review all resolutions which may be submitted to this Committee by the Cabinet.
3. Ensure that recommended changes as approved by the Cabinet to the 19E Constitution and By-Laws Committee shall be reported to Lions clubs as mandated in Article VIII, Section 2 of said Constitution and in Article VI, Section 2 of said By-Laws.
4. Review all proposed changes to the 19E Constitution and By-Laws and report said changes with the Committee's recommendations at the next regularly scheduled Cabinet Meeting and at future Cabinet Meetings as may be necessary. Report any proposed changes due to appear for delegates voting on the ballot at the Opening General Session of the Spring Convention.
5. Shall present to the Cabinet at its next regularly scheduled meeting any proposed Constitution and By-Law changes the Committee deems to be necessary to ensure the continued legality of the 19E operations.

~~B. Fiscal Responsibilities: This Committee handles no funds.~~

C. Meetings:

1. Regular Meetings: There shall be at least two (2) regularly scheduled meetings each fiscal year, one (1) held prior to the 1st Cabinet meeting and the second to be held prior to the Spring ~~Conference~~ Convention.
2. Special Meetings: Special meetings may be called by the Committee Chairperson, three (3) members of the Committee, or the District Governor.
3. Notices of All Meetings: Notices of all meetings, both regular and special, stating time, location, and purpose (agenda) shall be emailed or faxed to all members of the Committee, District Governor and Vice District Governors at least fifteen (15) days prior to the date of said meeting. If emailed, recipient needs to reply that they have received said email.
4. Quorum: A quorum is a simple majority of the total number of members of the committee present according to Robert Rules of Order, Revised Edition.
5. Voting: Each member present shall have one (1) vote on all matters.
6. Minutes: Minutes of all meetings shall be recorded and distributed to all Committee members, District Governor and Vice District Governors.

- D. Reports: All Committee reports requiring no action shall be typed and submitted to the Cabinet Secretary not later than thirty (30) days prior to the next regularly scheduled Cabinet meeting to ensure timely mailing to Cabinet members. All reports shall be presented at the Cabinet meeting by the Committee Chairperson or that person's representative.

## CONTESTS AND AWARDS

- A. Name: Contests and Awards
- B. Purpose: Lions Clubs International is a service club organization of Clubs composed of individual members who donate their time, talent, and energy in a voluntary manner without any regard of personal gain. As a reward of recognition for outstanding service by Lion's members and/or Lions Clubs, there are appropriate rewards that indicate the appreciation of Lions and the public.
- C. Membership: The Committee shall consist of three (3) members. They shall serve a term of one year.
- D. Chairperson: The Chairperson of the Contests and Awards Committee shall be a Lion who is energetic, enthusiastic and has a positive motivating attitude. The Chairperson shall be appointed by the 1<sup>st</sup> Vice District Governor and shall work in conjunction with the Spring ~~Conference~~ Convention Chairperson.
- E. General Responsibilities: All Committee members should become knowledgeable of the rules, requirements, and judging of the Contests listed in the Contests and Awards Book. In addition, they should be familiar with the rules, requirements and judging of District only contests. They are expected to assume an active role in all phases of the committee's responsibilities.
1. Prior to the Spring ~~Conference~~ Convention
    - a. Provide articles for the District newsletter reminding clubs and individuals of contests that will require an early start and continuous involvement (Scrap Book, Club Bulletin. Etc.)
    - b. Visit zone meetings and promote Contests and Awards for the Spring ~~Conference~~ Convention.
    - c. One month before the ~~conference~~ convention, contact each club reminding them of Contests and Awards available at the upcoming Spring ~~Conference~~ Convention.
  2. At the Spring ~~Conference~~ Convention
    - a. Assist at the registration table taking preliminary registrations for the contests to be conducted at the ~~Conference~~ Convention.

- b. Be available to assist in the conduct of the contests on Saturday afternoon.
- c. Assist the Chairperson in the selection of judges for the contests.

F. ~~Financial Responsibilities: This Committee handles no funds.~~

G. Meetings:

1. Regular Meetings There shall be three (3) scheduled meetings during the year as a committee. The first will occur shortly after the Spring ~~Conference~~ Convention to kick off those items that must be conducted throughout the year. The second will take place early in the fall to set zone visitation schedules. The third will take place six (6) weeks prior to the conference to assure all preparation for the conference Contests and Awards is complete.

