



# **Region Chairperson Manual**

**2011- 2012**

**English**

## ***Lions Clubs International Purposes***

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

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

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

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

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

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

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

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

## ***Lions Clubs International Vision Statement***

***TO BE THE GLOBAL LEADER*** in community and humanitarian service.

## ***Lions Clubs International Code of Ethics***

***TO SHOW*** my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

***TO SEEK*** success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

***TO REMEMBER*** that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

***WHENEVER*** a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

***TO HOLD*** friendship as an end not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

***ALWAYS*** to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

***TO AID*** others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

***TO BE CAREFUL*** with my criticism and liberal with my praise; to build up and not to destroy.

## ***Lions Clubs International Mission Statement***

***TO EMPOWER VOLUNTEERS*** to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.



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# **INTRODUCTION**

In assuming the position of region chairperson, you have undertaken an important leadership role in your district. Your performance in this role can positively impact the success of your district and the clubs and members it represents.

The duties of the region chairperson vary with each country and often within a district. In some cases, the position of region chairperson may not be utilized at the discretion of the district governor.

This manual contains fundamental policies and guidelines that may apply to the position of region chairperson in a variety of settings.

## **POSITION OVERVIEW**

### **Definition of a good region chairperson**

- He or she is a dedicated Lion both in action and principle
- He or she is loyal to the district governor team in word and deed
- He or she supports the district committee chairpersons and always remembers that the individual club is the most important unit of the association

### **Qualifications to become a region chairperson**

Each region chairperson shall:

- Be an active member in good standing in his/her region
- Have served or will have served at the time of taking office as region chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two additional years

## **What to expect and how to prepare for it**

You have experienced several leadership positions as a Lion before being appointed region chairperson. Each position has prepared you for the next one, and more will be expected of you as region chairperson. Your responsibilities will extend into a larger geographic area, and the number of Lions you serve will increase.

Here are some questions to consider as you assume your office:

1. Have you talked to your predecessor to learn what tasks need completion or what region matters require your prompt attention?
2. Have you talked with the district governor team to get a general idea of what their plans will be and how you will fit into them?
3. Do you have a plan or list of projects that you would like to see accomplished before your term is up?
4. Have you taken the time to review the district constitution and by-laws?

## **You are a member of a worldwide team**

The region chairperson is important to your region and district. The success of Lions clubs in your district depends on the performance of each club president, zone chairperson, region chairperson, first and second vice district governors and district governor. You are the link between the district governor team and the zone chairpersons and club presidents.

Over 1.35 million Lions are bound together by a team spirit, and what each one says and does can affect all Lions. What you say and do at cabinet meetings, conventions, seminars, and in your personal visits with Lions impacts the entire district and may ultimately influence Lions throughout the world.

## **Identification and communication**

Reflecting the greater emphasis being placed on the role of region and zone chairpersons, and the need to effectively communicate with them, Lions Clubs International now requires all districts to register zone chairpersons and region chairpersons on the Lions Clubs International membership Web site. After logging on to the Web site, the district governor will define (input) the regions and zones in the district as well as assign clubs to the respective regions and zones. Then the governor will identify the Lion who will serve as chairperson for each region and zone. At their discretion, governors may delegate the authority to enter or modify information on regions or zones to the region chairperson.

# RESPONSIBILITIES OF YOUR OFFICE

The region chairperson is subject to the supervision and direction of the district governor and shall be the chief administrative officer in the region, when the position is utilized during the district governor's term. Specific responsibilities of the region chairperson include:

1. Further the purposes of this association
2. Play an active role in membership development, including the organization of new clubs and the strengthening of clubs in the district
3. Play an active role in leadership development at the club level
4. Visit a regular meeting of each club in the region at least once while in office
  - a. and report findings to the district governor
5. Visit a regular board of directors meeting of each club in the region at least once while in office and report findings to the district governor
6. Endeavor to have every club in the region operating under a duly adopted club constitution and by-laws
7. Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in the region are entitled
8. Carry out such official visitations to club meetings and charter nights as assigned by the district governor
9. Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairperson Manual and other directives or by the district governor

# **ADDITIONAL DUTIES OF THE REGION CHAIRPERSON**

## **Assist the district governor in all areas of district operations, especially in region matters**

The duties that a governor assigns region chairpersons will vary from district to district. However, the relationships between all governors and their region chairpersons have one common element: trust. The governor trusts you to faithfully carry out your assignment just as those Lions leaders above the governor trust that the governor will do his/her job.

