

Chapter 4

DISTRICT COMMITTEES

District committees assist district officers in accomplishing district goals.

Lions Clubs International officially recognizes 17 committees. Appoint the most qualified individuals as district committee chairpersons. You may appoint other chairpersons for special district projects. The official committees include:

District Convention
District Cultural and Community Activities
District Diabetes Awareness and Action
District Environment
District Hearing Preservation, Awareness and Action
District Honorary
District Information Technology
District International Relations
District Leo Club *
District Lions ALERT
District Lions Quest *
District Lions Services for Children
District Peace Poster Contest
District Public Relations and Lions Information
District Sight Preservation, Awareness and Action
District Youth (Lions Opportunities for Youth)
District Youth Camp and Exchange

Chairpersons of committees with an asterisk mark (*) serve for three years subject to annual confirmation. Do not appoint these chairpersons unless there is a vacancy.

The LCIF District Coordinator serves a three year term appointed by the LCIF Multiple District Coordinator in consultation with the district governor. The District Coordinator is not an official committee position, but should be invited to attend cabinet meetings.

Committee Chairperson Selection

Appoint your committee chairpersons carefully. Committee chairpersons should possess:

- Respect in the district
- Knowledge of the clubs in the district
- Interest and knowledge about the position being offered
- Strong personal drive with proven abilities to get things done
- Ability to work well with others
- Ability to communicate

Information for most district committee chairpersons is available on the association's Web site.

Convention Chairperson

International convention, multiple district and district conventions require coordination and promotion through the district.

Chairperson Duties

- Educate and motivate club members to participate in conventions at all levels of Lionism
- Urge clubs to appoint an active club convention chairperson
- Communicate with clubs using all available sources such as district governor's newsletter, visitations to clubs, zone and district meetings, special mailings, the Lion Magazine, and LCI Web site
- Inform clubs of the arrangements, programs and costs of each Lions convention
- Manage and coordinate district conventions and conferences
- Manage and coordinate delegation events at the international convention

Cultural and Community Activities Chairperson

The district cultural and community activities chairperson encourages clubs in the district to develop Lions Crew at Work and Lions Cultural and Community Activities projects.

Introduced in 2008, the Lions Crew at Work Program encourages clubs to undertake projects that physically enhance local facilities such as a food pantry, shelter for the homeless, shelter for domestic abuse victims, a community center, a playground, or a recreational camp for disabled children.

Introduced in 2000, Lions Cultural and Community Activities encourage clubs to undertake cultural projects that foster local customs such as concerts, theater productions, art exhibits, and handcrafts.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate projects for your district.
- Visit clubs. Explain the importance of community projects that demonstrate the "We Serve" motto. Encourage clubs to appoint a cultural and community activities chairperson.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

Diabetes Awareness And Action Chairperson

In March 1984, the Diabetes Awareness Program became a major commitment of the association. The program name was expanded to: Diabetes Awareness and Action. The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research. Diabetic retinopathy is a leading cause of new cases of adult blindness. There is an emerging global epidemic of diabetes that can be traced back to rapid increases in overweight, obesity and physical inactivity. Diabetes is a “silent killer;” every 10 seconds a person dies of a diabetes-related cause. More than 285 million people worldwide live with diabetes.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association’s Web site
- Consider the opportunities to utilize LCIF Core 4 grant funding for a qualifying district diabetes project
- Encourage organization of club-level or a district-level *Strides: Lions Walk for Diabetes Awareness* to help educate the public about diabetes and receive the Strides banner patch award
- Participating in the Lions Eye Health Program (LEHP)
- Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy
- Visit clubs. Encourage them to appoint a club diabetes awareness chairperson.
- Promote club awareness of the opportunity to earn the annual “New Horizons: In Diabetes Education” award
- Partner with local diabetes associations and health care professionals
- Take the lead in planning and facilitating diabetes awareness presentations for forums, zone meetings, district and multiple district conventions
- Stress to clubs the importance of helping educate the public about diabetic retinopathy and action steps needed to reduce the new cases of blindness caused by diabetic retinopathy
- Encourage clubs to carry out joint diabetes screening projects with other health care organizations, as well as combining a test for diabetic retinopathy with glaucoma testing whenever such activity is undertaken
- Encourage clubs to participate in the following diabetes-related events: Diabetes Awareness Month (November), World Diabetes Day (November 14) and World Sight Day (second Thursday in October)
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

