

Multiple District 'A' Lions Club



Policy & Procedures Manual

2019

Revised by Council Direction – May 2019

Multiple District 'A' Lions Clubs
POLICY & PROCEDURES MANUAL

Preface

The purpose of the Multiple District 'A' (hereinafter referred to as the Multiple District), Policy and Procedures Manual (P and PM), is to spell out the job descriptions or terms of reference for the Officers, Committee Chairpersons, or Subcommittee Chairpersons, or Subcommittee Coordinators and Committee members.

It also outlines the policy and procedures involved in carrying out the duties and responsibilities of those persons tasked with the proper functioning of the Multiple District. It shall always be used realizing that the binding authority is resident in the Multiple District Constitution and By-Laws. As with any document of this nature, it should be interpreted by the reader with intelligence, experience and common sense.

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PART 1.

JOB DESCRIPTIONS / TERMS OF REFERENCE

NOTE: “The Multiple District ‘A’ Council Chairperson, the Multiple District ‘A’ Secretary, the Multiple District ‘A’ Treasurer and all Multiple District ‘A’ Committee irpersons shall be members in good standing, with a Lions Club in good standing, located in Multiple District ‘A’; and further, “Providing it does not contravene any other qualification or requirement, a Lioness in good standing in a Lioness Club in good standing within Multiple District ‘A’ may be appointed as a Multiple District ‘A’ Committee Chairperson.”

MULTIPLE DISTRICT OFFICERS

COUNCIL CHAIRPERSON:

- The Council Chairperson is the Chief Executive Officer of the Multiple District
- The Council Chairperson shall be one of three signing authorities for the Multiple District.
- The Council Chairperson of the Council of Governors shall preside at all meetings of the Council.
- The Council Chairperson shall serve as Multiple District Chairperson of the Global Action Team. Refer to the Appendix for further information on structure.
- The Council Chairperson-elect shall attend the International Convention immediately following the election to the position. At this Convention the Council Chairperson-elect shall hold a meeting of the Governors-elect to fully explain their Duties and Responsibilities for the coming year.
- The Council Chairperson-elect shall chair and conduct the Annual Multiple District Caucus at the International Convention.
- The Council Chairperson-elect shall chair the Canadian Breakfast at the International Convention, if such an event is held.
- The Council Chairperson shall appoint such Committees, their Chairpersons and coordinators as required by the Multiple District Constitution and By-Laws and as may be necessary to effectively conduct the affairs of the Multiple District. Should vacancies occur on any committees it is the responsibility of the Council Chairperson to fill them as necessary.
- The Council Chairperson shall chair all Business Meetings at the Multiple District Convention and the International Night Event.
- The Council Chairperson shall call and chair the Multiple District committees briefing meeting which must be held during the Multiple District convention.

- The Council Chairperson is an ex-officio member of the committees of the Multiple District. The Council Chairperson is a voting member of the International Advisory Committee and the Promotion Committee of the Multiple District.
- The Council Chairperson must work in partnership with the Immediate Past Council Chairperson who acts in an advisory role and is able to provide a degree of continuity and history to matters placed before the Council of Governors.
- Paramount to the duties and responsibilities of the Council Chairperson is to have regard for the Multiple District Constitution and By-Laws, and the Policy and Procedures Manual in all matters.
- The Council Chairperson's role is effectively a three year commitment in that he/she will be expected to assume the Chair of the Promotion Committee for the year immediately following his/her year as Council Chairperson and then the role of Chairperson of the Administration Committee in the next following year. Under special circumstances, the Council Chairperson may be excused from this commitment.

Expense Reimbursement:

The Council Chairperson shall be paid his/her expenses to attend the following:

- The USA/CANADA Lions Leadership Forum
- All Council Meetings
- Multiple District Committee Meetings
- Such other Lions functions in the Multiple District to which he/she has received an invitation to attend as the official representative of the Multiple District.
- In addition, the Council Chairperson is authorized to claim actual expenses for accommodation and will be reimbursed for materials and supplies.

The sitting Council Chairperson shall be paid his/her expenses to attend the International Convention held during his/her term of office. Expenses shall include a daily expense rate which shall be \$75.00. The per diem rate would be paid as follows:

- (a) For one (1) day preceding the International Convention when being held in North America and for two (2) days preceding the International Convention when being held outside of North America.
- (b) For the days of the actual Convention.
- (c) For one (1) day immediately following the conclusion of the Convention.

The Council Chairperson-elect shall be paid his/her her expenses to attend the International Convention following his/her election. Expenses shall include a daily expense rate which shall be \$75.00. The per diem rate would be paid as follows:

- (a) For three (3) days preceding the International Convention when being held in North America and for three (3) days preceding the International Convention when being held outside of North America.
- (b) For the days of the actual Convention.
- (c) For one (1) day immediately following the conclusion of the Convention.

COUNCIL CHAIRPERSON'S ADULT COMPANION:

The adult companion of the Council Chairperson may act as escort, host/hostess, and coordinator and attend Multiple District functions, as required from time-to-time.

With regard to the adult companions of the members of the Council of Governors, he/she will provide direction, support, and assistance to the new members of the Council of Governors as required.

He/she should also assist in team building, orientation, advice on duties, dress, activities and information as may be deemed necessary to the Multiple District.

Expenses for the adult companion performing official duties shall be paid in accordance with the Multiple District Rules of Audit.

VICE COUNCIL CHAIRPERSON:

- Will be a full voting member of the Administration Committee and shall be entitled to attend all Administration Committee Meetings as an active participant. The Vice Council Chairperson shall be entitled to claim Rules of Audit to attend Administration Committee Meetings.
- Will attend all MDA Committee Meetings where the Council Chairperson is not available and the presence of the Vice Council Chairperson is required.
- Will temporarily assume the Chair at any meeting of the Council of Governors whenever the Council Chairperson is unable to perform his/her duties for any reason.
 - Will perform other duties as may be directed by the Council Chairperson. Such duties may include organizing the Friday evening functions at Council.
 - Will perform such duties as defined elsewhere in the Policy and Procedures Manual.

Expense Reimbursement (*Exception*)

The Vice Council Chairperson shall be paid his/her expenses to attend any additional meetings as directed by the Council Chairperson.

MULTIPLE DISTRICT SECRETARY:

Selection:

A five-year appointment by Council of Governors, with performance reviews undertaken annually by the Administration Committee. The Multiple District Secretary shall receive an annual honorarium as determined by the Council of Governors.

Responsibilities:

Constitution and By Laws - The Multiple District Secretary shall manage the Multiple District administration functions as detailed in the Multiple District Policy and Procedures Manual under the direction and supervision of the Council of Governors.

Qualifications:

- √ Knowledge of the International Association of Lions Clubs
- √ Knowledge of the Multiple District Lions organization
- √ Knowledge of Secretarial Duties
- √ Experience with computers
- √ Previous Management/Administration Experience
- √ Motivation and enthusiasm
- √ Capabilities of Recording minutes of meetings

Performance Expectations:

The Multiple District Secretary shall:

- Receive and send correspondence on behalf of Council of Governors
- Be one of three signing authorities for the Multiple District.
- Attend Council of Governors meetings and Administration Committee meetings as a non-voting ex-officio member.
- Attend the Research and Long Range Planning Meetings as a voting ex-officio member.
- Attend other meetings as directed/authorized by the Council of Governors and/or the Council Chairperson.
- Keep accurate minutes of all Council of Governors meetings sending copies to the Council Chairperson, District Governors, 1st Vice District Governors, the Multiple District Committee Chairpersons and members, the Multiple District Treasurer and others designated by the Council Chairperson and/or the Council of Governors. Highlights of said meetings are prepared and forwarded to the LION Magazine editor.
- Shred all print records older than 10 years with the exception of filings to any level of government.
- Assist the Council of Governors in conducting the business of the Multiple District and perform such duties as are required by the LCI and the Multiple District Constitution and By Laws and the Multiple District Policy and Procedures Manual as well as those that may be assigned by the Council of Governors from time-to-time.

- Maintain Multiple District data bases (Governors, 1st Vice District Governors, Multiple District Committees, PDG, etc), maintain a Motion Book, a Policy and Procedures Manual and prepare and maintain the Multiple District Directory.
- Prepares list of clubs celebrating charter anniversaries (50, 60, 65 and every five years thereafter) for coming year and confirms accuracy with District Governors.
- Process applications for Multiple District Life Membership and seek approval from the Council of Governors. Upon Council approval, submits fee to Multiple District Treasurer, prepares and issues personalized Life Membership Certificate and Life Membership Card and maintains up to date and accurate listing of Multiple District Life Members.
- Reserve hotel accommodation for meetings of the Council of Governors and also committee meetings as and when required.
- Provide regular updates to the Multiple District Webmaster.
- Orders blazer emblems and name tags for the following: Governors (blazer crests only), Immediate Past District Governors (blazer crests only), 1st & 2nd Vice District Governors and their adult companion, Multiple District Treasurer, Multiple District Secretary and the Council Chairperson, plus other supplies from LCI as may be required on behalf of the Multiple District.
- Provides information documentation to Council Chairperson-elect (CCE) and, as a member of the Administration Committee, assists in the February/March CCE briefing.
- Prepares and provide the Multiple District Convention Guidebook to appropriate participants.

In addition to the above:

- **At the start of the year**, acknowledge the previous year's contribution to outgoing members of the Multiple District, provide appropriate reference material to the incoming Governors, and confirm meeting facilities for the Council Meetings at the designated hotel(s) for the year ahead.

- **For each Council of Governors Meeting**, the secretary requests reports from Committee Chairpersons, reserves meeting rooms/refreshments and arranges for hotel accommodation for the Council Chairperson, District Governors, 1st Vice District Governors, the Multiple District Committee Chairpersons and members, the Multiple District Treasurer (and others so designated), prepares an agenda, prepares and distributes accurate minutes of the Council of Governors Meeting proceedings, maintains record of changes to C&BL, updates associated Motion Log and Policy and Procedures Manual and acts upon any requests emanating from the Council meetings.
- **Prior to the Multiple District Convention**, in accordance with timelines contained in C&BL, provides notification of approved proposals for changes to C&BL and/or expenditures for approved Multiple District projects to be voted at Convention to the LION Magazine for publication. If required, assists the Multiple District Credentials subcommittee to prepare and distribute an appropriate number of Credential Certificates (as determined by the subcommittee), review convention details with Council Chairperson and Convention Committee, finalize the Convention Guidebook.
- The Multiple District Secretary shall prepare and distribute the Multiple District Convention Proceedings guidebook to the appropriate participants.
- **At the Multiple District Convention**, assist Council Chairperson as appropriate, provide briefing material to District Governors-elect, provide next year Anniversary certificates to District Governors-elect, and provides briefing and/or briefing documentation to incoming committee chairpersons and undertakes Council Meeting duties as per above.
- **After the Multiple District Convention**, send names of incoming Governors to LCI, Lions Supply Office, LFC and Lions Quest. Update the Official copy of the Constitution and By-Laws, in consultation with the C&BL Chairperson. Update the Policy and Procedures Manual, in consultation with the R&LRP Chairperson. Update the Motion Log data bases and web site information, in consultation with the MDA Webmaster for the start of the new Lions year.
- **Other:** Perform other duties as requested/authorized by the Council of Governors.

MULTIPLE DISTRICT TREASURER:

Selection:

A five year appointment by the Council of Governors with performance reviews undertaken annually by the Administration Committee. The Multiple District Treasurer shall receive an annual honorarium as determined by the Council of Governors.

Responsibilities:

Constitution and By-Laws - *“The Multiple District Treasurer shall manage the Multiple District financial functions as detailed in the Multiple District Policy and Procedures Manual under the direction and supervision of the Council of Governors.”*

QUALIFICATIONS:

- √ Have a good general knowledge of Lionism.

- √ Have a good understanding of the Lions Constitution and By-Laws, in particular those areas covering the application of the Rules of Audit.
- √ Possess communication skills.
- √ Possess accounting skills.
- √ Possess knowledge of the selected accounting software used by the Multiple District.
- √ Possess financial planning skills
- √ Possess budgeting skills.

Performance Expectations:

The Multiple District Treasurer shall:

- Be responsible for all receipts and disbursements of funds entrusted to the Multiple District in conjunction with the annual approved budget, Constitution and By-Laws, the Multiple District Policy and Procedures Manual and direction from the Council of Governors.
- Be one of three signing authorities for the Multiple District.
- Deposit all funds in the banking institution approved by the Council of Governors
- Maintain all financial data according to accepted accounting principles.
- Arrange for a fidelity bond.
- Prepare an annual budget in consultation with the Administration Committee and submit to Council of Governors for consideration at the first Council meeting following the close of the International Convention.
- Prepare all financial data required for an annual audit by a firm approved by Council of Governors.
- Present the audited financial statements to Council of Governors no later than the second Council meeting of the Lions year.
- Present the audited financial statements at the appropriate session at the Multiple District Convention.
- Attend meetings of the Council of Governors, the Administration and the Promotion Committee as a non-voting ex-officio member.
- Attend meetings of "The LION Magazine" Committee and Research and Long Range Planning Committee as a voting ex-officio member.
- Attend other meetings as directed/authorized by the Council of Governors and/or the Council Chairperson.
- Advise the Council of Governors of issues that might negatively impact the Multiple District or issues that may require action on their part.
- Seek professional financial advice as required and report to Council of Governors.
- Provide assistance to the Multiple District Committee members in maintaining control over their individual approved budgets.
- Attend the pre-caucus meeting with the Council Chairperson and the Secretary to review agenda, minutes and issues to be discussed with the Governors at the Caucus meeting.
- Attend the Council of Governors Caucus meetings.
- Provide briefing to in-coming Committee Chairpersons regarding financial obligations dealing with their annual budget and expense submissions at a time to be determined by the Council Chairperson.
- Attend session for District Governors-elect at the Multiple District Convention to brief them on financial issues that will impact their year as District Governor.

Specific Duties to be performed:

As required:

- Maintain vendor and customer (Clubs) database.
- Deposit funds received and post to receivables ledger.
- Audit all claims received from the Multiple District Officers and Committee Members.
- Prepare cheques **in a timely manner** and mail/express post (or similar service) same with supporting documentation to either the Secretary or the Council Chairperson for the required second signature.
- Respond to all email and telephone queries promptly.
- Bill accounts receivable (i.e. Lion magazine ads, labels, pins, etc.).
- Run labels as approved by the Council of Governors or as budgeted by Committees and invoice accordingly.