Some of the tasks your governor may ask you to perform include:

- Motivate your zone chairpersons
- Make official club visits on the governor's behalf, if requested
- Give timely reports to the governor on situations in the region
- Give a brief, concise region report at the district cabinet meeting, allowing the zone chairpersons to give the specific club information
- Help supervise several district committees
- Report your club visitations on a timely basis
- Assist the Global Leadership Team district coordinator in organizing and conducting seminars for district and club officers
- Assist with the planning and implementation of the district convention and other district meetings

## **Coordinate activities of the zone chairpersons**

Zone chairpersons are important links that connect Lions, you, and your district governor. When you are reporting to your governor on the status of clubs in your region, no one can give you more timely or complete information than your zone chairpersons. One of the greatest challenges of your job is coordinating the many duties of your zone chairpersons. This must be done in a way that:

- Guides rather than "bosses" them
- Is compatible with your district governor team's overall objectives
- Prevents unnecessary duplication of service to the same people

Effective communication with your zone chairpersons is key to the success of your region. Frequent contact by email, telephone, or in person should include the following:

- A progress review of goals you and the district governor team have set for the zone chairpersons
- A discussion of club and/or district problems
- An oral report from each zone chairperson on his or her current and future activities

If you attend zone meetings, please remember to:

- Let the zone chairperson be in charge
- Use it as an opportunity to learn more about the individual clubs
- Assess the effectiveness of the zone chairperson

## **Support weak, suspended, and status quo clubs**

An important aspect of your position is to strengthen declining clubs and reactivate suspended and status quo clubs under the direction of the district governor team and with the help of the zone chairpersons. A cancelled club, though most likely not the fault of any one Lion, is nevertheless a concern that must be shared by Lions leaders - among them the region chairperson. Your part in preventing club cancellation is staying alert to signs of vulnerability. If you notice a club in need of support, immediately advise the zone chairperson and assist in strengthening that club. The sooner you act, the easier it will be to strengthen or reactivate the club!

Here are some signs that indicate a club may need special attention:

- Low attendance and declining membership
- No service or community activities are conducted by the club
- A general lack of enthusiasm or pride for club activities
- New members are not being recruited
- Failure to pay dues on time
- Monthly Membership Reports are not submitted for three consecutive months

Only by having up-to-date knowledge of clubs in your region, can you recognize these signs of fragility. You acquire this knowledge by:

- Personally visiting the clubs
- Attending zone meetings and talking to the zone chairpersons
- Reading copies of club bulletins



- Receiving clubs' Monthly Membership Reports
- Asking the governor to share the information in monthly Club Account Recap report
- Checking clubs' membership increase/decrease

Here are the most widely used steps taken by region chairpersons to help a declining club; each of them must be taken tactfully:

1. Investigate the problem area to determine its cause
2. Candidly discuss your findings with the club's officers
3. Offer solutions for correcting the problem. You may want to confer ~~first~~ with the district Global Membership Team, the zone chairperson and the district governor team

## **Strong clubs need you too**

A Lions leader, such as a region chairperson, can never assume that just because a club is very strong today that it will not need help tomorrow. It became strong and maintained its strength not only because of the constant efforts of club leaders, but also because of constant vigilance and care by district officers. Remember that no club is ever so strong that it does not need encouragement. Also, keep in mind that a strong club can be your best resource for helping a declining club.