2. Notices of All Meetings: Notices of all meetings, both regular and special stating time, location, and purpose (agenda) shall be emailed or faxed to all members of the Committee, District Governor, Vice District Governors and Cabinet Secretary at least fifteen (15) days prior to said meeting.

3. Quorum: A quorum shall be a simple majority of the members of the Committee present according to Roberts Rules of Order, Revised Edition.

4. Voting: Each member present shall have one (1) vote on all matters.

H. Reports: The results of all contests held at the Spring ~~Conference~~ Convention shall be reported, along with a complete list of participants, to the Multiple District 19 Contests and Awards Chairperson. A similar set of results shall be sent to the Executive Secretary/Treasurer of the Multiple District.

## **DIABETES AWARENESS**

- A. Name: Diabetes Awareness
- B. Purpose: To develop awareness by the Lions, Lioness, Leos and public regarding diabetes detection and treatment.
- C. Chairperson: The Chairperson of the Diabetes Awareness Committee shall be appointed by the District Governor.
- D. General Responsibilities:
  - 1. Encourage participation in the Diabetes Awareness Program as developed by Lions Clubs International for use at club, district, and multiple district levels.
  - 2. Assist Lions Clubs that initiate, develop, or cooperate with existing community diabetes programs by providing a) step by step direction for program development, b) information and material, c) training and education, and/or d) employing a task force approach using community members.
  - 3. Develop and promote the use of publicity regarding the Lions Diabetes Awareness Program.
  - 4. Cooperate with, and assist, established agencies which have active diabetes programs.
- E. Fiscal Responsibilities: This committee shall handle no funds.
- F. Meetings: The committee Chairperson shall meet with the MD 19 Diabetes Awareness Chairperson as required.
- G. Reports: Prepare and submit written reports to the Cultural & Community Activities Coordinator for inclusion in his or her Cabinet report and be available to make oral reports at Cabinet meetings, as requested.

## ENVIRONMENT

- A. Name:        Environment
  
- B. Purpose: To encourage clubs in the district to implement Lions Green Team projects such as: cleaning the environment, planting trees, recycling, and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.
  
- C. Chairperson: The Chairperson shall be appointed by the District Governor.
  
- D. General Responsibilities:
  - 1. Motivate clubs to undertake hands-on environmental service projects such community clean-ups, recycling, and tree planting throughout the year
  
  - 2. Inform clubs about available activity planning resources, including the Lions Green Team kit
  
  - 3. Encourage clubs to participate in the “Protecting Our Environment” global service action campaign during the month of April and/or plan activities in celebration of Earth Day (April 22) and UN Environment Day (June 5).
  
  - 4. Promote club/district participation in the Lions Environmental Photo Contest
  
  - 5. Encourage Lions to consider the environmental effects of their personal and club actions
  
  - 6. Apprise Lions of any imminent environmental crisis within the district
  
  - 7. Solicit feedback on how the district can further support clubs in planning environmental service projects
  
  - 8. Keep the governor and the international office informed of district activities
  
  - 9. Educate and promote a healthy, safe, and environmental quality of life through club presentations and regular informative articles in the District newsletter.

~~E. Fiscal Responsibilities: This committee handles no funds.~~

- F. Meetings: Meetings will be held as deemed necessary by the Chairperson.
- G. Reports: Written reports will be prepared for inclusion in reports to Cabinet meetings and the Spring ~~Conference~~ Convention. The Chairperson shall be available for oral reports as requested.