Monthly:

- Reconcile Bank Statement.
- Print and file the month-end financial statements (i.e. Balance Sheet, Income Statement, General Ledger, Cheque Log, and Outstanding Receivable List).
- Mail out statements for outstanding receivables.
- Process the necessary journal entries
- Back up the month-end data
- Roll over the system into the next month.

Annually and Year-end:

- Update the Club data as received.
- Seek the assistance of the District Governors to provide the required data from the clubs who did not respond.
- Close out the year-end as of July 15th and run the required reports for the auditors.
- Reconcile the Control Accounts providing all documentation and Council Motions if applicable and assemble in a binder for the Auditors.
- Respond in a timely fashion to the questions and/or information requested by the Auditors during their audit process.
- Prepare annual financial statements and previous year's budgets submissions for each of the Multiple District Committee Chairpersons along with the request for their budget submissions.
- As the information comes in prepare the necessary budget working papers for the Budget Committee. Budget Committee meeting usually mid August.
- Enter the approved budget figures in system.
- Invoices for the Multiple District dues to be sent to the Clubs by September 15
- Arrange to provide the Bank with the appropriate documentation and signature cards to include the incoming Council Chairperson.
- With the assistance of a reputable company, shred all financial records older than 7 years.

Council Meetings:

- Report to the four scheduled Council of Governors meetings presenting the Balance Sheet, the Income Statement comparing actual expenses to budget, the investment portfolio and the status of the collection of club dues.
- Report any concerns over any other financial issues that may need Council of Governors action.

Other:

- Prepares a financial income/expense report on the Lion Magazine as at July 31 and December 31 and submit to Lions Clubs International. This is a requirement in order to receive the LCI subsidy.
- Assist in the preparation of the subsidy request to LCI for 1ST VDG Leadership Training performed by the GLT Team.
- Ensure registration of District Governors and District Governors-elect at the MD "A" Convention and secure accommodation by the deadline set by the Convention Committee, and be responsible for timely billing of these expenses to the DGs and DGE's.
- Other duties as requested/authorized by Council of Governors.

SUB-DISTRICT OFFICERS

GOVERNOR

Sitting member representing Lions Clubs International at meetings shall:

- Be expected to attend Council Meetings;
- Perform such duties as requested by the International Board of Directors;
- Perform such duties as may be assigned by the Council of Governors.

1ST VICE DISTRICT GOVERNOR

The 1st Vice District Governor shall further the purposes of the association by:

- Performing such duties as defined by the Sub-district Constitution and By-Laws
- Attending cabinet meetings;
- Becoming familiar with the responsibilities of the District Governor
- Attending all meetings of the Multiple District Council of Governors as an invited observer for the opportunity of receiving training in the role and responsibilities of being Governor.

Reimbursement:

Expenses shall be paid in accordance with the Multiple District Rules of Audit as they relate to District functions except:

If the 1ST Vice District Governor substitutes (for the District Governor) as authorized by the District Governor those expenses shall be paid by Lions Clubs International's own reimbursement procedures for a District Governor.

Council Dress Code

The dress code for District Governors to be worn at all Council of Governors' Meetings shall be:

- Black Jacket, grey long pants/skirts, white shirt/blouse, tie/scarf, dress shoes

The dress code for 1st Vice District Governors to be worn at all Council of Governors' Meetings shall be:

- Navy Jacket, grey long pants/skirts, white shirt/blouse, tie/scarf, dress shoes.

The recommended dress code for District Governors attending Caucus Meetings is:

- Council Shirt, casual pants/skirts, casual shoes.

2ND VICE DISTRICT GOVERNOR

The 2nd Vice District governor shall further the purposes of the association by:

- Performing such duties as defined by the Sub-district Constitution and By-Laws;
- Attending cabinet meetings;
- Replacing the 1st VDG at Council of Governors meetings when the 1st VDG is acting for the District Governor or is absent.

Reimbursement: - See Rules of Audit

REGION CHAIRPERSON:

- The Region Chairperson shall perform such duties as defined by the Sub-district Constitution and By-Laws.

Reimbursement: - See Rules of Audit

ZONE CHAIRPERSON:

- The Zone Chairperson shall perform such duties as defined by the Sub-district Constitution and By-Laws.

Reimbursement: - See Rules of Audit

MULTIPLE DISTRICT COMMITTEE CHAIRPERSONS

Reimbursement:

Each Committee shall have a budget, approved by the Council of Governors. It should cover the expenses of the Chairperson, the Coordinator and any appointees approved by the Council of Governors. Operating expenses are calculated and reimbursed according to the Multiple District Rules of Audit.

Any Committee requiring additional funds **MUST** contact the Council of Governors in advance for the appropriate approval.

(PROGRAM) ACTIVITIES COMMITTEES

Any mailings emanating from MD'A' for Lions supported projects shall be proof-read by a relevant Multiple District Committee, the Multiple District Council Chairperson, the Multiple District Secretary and the Multiple District Treasurer prior to the release of the mailing.

All of the Activities Committees in the Multiple District have several items in common.

Namely:

- The general purpose of each Activity Committee.
- The method of selecting the make-up of each Activity Committee.
- The qualifications of each Activity Committee Appointee.
- Reimbursement to Activity Committee Appointees.

Therefore:

To eliminate duplication, the information on this page will apply to each of the following Activities Committees:

PRIMARY COMMITTEE	SUBCOMMITTEE
DIABETES COMMITTEE	
ENVIRONMENT	
GIFT OF LIFE	
HEARING CONSERVATION	
LION MAGAZINE	BULLETIN CONTEST
LIONS CLUBS INTERNATIONAL FOUNDATION	
LIONS FOUNDATION OF CANADA	
LIONS QUEST	
LITERACY COMMITTEE	
SIGHT CONSERVATION	
SPECIAL OLYMPICS	
YOUTH OPPORTUNITIES	EFFECTIVE SPEAKING LEO & LEO CONVENTION PEACE POSTER & PEACE ESSAY YOUTH EXCHANGE

Purpose:

To encourage each District Governor and Club President to appoint a Chairperson to each of the above noted Activities Committees and to promote programs by and among the clubs in the Multiple District.

Selection:

The Council Chairperson, in consultation with the Administration Committee Chairperson, shall appoint a Chairperson for each Committee and a Coordinator for each Subcommittee.

Performance Expectations:

- The Chairperson of each Committee should be available to attend the Multiple District Convention during his/her year as the Chairperson.

- Be able to prepare materials promoting the committee's goals.
- Be available to attend and report to each of the Council of Governors meetings 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 Chairpersons and Committees and other organizations working in the same field.
- The Coordinator of each Subcommittee may request, through the Committee Chairperson, to attend and report to a Council Meeting and should make himself/herself available if requested to attend and report.
- All Chairpersons and Subcommittee Chairpersons may prepare an article for the Lion Magazine, when appropriate, to promote the benefits of their activities to the Lions of the Multiple District.
- The Chairperson of a Multiple District Committee shall not convene more than two (2) meetings of his/her term of appointment, unless the Council Chairperson deems it necessary that more meetings of that committee should be held for the betterment of Lionism or unless specified in the Committee job description.

DIABETES AWARENESS

The Diabetes Awareness Chairperson shall work in partnership with the Multiple District Sight Conservation Chairperson and the District Diabetes Awareness Chairpersons by maintaining open communication, exchanging information, seeking recommendations for future fund-raising endeavors and sharing success stories.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.

Performance Expectations:

- Serve as the liaison between the Multiple District, the Canadian Diabetes Association (CDA) and other related agencies.
- Encourage each of the District Governors to appoint a District Diabetes Awareness Chairperson.
- Ensure that the Lions Family of Multiple District are aware, via the District Chairpersons, of the programs and services provided by the CDA.
- Participate as a non-voting member of the CDA Board of Directors, Ontario Division, attending meetings as required. (3-4 per year).
- Host a meeting(s) in conjunction with one of the CDA Ontario Division Meetings for the benefit of the District Diabetes Awareness Chairpersons.

- Work in partnership with the CDA National Division and attend meetings as required.
- Pro-actively identify opportunities to present displays, seminars, workshops etc.
- Continuously motivate District Governors and District Chairpersons to promote and support programs and activities related to Diabetes.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

ENVIRONMENT

The Multiple District Environment Chairperson shall work with the District Environment Chairpersons by maintaining open communication, exchanging information, promoting the program and sharing success stories.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills

Performance Expectations:

- Encourage each of the District Governors to appoint a District Environment Chairperson.
- Promote and encourage participation in the Lions Environmental Photo Contest and announce the winning photo at the Multiple District Convention.
- Promote and encourage the Lions Family to attend the Lions Memorial Forest Dedication in Breslau.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairpersons, of the programs and services available.
- Continuously motivate District Governors and District Chairpersons to promote Environment programs and activities.
- Create and maintain a list of Environment activities being done throughout the Multiple District and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc. regarding this activity, at all possible forums held at appropriate Lions functions.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.

- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

GIFT OF LIFE

The Multiple District Gift of Life Chairperson shall work with the District Gift of Life Chairpersons, Trillium Gift of Life Network and other Lions donation related initiatives by maintaining open communication, exchanging information, promoting organ and tissue donation and sharing success stories.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills
- ✓ Ability to work in a team setting

Performance Expectations:

- Serve as the liaison between the Multiple District and Trillium Gift of Life Network and other Lions donation related representatives.
- Guide each District Governor on appointing a District Gift of Life Chairperson.
- Recommend Chairpersons seek the assistance of a committee of representatives to assist them in engaging the District. This should also include identifying organ and tissue donation recipients and donor family members who can help promote donations.
- Encourage all members of the Lions Family to save more lives by registering consent through the organ and tissue donor registry.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairpersons and their supporters, of the programs including the Gift of Life Banner Crest and services available to them and the communities they serve.
- Continuously motivate District Governors and District Chairpersons to promote and support Gift of Life programs and activities.
- Create and maintain a list of Gift of Life activities which the Multiple District supports and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc. regarding this activity, at all possible forums held at appropriate Lions functions and in the communities Lions serve.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.

- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

HEARING CONSERVATION

The Hearing Conservation Chairperson shall serve as the liaison between the Lions of the Multiple District, Lions Clubs International, District Hearing Conservation Chairpersons and any other agencies concerned with the needs of the Hearing Impaired in our communities.

Selection:

Appointed by the Council of Governors for a three (3) year term, subject to annual reviews; responsible to the Council of Governors.

Position Requirements:

- √ Experience with Multiple District governance
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.

Performance Expectations:

- Promote support of these programs and services within the Multiple District.
- Receive and review all requests for financial aid or equipment from any public or private agency. Encourage and support any available assistance to service these individual or organization requests for assistance.
- Motivate within the Multiple District through District Governors and District Chairpersons so that a meaningful Hearing Conservation program is conducted.
- Seek a report on Hearing Conservation and recommendations from each District Chairperson to consider for inclusion in the final report to Council of Governors.
- Seek out and encourage opportunities to present Displays, Seminars, Workshops, etc. regarding this activity, at all possible forums held at appropriate Lions functions and elsewhere.
- Serve as an ex-officio member of the Board of Lions Homes for Deaf People.
- Report to the four (4) scheduled Council of Governors meetings in the Lions year.

LIONS CLUBS INTERNATIONAL FOUNDATION CHAIRPERSON

Responsibilities:

- To liaise with the Lions Clubs International Foundation (LCIF) to receive information regarding short and long term programs and events.
- To encourage each District Governor to appoint a District LCIF Chairperson.

- To strive, on an ongoing basis, to maximize his/her familiarity with the LCIF programs and activities and to promote Melvin Jones Fellowships and Progressive Melvin Jones Fellowships
- To work in partnership with the District LCIF Chairpersons by setting goals and maintaining open communication for the exchange of information devoted to the enhancement of the availability of LCIF services throughout the Multiple District and support for LCIF fund raising programs.
- To ensure that the Lions Family of the Multiple District is aware, via the District Chairpersons, of the programs and services provided by LCIF.
- To pro-actively identify opportunities to present displays, seminars, workshops, etc.
- To maintain accurate records and retain correspondence which will be provided to the successor.
- To report to Multiple District Council of Governors in accordance with the schedule and process established by Council.

LIONS FOUNDATION OF CANADA CHAIRPERSON

Responsibilities:

- To liaise with the Lions Foundation of Canada (LFC) and LFC Director for Ontario to receive information regarding short and long term programs and events.
- To encourage each District Governor to appoint a District LFC Chairperson.
- To strive, on an ongoing basis, to maximize his/her familiarity with the LFC programs & activities and where feasible visit the various LFC sites and their facilities for this purpose.
- To facilitate the arrangement, where feasible, in co-operation with the Ontario Director and LFC Staff, for an annual visit to LFC Headquarters by District Chairpersons. The purpose of the visit would be to enable Chairpersons to become more familiar with the facilities, programs and personnel through tours and presentations by LFC staff and the Ontario Director.
- To work in partnership with the District LFC Chairpersons by setting goals and maintaining open communication for the exchange of information devoted to the enhancement of the availability of LFC services throughout the Multiple District and support for LFC fund raising programs.
- To ensure that the Lions Family of the Multiple District is aware, via the District Chairpersons, of the programs and services provided by LFC.
- To pro-actively identify opportunities to present displays, seminars, workshops, etc.
- To maintain accurate records and retain correspondence which will be provided to the successor.
- To report to Multiple District Council of Governors in accordance with the schedule and process established by Council.

LION MAGAZINE (The Multiple District Issue)

- Effective with the March/April 1998 edition of the Multiple District “The LION Magazine”, only one version will be published in English with some limited French content.
- The cost of “The LION” is a Multiple District administrative expense and shall be recovered through the per capita tax.
- Publication dates shall comply with at least the minimum requirements of Lions International and be determined by the Multiple District Publication Committee.
- The Lion Magazine Chairperson shall serve as the person responsible for the publishing of “The LION Magazine”, serve as liaison between the Lions of the Multiple District, Lions Clubs International, Sub-district reporters and any other agencies concerned with the needs production of “The LION Magazine”

Selection:

The Council Chairperson shall annually appoint a Management Committee consisting of a Chairperson, a Vice Chairperson and any additional Lions as may be necessary to effectively carry out its functions

Position Requirements:

- √ Experience in Lions Clubs activities and functions.
- √ Experience with the Multiple District governance.
- √ Good communication skills.
- √ Ability to work in a team setting.

