

District A4

Policy and Procedures Manual



(The original P&P Manual was created by Lion Gus Este in 2010)

Revised Winter 2017

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Recommended to District A4 Cabinet By:

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Lions Clubs International

Purposes

TO ORGANIZE, *charter and supervise service clubs to be known as Lions Clubs.*

TO COORDINATE *the activities and standardize the administration of Lions Clubs.*

TO CREATE *and foster a spirit of understanding among the peoples of the world*

TO PROMOTE *the principles of good government and good citizenship.*

TO TAKE *an active interest in the civic, cultural, social and moral welfare of the community*

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

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

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

Vision Statement

TO BE the global leader in community and humanitarian service

Mission Statement

TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs

Preamble

The District A4 Policy and Procedures Manual is reviewed on an annual basis by the Constitution and Bylaws committee.

Changes recommended are presented to the District A4 Cabinet for discussion and adoption by the District A4 Cabinet.

At such time as amendments to the International constitution and Bylaws are passed at the International Convention, any amendments that would affect District A4 will be incorporated in this policy and procedure manual.

General Policies

From time to time the District A4 Cabinet considers issues and passes motions that are designated as policies.

This section is designed to track these policies and record them rather than leave them in the Minutes of the Cabinet meetings.

It is the intention to make this section complete and up to date, yet there may be policies that are missing for lack of finding them in past minutes. It is hoped that missing for lack of finding them in the past minutes. It is hoped that missing policies will be brought to the attention of the District A4 Secretary.

In the event that a Governor is presented with a request to:

- Create a new policy or procedure
- Amend or rescind an existing policy or procedure, or
- Create, change or eliminate a committee's/sub-committees job description,

It is strongly recommended that the Governor refer the matter to the Research and Long Range Planning Committee and the appropriate committee being affected, for study and recommendation(s) before any such request can be approved or denied.

Proposed Amendments

Proposed amendments of the Policy and Procedures Manual will be submitted in writing to the District A4 Constitution and Bylaws Committee, copy to R an LR Planning Committee for consideration not less than ninety (90) days before the District Cabinet meeting where amendments will be considered.

Notice of Proposed Amendments

Proposed motion for amendments shall be submitted in writing (hard copy) or in electronic version to each District A4 Cabinet member and each member of the District A4 Honorary Committee not less than thirty (30) days prior to the applicable Cabinet meeting, with notice that the amendments will be voted on at that Cabinet meeting.

Approval of Amendments

This policy Manual may only be amended at a District A4 Cabinet meeting by resolution of the District Officers of the recommendations of the Constitution and By Laws Committee and adopted by a simple majority vote of the District A4 Cabinet and Officers.

Date Effective

Amendments shall take effect immediately upon adoption by the District Officers unless otherwise specified in the amendment.

District A4 Protocol

1. District A4 promotes the use of protocol as identified by Lions Clubs International.
2. Recognition of past officers at the club level is encouraged.
3. In addition, recognition of Past International Officers (PIP, PID, and PDG) at cabinet, charter celebrations and other significant occasions is encouraged.
4. The recommended district dress for Cabinet members and Officers is navy blue/black blazer, white shirt or blouse, tie or scarf, grey trousers/skirt and black shoes
5. District dress shall be work at Zone meetings, official visits to clubs, funeral memorial/services, opening and business meetings at the district convention.

Meetings:

There are at least four regular quarterly meetings of the District Governor's Cabinet held during the Lions year. After the dates are deleted by the District Governor, notices are sent to all Cabinet members for each meeting. A notice of meeting, and an agenda is sent to all cabinet members two to three weeks prior to the cabinet meeting, giving them all the pertinent information.

The Secretary takes minutes of all the meetings conducted by the District Governor. When cabinet members give a report at a meeting, the Secretary shall ensure that a copy is submitted for district records.

The Cabinet secretary should have for reference the following:

- International Constitution and Bylaws (LA-1)
- Standard Form Lions Club Constitution and Bylaws (LA-2)
- Constitution and Bylaws of the District
- Constitution and Bylaws of the MD 'A'

District A4 Officers

District Governor

Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the Chief Administrative Officer in his/her district and shall have direct supervision over the first and second Vice District Governor, Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary-Treasurer and such other cabinet members as may be provided for in the district constitution and bylaws.