## HEARING BC & US

- A. Name: Hearing BC & US
- B. Purpose: To promote hearing programs within the Zones and Clubs of District 19E, including purchase of hearing aids for qualified assistance applicants. Support the hearing programs of the Lions Foundation of Canada and the Northwest Lions Foundation.
- C. Chairpersons: The District Governor shall appoint two (2) Committee Chairpersons. One Chairperson for Hearing-BC and another Chairperson for Hearing-US.
- D. General Responsibilities:
1. Assist and encourage Club Hearing Chairpersons in the promotion of safe hearing practices.
  2. Prepare and make available hearing presentations for the Zones and Clubs of 19E stressing hearing activities and aid available within the District.
  3. Assist Clubs in the preparation of hearing grant requests, as necessary.
  4. In the US, encourage Club visitations to hearing health facilities such as Spokane Lions Low Vision Clinic, the Northwest Lions Foundation and promote Leader Dogs for the Blind.
  5. In Canada, encourage club participation in Purina Dog Walks and promote Lion Foundation of Canada dog Guides.
- ~~E. Fiscal Responsibilities: These committees handle no funds.~~
- F. Meetings: The Committee Chairpersons shall meet with the Zone Chairpersons as required to facilitate hearing awareness and to schedule hearing presentations at Club and/or Zone meetings.
- G. Reports: Written reports shall be prepared for their inclusion and presentation at Cabinet Meetings and the Spring ~~Conference~~ Convention. The Chairpersons shall be available for oral reports at these meetings as requested.

## INFORMATION & TECHNOLOGY (IT)

- A. Name: Information & Technology (IT)
- B. Purpose: The purpose of this committee is to design, in conjunction with the Multiple District Information & Technology Committee, a district technology plan that will set standards, address basic technology needs, and prepare for the advancement of technology in the future for District 19E.
- C. Membership: The Information & Technology Committee shall consist of the District Governor, Vice District Governors (ex-officio), Committee Chairperson, and three (3) appointees by the District Governor. All appointments shall be for the current Lions year. Committee members shall be appointed, if possible, with strong consideration for their understanding and involvement in current and emerging Information Technologies.
- D. Chairperson: The Chairperson shall be appointed by the incoming District Governor. The Chairperson may be, but is not required to be, the District Web Site Webmaster.
- E. General Responsibilities:
1. Assist the District during all stages of development of policies, procedures, and implementation in relation to the design and use of Information Technology.
  2. Encourage and support the development and expanded use of technologies that aid in enhancing communications within the Clubs, Zones, and District 19E.
  3. Investigate and evaluate future and emerging technology tools and their potential to assist in the advancement of processes within the District.
  4. Assemble, create, organize, and disseminate information about the use of technology through articles in the District newsletter and educational panels at the Spring ~~Conference~~ **Convention**.
  5. Encourage and promote the development and use of web sites by each club.

~~F. Fiscal Responsibilities: This committee handles no funds.~~

- G. Meetings: Meetings will be held as often as deemed necessary and/or useful by the Chairperson and/or the committee members.
  
- H. Reports: Written reports shall be prepared for inclusion and presentation at Cabinet Meetings and the Spring ~~Conference~~ Convention. The Chairperson shall be available for oral reports at these meetings as requested.

## INTERNATIONAL UNDERSTANDING

- A. Name: International Understanding
- B. Purpose: To create and foster a spirit of international understanding, cooperation, and generous consideration among the peoples of the world.
- C. Chairperson: A Chairperson shall be appointed by the District Governor.
- D. General Responsibilities:
  - 1. Encourage Lions to recognize themselves as citizens of the world, as well as their community and nation.
  - 2. Encourage activities which promote international understanding and cooperation, such as: club twinning, Lions Day with the United Nations, World Peace Day, LCIF humanitarian endeavors and youth activities such as Lions Youth Exchange, youth camps, and Peace Poster Contest.
  - 3. Work closely with the MD19 International Convention Chairperson, especially encouraging participation at International Conventions and/or other international meetings.
- ~~E. Fiscal Responsibilities: This committee handles no funds.~~
- F. Meetings: The Chairperson should encourage meetings with Zone Chairpersons to share individual Zone/Club activities.
- G. Reports: Prepare and submit written reports for inclusion in their Cabinet Meeting and Spring ~~Conference~~ **Convention** reports and be available to present oral to reports at these meetings as requested.