Performance Expectations:

- The Multiple District Chairperson shall cause to be published a magazine to be known as “The LION Magazine”. The purpose of “The LION Magazine” is to report activities and events of interest to the Clubs in the Multiple District
- To read and understand the editorial policy of the LION as set down by Lions Clubs International.
- Call “The LION Magazine” Committee together in early August to review: the publisher, printer, translator, distributor, duties of the committee members, labels and front covers for the next year.
- Set the meeting dates for the upcoming year. Review the advertising rates and set plan to seek advertisers for the magazine using a Sales Consultant, where applicable, selected by the committee and paid an appropriate commission.
- Set the budget for “The LION Magazine” in May for the upcoming Lions year.
- Notify the District Governors, periodically of Canada Post “returned/undeliverable” magazines for their follow up on addresses. Contact District/Area Reporters and explain their role and duties for “The LION Magazine”.
- Contact the following, to make them aware of space available to them in each issue:
 - √ The Multiple District Secretary (summary of Council Meetings, Conventions, etc.).

- √ The Multiple District Council Chairperson – Editorial.
- √ International Director from Canada –Editorial.

- The Multiple District Convention may be in all magazines with the MARCH/APRIL edition having use of the front cover and at least three pages inside to promote/advertise the upcoming Convention.
- Maintain the list of VIP recipients of “The LION Magazine” (including the International family and PIPs). Select other Country Editors to receive the October issue annually.
- Maintain “The LION Magazine” “non-Lion/paid” subscription list, send the renewal notices and update address changes.
- Prepare a written report as requested, for the Council of Governors.

BULLETIN CONTEST

Part 1 - Club Bulletins

- Encourage each of the District Governors to appoint a District Chairperson, and keep those individuals abreast of all that is happening with regard to the Multiple District Bulletin Contest activity.
- Through the respective District Chairpersons, encourage all club presidents to appoint a Bulletin editor by explaining the benefits of having a proper medium of communication between the members of the club, the District officers etc.
- Provide all District Chairpersons with information regarding the rules of the bulletin contest so they may be made available to the Club Presidents.
- Through the respective District Chairpersons, ensure all Club presidents are familiar with the Bulletin Contest rules at the Multiple District level and encourage participation.
- Judge the District Bulletins in accordance with the Bulletin Contest Rules. Printed copies of electronic bulletins are eligible for the MD’A’ Contest. Email and/or electronic submissions are not to be considered.
- Seek recommendations from each District Chairperson regarding the Bulletin Contest.
- Produce a report on the Club Bulletins and the Bulletin Contest, including recommendations from each District Chairperson for inclusion in the final report presented to the Council of Governors. There are two awards in each category – winner and runner-up – budget approx. \$25 value each.
- Seek out and encourage opportunities to present displays, seminar workshops, online (e.g. Facebook) examples of outstanding bulletin components, etc regarding this activity.

Club Contests

- Clubs submit bulletins/newsletters to their District Contest
- District Contest winners enter the MD’A’ Contest through District Governor submission at the February/March Council Meeting
- Note: Two (2) copies of the same entry are required to enter the LCI Contest

- MD'A' Club Contest winners will be submitted to the LCI Contest before the contest deadline (usually May 1st)
- Winners will be formally announced during the Closing Business Session at the MD'A' Convention.

Part 2 - District Bulletins (Governor's Newsletters)

- Encourage each of the District Governors to appoint a District Chairperson, and keep those individuals abreast of all that is happening with regard to the Multiple District Bulletin Contest activity.
- Judge the District Bulletins in accordance with the Bulletin Contest Rules. Printed copies of electronic bulletins are eligible for the MD'A' Contest. Email and/or submissions are not to be considered.
- Produce a report on the District Bulletins for inclusion in the final report presented to the Council of Governors. There are two awards – winner and runner-up – budget approx. \$25 value each.

District Governor's Newsletter Contest

- Mail copies to the MD'A' Contest Chairperson or submit two (2) copies of each newsletter at the February/March Council Meeting.
- Note: Two (2) copies of the same entry are required to enter the LCI Contest.
- MD'A' Contest winners will be submitted to the LCI Contest before the contest deadline (usually May 1st)
- Winners will be formally announced during the Closing Business Session at the MD'A' Convention.

Multiple District Club Bulletin Contest Rules:

The format of the cover of the Bulletin should include the identification of the Club, Zone, Region and District; the names, addresses and phone numbers of the Club President, Secretary and Bulletin Editor. Other appropriate information could include: names, addresses and phone numbers of District officers; attendance make-up information including the place and time of meetings of nearby clubs and finally the club roster and membership count.

The Bulletin Contest is based on bulletins published and judged for the months October through February. There are two (2) categories: Monthly and Twice Monthly.

The Bulletin Contest Coordinator is given the discretion NOT to present a 2nd place award if none is merited.

	Bulletin Contest Rules	Points
Cover	<ul style="list-style-type: none"> ▪ Name of Club ▪ Zone, Region and District Identification ▪ Name, Address, Phone Number of Club President, Secretary and Bulletin Editor ▪ Publishing date and Frequency ▪ Any other appropriate information 	5
Content	<ul style="list-style-type: none"> ▪ The date, time and location of upcoming meetings and programs 	7
	<ul style="list-style-type: none"> ▪ Report on club activities, including actions of the Board of Directors 	7
	<ul style="list-style-type: none"> ▪ Coming events at the club, zone, region, district and international level 	7
	<ul style="list-style-type: none"> ▪ Information relative to membership development and retention 	7

	▪ Report on previous meeting including BOD meeting	7
	▪ Constructive editorials	7
	▪ Personal news about members	7
	▪ General info as it concerns your district and LCI	7
	▪ Effective use of humour	7
	▪ Continuous receipt of bulletins i.e. months of Oct – Feb inclusive	7
	▪ GENERAL EFFECT – overall appearance and interest it creates	25
	Sub Total	100
	▪ Deductions- 10 points <u>each</u> for humour in bad taste and plagiarism	()
	TOTAL	

Should the Contest Coordinator also be the editor of a Club Bulletin or Governor’s Newsletter, that Newsletter may also be included in the judging. The Bulletin Contest Coordinator may involve other Lions to help judge Governor’s Newsletter and Club Bulletin entries, including his/her own.

LIONS QUEST

The Multiple District Lions Quest Chairperson shall work with the District Lions Quest Chairpersons by maintaining open communication with the Lions Quest Office and the District Chairpersons.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting,

Performance Expectations:

- Attend and participate in the annual Lions Quest Leadership Session hosted by Quest, limited to those held within the Multiple District boundaries.
- Coordinate a mid-year (January/February) follow-up meeting for the District Lions Quest Chairpersons and their teams, in conjunction with Lions Quest of Canada.
- Encourage each of the District Governors to appoint a District Lions Quest Chairperson.
- Continuously motivate District Governors and District Chairpersons to promote and support programs and activities related to Lions Quest.
- Create and maintain a list of Lions Quest activities being done throughout the Multiple District and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.

- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

LITERACY

The Multiple District Literacy Chairperson shall work with Lions Clubs International and the District Literacy Chairpersons by maintaining open communication between the parties to promote the 'Lions Reading Action Programme'.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills
- ✓ Ability to work in a team setting

Performance Expectations:

- Keep informed of Literacy initiatives promoted by Lions Clubs International
- Serve as the liaison between the Multiple District, Scholastic Books Canada, and other related agencies.
- Encourage each of the District Governors to appoint a District Literacy Chairperson.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairpersons, of the programs and services available.
- Continuously motivate District Governors and District Chairpersons to promote and support literacy programs and activities.
- Create and maintain a list of literacy activities being done throughout the Multiple District and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

OPPORTUNITIES FOR YOUTH

The Opportunities for Youth Chairperson shall work in partnership with the Coordinators of the Multiple District Youth Exchange, Leo Clubs, Lions Quest, Peace Poster and Effective Speaking programs.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Encourage each District Governor in the Multiple District to appoint District Chairpersons for each of the Multiple District programs.
- Present a proposed budget for Youth Outreach (all programs) to the Multiple District office prior to the conclusion of the present Lions year pertaining to the upcoming Lions year.
- Continuously motivate District Governors, Vice District Governors and District Chairpersons to promote and support all Opportunities for Youth projects and activities.
- Proactively identify opportunities to present displays, seminars, workshops etc. at District and the Multiple District Conventions, and other events highlighting the Opportunities for Youth programs.
- Maintain accurate records that can be forwarded to the incoming Multiple District Opportunities for Youth Chairperson.
- The Opportunities for Youth Chairperson shall report to each of the Council of Governors meetings on all Opportunities for Youth activities - Youth Exchange, Leo Clubs, Lions Quest, Peace Poster and Effective Speaking.
- He/she shall present any proposed Multiple District Opportunities for Youth projects to the Council of Governors for approval prior to implementation.

POLICE Records Search Certificate:

That a "Police Records Search Certificate" is required of any Lion or Non-Lion

EFFECTIVE SPEAKING – (Subcommittee to Opportunities for Youth)

The purpose of the Multiple District Effective Speaking contest is to provide an opportunity for competitive Public Speaking among students to stimulate self-expression and independent thinking.

The Multiple District Effective Speaking Coordinator shall work with the Opportunities for Youth Chairperson and the District Effective Speaking Chairpersons by maintaining open communication and exchanging information.

He/she shall arrange for a fall and winter meeting and, in conjunction with the Host Committee Chairperson run the Multiple District contest the first weekend in May.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Arrange printing of all material required in both official languages during the first month of the Lions year.
- Organize a meeting at a convenient location of all District Chairpersons where all material will be handed out and plans for the year can be discussed and finalized.
- Arrange a meeting with the Club hosting the Multiple District finals, to be held early in the Lions year to investigate the facilities, accommodations, club participation, etc. as these pertain to hosting of the finals.
- Regularly communicate with the District Chairpersons and where necessary the District Governors to support Sub-district efforts in fundraising solicitation.
- Purchase all trophies and awards and arrange for a bilingual Master of Ceremonies for the contest and banquet.
- Arrange accommodations and escorts for the 1st place winners to attend the Multiple District Convention and ensure that the 1st place winners deliver their winning speeches to the Convention delegates.
- Provide the Multiple District Opportunities for Youth Chairperson with a written report of activities and progression of goals prior to each Council of Governors meeting.
- Arrange a meeting of all District Chairpersons at the conclusion of the contest to review the policy and procedures of the current year and make recommendations for future contests and for next years' committee.
- Recommend applicable updates to the Effective Speaking Manual (a copy of which is found in the Policy and Procedure Manual): Any deviation from the Effective Speaking Manual is to receive prior approval of the Council of Governors.
- Conducting of the program shall be in accordance with the procedures set out in the Multiple District Effective Speaking manual.

“The LION Magazine” should be used to promote this project. It is recommended that an article be produced for each issue leading up to the finals.

The Governors Newsletter in each District should be used to promote this project by the District Chairpersons.

LEO PROGRAM - (Subcommittee to Opportunities for Youth)

The Multiple District Leo Coordinator shall work with the Opportunities for Youth Chairperson and the District Leo Chairpersons by maintaining open communication and exchanging information.

He/she shall arrange to host an annual meeting (September/October) for all District Leo Chairpersons, their teams and the Multiple District Opportunities for Youth Chairperson.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- √ Experience with the Multiple District governance
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Motivate the District Leo Chairpersons to promote Leo Club extension and membership growth.
- Provide the Multiple District Opportunities for Youth Chairperson with a written report of activities and progression of goals prior to each Council of Governors meeting.
- Ensure that all District Leo Chairpersons promote the activities provided by the Leo Program to the Lions Family of the Multiple District.
- Continuously motivate District Governors, Vice District Governors, and District Leo Chairpersons to actively promote and support the Leo program.
- Pro-actively identify opportunities to present displays, seminars, and workshops etc. at District Conventions, the Multiple District Convention and other events for all aspects of the Leo program.
- Establish the needs of the Leo delegates to the Multiple District Convention and provide the Opportunities for Youth Chairperson with the information.
- Maintain accurate records that can be forwarded to the incoming Coordinator of the Multiple District Leo Program when one is appointed.

PEACE POSTER/PEACE ESSAY PROGRAM - (Subcommittee to Opportunities for Youth)

The Multiple District Peace Poster and Peace Essay Coordinator shall work with the Opportunities for Youth Chairperson and the District Peace Poster and Peace Essay Chairpersons by maintaining open communication and exchanging information.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Motivate the District Peace Poster Chairpersons to promote the Peace Poster and Peace Essay Contests throughout their Districts.
- Provide the Multiple District Opportunities for Youth Chairperson with a written report of activities and progression of goals prior to each Council of Governors meeting.
- Continuously motivate District Governors, Vice District Governors, and District Peace Poster and Peace Essay Chairpersons to actively promote and support these programs.
- Provide Peace Poster and Peace Essay contest administrative assistance (including recommendations for judging) to the MD'A' Council Chairperson.
- Pro-actively identify opportunities to present displays, MD'A' website presence, seminars, and workshops etc. at District Conventions, the Multiple District Convention, and other events for the Peace Poster Contest.
- Ask that the District and Clubs provide for financial support.
- Keep in touch with the District Chairpersons and where necessary the District Governors, to ensure that fundraising proceeds smoothly and effectively.
- Order an appropriate Peace Poster and Peace Essay award plaques for presentation at MD'A' Convention (when practical).
- Arrange for the Multiple District Peace Poster and Peace Essay winner awards to be presented by the winner's District Governor locally. (January presentation date recommended)
- Invite (when practical) the Multiple District Peace Poster and Peace Essay winners and his/her parents to attend the MD'A' Convention for recognition and award plaque presentation.
- Maintain accurate records that can be forwarded to the incoming Coordinator of the Multiple District Peace Poster and Peace Essay Programs when one is appointed.

YOUTH EXCHANGE - (Subcommittee to Opportunities for Youth)

The Multiple District Youth Exchange Coordinator shall work with the Opportunities for Youth Chairperson and the District Youth Exchange Chairpersons by maintaining open communication and ensuring that they share in an exchange of information and to provide support when needed.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Ensure that the District Chairpersons adhere to the Lions Clubs International guidelines for all Youth Exchange programs.
- Host semi-annual meetings (October and February) for all District Youth Exchange Chairpersons, their teams, and the Opportunities for Youth Chairperson.
- Provide the Multiple District Opportunities for Youth Chairperson a written report of activities and progression of goals prior to each Council of Governors meeting.
- Ensure that all District Youth Exchange Chairpersons promote the activities and services provided by the Youth Exchange Program to the Lions Family of the Multiple District
- Continuously motivate District Governors, Vice District Governors, and District Chairpersons to actively promote and support the Youth Exchange Programs.
- Pro-actively identify opportunities to present displays, seminars, and workshops etc. at District Conventions, the Multiple District Convention, and other events for all aspects of the Youth Exchange Program.
- Maintain records that can be forwarded to the incoming Coordinator of the Multiple District Youth Exchange Program when one is appointed.