His/her specific responsibilities shall be to:

- A. Administer and promote membership growth and new club development.
- B. Administer and promote leadership development at the club and district levels.

- C. Promote the Lions Clubs International Foundation and all service activities of the association.
- D. Preside, when present, over cabinet, convention and other district meetings.
- E. During any period, he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- F. Promote harmony among the chartered Lions clubs.
- G. Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in the district constitution.
- H. Ensure that each Lions club in the district be visited by the District Governor or other district governor one every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- I. Submit a current itemized statement of total district receipts and expenditures to the district convention or annual meeting of his/her district. Deliver, in a timely manner, at the conclusion of the term in office, the general and/or financial accounts, funds and records of the district to the successor in office.
- J. Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- K. Perform such other functions and acts as shall be required by the International Board of Directors through the District Governor's manual and other directives.

First Vice District Governor

Refer to Constitution and Bylaws

Second Vice District Governor

Refer to Constitution and Bylaws

District A4 Cabinet Secretary

The Cabinet Secretary is appointed by the District Governor. The Cabinet Secretary works directly with the District Governor. The District Governor may decide to appoint a Cabinet Secretary/Treasurer in which case the combined duties and responsibilities are carried out by the single appointee.

Secretary

- Keep a true and complete record of the proceedings of all meeting of District A4 Cabinet
- Forward copies of all minutes as soon as possible after each meeting to all cabinet members.
- Collect the Monthly Membership Reports from all the clubs in the District each month and keep an accurate record of the number of members in each club. The Secretary is to keep in contact with the Region and Zone Chairs regarding the monthly reports to ensure they are up to date and on time. An accurate number of members in each club is needed for voting purposes for the District A4 Convention each year. Ensure the Zone and Region Chairs are

up to date on the reports enabling them to complete their part of the 100% Secretary's Award.

- Keep an accurate record of deceased Lions Club members in the District. This is needed at both the District A4 and the MD 'A' Conventions, and also to the District Webmaster.
- Keep an accurate record of New Members who join a Lions Club in the District. Keep the MD 'A' office informed of all updates in the District.
- Make sure all correspondence is opened, read and handled as soon as possible.
- Keep an accurate file on each club in the district, including monthly reports, officer's reports, etc.
- Order all supplies for the District and keep a complete record of all purchases.
- Ensure that the PU-101 forms are filled out by all the clubs and forwarded to Lions International. These forms are mailed directly to each club in the district by Lions International.
- Handle all correspondence for the District Governor.
- Send out requests for District A4 dues to all clubs in the District and then follow up with them until all clubs are paid in full. The Secretary also leases with MD 'A' to ensure that all clubs in District A4 have their MD 'A' dues paid in full by the required timeframe.
- Keep Zone and Region Chairs up to date to all activities and functions in the District.
- Prepare any forms needed in the District.

District A4 Cabinet Treasurer

The Cabinet Treasurer is appointed by the District Governor. The District Governor may decide to appoint a Cabinet Secretary/Treasurer in which case the combined duties and responsibilities are carried out by the single appointee.

Cabinet Treasurer is under the supervision of the District Governor, and in cooperation with the Cabinet secretary, his or her specific duties are:

- Maintain frequent communication with the District Governor.
- Ensure banking arrangements to transfer funds with a conveniently located bank.
- Bookkeeping transfer of funds.
- Prepare District Budget for Cabinet approval.
- Cabinet Funding source of revenue is the semiannual per capital assessment of members in the district.
- Personal Expenses-long distance telephone calls and the purchase of office supplies as reasonable are reimbursed.
- District expenditures-as per District Governor approval.
- Bookkeeping-all expenditures and funds received.
- Attending all Cabinet Meetings and Conventions.
- Providing copies of financial reports to all Cabinet members for expenditures relating to meetings and Conventions.

- Audit of district financial records.