## LEADER DOGS FOR THE BLIND

- A. Name: Leader Dogs for the Blind
- B. Purpose: To support and promote the Leader Dogs for the Blind program, located in Rochester, Michigan.
- C. Chairperson: The Chairperson shall be appointed by the District Governor.
- D. General Responsibilities:
1. Inform, aid, and assist each Zone Chairpersons with information coming from Leader Dogs headquarters.
  2. Encourage each Zone Chairperson to work with the Clubs in his/her Zone to raise funds to support the Leader Dogs program. Also, identify blind or blind/deaf individuals in each Zone that could benefit by having a guide dog.
  3. Promote the Leader Dog program within the district using the district newsletter and other media means.
  4. Arrange for displays at the Spring ~~Conference~~ Convention to promote Leader Dogs for the Blind.
- E. Fiscal Responsibilities: All funds raised by clubs will be sent directly to Leader Dogs for the Blind in Rochester, Michigan. Additional funds, if collected by the Chairperson will be sent ~~annually~~ directly to Leader Dogs for the Blind.
- F. Reports: Written reports will be prepared for inclusion and presentation at Cabinet Meetings and the Spring ~~Conference Reports~~ Convention. The Committee Chairperson will be available to make oral reports at these meetings as requested.

## **LCIF**

- ~~A. Name: Lions Clubs International Foundation (LCIF)~~
- ~~B. Purpose: To support the humanitarian endeavors of the Lions Clubs International Foundation.~~
- ~~C. Chairperson: The Chairperson is appointed by Lions Clubs International Foundation for a three (3) year term.~~
- ~~D. General Responsibilities:~~
- ~~1. Encourage Lions Clubs' fund raising activities designated to assist in funding humanitarian efforts of the Lions Clubs International Foundation (LCIF)~~
  - ~~2. Educate Lions and Lions Clubs as to the purpose, accomplishments, and organization of LCIF and the various categories available for donation.~~
  - ~~3. Encourage Lions Clubs to use the presentation of Melvin Jones Fellowships as a means of showing appreciation for a fellow member who has been distinguished in service to the club or community.~~
  - ~~4. Become knowledgeable as to the procedure necessary for requesting and receiving LCIF grants for local needs, and make those requirements known to Lions Clubs.~~
  - ~~5. Make Lions Clubs aware of the major objectives of LCIF, which are: a) major disaster relief, b) humanitarian service, and c) vocational assistance.~~
  - ~~6. Develop a networking program of communication and assistance directed to the enhancement and support of the LCIF efforts.~~
  - ~~7. Research and make available current LCIF donation status to clubs and individuals upon their request.~~
- ~~E. Fiscal Responsibilities: This committee handles no funds. All funds contributed by Clubs, Zones, District, and individual members shall be forwarded directly to LCIF.~~
- ~~F. Meetings: Meetings, with the Zone and Club LCIF Chairpersons will be held as needed.~~

~~G. Reports: Prepare and submit written reports for inclusion in reports for Cabinet Meetings and the Spring Conference and be available to present oral reports at these meetings as requested.~~

LCIF DISTRICT COORDINATOR  
Roles and Responsibilities  
(From Lions Clubs International)

As a respected Lion, you will serve as an ambassador for Lions Clubs International Foundation in your district. You have been chosen for this position because of your demonstrated leadership ability and commitment to the philanthropic and humanitarian-service ideals of LCIF. By serving in this position, you will help create a stronger LCIF, enabling the Foundation to advance its humanitarian work around the world.

As a volunteer coordinator for LCIF, you will be asked to carry out the following critical responsibilities:

- Oversee the implementation of LCIF development strategies within your district
- Educate Lions about the mission and success of LCIF and its importance to Lions Clubs International
- Encourage the support of LCIF through all aspects of fundraising in your district.

You are joining a worldwide network of volunteer coordinators for LCIF. Around the globe nearly 900 Lions will be recruited to lead the LCIF efforts in their districts and multiple districts. Like you, these leaders will be appointed to help strengthen LCIF – your Foundation – and through the coordinated efforts of this team, volunteer coordinators will help LCIF create a better world.

The LCIF District Coordinator (LCIF DC) is nominated by the LCIF Multiple District Coordinator (MDC), in consultation with the District Governor Team, and will serve for a three-year term, although the duration of this term may vary in some parts of the world. LCIF DCs are appointed by the LCIF Chairperson. LCIF DCs report directly to LCIF MDCs but should also work closely with local district leadership.