SIGHT CONSERVATION

The Sight Conservation Chairperson shall work in partnership with the Multiple District Diabetes Awareness Coordinator and the District Sight Conservation Chairpersons by maintaining open communication, exchanging information, seeking articles for the LIONS/CNIB Partnership Program Newsletter, sharing ideas for future fund-raising initiatives etc.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- √ Experience with Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting

Performance Expectations:

- Serve as the Liaison between the Multiple District and sight related agencies and organizations.
- Encourage each of the District Governors to appoint a District Sight Conservation Chairperson.
- Present any proposed Multiple District projects to the Council of Governors for approval, prior to implementation.
- Participate as a Lion representative on the CNIB/MDA Lions Committee, attending meetings as required (4 per year).
- Participate as a Lion representative on the Lake Joseph Centre Board of Directors, attending meetings as required (4 per year).
- Ensure that the Lions Family of the Multiple District is aware, via the District Chairpersons, of the programs and services provided by the various sight related agencies.
- Promote the collection of used eyeglasses throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshops etc.
- Continuously motivate District Governors and District Chairpersons to promote and support sight related programs and activities.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Report to the four (4) scheduled Council of Governors meetings on all Sight Conservation Activities when requested.

SPECIAL OLYMPICS

The Multiple District Special Olympics Chairperson shall work with Special Olympics Canada and the District Special Olympics Chairpersons by maintaining open communication between the parties to promote the Special Olympics program.

Selection:

Appointed by the Council of Governors to a three (3) year term, subject to annual review.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills
- ✓ Ability to work in a team setting

Performance Expectations:

- Keep informed of Special Olympics Canada programs and activities
- Serve as the liaison between the Multiple District, Special Olympics Canada and other related agencies.

- Encourage each of the District Governors to appoint a District Special Olympics Chairperson.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairpersons, of the Special Olympics programs and activities and fundraising opportunities to support these programs and activities.
- Continuously motivate District Governors and District Chairpersons to promote and support Special Olympics.
- Create and maintain a list of Special Olympics activities being done throughout the Multiple District and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc. at all possible forums held at appropriate Lions functions and elsewhere.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

ADMINISTRATIVE COMMITTEES

(Includes: Committee Chairperson, Subcommittee Coordinators, Members, Appointees)

Any mailings emanating from MDA for Lions supported projects shall be proof-read by a relevant Multiple District Committee, the Multiple District Council Chairperson, the Multiple District Secretary and the Multiple District Treasurer prior to the release of the mailing.

General Terms of Reference:

Where referenced, these Administration sections have following items in common.

Namely:

- The general purpose of each Administrative Committee.
- The method of selecting the make-up of each Administrative Committee.
- The qualifications of each Administrative Committee Appointee.
- Re-imbusement to Administrative Committee Appointees.

Purpose:

To assist with the administrative functions of the Multiple District. In the case of MD GMT/GLT/GST/GAT, to promote these programs among the Clubs in the Multiple District and encourage each District Governor and Club President to appoint a Chairperson.

Selection:

The Council Chairperson with the advice of the Administration Committee Chairperson shall appoint a Chairperson for each Committee and a Coordinator for each Subcommittee.

Performance Expectations:

- The Chairperson of each Committee should be available to attend the Multiple District Convention during his/her year as the Chairperson.
- In some cases be able to prepare materials promoting the Committee's goals.
- Be available to attend and report to each of the Council of Governors meetings as to the progress of the Committee and the promotion of the Committee's goals.
- Be able to encourage cooperation between Lions, District Chairpersons and Committees and other organizations working in the same field.
- The Coordinator of each Subcommittee may request, through the Committee Chairperson, to attend and report to a Council of Governors meeting and should make himself/herself available if requested to attend and report.

Reimbursement:

Each Committee shall have a budget, approved by the Council of Governors. It should be submitted in the prescribed format and include expenses of the Chairperson, the Coordinator and any appointees approved by the Council of Governors. Operating expenses are calculated and reimbursed according to the Multiple District Rules of Audit.

Any Committee requiring additional funds MUST contact the Council of Governors in advance for the appropriate approval.

ADMINISTRATION COMMITTEE

Committee Membership

Chairperson	-	Past Immediate Past Council Chairperson
Member	-	Immediate Past Council Chairperson
Member	-	Council Chairperson
Member	-	Vice Council Chairperson
Non-voting	-	Secretary
Non-voting	-	Treasurer

At the request of the Council Chairperson and/or Council of Governors to be responsible for the effective organization, management and operation of the administration associated elements for the Multiple District (Secretarial, Treasury, budgets, material and equipment).

Responsibilities:

- Reviewing issues that would impact on the Multiple District Administration as may be directed by the Council of Governors.
- At request of Council Chairperson and Council, recommending changes associated with the Administration of the Multiple District
- Immediately following the mid-winter Council meeting provide advice and assistance to Council Chairperson-elect on:
 - (a) The process for selecting the upcoming Multiple District Committee Chairpersons;
 - (b) Potential financial impact of adjusting the committee structure in terms of membership.
 - (c) An overview of the responsibilities and duties of the Council Chairperson. This

would also include a briefing package consisting of past Committee appointments, information on the DGEs schedule at the International Convention, LCI Policy Manual, Council Chairperson's Guidelines and the responsibilities at the International Convention.

- As directed by Council of Governors and Council Chairperson, deal with financial and administrative issues including items associated with the rules of audit (limitations and level of remuneration), the Secretary and Treasurer honorariums and making resulting recommendations back to the Council of Governors.
- During July and August of each year the Administration Committee will undertake a review of the annual budget which should be submitted at the September Council of Governors' Meeting.
- Responsible for undertaking the selection for the Secretary and Treasurer positions when vacancies occur and making recommendations through Council Chairperson to the Council of Governors on appointments.
- Undertaking an annual performance evaluation of Secretary and Treasurer and providing results and recommendations to Council of Governors at the mid-winter Council meeting at an in-camera session. Also refer to the Policy and Procedure Manual.
- The Administration Committee shall assume the duties of the Nominations Committee which shall determine if the person(s) nominated for the office of International Director is/are qualified in accordance with the Multiple District Constitution and By-laws.
- The Administration Committee will normally hold a minimum of three regular meetings during the year as specified in their responsibilities plus as many other meetings as the Council Chairperson deems necessary. This special status should be reflected in the Committee's Budget.

CONSTITUTION AND BY-LAWS COMMITTEE

General Terms of Reference shall apply and in addition:

Purpose:

This Committee shall be responsible for the Multiple District Constitution and By-Laws. It is charged with the duty of keeping it current and in proper alignment with that of Lions Clubs International.

Selection:

In accordance with the Constitution and By-Laws the Council Chairperson shall appoint annually a Chairperson and two members to this Committee (Credentials and Election sub coordinators). They are subject to the approval of Council of Governors.

Responsibilities:

- Study the Lions International Constitution and By-Laws and gain a full working knowledge of its intent and purpose.
- Study and Lions International Stand Form Multiple District Constitution and By-Laws

and gain a full working knowledge of its intent and purpose.

- Be knowledgeable and familiar with the Multiple District Constitution and By-Laws.
- Review the Multiple District Constitution and By-Laws each year.
- Bring forward to the Council of Governors proposed areas or items requiring change.
- Make recommendations as to what/how the above changes should be handled and implemented.
- Receive and consider proposed requests for Amendments to the Constitution and By-Laws from Clubs, District Cabinets, the Council of Governors, and present such recommendations to the Multiple District Convention with its own recommendations concerning said proposed amendments.
- Assist with the counting of properly marked ballots when deemed necessary or when requested by the Council Chairperson.
- At the request of the Council Chairperson may report the results of the Constitution and By-Law matters that were voted on at that Multiple District Convention.

N.B., According to LCI, substantive changes to a respective District Constitution and By-Laws to bring these in line with the LCI Multiple District Standard Constitution and By-Laws and/or the LCI Constitution and By-Laws, must be changed in accordance with the District's own rules (i.e. in the case of the Multiple District) by a general vote at the convention.

CREDENTIALS (Subcommittee)

Purpose:

To ensure that each delegate to the Multiple District Convention is properly qualified to vote in accordance with the Constitution and By Laws III, Section 2.

Selection:

The Council Chairperson shall appoint a Credentials Subcommittee Coordinator who reports directly to the Multiple District Constitution and By-Laws Chairperson.

Each District Governor is required to appoint a representative for his/her district to assist at the credentials desk at the Multiple District Convention.

Responsibilities:

Refer to the Multiple District Procedures section.

Method of Operation for Credential Desk

Refer to the Multiple District Procedures section.

Delegate Certification

Refer to the Multiple District Procedures section.

Rules of Audit - Exception

Chairperson of the Credentials Subcommittees is granted an exception to the rules of audit and entitled up to 3 days of Rules of Audit expenses at the annual Multiple District Convention.

ELECTIONS (Subcommittee)

Purpose:

This subcommittee shall be responsible for the supervision of the Voting in accordance with the Constitution and By-Laws

Subcommittee Coordinator Selection:

The Council Chairperson shall appoint a Subcommittee Coordinator who reports directly to the Multiple District Constitution and By-Laws Chairperson.

Subcommittee Election Responsibilities:

Refer to the Multiple District Procedures section.

Rules of Audit - Exception

The Chairperson of the Election Subcommittees is granted an exception to the Rules of Audit and entitled up to 3 days of Rules of Audit expenses at the annual Multiple District Convention.

CONVENTION ADVISORY (See also Convention Manual in Appendix

General Terms of Reference apply except where noted otherwise

Purpose:

The Convention Advisory Committee has the responsibility to ensure that the Multiple District Convention Host Committees carry out the requirements of the Constitution and By-Laws and the directives of the Council of Governors.

Selection:

The Council Chairperson shall appoint annually a Multiple District Convention Advisory Committee Chairperson. The members of the Convention Advisory Committee comprise the Chairperson of the immediate past Host Committee, Chairperson of the current Host Committee, Chairperson of the next Host Committee (if known), Promotion Chairperson and Council Chairperson.

Responsibilities:

- Guide the Council of Governors regarding Convention procedures;
- Advise and oversee the Host Convention Committees activity;
- Be responsible for the planning and operation of the Multiple District Convention as outlined in the Purpose above;
- Convene and attend meetings of this Committee as required and to appoint his/her replacement if unable to attend such meetings;
- Prepare the agenda for such meetings and distribute well in advance of the meetings;
- Prepare minutes of all such meetings and distribute to all Committee Members;
- Report in person to the Council of Governors when invited and to submit written

reports at all other Council of Governors meetings;

- Be available to attend meetings of any Host Committee when deemed necessary and to appoint a suitable representative when unable to attend;
- Recommend applicable updates to the Convention Manual (a copy of which is found in the Policy and Procedure Manual);
- Submit a full written report to the Council of Governors next following the Convention prior to applying for the approved subsidy;
- Ensure that Host Committees of the future Multiple District Conventions are aware of the Multiple District's subsidy to host such a Convention;
- Review and advise the Host Committees on their prices for convention Pins, Souvenirs and tickets for Convention banquets and activities;
- Promote the hosting of a Multiple District Convention;
- Investigate all bids received from Clubs, Zone, Region or District to host a future Multiple District Convention (Bids must be received by December 15th in the fourth year preceding the year in which the bids apply.) Should no bids be forthcoming this Committee shall invite clubs in any given Zone, Region or District to host such Convention.

Any deviation from the Convention Manual is to receive prior approval of the Council of Governors.
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GLOBAL MEMBERSHIP TEAM (GMT) MULTIPLE DISTRICT COORDINATOR

Please refer to Appendix for Term, Position Overview, Actions for Success, Measuring Success, Recommended Qualifications and Reporting Structure.

GLOBAL LEADERSHIP TEAM (GLT) MULTIPLE DISTRICT COORDINATOR

Please refer to Appendix for Term, Position Overview, Actions for Success, Measuring Success, Recommended Qualifications and Reporting Structure.

GLOBAL SERVICE TEAM (GST) MULTIPLE DISTRICT COORDINATOR

Please refer to Appendix for Term, Position Overview, Actions for Success, Measuring Success, Recommended Qualifications and Reporting Structure.

GLOBAL ACTION TEAM (GAT) MULTIPLE DISTRICT CHAIRPERSON (COUNCIL CHAIRPERSON)

Please refer to Appendix for Term, Overview, Actions for Success, Measuring Success, Recommended Qualifications and Reporting Structure.

HISTORIAN

The Multiple District Historian shall maintain a history of the Multiple District from its beginnings to the present.

Selection:

Appointed by Council Chairperson for a three (3) year term subject to annual review.

Position Requirements:

- ✓ Experience in Lions Clubs activities and functions
- ✓ Experience with the Multiple District governance
- ✓ Good communication skills.
- ✓ Computer skills.

Performance Expectations:

- Ensure safekeeping of Multiple District documents of historical value.
- Update annually the history of the Multiple District, records of awards (presidential, etc) from information provided by IAC, Council Minutes, Multiple District Secretary and other sources as required.
- Set up and man a display booth at the Multiple District Convention to exhibit historical Multiple District archives such as magazines, pin displays, various LCI/Multiple District program materials and other Multiple District endeavours as required.
- Maintain a dedicated historical page on the official Multiple District website.
- Regularly prepare articles of historical significance and publish same in The Lion magazine.
- Report annually to the Council of Governors at the last meeting of the Lions year.

INTERNATIONAL ADVISORY COMMITTEE (IAC)

The Chairperson of the “International Advisory Committee” is appointed by the Council Chairperson. Standard protocol is that the Chairperson is the most recent Past International Director from MD”A”.

The Committee Members are the current International Director from the Multiple District, all Past International Presidents and Directors from the Multiple District and the Council Chairperson.