When you visit clubs, look for these six elements of success:

- A major service activity that the community needs and wants
- A major fund-raising project in which the community will participate and to which the community will contribute
- Good public relations within the club and in the community
- Well-planned and organized meetings to be held regularly with good programming and a well-organized board of directors and committees
- Team spirit
- A membership growth and development program that includes a meaningful induction ceremony and immediate orientation and involvement of new members

## **Your role in starting new clubs**

Locating one community in your region that could benefit greatly by having a new Lions club is a giant step in helping with the growth of Lions clubs. Once you have done this, here are the steps you can take to help create a new club:

1. Meet with your Global Membership Team district coordinator and learn more about this Lion's job
2. Secure information and materials, such as the New Club Extension Kit, from the Membership Programs/New Clubs & Marketing Department at International Headquarters
3. Discuss with the zone chairpersons and district extension chairperson the list you have made of communities in your region that could benefit from a Lions club
4. Encourage clubs in your region to sponsor new clubs and offer your assistance
5. Once a club has been chartered, you will also share a responsibility in caring for the new club. Make sure the following actions are taken with the new club:
  - Its officers and members are fully oriented in Lionism
  - The club is frequently visited by experienced Lions
  - The club receives advice and guidance when needed

Your district governor may call on you to conduct an orientation seminar for new members or officers in your region. If the governor makes this request, you can obtain excellent guidelines for organizing and conducting these orientation sessions from the Extension and Membership Division, as well as the Leadership Division at International Headquarters.

# ADDITIONAL INFORMATION

## Status quo clubs

Status quo clubs temporarily lose rights, privileges and obligations as a Lions club. There are two kinds of status quo; regular status quo and protective status quo.

### **Regular status quo:**

- Failure to comply with the objectives of the association or conduct unbecoming a Lions club, such as failure to solve a club dispute or involvement in litigation
- Failure to fulfill any obligations of a chartered club, such as failure to submit monthly membership reports for six or more consecutive months, or failure to hold regular club meetings
- Failure to pay district or multiple district dues
- Verification of non-existing club
- Disbanding
- Club merger

### **A regular status quo club can:**

- Work with the district leadership to return the club to active status
- Hold meetings only to discuss its future and ways to regain an active status
- Report progress toward regaining its active status to the district leadership and the District and Club Administration Division
- Make payments to clear the existing outstanding balance of district, multiple district and international accounts
- Recruit new members when needed for the purpose of regaining active status
- Elect or confirm club officers for the purpose of regaining active status

### **A regular status quo club cannot:**

- Conduct service activities
- Conduct fund raising activities
- Participate in district, multiple district or international functions or seminars
- Participate in any voting procedures outside the club
- Endorse or nominate a candidate for district, multiple district or international office
- Submit a monthly membership report
- Add new members
- Sponsor new clubs, including Leo clubs

### **Protective status quo:**

- War, civil insurgency
- Political unrest
- Natural disasters
- Other special circumstances which prevent a Lions club from functioning properly

A protective status quo club shall be allowed to hold regular meetings but may not vote at district, multiple district or international meetings.

When a district governor feels it would be in the best interest of the club to be placed in status quo, he/she makes such recommendation to headquarters before December 31. Requests for protective status quo may be made at any time. When the club is ready to be released from status quo, the district governor must submit a Reactivation Report.

## **Financial suspension**

The most common reason clubs have their charters suspended is for lack of timely payments to the association. This is known as “financial suspension”, although many Lions still refer to it erroneously as status quo.

Effective July 2, 2010, a club, which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 120 days will be suspended, including the suspension of the club’s charter, and all the rights, privileges, and obligations of the Lions club.

Any club approved for a payment plan by the Finance Division will not be suspended. In the event the club does not acquire good standing, as defined by board policy, on or before the 28<sup>th</sup> day of the month following suspension, the club’s charter will be automatically cancelled.

Suspended clubs can hold meetings to discuss the future of the club and to identify actions to take to regain an active status, as well as make payments to clear the existing outstanding balance, or request a payment plan. However, the clubs cannot be involved in the following activities:

- a. Conducting service activities and fund-raising activities
- b. Participating in district functions and seminars
- c. Endorsing or nominating a candidate for district, multiple district and international office
- d. Submitting the Monthly Membership Report
- e. Sponsoring new clubs, including Leo and Lioness clubs

Each month the association notifies all district governors of the clubs in the district in suspension, released from suspension or canceled. The district governor and other district officers can avoid unnecessary charter cancellations by assisting suspended clubs either to pay the outstanding balance or negotiating a payment plan with the Finance Division at International Headquarters.