## ~~LEO Clubs BC & US~~

- ~~A. Name: LEO Clubs BC & US~~
- ~~B. Purpose: To promote Leo Clubs as an activity of a Lions Club, with the goal being to encourage and assist the youth of our communities to become leaders and providers of service to others who may be less fortunate than they.~~
- ~~C. Chairpersons: The Leo Chairpersons shall be appointed by the incoming District Governor.~~
- ~~D. General Responsibilities:~~
- ~~1. Educate District 19E Lions Clubs about Leo Clubs, each of which is an activity of a Lions Club; and promote their sponsorship.~~
  - ~~2. Seek out, educate, and assist Lions Clubs, which may become sponsors of Leo Clubs.~~
  - ~~3. Organize Leo Clubs, in conjunction with local Lions Clubs.~~
  - ~~4. Assist and strengthen Leo Clubs.~~
  - ~~5. Ensure that Leo Clubs abide by the Leo Club Constitution & By laws as established by Lions Clubs International.~~
  - ~~6. Organize specific Leo Activities and encourage participation in District 19E Annual Spring Conference.~~
- ~~E. Fiscal Responsibilities: This committee handles no funds.~~
- ~~F. Meetings: None required but should network with other Zone Leo leaders.~~
- ~~G. Reports: Written reports shall be prepared and presented for inclusion in Cabinet Meetings and Spring Conference Reports. The Leo Chairperson shall be available to present oral reports as requested.~~

## District & Multiple District Leo Chairpersons (From Lions Clubs International)

Leo club chairpersons contribute to the success of their districts through the promotion, development, and continual support of Leo clubs.

Appointed at the district and multiple district level, Leo chairpersons encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service and further develop the Leo Club Program.

### Organize New Leo Clubs

Now through June 2018, all newly chartered Leo clubs will receive a limited-edition Certificate of Organization and Centennial Leo Club Extension Certificates as part of the Lions Centennial Celebration. Encourage Lions clubs to charter new Leo clubs and foster the development of leaders for our organization's next century of service.

### Support Existing Leo Clubs

District and multiple district Leo chairpersons can access [MyLCI](#) and view information on all Leo clubs within their districts, allowing them to:

- Ensure all sponsoring Lions clubs report a Leo club advisor for the current fiscal year,
- Find a new sponsor for Leo clubs with inactive sponsoring Lions clubs, and
- Continue encouraging Leo clubs to report members and service activities in MyLCI.

For detailed instructions on how to navigate MyLCI and view Leo club information, please see the [Frequently Asked Questions](#).

### Host Leadership Trainings

The [Leo Club Advisor Training & Orientation](#) is a resource designed to provide Leo club advisors with a clearer understanding of the Leo Club Program and the role of an advisor. Use this resource to host a workshop series for Leo club advisors in your area and promote it as a valuable reference for Lions involved in the program.

The [Leo Leadership Grant Program](#) provides funding for events focused on developing Leos' leadership skills. Download the [Guidelines](#) to learn more about organizing and hosting Leo leadership events.

### Report Your Leo District or Multiple District

Lion's districts with six or more Leo clubs may form a Leo district with the approval of the district governor. Lion's multiple districts with ten or more Leo clubs may form a Leo multiple district with the approval of the council of governors. Leo membership

within the multiple district must exceed 100.

To officially establish a Leo district or multiple district, Leo chairpersons must report the Leo district and multiple district officers each fiscal year. For help reporting a Leo district or multiple district via MyLCI.

### **LIONESSE LIAISON**

~~A. Name: LIONESSE LIAISON~~

~~B. Purpose: To promote Lioness Clubs as an activity of a Lions Club. A Liaison Officer is appointed by mutual agreement of the Lioness Club and its Sponsoring Lions Club. The Sponsor club usually nominates a member who is interested in serving in this position and the Lioness Club may approve the appointment. In this way co-operation between the sponsoring Club and the Lioness Club is maintained.~~