Responsibilities:

- IAC is the link between Lions Clubs International and the Lions of the Multiple District. It is a very important link practically as well as politically. The Committee provides the expertise and networking necessary if Multiple District is to be an active player on the International scene.
- It is the job of the Immediate Past International Director to secure speakers for not only the Multiple District but also for District Conventions. The exception being when there is a sitting International Director for Canada from the Multiple District then he/she shall be responsible for the securing guest speakers. This task is of course done with the direct input of the IAC, Council Chairperson and District Governors. (A PID may choose to assist the ID or IPID. and his/her DG to secure

a speaker for his/her own District.)

- The IAC Chairperson is responsible for submitting a budget to the Treasurer for the approval of Council of Governors.
- The IAC Chairperson reports at each Council Meeting on behalf of the IAC. The IAC Chairperson will provide a copy of his/her report to the Council Meeting, to all Members of the IAC prior to each Council Meeting if possible and as soon as possible following a Council Meeting.
- The Committee Chairperson and Committee Members receive Rules of Audit to attend meetings. The Committee Chairperson, or a PID designate if the Chairperson is not available, receives Rules of Audit to attend the International Convention. The Chairperson or designate is expected to assist in setting up the Multiple District Caucus Meeting, reporting to the Caucus on expected Constitutional Changes and encouraging ID and Officer Candidates to attend the Multiple District Caucus.
- The IAC Chairperson coordinates the application for International Awards on behalf of the Multiple District. The Chairperson will send out applications to each DG in September. The DG will return requests for International Presidents Medals and Leadership Medals to the Chairperson by November 15th. The IAC Chairperson will hold a meeting of the IAC to review and append recommendations to the applications. The Chairperson is responsible for sending the Applications considered and the recommendations of the committee to the President's Office. The Chairperson will notify the individual District Governors and the Members of the IAC of the Awards the President has approved. The award will be presented by the International Guest at either the District Convention or the Multiple District Convention. (the decision to be made by the DG) The Awards are presented by the International Guest at the Convention, since the Guest represents the International President. (International Awards and Certificates should be presented by the International Guest, not the DG)
- Serves as a liaison between the Multiple District and LCIF and secures information from LCIF on initiatives and information
- Communicates with and motivate District Governors and District LCIF Committee Chairpersons to implement LCIF activities
- The IAC Chairperson or his/her designate shall when possible in co-operation with the MD GLT Coordinator, conducts sessions for the Vice District Governors at each Council Meeting held during the year.
- The IAC Chairperson or any Member of the IAC, acting in an advisory capacity only, may be called upon for advice or to participate in and with various committees in the Multiple District.
- It is normally expected that the IAC will meet no less than 3 times each year with an additional meeting authorized when the Multiple District has a Candidate for International Director or is a Host for the International Convention.

PROTOCOL AIDE FOR THE INTERNATIONAL GUEST

- The Council Chairperson in consultation with the International Advisory Committee has the responsibility to appoint a protocol aide for each Convention.

- The Protocol Aide reports to and works under the guidance and direction of the Council Chairperson.

Responsibilities:

Arrange to meet and greet the International Guest upon arrival.

- Arrange transportation for the International Guest upon arrival/departure and during the Convention when necessary
- Arrange transportation for the Council Chairperson to greet the International Guest upon arrival along with other dignitaries including International Presidents, Vice Presidents, Present and Past International Directors and the Host Committee Chairperson. (Caution should be taken not to overwhelm the guest with too large a reception group at the point of arrival)
- Arrange for a reception after arrival at the hotel to meet members of the Council of Governors, Governors-elect and all Past International Directors, Vice-Presidents or Presidents in attendance along with their adult companions
- Arrange for refreshments and flowers to be placed in the International guests room prior to arrival
- Ensure that a suitable gift has been selected by the Council Chairperson and presented by him/her at the Convention Banquet after the International Guest's speech.
- Ensure that the needs of the International Guest are met during the Convention.

PROMOTION COMMITTEE CHAIRPERSON

The Chairperson of this Committee is the Immediate Past Council Chairperson. If he/she is unable to assume this role, the current Council Chairperson shall appoint a Chairperson.

General Terms of Reference Apply and in addition:

Purpose:

- Promote the Friendship Arch/Lions Bench program throughout MD'A'.
- Submit a design for the Multiple District trading pin(s) for Council approval.
- Promote candidates from the Multiple District seeking the office of International Director or the office of Second International Vice President or the office of International President.
- Attend the Multiple District Conventions and the International Conventions to coordinate the various responsibilities of the Promotion Committee as outlined under 'Duties of the Promotion Committee'.

Responsibilities:

- Convene a Promotion Committee meeting as early as possible after the beginning of each Lions year to prepare plans for the ensuing year.

- Convene other meetings as deemed necessary and prepare the appropriate agenda for each.
- Submit reports at the Council of Governors Meetings or as requested by the Council Chairperson. Reports to include sales activity statistics on merchandise.
- Recommend the appointment of additional committee members as deemed necessary, for Council of Governors approval.
- Prepare a budget for the year with the assistance of the Multiple District Treasurer and to manage the Promotion Committee Budget throughout the year. Budget submission to include all subcommittees.
- The Promotion Chairperson will be a member of the Convention Advisory Committee to assist the Council Chairperson at the Multiple District Convention when requested.
- Organize and set up a table at the Multiple District Convention to sell merchandise.
- Recommend trading pin quantities, pricing and schedule delivery.
- Recommend a uniform dress for Multiple District Lions for special and International functions.
- Administer and promote the Friendship Arch Program through “The LION Magazine”, our Web site, email and other appropriate venues.
- Liaise with the Arch manufacturing companies on the quality, pricing and delivery of the product.
- Arrange a photo session for Council of Governors and District Governors-elect at the Multiple District Convention.
- Plan and organize the following events and activities for the LCI Convention:
 - Secure a band to lead the Multiple District contingent in the International Parade - Refer to the Multiple District procedure section for band selection process
 - Register the band with Lions Clubs International in a timely manner.
 - Ensure the flags and banners are available for the International parade.
 - Appoint parade marshals for the International parade.
- Arrange the Multiple District Breakfast at the International Convention, including ticket printing and sales, room, menu, speaker and gift, if applicable, payment to caterer and a financial report to Council of Governors.
- Arrange a facility for the Multiple District Caucus and appoint personnel to greet speakers and ensure appropriate protocol.
- Prepare invitations to the Multiple District Caucus meeting at the International Convention.
- Arrange a facility for a registration, information and hospitality area at the Multiple District assigned hotel.
- Organize voting delegates to vote en bloc.

- Organize a facility for a wrap up activity for the last evening of the International Convention, when appropriate.
- Arrange for transportation for the District Governors-elect at the International Convention as necessary.

Refer to pages **46-48** for further procedures at the International Convention.

Reimbursement:

- The Promotion Chairperson is given a budget which includes his/her travel and accommodation for the International Convention, transportation of flags/poles, a \$2,500. allowance for a band, a hospitality room (if used) taxis for the DGEs (if needed), cost of a photographer and prints of the CCE & DGEs. The Promotion Chairperson shall also receive a daily expenses rate of \$75.00. The per diem rate would be paid as follows:
 - (a) For one (1) day preceding the International Convention when being held in North America and for two (2) days preceding the International Convention when being held outside of North America.
 - (b) For the days of the actual Convention.
 - (c) For one (1) day immediately following the conclusion of the Convention.

RESEARCH and LONG RANGE PLANNING

General Terms of Reference shall apply except where stated otherwise:

Selection:

The Council Chairperson shall select and appoint the Chairperson and members for the Research and Long Range Planning Committee for each Lions year. The Multiple District Secretary and Treasurer shall be ex-officio members of this Committee with voting privileges.

Qualifications:

The members of this Committee shall have served successfully as District Governor.

The Chairperson of this Committee should:

- Have the time available to meet several weeks before each regularly scheduled Council meeting with this Committee to deal with any items concerning the Multiple District which fall within this Committee’s mandate.
- Be available to meet with and report to the Council Chairperson or the Council of Governors during regularly scheduled meeting times during the year at the request of the Council Chairperson in order to report on the progress of this Committee and to present its recommendations.

Responsibilities:

At the request of the Council Chairperson and/or the Council of Governors

- Research, prepare and/or revise Job Descriptions of the various Multiple District Committees and District Officers.
- Research and prepare subject matter vital to the betterment of Lionism for the

Multiple District

- Act in a consulting capacity in cooperation with the Multiple District Secretary and Treasurer, relative to the operations of the Multiple District.
- Assist the Council of Governors and/or its officers to obtain professional advice when deemed necessary or so requested by the Council Chairperson and/or Council.

WEBSITE

General Terms of Reference shall apply except where stated otherwise:

Selection:

The Council Chairperson, shall select and appoint the Chairperson for this Committee for each Lions year.

All passwords required to ensure continuity of the duties of this position shall also be maintained by the Council Secretary and Council Treasurer. (Web & Electronic Pages 60-64)

Position Requirements:

- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Experience with web site design and maintenance

Performance Expectations:

- Receive and review all requests for inserts and links on the District website;
- Support and encourage opportunities for various Committees to use the website to promote their activities (Camps, Convention, History, "The LION Magazine", Lions Quest, MD GMT/GLT/GST, Peace Poster/Peace Essay, Youth Opportunities, etc.);
- Report to the four (4) scheduled Council of Governors meetings in the Lions year as required.

AD HOC COMMITTEES - GENERAL ORGANIZATION

Terms of Reference:

An Ad hoc Committee may be initiated at the request of the Council of Governors to solve a specific one-time problem or to create guidelines for the use of Council in undertaking emergency actions; beyond the duties and responsibilities of a regular committee or subcommittee. Ad Hoc Committees will normally report to the Council through the R&LRP Committee. A specific budget may be established by Council for the administration and operations of an Ad Hoc Committee. Terms of reference, time lines and tasks will be approved at the time of implementation:

PART II. MULTIPLE DISTRICT PROCEDURES

GENERAL PROCEDURES - COUNCIL GUIDELINES

From time to time, the Council of Governors 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 council meetings

QUALIFICATIONS TO SEEK OFFICE OF COUNCIL CHAIRPERSON

Performance expectation

The Council Chairperson's role is effectively a three year commitment in that he/she will be expected to assume the Chair of the Promotion Committee for the year immediately following his/her year as Council Chairperson and then the role of Chairperson of the Administration Committee in the next following year. Under special circumstances, the Council Chairperson may be excused from this commitment.

- Any sitting District Governor wishing to stand for the office of Council Chairperson shall submit his/her name to the Council Secretary at least thirty (30) days prior to the date of the February/March Governors' Council Meeting.
- A Past District Governor wishing to stand for the office of Council Chairperson may only submit his/her name if the sitting District Governor from that sub-District has indicated they will not be seeking the office of Council Chairperson. In this manner, a sub-District will only be permitted one (1) candidate for the office of Council Chairperson. A Past District Governor shall be permitted only one (1) attempt to seek the office of Council Chairperson.
- The Past District Governor shall be a Lion in good standing in a Club in good standing in Multiple District 'A' and shall have served as District Governor in one (1) of the three (3) preceding years and shall be subject to the following criteria:
 - (a) He/she has maintained an active role at the sub-District level and at the Multiple District level either as a Cabinet Member or a Committee Chairperson or an instructor/presenter at a MD'A' Training Session or USA/Canada Forum;
 - (b) The Past District Governor shall submit his/her name to the Council Secretary at least fifteen (15) days prior to the February/March Governors' Council Meeting, together with a letter of endorsement from his/her District Cabinet supporting their request to seek the office of Council Chairperson. If the sitting District Governor does not plan to seek the office of Council Chairperson, he/she is requested to inform the previous three (3) District Governors thirty (30) days prior to the February/March Governors' Council Meeting advising of their opportunity to apply, if they so wish and if they meet the above criteria. However, it is ultimately the responsibility of a Past District Governor to determine if his/her sitting District Governor intends to stand for the position of Council Chairperson and to provide documentation that he/she has met the required criteria.

PROCEDURE FOR ELECTION OF THE COUNCIL CHAIRPERSON

- The current Council Chairperson presides at the election meeting and has a vote.
- The Multiple District Secretary attends the meeting to record the proceedings, but does not have a vote.
- The current Council Chairperson will invite no fewer than four (4) Lions in good standing to be present at the meeting. The Council Chairperson will nominate two (2) Lions for the position of scrutineer. Should there be any objection to either one of the nominees the Council Chairperson will present an alternate(s). The process will continue until two (2) of the nominees are unanimously accepted.
- Only the Council Chairperson, the Multiple District Secretary, the District Governors, the Past District Governors who have been endorsed by their respective Cabinets to seek office and the selected scrutineers (2) may attend the election meeting.
- The Council Chairperson will call the meeting to order.
- The Council Chairperson will read the nominations for the office of Council Chairperson who have been endorsed for the position of Council Chairperson. Each candidate will have indicated their intention to seek the office (District Governors thirty (30) days prior to the election and Past District Governors fifteen (15) days prior to the election).
- Any nominee may request in writing that his/her name be removed from the ballot prior to the commencement of the voting.
- Each District Governor is eligible to have one (1) vote.
- Voting will be conducted by secret ballot.
- Each District Governor will mark their ballot; the scrutineers will then collect the ballots. N.B. Should a ballot be spoiled before they are collected, a replacement ballot may be requested and the spoiled ballot destroyed immediately.
- Once the ballots have been counted, the scrutineers will provide the Council Chairperson with the results of the vote on a tally sheet. N.B. For a nominee to be elected there must be a clear majority of votes.
- The Council Chairperson will announce if one nominee has received the required majority vote. If there is no majority, the Council Chairperson will advise the nominee(s) with the lowest number of votes that their name(s) will be removed from the list of nominees and call for another ballot. This process will continue until one nominee receives a majority of the votes.
- When a majority vote has been received, the Council Chairperson will ask the scrutineers to confirm the results then announce the name of the selected nominee.
- The Council Chairperson will then call for a motion to destroy the ballots. This will be completed by the scrutinizers.

PROCEDURE FOR REPLACEMENT OF A COUNCIL CHAIRPERSON

- Should the replacement of the Council Chairperson become necessary, the Vice Council Chairperson will call and chair a meeting of the current Council of Governors within 30

days of a vacancy occurring, to elect a candidate from the Immediate Past District Governors of the Multiple District.

