

District 19E Policy Manual

Chapter 3

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 others 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 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.)**

Committee Chairpersons serve as appointees of the current 19E District Governor. A 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.

A. Committees of 19E

1. Three Year Committees

CLUB SUPPORT TEAM (CST)

- A. LEADERSHIP
- B. EXTENSION
- C. MEMBERSHIP
- D. PUBLIC RELATIONS
- E. RETENTION

2. One Year Committees

- A. BUDGET AND FINANCE
- B. CARE

- C. CONFERENCE
- D. CONSTITUTION AND BY-LAWS
- E. CONTESTS & AWARDS
- F. DIABETES AWARENESS
- G. ENVIRONMENT
- H. HEARING – BC & US
- I. INFORMATION & TECHNOLOGY
- J. INTERNATIONAL UNDERSTANDING
- K. LEADER DOGS FOR THE BLIND
- L. LCIF
- M. LEO – BC & US
- N. LIONESS LIASION
- O. LIONS FOUNDATION OF CANADA
- P. LONG RANGE PLANNING
- Q. PEACE POSTER
- R. POLICY MANUAL
- S. QUEST
- T. SIGHT – BC & US
- U. WEBMASTER
- V. YOUTH EXCHANGE

CLUB SUPORT TEAM (CST)

- A. Facilitator: 1st Vice District Governor
- B. Members: The 19E Leadership, Extension, Membership, Public Relations, Retention Chairpersons and Zone Chairpersons.
- C. Meetings: Monthly meetings of the 19E Club Support Team will be held. The 1st Vice District Governor will set the agenda for the meetings with input from the District Governor and the 19E Club Support Team. The 1st 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.

 - 2. Attend the regional Kickoff and Halftime meetings with the District Club Support team to develop and monitor District Leadership goals. The agenda dates and sites for these meetings will be set by the Multiple District 19 Club Support team and the Executive Secretary/Treasurer.

3. Act as a resource person for the Zone Chairpersons.
4. Communicate with the 1st Vice District Governor throughout the year to encourage and assist in reaching the Districts' goals.
5. Utilize materials provided by Lions Clubs International, or develop materials specifically for the needs of the district.
6. 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.
7. 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.

Extension

- A. Name: Extension

- B. Purpose: To further the expansion of Lions Service in District 19E through the formation of new clubs.

- 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 Extension Chairperson, with advice given by the outgoing Extension 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 Club Support Team 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 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 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. 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 Team.
 6. The willingness to attend District 19E Cabinet meetings and Club Support Team meetings to encourage the formation of new clubs.
 7. The willingness to commit personal time and resources to reaching goals for extension
- J. Reviews: Should there be a failure to meet the standards of the Extension 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.

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:
 - 1. Retention of present members
 - 2. Attracting new 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 Global Leadership Team (GLT) Coordinator, with advice given by the outgoing GLT Coordinator and other members of the District Leadership Team.
- D. Membership: The Lion selected by the above process.
- E. 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 1st 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 1st 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.

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 Club Support Team to develop and promote programs for the leadership growth of District19E.

 - 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 particular communities and District 19E. Utilize materials provided by Lions Clubs International, and also 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 attendance, club visitations, club brochures and bulletins, and the interchange of club bulletins.

 - 6. Communicate with the 1st 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. 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 Team.
- D. Membership: The Lion selected by the above process.
- E. General Responsibilities:
 - 1. Participate as a member of the 19E Club Support 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 1st 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 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.

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 1st 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.
 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 1st 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.

Conference

- A. Name: Conference
- B. Purpose: To assist in providing the highest quality Spring Conference for the Lions, Lioness, and Leos of District 19E.
- C. Chairperson: The 19E Spring Conference Chairperson shall be selected by the incoming District Governor at the beginning of their term of office.
- D. Membership: Membership on the Spring Conference 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.
 - 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.
 - 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 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 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.
- E. 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.
- 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 Conference.
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.

- H. 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 Lions 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 1st Vice District Governor and shall work in conjunction with the Spring Conference 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
 - 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.
 - c. One month before the conference, contact each club reminding them of Contests and Awards available at the upcoming Spring Conference
 - 2. At the Spring Conference
 - a. Assist at the registration table taking preliminary registrations for the contests to be conducted at the Conference.

- 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 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 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 general 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. 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. 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.
 - 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. 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 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 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 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. 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.

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.

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 heeded, 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 prepared for inclusion in the Cabinet Meeting and Spring Conference reports. The Lioness Liaison Officer maybe requested to give oral reports as 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 reports. The Committee Chairperson will be available to make oral reports at these meetings as requested.

Long Range Planning

- A. **Name:** Long Range Planning

- B. **Purpose:** This Committee will analyze functions of the district; determine existing and apparent future problems, and present recommendations that will provide for the smooth operation and increased growth of "Lionism", within District 19E. The committee shall work to create vision for the future.

- C. **Membership:** This committee shall consist of at least three (3) members. At least one (1) third of the committee shall continue to serve on the committee into the next year. The Chairperson may be re-appointed for a maximum of three (3) terms.

- D. **Chairperson:** The Chairperson shall be appointed by the incoming District Governor of District 19E.

- E. **General Responsibilities:**
 - 1. Conduct surveys from time to time on various items that have the objective of improving services and materials to Clubs.
 - 2. Identify and analyze current and future problems in the District, and make suggestions and recommendations as to what actions are advisable in order to cope with the problem.
 - 3. Compile a listing of future needs projections into the next five or ten years as to what could possibly take place in Lionism in the district and recommend methods to fulfill these needs.
 - 4. Annually, provide an updated five (5) year Long Range Planning Projection.

- 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, District Governor or two (2) committee members.

- H. **Reports:** Written reports shall be prepared for their inclusion and presentation at Cabinet Meetings and the Spring Conference. The

Chairperson or their designee shall be available for oral reports at these meetings as requested.

Peace Poster

- A. Name: Peace Poster Contest
- B. Purpose: To promote the Lions Clubs International Peace Poster Contest 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 Contest and encourage them to sponsor the contest in schools in their area of service.
 - 2. Assure that each club is well 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 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 (1) 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 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.
 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.
- H. 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.

Quest

- A. Name: Quest
- B. Purpose: To promote the 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 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 eye glasses 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 eye glasses 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. 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 and the District Spring Conference.
- 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. 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.

2/7/2015 GDB