## Submitting membership reports

The Monthly Membership Report (MMR) is used by every Lions club to report monthly membership changes. The report is submitted to International Headquarters either by mail, fax or online through the web monthly membership reporting site (WMMR) on the association's Web site. A password is required to use the WMMR site. Questions can be directed to **wmmr@lionsclubs.org**. **NOTE:** WMMR does not apply to those multiple districts that are presently using their own database.

The paper report has three identical sheets: the first one to be mailed to the International Headquarters, the second to the district, and the third to be kept in the club's own file.

The paper version of the Monthly Membership Report must be received at International Headquarters by the 20<sup>th</sup> of the current month.

The electronic version of the Monthly Membership Report (WMMR) must be filed by 12:00am Central Standard Time, by the last day of the current month. A chart of the dates by which a report can be filed is shown below:

Month	MMR Reporting	WMMR Reporting
July	July 1 – July 20	July 1 – July 31
August	August 1 – August 20	August 1 – August 31
September	Sept 1 – Sept 20	Sept 1 – Sept 30
October	Oct 1 – Oct 20	Oct 1 – Oct 31
November	Nov 1 – Nov 20	Nov 1 – Nov 30
December	Dec 1 – Dec 20	Dec 1 – Dec 31
January	Jan 1 – Jan 20	Jan 1 – Jan 31
February	Feb 1 – Feb 20	Feb 1 – Feb 28
March	March 1 – March 20	March 1 – March 31
April	April 1 – April 20	April 1 – April 30
May	May 1 – May 20	May 1 – May 31
June	June 1 – June 20	June 1 – June 30

As a club makes changes to its membership online, these changes occur automatically. Changes can continue to be made during this time as often as the club wishes. The report is closed on the last day of each month, and no further changes can be made for that month. These changes must be included in the next month's report.

**PLEASE NOTE:** A club cannot file future reports months in advance. If a month's report is missed, the transaction should be included in the next month's paper submission or entered into WMMR.

Both the paper and electronic Monthly Membership Report must be submitted each month even if there are no changes in membership. Full membership lists are not required monthly, but one complete list should be furnished once a year to international headquarters to ensure agreement of

club and international records. This can be done by verifying the names listed on the semi-annual per capita statement, which contains a roster of the club, and returning it to LCI.

It is important that the district governor distributes copies of the membership report to various district officers as needed. The clubs in the district submit only one copy each to the governor for distribution within the district. However, clubs that file online can save their monthly membership reports, and can email the report each month to their zone or region chairperson, district governor, cabinet secretary, or anyone.

**District passwords:** At the district level, district governors, vice district governors, cabinet secretary/treasurers, district membership chairpersons, region and zone chairpersons have “read only” access to the club data within their district. Districts can also generate club and district directories and rosters.

Web site access to club and district information is also available to region and zone chairpersons. However, in order to be recognized in those positions, the newly elected district governor must first establish the district regions and zones through the WMMR Web site, and then assign the appropriate chairpersons to their corresponding region/zone.

To safeguard the privacy of membership data, passwords are required to use the web monthly membership site (WMMR). Starting in the 2011-2012 fiscal year, club and district officers will be able to choose their own passwords. To be eligible to do so, however, the officer must be registered with LCI with a unique email address. It is therefore very important that clubs register their new officers in a timely manner, either online or with the PU 101 form, and that they include email addresses for each officer. Clubs that report only one joint email address for all officers will not have access to online reports.

**WMMR does not apply to those multiple districts/districts that are presently using their own databases.**

For more details, please contact the Information Technology Division at International Headquarters at [it@lionsclubs.org](mailto:it@lionsclubs.org).

## New member induction ceremony

You may be called upon to induct new members. The induction of new members into a local Lions club may vary with the customs and activities of the club and district. Nevertheless, all inductions should bring dignity and importance to the ceremony and be performed by a well-respected Lion.