- If no candidate is available from this group, selection shall be made by going back chronologically to past Councils of Governors to fill the role.
- The meeting shall follow the procedures for the election of a Council Chairperson as stated above

GUIDANCE FOR THE COUNCIL CHAIRPERSON-ELECT

The process for the selection and approval of the Multiple District Committee appointments is as follows:

Timeframe	Action required
February/March	Council Chairperson-elect (CCE) is elected
February/March	The Administration Committee briefs the CCE on the current year committee appointments regarding length of tenure, observations on performance, issues and recommendations.
March/April	CCE considers own choices for Committee structure and appointments by discussing choices/options with the Administration Committee, before making a final decision.
March/April	CCE contacts proposed committee appointees with his/her request to serve at Multiple District level.
April/May	CCE adjusts appointments based upon acceptance/rejection by proposed appointees. Final selection list forwarded to Administration Committee.
May	CCE advises District Governors-elect (DGE) of the proposed Multiple District Committee appointments.
May/June	The Multiple District Convention -
May/June	The Multiple District Convention - New committees are briefed. The format of the actual briefing (formal meeting or distribution of documentation) to be determined by CCE.
June/July	CCE arrives at International Convention three days before Official Opening to provide any needed assistance to DGE's and Promotion Chair.

PROCEDURE FOR ELECTION OF THE VICE COUNCIL CHAIRPERSON

A Vice Council Chairperson for the following year shall be elected by and from the current Governors-elect at a meeting held during the Multiple District Convention. The results of the election shall be ratified at the first meeting of the Council of Governors.

PERFORMANCE EVALUATION for the MULTIPLE DISTRICT SECRETARY & TREASURER

The annual evaluations are performed by the Administration Committee prior to the mid- winter Council meeting and are based on the performance expectation and job skill requirements as contained in the Multiple District Policy and Procedures Manual.

Ratings:

- *Unsatisfactory*- consistently fails to meet major requirements of the job.
- *Acceptable*- occasionally fails to meet some requirements of the job.
- *Fully Satisfactory*- consistently meets and at times exceeds requirements.
- *Superior*- consistently exceeds all requirements of the job.

An “Unsatisfactory” rating will require a timeframe to be established for improvement of failing elements and a follow-up interview must be conducted. If little or no improvement is evident at the follow-up interview, depending on the circumstances and severity of the errors, action may require a further period for improvement with a possible reduction in remuneration or to seek his/her resignation.

The ratings are discussed individually with the Secretary and Treasurer and may be adjusted based on the responses and agreements during the discussions.

A written confirmation of the rating will be provided to the Secretary and Treasurer.

The Administration Committee Chairperson will advise the Council of Governors of the evaluation reports in an in camera meeting in mid-winter and makes recommendations for remuneration (Honorariums).

LCI CONVENTION

Refer to the job descriptions of the Committee for details

Addendum to the Credential and Election Subcommittee Job Description dealing with the International Convention.

1. The Multiple District Breakfast:

a) DGEs should advise people purchasing breakfast tickets that these must be brought to the event. DGEs should also prepare a list to avoid the problem of Lions turning up to the event without a ticket and without notification of intent to attend. Lions without tickets and who are not listed will be asked to wait outside until it can be determined that seating is available. This is to ensure that people that have tickets will not end up without seats.

b) A Lion should be designated to collect the names of the dignitaries (PIDs, IDs, etc). Similarly a Lion should collect the names of the candidates who wish to address the Canadian Breakfast delegation (print not write the names) and have a runner present it to the incoming Council Chairperson.

c) The breakfast will be called to order by the Promotion Chairperson and then turned over to the Council Chairperson Elect to conduct the meeting. It is the responsibility of the Council Chairperson, with assistance from the Promotion Chairperson, to prepare an agenda for the meeting.

d) A special motion is recommended to allow the incoming Governors to be reimbursed for taxi expenses incurred by their need to attend the breakfast meeting. This is proposed to alleviate problems experienced in the past in arranging special transportation for this purpose.

2. International Parade:

The following items should be available (in the suitcases):

- √ 1 Quebec Flag
- √ 1 US flag
- √ 2 Ontario flags
- √ 1 Large Canadian flag (for Council Chairperson)
- √ 1 extra large Canadian Flag (to be carried flat)
- √ Approx. 100 Canadian flags complete with poles

Poles that are tagged with coloured tape are to be used for the Multiple District Banner.

Four parade marshals should be designated to help organize the contingent (preferably those with experience). They should be first to get on and off the bus to and at the parade site to help with the organization. It is recommended that a vehicle be arranged at the end of the parade route to return the flags and poles to the hotel.

3. General:

A flip chart should be available in the hotel lobby and in the hospitality room marking down relevant information for the Multiple District Lions (breakfast, parade, hospitality, voting, etc).

4. Plenary Sessions:

At least four Lions (usually the CCE, spouse/partner of the CCE, Council Chairperson and spouse/partner of the Council Chairperson) should arrive early at the plenary session to block off an area for the Multiple District Lions. They will be supplied with four Canadian flags in order to readily identify the reserved area. If necessary, the CCE may seek alternate volunteers to assist.

5. Hospitality Room

It is becoming more difficult to arrange 'brought-in' food and beverages with hotel management. If possible this should be included as part of the negotiation for the breakfast (if held in the delegation hotel). The Promotion Chairperson may seek assistance in purchasing the refreshments and help during the hospitality room opening times.

6. LCI Convention Parade Band

The approved band representing the Multiple District will be entitled to receive a grant of up to \$2500.00.

Refer to the Multiple District Procedures section for the band selection process.

7. Dress Code for International Parade

The official dress code for the Multiple District 'A' Contingent participating in the International Parade at the International Convention shall be as follows:

“Safari” shirt, long white pants (men), white skirts/capris (women), white shoes, white MD'A' hat, white scarf (optional). Ladies may use a white or red fanny pack – no purses.

In order to preserve consistency of colour, “off white” is not deemed acceptable.

For the year **2019 ONLY**, the official dress shirt for the International Parade in Milan, Italy, will be the red “Patti Hill” campaign shirt. All other items in the official dress code remain unchanged (pants, skirts/capris, shoes, hat, scarf, fanny pack). Members of the Canadian contingent wishing to wear the current dress code will be permitted to march in the parade, but behind those members wearing the “Patti Hill” shirt.

The above paragraph will no longer apply following the 2019 International Convention.

8. Order of March for International Parade.

1. Incoming Council Chairperson leads the parade with a large Canadian Flag.
2. MD'A' International Director and Past international Directors and spouses/partners.
3. MD'A' Banner carried by four (4) incoming District Governors.
4. Remaining incoming District Governors carry the Ontario, Quebec and Canadian flags.
5. The incoming District Governors' spouses/partners carry in the big Canadian flag.
6. Next comes all the rest of the Lions, who are dressed in the official dress code, carrying Canadian flags.
7. Followed by those who are not dressed in the official dress code. They will not carry a flag, even if flags are available.

Multiple District Convention

Refer to the job description of the Credential and Election Subcommittee for details

Addendum to the Credential and Election Subcommittees Job Description dealing with the Multiple District Convention.

The Credential Subcommittee Coordinator shall:

- With the assistance of the Multiple District Secretary, prepare a list of all clubs by District in Alphabetical Order, indicating the membership number of each club and the number of votes allowed, as provided by LCI.
- Currently the rule is one vote for every 10 members, or majority portion thereof, who have been enrolled for at least one year and one day in the club as shown on the records of LCI on the first day of the month immediately preceding the month in which the convention is held.

- Prepare an alphabetical list in District order of all Past International Officers eligible to vote.
- Send every club secretary the number of credential certificates corresponding to the number of eligible votes allowed for each club with a letter of explanation. The colour of the credential certificate must be changed annually.
- Send each past and present international officer with a right to vote, one (1) credential certificate.
- Prior to the Multiple District Convention, prepare a list of clubs with outstanding balances owing to Multiple District and/or LCI.
- The criteria for a club in good standing is all per capita dues must be paid in full and any balance of \$50.00 or more over ninety (90) days must be paid. Unless clubs pay the outstanding balance, they will be unable to vote.
- Prepare sufficient copies of the lists for use by the Credentials subcommittee.
- Provide Certification stickers printed with the word Delegate, for the subcommittee.

Credentials Desk Procedure

The Credential Subcommittee Coordinator shall:

- Request each District Governor provide three (3) Lions from his/her District to assist on the Credentials desk during the Convention.
- Ensure the Credentials desk is located in an area close to the Convention registration desk.
- Brief the registration reps on the procedure to be followed and confirm delegates will be directed to the Credentials desk.
- Ensure the Credentials desk is open at the appropriate times and posted accordingly. The desk should be closed during the opening ceremonies, convention meals and scheduled events e.g. MD GMT/GLT/GST sessions.
- Prepare a schedule for the volunteers and advise them of their hours of duty.
- On voting day, assign a team to confirm the certified delegates, hand out ballots, crowd control and ballot counting.
- Provide a copy of the resolutions to be voted on if requested.
- Arrange for professional looking signs indicating the hours of operation of the Credentials desk.
- Provide the Election Subcommittee with the appropriate lists of certified delegates.

Delegate Certification

- To be certified a delegate or alternate must be registered at the Convention and display his/her Convention badge.
- Each delegate or alternate must present his/her Credentials certificate duly completed and signed.

- Each delegate's Club is verified that no outstanding balances exist (as outlined above).
- Once confirmed a delegate or alternate sticker is affixed to the Convention Badge.
- Once confirmed the Club list is appropriately marked. Once each club's quota of voting delegates has been confirmed the list is so marked.
- A master list of certified delegates must be up-dated regularly and maintained by the subcommittee Chairperson.
- Any newly chartered Club and any other chartered club that takes in members prior to the convention shall have its quota of delegates and al alternates determined on the basis of members who have been enrolled for a least one year and a day as shown on such records of the International Office

Election Procedure

The Subcommittee Coordinator shall:

- Request each District Governor to assign at least two (2) representatives from his/her District to assist the subcommittee Chairperson.
- Representatives will be assigned tasks on the day of the voting by the subcommittee Chairperson.
- The Election Subcommittee Coordinator must secure an appropriate location where voting will take place and ensure that the delegates are made aware of its location.
- The voting location should have an ENTRY and an EXIT door to facilitate the flow of voters. Where this is not practical, an appropriate area must be marked off as the voting area.
- Display a sign indicating the voting area.
- Ensure that sufficient ballot boxes are prepared, are in place and properly sealed.
- Provide pencils for each voting location.
- As each delegate arrives to vote the credential list must be checked off and a ballot given to the delegate.
- Select an appropriate number of representatives to count the ballots.

CAUTION EACH VOTE COUNTER THAT THE RESULTS MUST REMAIN SECRET UNTIL ANNOUNCED AT THE MEETING OF LIONS IN SESSION AT THE CONVENTION.

- Report on the voting results to the assembly, when requested.
- Request a motion to destroy the ballots and ensure that they are so destroyed immediately.

FINANCE - PROCEDURE (See page 56 for Finance Policy)

Budget Meeting

The Council Chairperson, the Multiple District Secretary, the Multiple District Treasurer, the Vice Council Chairperson and the outgoing Council Chairperson shall be participants at the annual budget meeting. The budget shall be submitted to the Council of Governors for approval at the September Council meeting.

MULTIPLE DISTRICT LIFE MEMBERSHIP

Any club may apply for Multiple District Life Membership for one of its members providing that member meets the criteria as contained in the Multiple District Constitution and By-Laws.

Application Procedure

- Club completes 'APPLICATION FOR MULTIPLE DISTRICT LIFE MEMBERSHIP' form
- Forwards completed form to Multiple District Council Secretary
- Includes payment to the Multiple District of \$200.00 by his/her club in lieu of all future dues to the Multiple District (*note: payment must accompany application*)

Approval Procedure

- The Multiple District Council Secretary will submit the application to Council of Governors at the next available Council Meeting.
- Council of Governors will consider the application.
- Once approved, the Council Secretary will prepare and send personalized Life Membership Certificate and Life Membership Card back to Club Secretary.

INTERNATIONAL DIRECTOR CANDIDATE(S)

- Once endorsed by their District(s), the Multiple District Secretary must be advised within 30 days;
- Upon notification from the Multiple District Secretary, the Nominations Committee (see Administration Committee – responsibilities) shall determine if the person(s) nominated is/are qualified in accordance with the Multiple District Constitution and By-Laws. If the candidate(s) does/do qualify, the Nominations Committee will advise the Multiple District Secretary that the name(s) of the candidate(s) can be published through the usual channels in writing to each club and/or in 'The LION Magazine';
- The candidate(s) shall immediately resign from all Multiple District committees and appointments by the end of the current Lions year in which they were nominated;
- Further, the candidate(s) shall not accept any nominations for the immediate following year;
- The candidate's name(s) must be presented to the delegates at the next Multiple District convention for endorsement.

ENDORSED MULTIPLE DISTRICT CANDIDATE FOR INTERNATIONAL OFFICE

Upon endorsement for the office of International Director or higher office, by the Lions of the Multiple District, the campaign expenses become the responsibility of the Multiple District

- The endorsed candidate's Campaign Committee, in consultation with the Promotion Committee and International Advisory Committee shall provide a detailed budget of expenses to the Multiple District Treasurer within 60 days of the closing of the Multiple District Convention at which the candidate is endorsed.
- This budget will be presented to the Council of Governors for approval.
- All costs incurred within the confines of the approved budget shall be the responsibility of the Multiple District
- A full accounting of expenses, with supporting documentation, paid by the Multiple District shall be submitted to the first meeting of the Council of Governors following the International Convention, at which the candidate is elected.
- The budget shall cover but not be limited to the following:
 - a) Campaign materials e.g. pins, buttons, posters, mailings, give-a-way items.
 - b) Expenses, as per Rules of Audit, to attend the Multiple District Council meetings during the year as endorsed candidate.
 - c) The following expenses for the candidate and one campaign Chairperson and their respective adult companions pertaining to their attendance at the International Convention at which the election will take place where not provided for or covered by LCI:
 - I. the full cost of travel
 - II. full room expenses while at the International Convention
 - III. registrations for the International Convention
 - IV. full meal cost within a pre-determined per person/ per day flat rate
 - V. a hospitality room for the period from Friday prior to the start of convention until the Saturday at the close of convention.

INTERNATIONAL GUEST SPEAKER

The Council Chairperson is responsible for the selection of the International Guest Speaker with the assistance of the International Advisory Committee.