District A4 Cabinet Secretary/Treasurer (when required)

Region Chair

The guidelines for Region Chair listed herein are based on the MD 'A' Policy Manual. If there are discrepancies between the guidelines in the MD 'A' manual and those listed herein, the MD 'A' Policy Manual shall govern.

The Region Chair shall be a voting member of the District A4 Governors Cabinet and shall:

- Be responsible to the District Governor for all his/her actions and act under the supervision of the District Governor.
- Attend the meetings of the District Governor Cabinet.
- Assist the District Governor by performing such duties as Club Visitations, Extension, assist District Committees, attend special functions etc., as may be delegated by the District Governor.
- Submit the required reports to the Vice District Governor and District Governor within 10 days after each assignment.
- Promote Lionism in the Region, promote the District Convention, promote the MD 'A' convention and the International Convention. Encourage each club to have representation at each Convention by the full attendance of delegates to which each club is entitled.
- Supervise the activities of the Zone Chairs and assist them in the performance of their official duties. Co-operate with them in holding regularly scheduled meetings of the District Advisory Committee.
- Co-operate with the Zone Chair in arranging Zone Meetings or Zone/Region Rallies and attend the same when called upon to do so.
- Hold a Region Rally of all the clubs in the Region subject to the approval of the District Governor.

Zone Chair

The guidelines for Zone Chair listed herein are based on the MD 'A' Policy Manual.

The Zone Chair shall be a voting member of the District Governor's Cabinet and shall be Chair of the District Governor's Zone Advisory Committee for his/her Zone and Shall:

- Be responsible to the Region Chair for all your actions and act under the supervision of the Region Chair.
- Attend the meetings of the District Governor's Cabinet.

- Assist the Region Chair by performing such duties as Club visitations, Extension, assist District Committees, attend Special Functions, etc. as may be delegated by the Region Chair or the District Governor.
- Convene at least three (3) meetings of the Zone Advisory Committee in the Zone during the year in which he/she holds the office.
- Submit the required reports to the Region Chair, Vice District Governor and District Governor within ten (10) days after each assignment.
- Promote Lionism in the Zone, promote the District Convention, promote the MD 'A' Convention and the International Convention. Encourage each club to have representation at each Convention by the full attendance of delegates to which each club is entitled.

District A4 Standing Committees

Global Membership Team - GMT

Qualifications:

1. Must possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of the district.
2. Possess in depth knowledge of Lions Clubs International, Multiple District "A" and local needs of District A4.
3. Possess extension knowledge of membership, extension and retention programs and field positions, especially District Governors teams.
4. Have previous experience working with Club officers and Club membership committees.
5. Ability to effectively deliver membership and club extension seminars.
6. Be ideally a Certified Guiding Lion.
7. Ability to commit to a three year term as Global Membership Team Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of the position.
8. Ability to travel within the district.
9. Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI and MD 'A'.
10. Ability to effectively collaborate with Global Leadership Team counterpart to address district needs.

Goal Setting:

1. Assist the District Governor in setting membership, extension and retention development goals and implementing an action plan incorporating the goals and objectives of the Multiple District "A" Global Membership Team.
2. Communicate goals and plans to the MD 'A' GMT leader on or before September 1st of each Lions year.
3. Develop and promote a district membership, extension and retention development plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
4. Motivate Clubs and membership committees to set goals and develop Club and district programs that improve membership, extension and retention skills.

Communication:

1. Communicate District Governor's goals and implementation procedures to all Clubs and membership committees.
2. Communicate regularly with the Governor and 1st Vice District Governor to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts.
3. Keep clubs updated on new membership, extension and retention development programs and resources.
4. Publish membership, extension and retention development initiatives in the district newsletter, on the district website and in other publications.
5. Establish a reporting system to foster open communication and monitor each club's progress and provide feedback.
6. Submit a quarterly report to the MDA GMT leader on the status of membership, extension and retention development in the district.