The following is a suggested agenda for an induction ceremony:

- Give a brief history of the International Association of Lions Clubs
- Present a short history of the club and its current activities
- Stress that membership is by invitation only, and the members being inducted are welcomed by the entire membership
- Explain what is expected of the new members, such as regular attendance, time given to club projects, etc.
- Administer the oath (suggestions follow)
- Present new member kit and describe contents, or ask the sponsoring Lion to do so
- Explain sponsor's responsibilities
- Welcome new member(s) into the association on behalf of club and district

### Suggested Oath No. 1

“Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask you to repeat after me:

“I do hereby accept membership in the Lions club of \_\_\_\_\_, knowing that such membership obligates me to participate in all functions of the club. To the best of my ability I will abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given me and contribute my share to the programs of my club, district and Lions Clubs International.”

“You are now member(s) of the Lions club of \_\_\_\_\_. Your sponsor(s) will now place upon your lapel(s) the Lions emblem, which signifies this membership.”

(Sponsor(s) pin buttons on lapels of new member(s).)

## **Suggested Oath No. 2**

“Since you have expressed a desire to affiliate with this club and with Lions Clubs International, I now ask that you respond to my words with a simple “I do” or “I will.”

“Do you hereby accept membership in the Lions club of \_\_\_\_\_, knowing that such membership obligates you to participate in all functions of the club?”

—I do—

“To the best of your ability, will you abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given to you and contribute your share to the programs of your club, district and Lions Clubs International?”

—I will—

“You are now member(s) of the Lions club of \_\_\_\_\_. Your sponsor(s) will now place upon your lapel(s) the Lions emblem which signifies this membership.”

(Sponsor(s) pin buttons on lapels of new member(s).)

### **CLOSING STATEMENT**

“Fellow Lion(s), wear that emblem constantly, with pride. Let me congratulate you and welcome you into the greatest of all service club organizations . . . The International Association of Lions Clubs. On behalf of the club, I now present you with this new member kit; it contains your official certificate of membership and other material that will help you get a good start as a Lion. We are all proud and happy to have you as member(s) of the Lions club of \_\_\_\_\_.”



# Global Membership Team and Global Leadership Team

## Overview

The installation of the Global Membership Team (July 2008) directly addressed the primary challenges of previous annual membership growth initiatives by providing continuity with flexibility, international goals with specific area plans, a new structure based on a proven infrastructure, and a simple communication flow including the GMT, multiple districts, districts and clubs. This initiative has been considered a success as membership growth has been realized.

Similar in structure and commitment, the Global Leadership Team (GLT) is intended to operate as a parallel, mutually supportive specialized team with the GMT. The GLT provides for an enhanced focus on and support of leadership development, which is critical to the success of every LCI program and to the future vitality of the association as a whole.

## Structure

The two structures are connected and coordinated at the international level by an executive council. The GMT/GLT Executive Council is led by the LCI international president, with the international first and second vice presidents overseeing and providing guidance to the GMT and GLT respectively.

Both the GMT and GLT are further supported by an international coordinator and a joint operations committee comprised of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee of the International Board of Directors, and the respective constitutional area leaders.

Both teams consist of Lions leaders designated to serve specific constitutional or regional areas. Team members are appointed for a three year term to allow for adequate analysis of area needs and development and implementation of appropriate programs. All members are subject to annual review and confirmation of appointment or removal based on performance.

- **Constitutional Area Leaders:** Up to 11 constitutional area leaders for each team, including one for the continent of Africa, up to two for the USA, and up to three for OSEAL given the large size and unique needs of these areas. GLT and GMT have the same number of leaders with the same assigned territories, allowing for coordination and collaboration for maximum impact. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Constitutional area leaders are appointed by the international president, in consultation with the first and second vice presidents and area leadership.
- **Area Leaders:** Approximately 36 area leaders worldwide for each team, with both GMT and GLT having the same number of area leaders assigned to the same territory structure as their counterpart. In specific areas, one qualified Lion may serve as both the GLT and

GMT representative. Special area advisors may be added to support leadership efforts in remote or unique geographic regions. The area leaders representing both the GLT and GMT interact continuously to effectively address area needs. Area leaders are appointed by the international president, in consultation with the first and second vice presidents and constitutional area leaders.