INTERNATIONAL CONVENTION BAND SELECTION

- All District Governors are requested to inform any bands in their district of the application procedure.
- Any band interested in leading the Multiple District contingent at a LCI International Convention parade must complete the application found on the Multiple District website and submit to the District Governor.
- The District Governor will forward the completed application to the Promotion Committee Chairperson, at least 30 days prior to the Multiple District Convention.
- On the recommendation of the Promotion Committee Chairperson, the Council of Governors will select the band for the International Parade the following year.

- The approved band will be entitled to receive a fee not to exceed C\$2500.00.

LIONS FOUNDATION OF CANADA - Director for Ontario

The term of office of the elected or appointed Ontario LFC Director shall be three (3) years.

Procedure to be used to select the Ontario LFC Director:

- In March of the year prior to the year in which a new Ontario Director is to take office, the current Ontario Director shall contact the Council Chairperson (copy to the Multiple District Secretary) and advise that the position will be coming up for consideration.
- Provide the Multiple District Council of Governors, in writing, the qualifications, as set by LFC, necessary to become a LFC Director.
- The Council Chairperson, through the Multiple District Secretary will contact each District Governor and inform them of the opportunity and advise that they may send one candidate to the Multiple District Council meeting held in November of that Lions year.

Nomination Process:

- Each sub-district Cabinet may select one candidate in a manner suitable to that Sub-district.
- The sub-district forwards the notification of Cabinet endorsement (including Motion of approval) together with the candidate's resume and qualifications (as set by LFC criteria to become a LFC Director). This must be received by the Multiple District Secretary no later than **October 1st** of that year.
- The Council Chairperson will arrange to convene an interview board made up of three sitting Governors (whose sub-district does not have a candidate), the Council Chairperson and the Multiple District Secretary (non-voting).
- In the event that seven or more Districts nominate a candidate or there is a candidate from the Council Chairperson's own District, the initial interview board will select their choice of the top two candidates and those candidates will be interviewed by the Council of Governors.
- The interviews will be conducted in camera on the Friday prior to the November Council Meeting and the Council Chairperson will propose the successful candidate's name to the Council of Governors at the November Council Meeting for Multiple District endorsement.
- The Multiple District Secretary will submit the Multiple District endorsed candidate's name and qualifications to the LFC office in Oakville on or before **December 31st** of that year.

Note: *Provided that the endorsed candidate meets the qualifications as set by LFC, LFC will endorse the candidate or give just cause for refusal. If for any reason no nomination is received for the position of Ontario Director within the specified time, LFC shall appoint a qualified individual to fill the said position.*

The qualifications required to be eligible to apply for the position of Ontario Director are as follows:

To qualify as a candidate for Provincial Director on the Lions Foundation of Canada Board, a person must be a Lion in good standing, and any one of the following:

- Served as a District Representative for the Lions Foundation of Canada as appointed by the Provincial Director;
- Served as a District Representative for the Lions Foundation of Canada as appointed by the District Governor;
- Served as the Multiple District "A" Representative for the Lions Foundation of Canada as appointed by the Council Chairperson;
- Served as District Governor, and participated in the Lions Foundation of Canada's orientation program;
- Has served as a Representative, appointed by the Lions Foundation of Canada Board promoting and supporting one of the Lions Foundation of Canada projects.
-

REIMBURSEMENT PROCEDURE (RULES OF AUDIT)

All Claims for the reimbursement of expenses shall be submitted on the Expense Claim Form supplied by the Multiple District and the required vouchers and other documents must be attached to the Claims.

Presentation of Claims

Claims for expenses incurred during the Lions' year must be received by the Multiple District Secretary/Treasurer no later than the last day of the month immediately following the end of the Lions' year.

SECTION 1: Transportation

- a) The allowance on a per kilometer basis shall be as determined by the Council of Governors
- b) Long Distance Travel: For trips longer than one thousand (1000) kilometers, reimbursement will be based on the least expensive option comparing airfare with private auto mileage.
- c) Transportation by Bus, Airline, Ferry or Rail will be paid (not to exceed the cost of an economy class ticket). Vouchers, copy of electronic ticket verifications or the ticket stub showing the price, must be attached to the expense claim.

SECTION 2: Accommodations

The allowance per night's lodging shall be as determined by the Council of Governors.

A one hundred and sixty (160) kilometers one-way distance or a total round trip travel time of five (5) hours on any given day must have been traveled to be eligible to claim for Hotel expense. Any deviation is subject to the Council of Governors approval.

Exception: 2-Day Meeting. If the cost to stay over is less than the cost to commute, then hotel expenses under Rules of Audit can be claimed.

SECTION 3: Meals

The allowance for each day's Meals shall be as determined by the Council of Governors.

SECTION 4: Highway, Ferry and Bridge Tolls

Use of toll roads, bridges and ferries when the use will expedite travel on behalf of the Multiple District will be reimbursed at cost. A copy of the ferry, bridge or highway receipt must be attached to claims. Electronic tolls will be allowed up to four (4) months of date of highway use but only if the bill is submitted within thirty (30) days of receipt.

SECTION 5: Long Distance Telephone Calls

Long Distance Telephone Calls will be paid when they must be made for Multiple District purposes. The original or a copy of the telephone service invoice must be submitted showing the date of each call, the name of the person called and the purpose of the call. An itemized statement giving the same details may be accepted.

SECTION 6: Postage

A reasonable amount will be allowed for Postage.

SECTION 7: Sub-district Officer - Functions for which Expenses can be claimed

1st Vice District Governors, 2nd Vice District Governors, Immediate Past District Governor, Region Chairpersons (if any) and Zone Chairpersons may claim Rules of Audit reimbursement of expenses for attending the following functions:

1. Sub-district Cabinet Meetings

1st Vice District Governors, 2nd Vice District Governors, Immediate Past District Governor, Region Chairpersons (if any) and Zone Chairpersons may claim Rules of Audit reimbursement for attending four (4) District Cabinet Meetings in his/her Sub-district held by the District Governor.

2. Region Rally or Regional Meeting

The 1st Vice District Governor and 2nd Vice District Governor may claim Rules of Audit reimbursement for one (1) Regional Meeting held in each Region of his/her Sub-district.

The Region Chairperson (if any) and Zone Chairperson may claim Rules of Audit reimbursement for attending one (1) Region Rally or Regional Meeting held in his/her Region.

3. Zone Advisory Meetings

The 1st Vice District Governor and 2nd Vice District Governor may claim Rules of Audit reimbursement for attending one (1) Zone Advisory Meeting in each zone in his/her Sub-district. The Region Chairperson (if any) may claim Rules of Audit reimbursement for attending one (1) Zone Advisory Meeting for each Zone in his/her Region. The Zone Chairperson may claim Rules of Audit reimbursement for four (4) Zone Advisory Meetings, which he/she holds in his/her Zone.

4. Visits to Clubs

Zone Chairpersons may claim reimbursement (except for meals)* for one (1) visit to each Club in his/her Zone, excluding his/her own club (* only if no meals are served, Rules of Audit for meals apply).

The Region Chairpersons' reimbursement (except for meals)* shall be based on the number of clubs in each Region Chairperson's Region. The duties and responsibilities of the Region Chairperson shall be determined by each District Governor, having regard for the duties and responsibilities as outlined in this Policy Manual, but not limited to those listed, recognizing that each District may have unique needs and therefore have a different use for that position. (*Only if no meals are served, Rules of Audit for meals apply).

The Region Chairperson may claim Rules of Audit reimbursement for one (1) additional visit in the Region when such a visit has been previously authorized for good reason by the District Governor.

5. Extension

The 1st Vice District Governor, 2nd Vice District Governor, Region Chairperson or Zone Chairperson may claim Rules of Audit reimbursement for a Charter Presentation occurring in

the Sub-district (VG), his/her Region (RC) in his/her Zone (ZC). The Vice Governor, Region Chairperson or Zone Chairperson may claim Rules of Audit reimbursement for the specific purpose of building a new club or rebuilding an established club when the District Governor deems such a visit will be of real value to the District and gives his/her prior approval for the visit.

6. Council of Governors Meetings

- Governors - As three Council meetings are reimbursed by LCI, the Council of Governors may claim Rules of Audit reimbursement to attend a fourth Council meeting (if held). Rules of Audit will apply to the Council Meeting closest to his/her residence.
- 1st Vice District Governors - The 1ST Vice District Governor will be allowed Rules of Audit for attending the Council Meetings. (*When attending Council Meetings the 160 km. Rule will not apply.*)

7. Officer School - Sub District/Cabinets

The Sub-District will conduct a full day Cabinet Officer seminar during the Officers' term of office. Region and Zone Chairpersons may claim Rules of Audit. Rules of Audit will not apply to any Officer-elect.

SECTION 8: Multiple District Convention Expenses

District Governors-elect should be allowed up to 3 days of Rules of Audit (to include expenses usually covered by Council Meeting Rules) in order to receive training and participate in the functions of the Convention.

Others reporting to Council (unless shown otherwise in their job description) should receive up to 2 days Rules of Audit reimbursement in order to fulfill their roles.

SECTION 9: Protocol Aide Reimbursement

The Protocol Aide and his/her spouse/adult companion for the International Guest(s) attending the Multiple District Convention shall be reimbursed the following expenses where such expenses are not covered by Lions Clubs International:

- √ Travel expenses in accordance with Rules of Audit
- √ Payment of actual expenses for meals and accommodation
- √ Payment of actual out-of-pocket expense for any other required official duty

Expense entitlements shall apply to expenses incurred for the International Guest and adult companion and the Protocol Aide and adult companion/partner in accordance with the Multiple District Rules of Audit.

PART III MULTIPLE DISTRICT POLICIES

ASSET MANAGEMENT

The Multiple District Secretary and Treasurer shall review at least annually or as required, with the assistance of the Administration Committee the assets and surplus of the Multiple District, both financial and physical e.g. computer equipment, pins, shirts, flags etc.

CONTRACTS

When the Multiple District enters into a contract, the following guidelines should be considered the minimum requirements contained in said contract:

1. Indemnify LCI against recourse because of contract matters
2. Indemnify individual Lions and Committees of Multiple District

3. Ensure that LCI Trademark and Logo Policy is not abused
4. Ensure that the Lions or Multiple District name not be used as a reference outside of the terms of the contract
5. Build in triggers for termination by either side
6. Define the latitude/timing for renegotiation of the contract
7. Build in measurement of success required for the continuance of the contract
8. Ensure that all financial responsible be clearly delineated
9. That any contract be prepared or vetted by the Multiple District solicitor
10. That no contract be signed without approval of the Council of Governors.

Any contract must be vetted by the Multiple District Legal Council prior to being presented to the Council of Governors for approval

FINANCE (See page 56-57 for Finance Procedure)

The Multiple District Council of Governors will receive and disburse funds on behalf of its committees.

1. Surpluses

Surpluses that impact or affect current needs will be dealt with by the Administration Committee. Surpluses that impact or affect future planning will be dealt with by the R&LRP Committee.

2. Honorariums

All remunerations paid to Multiple District Secretary and Multiple District Treasurer shall be approved by the Council of Governors on the recommendation of the Administration Committee. As part of the performance evaluation process by the Administration Committee, the payment of the Honorariums will be decided based upon the following levels.

- Level One \$10,500.
- Level Two \$11,500.
- Level Three \$12,500.
- Level Four \$13,500.
- Level Five \$14,500.

3. Multiple District Investment Policy

The purpose of this policy is to establish guidelines for investing Multiple District funds; to provide direction as to allowable investment vehicles; to establish the reviewing and reporting procedure.

The objectives are: a) preservation of capital b) liquidity c) yield

The Multiple District Secretary, the Multiple District Treasurer and the Council Chairperson, or any two of them will decide on the suitability and recommendations for each investment. If future cash flow patterns are known with reasonable certainty, and the yield curve is upward sloping e.g. longer term securities yielding more than shorter ones, it may arrange the portfolio so that securities will mature approximately when the funds will be required.

- Smaller denominations (\$5000) will be used for liquidity purposes.
- Maturities will be staggered to achieve a better overall yield.
- Low risk vehicles e.g. Government backed (federal or provincial) or securities backed by the 5 major Canadian Banks (RBC, CIBC, BNS, BMO, TD) and insured under Canadian Deposit Insurance Corporation.

RBC Dominion Securities will provide:

- a monthly statement of all transactions
- a quarterly written report on the portfolio
- an annual comprehensive review of the performance of the portfolio

4. Publicly Raised Funds Policy

All funds raised from the public must be returned to public use. The only deductions which may be made from the activities accounts are the direct operating expenses of the fundraising activity. Money accumulated from interest must also be returned to public use. Publicly raised funds may not be used for Lions members training or to benefit Lions members and their families. Clubs may hold publicly raised funds for a reasonable length of time- a reasonable period is usually considered to be one year. A club may hold funds longer than one year if they are earmarked for a specific project with a targeted completion date.

Consistent with the above, Article VIII, Section 3(g) of the Standard Form Lions Club Constitution under the duties and powers of the club Board of Directors provides:

It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.

FUNDRAISING APPLICATION - CLUBS

While LCI does not recognize boundaries between individual clubs when clubs wish to go out of their own jurisdictions for fund raising purposes they should adhere to the following procedure:

- Any club that wishes to conduct a fundraising activity outside of their own district boundaries or throughout the Multiple District, must complete the club information section of the Multiple District Fundraising Application and submit to their District Governor, prior to the commencement of any fundraising.
- On approval of the District Cabinet, the District Governor shall complete the district information section and forward to the Multiple District Secretary who shall place the application on the agenda of the next Council meeting.
- After the Council of Governors has made a decision, the Multiple District Secretary will advise the Lions Club Secretary and the District Governors, by means of a completed copy of the application form.

FUNDRAISING APPLICATION - DISTRICTS

When a District wishes to go out of their own jurisdiction for fund raising purposes they should adhere to the following procedure:

- Any district that wishes to conduct a fundraising activity outside of their own district boundaries or throughout the Multiple District, must complete the district information section of the Multiple District Fundraising Application and submit to the Multiple District Secretary.
- The Multiple District Secretary shall place the application on the agenda of the next Council Meeting.
- After the Council of Governors has made a decision, the Multiple District Secretary will advise the District Governors by means of a completed copy of the application form.

HOTEL CHOICE

The Multiple District Secretary shall review the hotel and meeting room requirements for the Multiple District Council meetings and recommend the most appropriate site location(s). The final decision of the hotel location rests with the Council Chairperson.

INSURANCE

The Multiple District is not in a position to openly support or recommend one plan or another or one source of coverage or another to the clubs.