Training:

1. Collaborate with the MD 'A' GLT coordinator in planning and conducting workshops and seminars.
2. Visit Clubs designated by Cabinet as "endangered", promoting the Club Quality Initiative (CQI), formerly CEP.
3. Work closely with the district GLT Coordinator to arrange facilitators for approved CQI clubs. Complete paperwork to enroll Clubs and subsequently for certification of Clubs who completed the CQI.
4. Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International.
5. Maintain a reasonable inventory of LCI Membership, Extension and Retention brochures, videos and/or power points.
6. Participate at Club extension information meetings and work with the District Governor and the 1st Vice District Governor in assigning Guiding Lions where appropriate.
7. Motivate district Lions members to develop and improve their membership, extension and retention skills.
8. Advise the Membership Operations Department at LCI of any new and innovative training techniques that have been successful as a result of membership, extension and retention development efforts.

Global Leadership Team - GLT

Administration:

1. Develop and maintain a Leadership Development Plan for District A4.
2. Adapt Lions Clubs International and other training resources to meet District A4 needs.
3. Attend and adapt Multiple District "A" initiatives.

Leadership Training:

1. Organize and conduct Vice District Governor training.
2. Organize and conduct District Officer leadership training during the month of August.
3. Organize a Lions Learning Weekend, usually at the end of March.
4. Organize and conduct Club Officer training when required.
5. Organize and conduct Committee Chairperson training when required.
6. Organize and conduct New Member Orientation sessions.
7. Train and appoint Club Rebuilding Lions.
8. Train and/or retain Guiding Lions to assist with new Clubs.
9. Train and appoint facilitators for Club Retreats when required.
10. Analyze and provide specific training at the Zone and Region level when required.

District Convention Committee:

The District Governor shall appoint, designate the chairperson of, and fill any vacancies occurring in the following district convention sub committees: Resolutions, Elections, Constitution and Bylaws, Rules and International Convention. Each Region shall have at least one representative on each such committee. These committees shall perform such duties as the District Governor shall designate.

Constitution and Bylaws:

1. This committee, supported by the Research and Long-Range Planning Committee, is responsible for reviewing and maintaining the District A4 Constitution and Bylaws.
2. This committee, with the assistance of the Research and Long-Range Planning committee, is responsible for maintaining the District A4 Constitution and Bylaws up to date.
3. Any necessary changes are a result of this new review, plus any suggested changes from the District A4 Cabinet must be prepared by this committee and then approved by the Cabinet in time to notify all clubs so they can be voted on at the annual District A4 Convention.

Credentials:

The Credentials Committee of the District Convention shall be composed of the District Governor, as chairperson, the Cabinet Secretary Treasurer and two other non-officers of the district appointed by the District Governor, each of whom shall be a member in good standing of a different Lions Club in good standing in the district, and shall not, through the duration of the appointment, hold any district or international office either by election or appointment.

The purpose is to ensure that each delegate to the District A4 Convention is properly qualified to vote in accordance with the Constitution Article 7.

Nominations Committee:

The District Governor shall appoint a Nomination Chair who shall receive all nominations for officers on the District Cabinet. All nominations shall be presented to Cabinet. The nominating committee shall be comprised of the Chair, and two other Lions.

District Governor's Honorary Committee:

The District Governor may appoint a District Governor's Honorary Committee composed of Past International Officers who are members in good standing of clubs within the sub-district. This committee shall meet when and as called upon by the District Governor. It shall act under the direction of the District Governor in the promotion of harmony throughout the district. The chairperson of this committee shall attend meetings of the cabinet when requested by the District Governor.

The Vision & Sight Conservation Committee:

Parameters of this committee are to be determined by the Governor, the Long-Range Planning Committee, and Constitution and Bylaws Chair.

Diabetes Action and Awareness:

Liaise with the Canadian Diabetes Association (CDA) to promote the involvement of Lions in diabetes-oriented activities. The goal of this partnership is to help arrest the increasing development of diabetes and prevent the further spread of adult blindness. Diabetic retinopathy, a complication of diabetes, is the leading cause of new cases of adult diabetes throughout the world.

LCIF/international Understanding

LCIF understanding/grant, to advise cabinet and clubs on the details of the different grants available and the procedure to apply for a grant.