~~C. General Responsibilities:~~

- ~~1. The Liaison Officer serves the vital function of keeping a channel of communication open between the Lions and Lioness Clubs.~~
- ~~2. The Liaison assists the Lioness Club as needed and remains ready to lend a helping hand.~~
- ~~3. Keeps both clubs fully informed of each other's service projects and activities.~~
- ~~4. Helps Lioness members build self confidence through their club experience.~~
- ~~5. Assist when needed, but never to try to dominate the activities of the club.~~
- ~~6. Attend at least one (1) business meeting of the Lioness club quarterly.~~
- ~~7. Include an article in at least one (1) issue of the District Newsletter on Lioness.~~

~~D. Fiscal Responsibilities: This committee handles no funds.~~

~~E. Reports: Written reports will be prepared for inclusion in the Cabinet Meeting and Spring Conference reports. The Lioness Liaison Officer maybe requested to give oral reports at these meetings.~~

**LIONS FOUNDATION  
OF CANADA  
(Dog Guides)**

- A. Name: Lions Foundation of Canada (Dog Guides)
- B. Purpose: To support and promote the Lions Foundation of Canada Dog Guides program, located in Oakville, Ontario.
- C. Chairperson: The Chairperson shall be appointed by the District Governor.
- D. General Responsibilities:
1. Inform, aid, and assist each Zone Chairperson with information coming from Lions Foundation of Canada headquarters.
  2. Encourage each Zone Chairperson to work with the clubs in his/her Zone to raise funds to support the Lions Foundation of Canada Dog Guides program. Also, to identify individuals that could benefit by having an Assistance Dog Guide.
  3. Promote the Lions Foundation of Canada Dog Guide program within the district using the district newsletter and other media means.
  4. Arrange for displays at the spring conference to promote Lions Foundation of Canada Dog guides.
- E. Fiscal Responsibilities: All funds raised by clubs will be sent directly to Lions Foundation of Canada in Oakville, Ontario. Additional funds collected by the Chairperson will be sent ~~annually~~ directly to Lions Foundation of Canada.
- F. Reports: Written reports will be prepared for inclusion and presentation at Cabinet Meetings and the Spring ~~Conference~~ **Convention** reports. The Committee Chairperson will be available to make oral reports at these meetings as requested.



## PEACE POSTER

- A. Name: Peace Poster Contest
- B. Purpose: To promote the Lions Clubs International Peace Poster and Essay Contests among the Lions Clubs of District 19E with the further intent of the clubs promoting the contest at schools within their area of service.
- ~~C. Chairpersons: The Peace Poster Contest Chairpersons shall be appointed by the 19E District Governor. ~~The District shall be divided north and south and a Chairperson for "North" and a chairperson for "South" shall be appointed.~~~~
- D. General Responsibilities:
1. Educate District 19E Lions Clubs about the Peace Poster and Essay Contests and encourage them to sponsor the contests in schools in their area of service.
  2. Assure that each club is aware of the contest rules.
  3. Educate Lions Clubs in the procedures of selecting winners at the various schools in their area of service.
  4. Publicize the dates the winning posters must be sent to the District Governor to be eligible for the District judging.
  5. Visit the Zones to publicize the contest.
- ~~E. Fiscal Responsibilities: This committee handles no funds.~~
- F. Meetings: Chairpersons should coordinate efforts.
- G. Reports: Written reports shall be prepared for inclusion in the Cabinet Meetings and Spring ~~Conference~~ Convention Reports. The Peace Poster Chairpersons shall be available to present oral reports as requested.