Environment Chairperson

The district environment chairperson encourages clubs in the district to implement Lions Green Team projects such as: community clean-up, tree planting, recycling, and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate Lions Green Team projects for the district.
- Meet with Lion leaders to develop a coordinated Lions Green Team plan for the year.
- Encourage clubs to participate in the annual Lions Environmental Photo Contest. Ensure that the selected district photo is submitted to the council chairperson by January 15.
- Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources, and solicit feedback and suggestions.
- Encourage clubs to appoint an environment chairperson.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

Hearing Preservation, Awareness and Action Chairperson

Hearing Conservation and Work with the Deaf became a major Lions activity in 1971. The program name was updated to: Hearing Preservation, Awareness and Action thereby broadening the Lion's base of service.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's Web site
- Consult and coordinate with the Multiple District Hearing Chairperson to maximize the outreach of the district's and multiple district's action plan for the program
- Utilize current resources and information gathered from official associations for people who are deaf or hard of hearing
- Implement a district plan of action for a public education and awareness program to understand the needs of persons with hearing and/or speech impairments with the goal of improving their quality of life
- Encourage support of schools, rehabilitation centers, hearing ear dogs and support services for persons who are deaf or hard of hearing
- Encourage support of recreational camps for the deaf and hard of hearing persons
- Participate in the Lions Hearing Aid Recycling Program (HARP)
- Cooperate with schools, professional organizations and agencies in organizing and conducting hearing screenings for children and adults
- Consult with people in the community who are deaf or hard of hearing and convey information concerning their needs to clubs in the district
- Visit clubs and suggest appropriate activities such as:
 - Organizing group screenings to detect hearing loss
 - Supporting research on ear diseases
 - Encouraging the collection of used hearing aids

- Supporting Lions Hearing Aid Recycling
- Providing volunteer assistance or financial support to a hearing ear dog school
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

Honorary Chairperson

The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the district. This committee meets when and as called upon by the district governor. It acts under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee attends meetings of the cabinet when requested by the district governor.

Chairperson Duties

- Promote harmony through the district
- Perform duties as requested by the district governor
- Meet when called upon by the district governor to do so
- Take problems assigned by the governor and recommend solutions after careful study

Information Technology Chairperson

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each district is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

Chairperson Duties

- Create and maintain the district's home page
- Establish communication system through e-mail between members and other clubs
- Assist clubs in submitting the Monthly Membership Report, Lions Club Activity Report, Club Officers Reporting Form (PU101), and others through the association's WMMR Web site. **NOTE:** The WMMR_Web site does not apply to those multiple districts that are presently using their own database.
- Show clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the Internet
- Develop the district's record-keeping system on the computer
- Work on other innovative projects
- Monitor club web sites and publications for use of official logos only
- Remind clubs with Web sites that only members should have access to member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse web site.

- Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

International Relations Chairperson

The International Relations Chairperson's role is to encourage clubs to participate in activities in support of the third Purpose of Lions Clubs International: "to create and foster a spirit of understanding among the peoples of the world.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate projects for the district.
- Facilitate participation in:
 - International club twinnings
 - Lions Day with the United Nations
 - International Relations Month (October)
- Meet with Lion leaders to develop a coordinated plan for the year. Work with LCIF and the youth and camp exchange chairpersons, whenever requested.
- Visit clubs. Explain the importance of international programs.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

Leo Club Chairperson

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities. Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs. Appointed at the district and multiple district level, Leo club chairpersons serve a three-year term during which they encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service, and grow the Leo Club Program.