LCIF Promotion

The Committee is responsible for promoting the transfer of funds to LCI for this purpose from the district clubs.

Lions Quest

The chair is appointed by the Governor and reports to cabinet regularly and ensures District officers have the following information they need.

1. Draft and submit budget for Lions Quest in District A4.
2. Work with Regional Coordinators to support Lions Quest at the local level.
3. Promote and support Lions Quest within the School Districts in District A4.
4. Plan and coordinate Lions Quest workshops in School Districts in District A4.
5. Communicate with and solicit funds from Lions Clubs for the support of Lions Quest programs.
6. Coordinate display and seminars at District Lions Quest convention (if appropriate).
7. Participate in Multiple District Lions Quest seminars and meetings.
8. Act as the Core 4 representative for District A4.
9. Submit information for the Governor's newsletter.

Effective Speaking

Early in September, inform the Clubs of the upcoming District Competition and request the name, address and telephone number of the Club Effective Speaking Chair:

To help promote the Contest the Chair should:

1. Attend Zone Advisory Meetings.
2. Contact and visit, if possible, all the Clubs within the District.
3. Visit Clubs that have not participated or contributed to the Contest in the past and suggest that a good way to become involved is to host a Zone, Region or District Contest.
4. Make a special effort to visit any newly Chartered Clubs.
5. Try to encourage Clubs to promote students in both English and French categories of the Contest.
6. Enlist the aid of all District Officers to speak on behalf of Effective Speaking during their Club visits.
7. Suggest that Clubs contact area schools and advise them of the contest.

To help promote the Club, Zone, Region and District Contests, the following forms should be made available:

Club Competitions:

- Judges' Scoring Sheets
- Registration Form
- Timers' Scoring Sheets
- Rules and Regulations
- Various information sheets
- Judges Standard of Evaluation

Zone or Region Competitions:

- Judges' Scoring Sheets
- Timers' Scoring Sheets
- Rules for Briefing Judges
- Rules for Briefing Speakers
- Tellers' Record Sheets
- Registration Forms
- Judges' Standard of Evaluation
- Impromptu Topics
- Job Description Sheets
- Effective Speaking Certificates
- Chair's Summary Sheet listing winners and Lions who assisted in the Speak-Off and other pertinent information.

District Competitions:

Send all forms, as noted above, to the Chair of the Club that will be hosting the Speaking Contest well in advance, as to allow him/her to properly prepare for the District Speak-Off. The District Chair and the Host Club Chair should visit the Contest site to check out the facility to ensure that all requirements are met.

The following incidentals, plus the forms listed above, are also needed and are required for running the speak-offs:

- Stick-on name tags
- envelopes
- Stop watches
- Note pads for Judges
- Gifts for Judges
- Impromptu Topics
- Numbers of Contestants
- Lunch Arrangements
- Notepaper of one colour for use by speakers
- Pencils and erasers for Judges, Tellers and Contestants

Hearing Preservation, Awareness and Action

Speech and hearing are often sympathetic. The main focus of this committee, however, deals with hearing. Persons requiring information or assistance are directed to contact professionals in their community who specialize in these conditions.

District A4 Webmaster and Technology Chair

The district A4 webmaster and Information Technology chair is responsible for the encouragement and development of internet based communications within the District, to the advantage of all Lions, LEO, Lioness and Lionettes Clubs, in their conduct of the administration, business and promotion of Lionism.

Minimum content Requirements of the District A4 Web Presentation

A Home Page: Must contain the District name, the name of the current Governor and the current Lion-year, the official email address of the District address of the District Web-Master.

Governor's Message: A picture and an up-to-date message from the District Governor. (If this information is not on the Home Page, then it should be directly linked to the Home Page, with all other Web Presentation pages, links or index coming after).

A District Cabinet Page: Containing, if provided a picture, short Lionism profile and email address, as well as the name, Office held and the Club affiliation of each Cabinet Member.

Club Bulletin Submissions and Awards

The District Governor appoints a Lions member as the Bulletin Contest judge, guided by the Bulletin Contest Rules as published in the Directory.