However, the members of the Council of Governors feel obligated to communicate to all clubs in the Multiple District, the need for clubs to be aware of the benefits of incorporation firstly and secondly to underline the need for clubs to review their own insurance needs.

Throughout the province there are Insurance Brokers and Agents capable of providing professional advice on insurance. Further information is also available on the Multiple District website.

In addition, there is a separate policy that covers property and equipment loss or damage. The Administration Committee, from time to time, shall review the insurance needs of the Multiple District and make recommendations to the Council of Governors.

MAILING LISTS

The Multiple District Treasurer will provide, *WITHOUT FEE*,

- A. The Multiple Council Secretary with Sub-district and Club address lists for the normal conduct of business,
- B. The Multiple District Election and Credentials Committees with Sub-district, Club, Present and Past International Officer address lists for their normal election related activity.

The Multiple District Treasurer will provide, *UPON PAYMENT OF A PRESCRIBED FEE*, mailing lists to any Lions affiliated or related organization or project that has its own fund-raising capabilities such as, but not limited to:

- Candidates for International Director;
- Lions Homes for the Deaf;
- CNIB
- Canadian Diabetes Association;
- Lions Foundation Canada
- Multiple District Convention Host Committee
- Lions Quest
- Lions supported and affiliated camps.

The Council of Governors may approve individual requests to obtain Multiple District Club Mailing Lists for use on a one-time basis, upon payment of the prescribed fee, **WHEN SUCH USAGE IS IN ACCORDANCE WITH THE MULTIPLE DISTRICT AND LCI PRIVACY POLICIES.**

OPEN MEETING POLICY

All members of Lions Clubs International are welcome to attend any Multiple District Council. For Committee meetings participation is limited to the specific members of the group for whom the meetings have been called.

PAST DISTRICT GOVERNORS' ASSOCIATION REGISTRATION FEE

The Multiple District will pay for the once in a lifetime registration fee for District Governors immediately following their year on council.

The cost shall not exceed the PDG Association registration fee x the number of outgoing District Governors.

PRIVACY POLICY

The Multiple District recognizes the importance of protecting the private information of its members. The collection of personal information about Lions Clubs and Lions Clubs' members is to facilitate communications with and among our members.

This information is to be used solely to; a) further our Purposes including "to unite the clubs in bonds of friendship good fellowship and mutual understanding"; and/or b) to conduct its necessary operational activities.

The right to privacy is important but so is the right of a Multiple District member to know what is or has happened in the organization. Therefore the Right of Privacy must be balanced against the member's right to know.

RECOGNITION

In lieu of a certificate of appreciation, a donation to an acceptable charity or some other acceptable form of recognition may be made to acknowledge the service provided to the Multiple District by the various committee Chairpersons and coordinators.

ROBERTS RULES OF ORDER

Roberts Rules of Order Newly Revised shall be the guide for all proceedings of the Multiple District unless otherwise stipulated in the Constitution and By-Laws.

VOLUNTEER SCREENING

It is clearly the intent of this policy to cover checks required only for activities under the direct jurisdiction, conduct and supervision of the Multiple District and instituted for those Lions directly appointed by the Multiple District as Chairpersons, Sub-Chairpersons and/or coordinators.

Multiple District Youth Programs/Projects/Initiatives/Screening

It is the responsibility of the Multiple District Opportunities for Youth Chairperson to ensure that the Multiple District Coordinators and volunteers working at the Multiple District level with direct dealing with youth be appropriately evaluated, which shall include a police volunteer screening process.

Lions Club members who wish to be involved in Multiple District as a host family, or by volunteering their time and services to youth activities, or in any other capacity involving direct access to youth, will be required to have a check as described in this policy.

WEB AND ELECTRONIC COMMUNICATION

This document is intended to serve as a guideline to the use of controlled Worldwide Web ("Web") sites and electronic communications means such as email, electronic mailing lists, electronic bulletin boards and chat rooms.

<p>The mission of all electronic communication is to help inform the Lions family of the Multiple District about Lionism in general and to help in the two-way communication between Sub-districts and Lions and the administration of the Multiple District. In addition, it is possible to aid in the dissemination of information among Sub-districts.</p>

Domain Policy:

The Multiple District A Domain Name, the web site to which it directs, and the e-mail addresses which are associated with it are an integral part of the District identity and have the potential to directly affect the Multiple District's reputation. In order to protect these critical electronic resources, the following procedures need to be put in place and maintained at all times:

1. The domain "mdalions.org" must be registered in the name of "Lions International Multiple District A", as a non-profit organization.
2. The domain must be carefully preserved by ensuring the registration is never allowed to lapse, and all notices of invoices due against the Domain Name registration, and the Web site server, must be delivered to the official e-mail address of the District Treasurer, "treasurer@mdalions.org". In order to accomplish this, the "Billing Contact" in the registration record for the Domain, and for the Web site, should be the current District Treasurer.
3. Multi-year Domain registration is recommended. The Treasurer is responsible for paying the invoices for Domain registration and Web site service in a timely manner.

All current passwords for managing the Domain, the Domain Name Servers and the Web site must be held in escrow by the Multiple District Secretary and the Multiple District Treasurer. The Lion responsible for the Domain and the Web site (other appointee), should periodically change these access credentials (username/password) and should immediately update the District officers with any changes made.

General Uses:

The following general areas of use are expected of the Multiple District web site and electronic communication resources:

1. Promotion of Lions and Lions activities within the boundaries of Multiple District;
2. Provision of information about the officers and committees of the Multiple District;
3. Access to administrative forms and information for Sub-districts and Lions officers;
4. Electronic mail facilities for use by the Council and Administration of the Multiple District.

Uses of the Multiple District Web Site:

Acceptable Above All: acceptable use requires users to be ethical and respectful of the rights of others and of the diversity of the Lions community. The following general principals should be kept in mind by all users:

1. Authorization

Acceptable use standards require everyone to take prudent and reasonable steps to prevent unauthorized access. Where access authorization is implemented, it relies on user identification and password for users. The user ID forms the basis for mechanisms that are designed to establish ownership and responsibility for responsible use of some the Multiple District Web resources. Acceptable use respects these identification and security mechanisms.

2. Content of the Web Site

Materials on this Web site were produced and/or compiled by the Multiple District for the purpose of providing Lions and visitors with direct access to information about the Council, Committees and programs of the Multiple District. Although care has been taken in preparing the information contained in this Web site, mistakes happen and the Multiple District does not and cannot guarantee its accuracy.

3. Privacy & Respect

Acceptable use requires that all users refrain from any illegal and improper intrusions into the accounts of others and/or into any private areas of the web site. Acceptable use of web resources requires that all users refrain from acts that waste resources and prevent others from having broad access to the Multiple District resources.

4. Intellectual Property

Acceptable use requires that all users recognize and honour the intellectual property rights of others. Ask for permission before copying something created or produced by someone else.

5. Mailing list facilities for use in maintaining email communication with Council, committees, Sub-districts and Lions in general;

6. Electronic “Bulletin Board” facilities for both private use by committees and officers of the Multiple District as well as for public use in information dissemination and discussion;

7. Real time “Chat Room” facilities available upon demand, for private and public use; Possible expansion in future may include the real-time collection of data on-line, such as year-end Sub-district Club reports and collection of statistics.

Non-Acceptable Uses of the Multiple District Web Site

All Multiple District web site resources and facilities shall be used solely for Lions membership, promotion, communication or administrative purposes. Any unauthorized, illegitimate or illegal use of the Multiple District web site resources is a violation this policy. Uses of the Multiple District web site facilities for purposes other than those specified above are not legitimate. In addition, illegitimate use includes:

- Use for any illegal or immoral purpose;
- Any use that creates a hazardous or dangerous condition posing a threat to persons or property.
- Use that infringes on the rights or freedoms of members of the Lions community or which disrupts or obstructs the goals of Lions International or the Multiple District or any unauthorized donation of web site space;
- Publishing without permission copyrighted text, photos, graphic images, or sound recordings;
- Violation of existing laws regarding copyright, trademarks and intellectual property.

Privacy Statement

The Multiple District is committed to respecting the privacy of visitors to its web site. This section summarizes the privacy policy and practices. The Multiple District does not automatically gather any personal information, such as name, phone number or email address unless it is provided voluntarily, through contacting the Multiple District via email, or through an online form used to gain access to Bulletin Boards or Chat facilities.

Any personal information provided is used strictly for responding to questions or for managing the Bulletin Board or Chat facility. Any collected information can be edited or deleted by the user entering it. Email addresses and other information collected in the operation of Bulletin Boards and Chat facilities are never shared with any one else. If e-mail addresses or other information are collected for the Multiple District administrative use, that will be so specified.

Information collected automatically via the Internet

The service provider for the Multiple District logs http requests to the server on behalf of the

Multiple District only, and not for any other purpose. These logs capture computer information and navigation data, and are used to generate statistical reports.

Information, such as domain name or IP address, may identify a user browsing the Multiple District site, depending on the naming standards followed by Internet service provider. If this is of concern, the provider may be questioned about their policies and practices in disclosing personal information.

While the Multiple District will make no attempt to link information captured to the identity of individuals, logs do identify the following:

- The Internet domain and IP address from which the web site is accessed;
- The type of browser and operating system used to access the Multiple District site;
- The date and time of access;
- The pages visited; and
- If you linked to the Multiple District web site from another site, the address of that web site.

This information is used to generate statistics about the number of visitors to the Multiple District site, the traffic patterns and the types of technology visitor's use. Information about specific individuals and their visits is not tracked.

NOTES ABOUT WEB USAGE IN GENERAL

Use of Email and Other Electronic Communication Facilities

Email systems are a non-confidential medium, and as such, the Multiple District web email and other electronic communication systems should not be used to convey confidential or sensitive information, unless encryption is used. Accordingly, when making the decision to send or store electronic messages, you should consider the impact on yourself and Lions if the message is ultimately disclosed or released to others.

Web Publishing and Web Pages

The Multiple District Council of Governors recognizes the value and potential of publishing on the Internet (usually web pages) and encourages Lions to publish electronic information. Any Committee or Activity of the Multiple District may publish web pages in support of their mission.

The Multiple District has established policy guidelines regarding the use of the Multiple District web facilities. The objectives of this Policy are to:

- encourage the full and free exchange and expression of ideas and ways to make Lions successful;
- maintain and enhance the reputation of Lions;
- promote the ideals and goals of Lions to the public at large;
- promote the public good;
- enhance opportunities for cooperation and productive interaction with Lions Districts and Lions Clubs elsewhere in Canada and the World;
- ensure that the web site and resources of the Multiple District are protected.

The following are recommended web site design guidelines:

- Include a link at a standard location on all pages to allow the viewer to return to the web site master page.

- Consult html style guides that are readily available throughout the web.
- Maintain a coherent look throughout all pages of the site

Copyright Law and WWW Materials

Copyright laws apply to electronic publishing as well as print publishing. Users of the Multiple District web facilities may not place any materials owned by others (i.e. copyrighted works) on Web pages or in any form of electronic communication without the express permission of the copyright owner. All published material should include the name of the user, the date, the word “copyright” and the copyright symbol © on the material.

The following items are required on the web site:

- The name and email address of the page maintainer must appear on the master or initial, page.
- Page creators and maintainers should assume that materials (including pictures) found on the Worldwide Web are copyrighted unless a disclaimer or waiver is expressly stated. If a page creator wishes to display a copyrighted picture that is already on the worldwide web, the page creator may create a remote link to the material.
- Special care should be taken in the use of Lions copyrighted logos. Unless otherwise stated, these are restricted to use within official Lions web sites. Under no circumstances should such materials be redistributed.
- Do not place any pictures or videos of people on web pages without the permission of the subjects in the picture or video. Use without permission may be a violation of or invasion of a right to privacy.
- Under no circumstances should the Multiple District web facilities be used to communicate information that is of an abusive, obscene, hostile, harassing, or discriminatory nature.

AND

That Council approve the creation of a Multiple District Web and Electronic Communication Committee in order to move forward with establishing further procedures and administrative policy statements that will enhance electronic communication within the Multiple District.

PART IV. RULES OF AUDIT (SEE REIMBURSEMENT - PAGES 54-56)

Reimbursement of Expenses of the members of the Council of Governors, 1st Vice District Governors, 2nd Vice District Governors, Region Chairpersons, Zone Chairpersons, appointed Committees Chairpersons, Coordinators and Members and other Lions while carrying out official activities authorized by the Constitution and By-Laws or Council of Governors, shall be in accordance with the Rules of Audit as set forth in this Policy and Procedures Manual. When the Policy and Procedures Manual provides for the reimbursement of expenses, the Rules indicated in pages 54-56 shall determine the functions for which expenses are allowed and the amount to be reimbursed for each item of expense.

Amounts of reimbursement are determined from time to time by the Council of Governors, and administered by the Multiple District Treasurer.

PART V. AMENDING PROCEDURES

The Multiple District Policy and Procedures Manual shall only be amended upon direction and/or approval from a meeting of the Council of Governors.

Proposed amendment(s) should have first been vetted by either the Research and Long Range Planning Committee or the Administration Committee, or both, as may be directed by Council before acceptance.

Upon Council of Governors approval, the Policy and Procedure Manual change will be distributed to all officers, Committee Chairpersons and Council members by the Council Secretary. The official copy of the Policy and Procedure Manual on the Multiple District website will also be updated as soon as practical by the Multiple District Secretary.

PART VI. MOTIONS LOG

The Multiple District Motions Log is an Excel archival document, maintained by the Multiple District Secretary, which lists all motions adopted by the Council of Governors. They are recorded in descending order to enable the capture of recent entries without having to copy the entire list. The dispositions of motions are listed to the committee, or office of primary interest. Entries may be accessed by date, committee, or topic. The Motions Log is accessible on-line at the Multiple District web site.

PART VII. CONTACTS

WEBSITE COMMITTEE -

WEBSITE – Multiple District www.mdalions.org

WEBSITE – LCI www.lionsclubs.org

PART VIII. APPENDIX LIST

Effective Speaking Manual
Convention Manual
Global Action Team – Multiple District Chairperson (Council Chairperson)
Global Membership Team (GMT) Multiple District Coordinator
Global Leadership Team (GLT) Multiple District Coordinator
Global Service Team (GST) Multiple District Coordinator

PART IX. ADDENDUM - AD HOC COMMITTEES

This section is reserved for the description of Ad Hoc Committee membership, terms of reference and job descriptions. Ad Hoc Committees will be added or deleted according to the established committee time frames.