Chairperson Duties

- Provide encouragement, coaching and motivational aids for all Lions who are actively involved in Leo club extension and development activities.
- Become familiar with the fundamental principles and procedures for sponsoring a Leo club. Review the Leo Club Chairperson section on the association's Web site.
- Promote and publicize the Leo Club Program within the district. Encourage Lions clubs to sponsor Leo clubs.
- Become familiar with Leo program resources and materials available from International Headquarters. Provide current information to Lions clubs that request it.
- Contact advisors of new Leo clubs to offer encouragement. Maintain communication with advisors of existing clubs.

- Conduct two leadership development seminars at the beginning of the fiscal year – one for Leo advisors, the other for Leo club officers.
- Serve as non-voting member of the Leo district council (if one has been established).
- Serve as the official liaison between the Lions district cabinet and the Leo district council.
- Keep the district governor and international office informed of the progress of the Leo Club Program in the district, and report to the Lions district cabinet all resolutions of the annual Leo district conference.
- Encourage graduating Leos to consider joining a Lions club; work closely with Leos and Leo club advisors in the district to ensure that graduating Leos are aware of the many incentives and options available to former Leos who become Lions.
- Meet regularly with the multiple district Leo club chairperson, if one exists.

Lions ALERT Chairperson

The Lions ALERT Program encourages Lions clubs, districts, and multiple districts to cooperate with local authorities to develop a plan of action in the event of a natural, man-made, or healthcare emergency.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Consider joint projects with the local chapter of the International Federation of Red Cross and Red Crescent Societies (IFRC).
- Become familiar with the Lion-2-Lion: Resource Assistance Database, an online location for the exchange of volunteer services and materials for emergency and non-emergency Lions projects.
- Visit clubs. Encourage clubs to develop a Lions ALERT plan and receive the Lions ALERT banner patch award. Offer to provide assistance.
- Keep the district governor and the international office informed of district activities. Provide a summary report to successor.

Lions Quest Chairperson

Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

Chairperson Duties

- Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest Web site **www.lions-quest.org**, and the Lions Quest program informational CD and DVD

- Speak at Lions Club meetings, district cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to lions clubs that request it.
- Network with educational institutions and other organizations involved in education in the district
- Learn about the scope of Lions Quest activity currently occurring in the district/multiple district including the clubs that have sponsored the program in recent years and schools that utilize the program
- Encourage clubs in the district to promote the program to school officials in their communities
- Encourage clubs in the district to sponsor Lions Quest training or material purchases for local schools
- Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program
- Generate publicity about Lions Quest activity in the district
- Keep the district governor and the LCIF Lions Quest Department informed of the progress of Lions Quest activity in the district
- Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate

Lions Services for Children Chairperson

Adopted in 2003, the mission of the Lions Services for Children Program is to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and internationally. The district Lions Services for Children chairperson assists clubs to provide aid to children.

Chairperson Duties

- Become familiar with the Information for Chairpersons page on the association's Web site
- Become familiar with the Lions Services for Children Symposium Program and the procedure to apply for children's symposium expense assistance from Lions Clubs International
- Become familiar with the Lions Children First Program, which offers support and resources for hands-on service projects for children in need. Promote this program to the clubs.
- Learn the nature and scope of the health and education needs of children within the district. Consider participating in the Lions Services for Children Symposium Program, which can help the district develop an understanding and a plan of action.
- Network with educators, government agencies, health care organizations and other individuals involved with serving children in need
- Encourage clubs to conduct community assessments to identify children's health and education needs and partner with professional organizations and agencies to develop programs

- Encourage clubs to invite health and education specialists and community leaders as Lions meeting speakers
- Encourage clubs to involve community leaders in projects for children.
- Work with the District Public Relations, Sight, Hearing, and Diabetes Chairpersons to generate publicity about Lions' services for children projects. Along with your fellow district chairpersons, encourage clubs to participate in service projects during global service action campaigns, such as "Sharing the Vision" (October) and "Relieving the Hunger" (December/January)
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

Peace Poster Contest Chairperson

The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the district for this annual contest that challenges young people to think about peace and express what it means to them.