- **Multiple District:** Each multiple district has both a GMT and a GLT, each comprised of a multiple district coordinator, the council chairperson, and additional membership and leadership development-minded Lions (3 maximum for each team). GMT and GLT multiple district coordinators and other team members are appointed by council of governors, in consultation with the GMT and GLT area leaders and the council chairperson.
- **District:** Each district has both a GMT and a GLT. GMT-D is led by a district coordinator and the district governor team and includes two focused action teams: the Membership and Club Growth Team and the Club Success Team. The GLT-D is comprised of a district coordinator and the district governor team, with the second vice district governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. GMT and GLT district coordinators and other team members are appointed by the district governor, in consultation with area leaders, multiple district coordinators (where applicable) and first and second vice district governors.

Detailed information on both teams can be accessed on the Lions Clubs International Web site, [www.lionsclubs.org](http://www.lionsclubs.org).

## **District Governor Team Excellence Award**

In appreciation of the special efforts made by district governor teams, the association presents this award to members of governor teams who meet the requirements set by the International Board of Directors after completion of the term of office.

The district governor may submit the names of members of the district governor team who put forth exceptional effort to achieve excellence, and the names of zone and region chairpersons who have significantly contributed to achieving excellence. Awards will be sent to the district governor to recognize these Lions with the District Governor Team Excellence Award as well.

The application form for the District Governor Team Excellence Award is available in the District Resource Center on the LCI Web site. Completed applications must be submitted to the English Language Department by September 30.

# Organization of International Headquarters

International Headquarters is accessible to all clubs. The staff at headquarters is ready to assist Lions with their quest for information, supplies or answers to their questions. Clubs can visit the Lions Clubs International Web site, [www.lionsclubs.org](http://www.lionsclubs.org).

The web site is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

## Club Supplies and Distribution Division

E-Mail: [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org)

- Responsible for inventory, marketing and distribution of club supplies worldwide
- Responsible for association mail operation
- Manages worldwide licensing programs
- Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world

## Convention Division

E-Mail: [convention@lionsclubs.org](mailto:convention@lionsclubs.org)

Develops, manages and coordinates all logistics and major activities relating to the international convention, DGE Seminar, and International Board of Directors meetings.

## District and Club Administration Division

E-Mail: [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org)

- Assists in the administration of districts and clubs worldwide
- Provides language services in the association's official languages
- Issues District Governor Team Excellence Award, Club Excellence Award and Club Rebuilding Award
- Supports club development by providing clubs with the e-Clubhouse and Guiding Lions program

## **Extension and Membership Division**

**E-Mail:** [extension@lionsclubs.org](mailto:extension@lionsclubs.org)

Directs the plans, programs, and the internal and field operations to achieve membership growth through new clubs, new members and retention initiatives.

## **Finance Division**

**E-Mail:** [finance@lionsclubs.org](mailto:finance@lionsclubs.org)

- Manages the association's resources, i.e., people and money
- Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments

## **Information Technology Division**

**E-Mail:** [it@lionsclubs.org](mailto:it@lionsclubs.org)

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, data entry, unit record equipment and the preparation of financial, statistical, inventory and membership reports.

## **Leadership Division**

**E-Mail:** [leadership@lionsclubs.org](mailto:leadership@lionsclubs.org)

- Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels
- Provides online learning opportunities and curriculum tools and resources for local use.

Leadership Resource Center: <http://www.lionsclubs.org/EN/member-center/leadership-development/index.php>

## **Legal Division**

**E-Mail:** [legal@lionsclubs.org](mailto:legal@lionsclubs.org)

- Responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation
- Provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints

## **Lions Clubs International Foundation**

**E-Mail:** [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)

- Responsible for administration of the foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors
- Manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs
- Processes donations and provides recognition.

## **Public Relations and Communications Division**

**E-Mail:** [pr@lionsclubs.org](mailto:pr@lionsclubs.org)

- Coordinates and integrates communication programs encompassing public relations, internal and external communications, and LION Magazine
- Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials
- Responsible for overall production and manufacturing phases of English and Spanish editions of *LION* Magazine and all published literature emanating from the association

## **Service Activities Division**

**E-Mail:** [programs@lionsclubs.org](mailto:programs@lionsclubs.org)

- Responsible for researching, planning and developing activity-related programs
- Implements board directives related to activity programs



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***We Serve***

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**The International Association of Lions Clubs**

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