## POLICY MANUAL

- A. Name: Policy Manual
- B. Purpose: To write and maintain a clear and concise District 19E Policy Manual, which shall be in compliance with the Constitution and By-Laws of 19E and the Constitution and By-Laws of the International Association of Lions Clubs and Multiple District 19.
- C. Membership: The 19E Policy Manual Committee shall consist of the District Governor, Vice District Governors (ex-officio members), and as many appointed members as deemed necessary by the District Governor, depending on the state of the policy manual and the nature of revisions identified as required. Terms shall be for one ~~(4)~~ ~~or more years~~, based on the need of the committee.
- D. Chairperson: Annually, after determining the required size and makeup of the committee, the District Governor shall appoint one of the committee members as Chairperson of the committee. The Chairperson shall serve in that capacity for the current Lions fiscal year.
- E. General Responsibilities:
1. Review any proposed changes to the Policy Manual which may have been presented to the Cabinet to ensure proper wording before adoption and to provide a detailed report to the ~~Council~~ **Cabinet** as to what impact adoption may have on the operations of District 19E.
  2. This Committee, when it believes that a Policy Manual change would be beneficial, has the responsibility to present the matter to the Cabinet at its next regularly scheduled Cabinet Meeting.
- ~~F. Fiscal Responsibilities: This Committee handles no funds.~~
- G. Meetings:
1. Regular Meetings: There shall be at least two (2) regularly scheduled meetings each fiscal year, one (1) held prior to the 1st cabinet meeting and one (1) held prior to the Spring ~~Conference~~ **Convention**.
  2. Special Meetings: Special meetings may be called by the Committee Chairperson, any two (2) members of the

- Committee or the District Governor.
3. Notice of Meetings: Notices of all meetings, both regular and special, stating time, location, and purpose (agenda) shall be emailed or faxed to all members of the Committee, District Governor and Vice District Governors at least fifteen (15) days prior to date of said meeting. If emailed, recipient needs to reply that said email was received.
  4. Quorum: A quorum shall be a simple majority of the total number of members on the Committee according to Roberts Rules of Order, Revised Edition.
  5. Voting: Each member present shall have one (1) vote on all matters.
  6. Minutes: Minutes of all meetings shall be recorded and distributed to all Committee Members, District Governor, Vice District Governors and the 19E Cabinet Secretary.

~~Reports: All Committee Reports requiring no action shall be typed and submitted to the Cabinet Secretary no later than thirty (30) days prior to the next regularly scheduled Cabinet Meeting, to ensure timely distribution to Cabinet members.~~ All reports shall be presented at the Cabinet Meeting by the Committee Chairperson or that person's representative

## LIONS QUEST

- A. Name:        Lions Quest
  
- B. Purpose: To promote the Lions Quest Program in the various (K-12) schools, both public and private, in the club service areas of District 19E.
  
- C. Chairperson: The Lions Quest Chairperson shall be appointed by the incoming District Governor of District 19E.
  
- D. General Responsibilities:
  - 1. Educate District 19E Lions Clubs about the Lions Quest Program and encourage clubs to sponsor local teachers in the Lions Quest teacher training programs.
  
  - 2. Along with the Multiple District Lions Quest Chairperson, meet with school administrators in District 19E to encourage schools to participate in the Lions Quest Program.
  
  - 3. Encourage local Lions Clubs to partner with Parent/Teacher/Student Associations in their areas service to assure all teachers who desire training will be able to take part in the Lions Quest program.
  
  - 4. Publish articles in the District newsletter to encourage participation in the Lions Quest program.
  
  - 5. If necessary, the Chairperson, in consultation with the District Governor, appoint an associate Chairperson whose term would coincide with that of the Chairperson.
  
- ~~E. Fiscal Responsibilities: This committee handles no funds.~~
  
- F. Meetings: None required, but networking with the Zone Chairpersons is encouraged.
  
- G. Reports: Written reports shall be prepared for inclusion in Cabinet Meetings and Spring ~~Conference~~ Convention Reports. The Lions Quest Chairperson shall be available to present oral reports as requested.

## SIGHT BC & US

- A. Name: Sight BC & US
- B. Purpose: To promote sight programs within the Zones and Clubs of District 19E including purchase of eyeglasses for qualified assistance applicants. Support the sight programs of the Northwest Lions Foundation and the sight programs of the Lions Clubs International Foundation.
- C. Chairpersons: The Chairpersons of the Sight Committees shall be appointed by the District Governor.
- D. General Responsibilities:
1. Assist and encourage Club Sight Chairpersons in the promotion of eyeglasses collection for redistribution.
  2. Prepare and make available sight presentations for the 19E Zones and Clubs stressing sight activities and aid available within the District.
  3. Assist US Clubs as necessary in the preparation of sight patient care grant requests to the Northwest Lions Foundation
  4. Promote White Cane Days as a US club fund raiser for the Northwest Lions Foundation.
  5. Encourage US Club visitations to SightLife, located at the Northwest Lions Foundation offices.
  6. Encourage Canadian Clubs to maintain their sight related activities.
- ~~E. Fiscal Responsibilities: This committee handles no funds.~~
- F. Meetings: The Chairpersons shall meet with the Zone Chairpersons as required to facilitate sight awareness and to schedule sight related presentations at Club and/or Zone Meetings.
- G. Reports: Written reports shall be prepared for their inclusion and presentation at Cabinet Meetings and the Spring Conference. [Convention](#).  
The Chairpersons shall be available for oral reports at these meetings as requested.