The format of an effective Bulletin should include:

- Complete Club, Zone, Region and District names
- Names, addresses, phone numbers and email address of the President, Secretary and Bulletin Editor, as well as your Zone, Region, Vice-Governor and Governor
- Place and time of meetings and the club's roster
- **Bulletins should be sent to the District Governor, Vice-District Governor, Region and Zone Chairs and to the District Bulletin Contest Chair**

The Bulletin's Body should include:

1. Program-Time, Date and Place
2. Report on previous meetings - a brief summary of the general and board meetings
3. Report of local club activities and action of the Board of Directors
4. Coming events at Club, Region, District and International levels - Charter Nights, Special Projects, Social Events, etc.

5. General information as it concerns your District and Lions International, Sightfirst, Diabetes Awareness, Lions Quest, Effective Speaking, etc.
6. Personal news of members - Birthdays, anniversaries, births, deaths, etc.
7. Constructive editorials
8. Humour and/or the tidbits to make your Bulletin interesting - Humour can be the leavening agent in your Bulletin but humour in poor taste is never acceptable. Spouses and children of members are sometimes the first ones to read your Club Bulletin

District Awards

The write-up for the District Awards is similar to the Bulletin Contest Editor write-up as they're a combined position and appointed by the District Governor.

The awards that are available each year are presented at the District A4 Convention each April.
The Awards Are:

- ***Lion Bob Zimmerman Memorial Membership Development Award.***
- ***Lion John Cowell Leadership Memorial Award*** - Sponsored by the Ottawa Vanier Lions Club.
- ***Fred Chapman Memorial Award*** - Sponsored by the Ottawa West Lions Club -Presented by the Immediate Past District Governor as this award covers the period of his/her year.
- ***Dr. Michael St. James Memorial Award*** - Sponsored by Madawaska Valley Lions Club.
- ***John Dunning Internet Communications Award*** - Sponsored by Cumberland Lions Club.

The write up on each of these awards can be found in the Officers and Club Directory as well as the District A4 website

As well as the above awards you should encourage all club Presidents to complete all requirements for the Club President's Excellence Award. These can also be found in the Officers and Club Directory and on the District A4 website.

Special Committees

These committees are not necessarily solely under the purview of the Governor

Memorial Forest

A formal agreement exists between Lions Clubs District A4 and Innovative Community Support Services (ICSS). The parties agreed to outline their respective roles in this non-binding MOA. That the Lions representative will be appointed for a three-year term. That ICSS and Lions agree that the ICSS Registered Charity Number #878142413RR0001) will be for purchasing and donations to the Memorial Forest. That ICSS and Lions agree to plant trees on noted property to honour fallen Lions and community members.

Lioness/Lionettes

These two groups are recognized by District A4, but are governed by their own regulations and directives.

BAIT

BAIT is recognized by District A4, but is an arm's length organization governed by their own regulations and directives.

Incorporation and Insurance

The Governor appoints an advisor to coordinate these two aspects of this committee. 'It is important to ensure a proper renewal process which covers all the activities of Cabinet and the District.

International Youth Exchange

**The program is divided into three main areas:

1. Exchanges going abroad - applications need to be into the District by December 31.
2. Exchanges visiting District A4.
3. A4 Camp - one week July annually.

**A Chair for each area would be the best scenario - other Districts work accordingly.

General Duties Include:

- Become knowledgeable with Program requirements, forms, rules and regulations.
- Prepare presentation for Club level.
- Prepare a handout package for Clubs, including Applications for Exchangees and Host Family.
- Promote Program - Letter to all Clubs should go out in late August seeking assistance at Club level to get word out to schools, youth groups, find hosts in their area, provide financial assistance to program, work on committee.
- Visit to Clubs, Zone Meetings -presentation of program.
- Solicit funding for program-no funds dedicated from A4!!!
- Seek volunteers and Staff for Program and Camp.
- Advertise to Club level-get out at functions to make program known, article in Governor's Bulletin, etc.
- Meet with MDA Chair-two meetings mandatory; email reports to District A4 Cabinet.
- Application and Selection of appropriate participants-this is both students seeking approval to travel abroad as well as exchanges wanting to visit in District A4.