## WEB MASTER

- A. Name: Web Master
- B. Purpose: The purpose is to design, produce and administer the District 19E Internet Web Site.
- C. Membership: Although there is no formal committee, the Web Master shall meet regularly with the District Governor and the Vice District Governors to assure the material shown is sufficient to meet current needs of the District.
- D. Chairperson: The Chairperson/Web Master shall be appointed by the incoming District Governor. The Chairperson/Web Master may be but is not required to be the District Information Technology Chairperson.
- E. General Responsibilities:
  - 1. Assist the District in the preparation and maintenance of the District Web Site.
  - 2. Encourage and support the development and expanded use of Club level web sites within the Zones and District 19E.
  - 3. Promote the use of the District web site through presentations at clubs, Zones [Meetings](#), and the District Spring ~~Conference~~ [Convention](#).
- ~~F. Fiscal Responsibilities: This committee handles no funds.~~
- G. Meetings: Meetings will be held as often as deemed necessary and/or useful by the Web Master and/or the District Governor.
- H. Reports: Written reports shall be prepared for inclusion and presentation at Cabinet Meetings and the Spring ~~Conference~~ [Convention](#). The Web Master shall be available for oral reports at these meetings as requested.

## ~~YOUTH EXCHANGE (YEP)~~

- ~~A. Name: Youth Exchange (YEP)~~
- ~~B. Purpose: To promote the Youth Exchange Program as an activity of a Lions Club, with the goal being to encourage and assist the youth of our communities to travel abroad, meet and interact with youth from other countries, and further, to promote the hosting of international youth involved with LCI Youth Exchange.~~
- ~~C. Chairpersons: The Youth Exchange Chairpersons (North and South) shall be appointed by the incoming District Governor of District 19E.~~
- ~~D. General Responsibilities:~~
- ~~1. Educate District 19E Lions Clubs about Youth Exchange and encourage them to identify and encourage eligible youth.~~
  - ~~2. Publish articles in the District newsletter encouraging participation in the Youth Exchange program.~~
  - ~~3. Identify and support host families for incoming youth.~~
- ~~E. Fiscal Responsibilities: This committee handles no funds.~~
- ~~F. Meetings: None required, but networking with the Zone Chairpersons is encouraged.~~
- ~~G. Reports: Written reports shall be prepared for inclusion in Cabinet Meetings and Spring Conference Reports. The Youth Exchange Chairpersons shall be available to present oral reports as requested.~~

### YCE Chairpersons Information (From Lions Clubs International)

#### YCE Chairperson Responsibilities

- Ensure youth protection is maintained and procedures are followed according to local laws and customs.
- Thoroughly review and understand the [YCE policy](#).
- Ensure Lions or officially designated non-Lions conduct the program according to the YCE policy.
- Develop a district or multiple-district plan to establish, publicize, evaluate, and collect metrics on camps and/or exchanges.

- Work with your district governor, council chairperson or coordinating Lions to submit your local program information to Lions International.
- Establish a thorough screening and selection process for exchange youth and host families.
- Organize a program orientation for exchange youth and host families.
- Confirm that all youth traveling abroad have the necessary travel documents and are adequately insured.

#### Best Practices

- Establish and oversee a committee to coordinate the various aspects of the local YCE programs.
  - Establish separate committees to oversee incoming versus outgoing youth.
- Develop and facilitate training for YCE volunteers at the district or multiple district level.
- Encourage past exchange youth and Leos to help in planning or implementing future YCE activities.
- Encourage families of past exchange youth to serve as host families for future incoming youth.

5/24/2021 HAL