- Communication/Orientation of Participant and parents as to goals and objectives of program.
- Develop a list of Host families and match students to hosts as available.
- Criminal checks required for Hosts-liaise with police jurisdiction to secure clearances.
- Prepare Ad for International Website on A4 District Camp-Invite exchangees to District.
- Determine budget for Camp as allowed with funding raised from Club level.
- Select appropriate location for Camp-one week mid to late July annually.
- Organize Camp-schedule of activities, menu, transportation, Club/Program participation.
- Organize International Night for local lions and families to meet visiting youth-Invitations to include municipal politicians for PR, medial, community associations, etc. to ensure visibility of program.
- Ensure that District Dignitaries meet youth and welcome them-provide friendship banner and an A4 pin.
- Determine and order MDA pins for youth exchangees, and clubs, Hosts.
- Select appropriate Camp t-shirt for exchangers-order.
- Correspond with each exchanged-send letter of introduction and welcome, Camp requirements, etc.
- Liaise with Embassies to get information on countries visiting.
- Collect freebies for exchangees, to present as take-home "loot".
- Ensure photos are taken and submit article to local newspaper.
- Audit Camp results for lessons earned and ideas for future years.

Be a Donor/Gift of Life

1. To encourage Lions, Lioness, Lionettes, Leos in District A4 to promote an awareness of Organ Donation within their clubs and in their communities at large.
2. To publicize an awareness of Organ Donation by distributing material such as, donor cards, pamphlets, automobile stickers and other materials, as they become available, to Clubs for distribution at local fairs and other special public events.
3. To support indigent Recipients and Donors of organs financially by establishing a fund through the Social Services Dept. of local hospitals where transplant operations are performed. To sustain this fund at an acceptable level through donations from the Lions Family of District A4.
4. To encourage other Lions Districts in MDA to become involved in the Organ Donor Program.
5. To attend, prepare, and submit a report at the District A4 Cabinet meeting as required.

Ad hoc Committees

District Lions Services for Children/Camps

Lions Services for Children Chairperson should research and promote programs to help millions of children who suffer from poverty, homelessness, abuse, neglect, disease and disabilities, in particular, those that improve the lives of children and young adolescents through health and education services, locally and internationally.

All of the AD HOC Committees in District A4 have several items in common, namely:

- The general purpose of each Ad Hoc Committee
- The method of selecting the make-up of each Ad Hoc Committee.
- The qualifications of each Ad Hoc Committee appointee.
- Reimbursement to Ad Hoc Committee Appointees.
- Centennial Coordinator.

Therefore: To eliminate a lot of duplication, the information on this page will apply to each of the following Ad Hoc Committees:

- Camp Dorset
- Camp Banting
- Camp Huron
- Lake Joseph
- Camp for Deaf
- Camp Kirk/Trillium
- Cancer
- Homeless Awareness/Habitat for Humanity

Purpose: To Encourage each District Governor and Club President to appoint a chair to each of the above activities committees, and to promote programs by and among the clubs in District A4.

Selection: The District Governor shall appoint a Chair for each committee.

Qualifications: The Chair or each Committee shall be available to attend the District A4 Convention during his/her year as the Chair.

- Be able to prepare materials promoting the Committee's goals.
- Be available to attend and report to each District A4 meeting as to the progress of the Committee as well as the promotion of the Committee's goals.
- Be able to encourage cooperation between Lions, District Chairs and Committees and other organizations working in the same field.

- The Coordinator of each Sub Committee may request, through the Committee Chair, to attend and report to a District A4 cabinet and should make themselves available if requested to attend and report.
- All Chairs and sub-committee chairs will prepare an article for the Lion Magazine annually to promote the benefits of their activities to the Lions of District A4.

Reimbursement: Each committee shall have a budget, approved by the District A4 Cabinet. It should cover the expenses of the Chair, the Coordinator and any appointees approved by the District Cabinet. Operating expenses are calculated and reimbursed according to the MD 'A' Rules of Audit. Any Committee requiring additional funds MUST contact the District Governor in advance for the appropriate approval.