Chairperson Duties

- Become familiar with the rules for participation in the Peace Poster Contest
- Prepare a presentation about the contest for clubs in the district to encourage them to participate
- Serve as a resource person for clubs that have questions about the contest
- Promote participation in the contest at district conventions
- Work with the district governor to conduct the district judging
- Follow up with the council chairperson to make sure the district's entry was received in time
- Work with participating club chairpersons to properly publicize their winning entry on the local level
- Serve as a liaison between the district and headquarters for different aspects of the contest

Public Relations and Lions Information Chairperson

This chairperson is responsible for providing guidance and support to club public relations chairpersons, publicizing district activities to the community and informing Lions of district activities. It is suggested that a past district governor serve in this position.

Chairperson Duties

- As the district's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons
- Handle the public relations for the district, including news releases to all media, and edit or assist in the preparation of the district bulletin
- Motivate clubs to promote continuous public relations programs in each community
- Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication

- Encourage representation at district and international conventions
- Assist club public relations chairpersons with presenting relevant information about association programs
- Provide advance notice to clubs of the governor's visit with biographical information and photographs
- Arrange publicity for visits of international officers, directors and other dignitaries within the district
- Store and account for district-owned property such as publications, audio/visual materials, etc.
- Inform club public relations chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities
- Encourage the use of web sites and social media by clubs.

Sight Preservation, Awareness and Action Chairperson

The mission of the program is to provide programs and assistance to aid people who are blind and visually impaired, work towards reversible blindness and eliminate preventable blindness.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's Web site and LCI's sight partnerships with professional organizations
- Collaborate with local health care and blindness professionals to help develop and implement training and educational programs for presentation at club meetings. Utilize expertise and advice of people who are blind or visually impaired
- Encourage work with the blind, such as support for and participation in:
 - Mobility training
 - Rehabilitation programs
 - Education
 - Social and recreational services
 - Lions recreational camps for the blind and visually impaired
- Conduct public awareness campaigns, which can involve community organizations, local businesses and schools
- Consider the opportunities to utilize LCIF Core 4 grant funding for a qualifying district diabetes project
- Stimulate club and district activities in preservation of eyesight including:
 - Vision, glaucoma, cataract and diabetic eye disease screenings. Help to organize a community screening event and provide assistance to local health care professionals and/or organizations, as needed, on the screening day
 - Participation in the Lions Eye Health Program (LEHP)
 - Collection and distribution of used eyeglasses for the Lions Eyeglass Recycling Program
 - Support Lions Eye Banks

- Public awareness campaigns for eye health and safety
- Encourage clubs to partner with professional organizations and agencies in developing programs to aid blind and visually impaired persons
- Encourage club and district participation in annual Lions sight events, such as Lions Sharing the Vision (October), Lions World Sight Day, International White Cane Day, Lions Eye Bank Week, Sight Night, Helen Keller Day and World Diabetes Day
- Promote club awareness of the opportunity to earn the annual “Club Excellence in Effort” award
- Develop district goals and report your plans and accomplishments to the district cabinet
- Promote awareness and support of the LCIF SightFirst program

Youth Chairperson (Lions Opportunities for Youth)

This chairperson is responsible for overseeing the Lions Opportunities for Youth Committee that coordinates all youth-related activities in the district. Members of the committee include: Leo Club, Youth Camp and Exchange, and Peace Poster Contest chairpersons. The committee may also include chairpersons of other youth activities sponsored at the district level. It is suggested that the vice district governor and, if applicable, the Leo district president, serve on the Lions Opportunities for Youth Committee.

Chairperson Duties

- Become familiar with the various youth programs in your district: Leo clubs, youth camp and exchange, Peace Poster Contest, Scouts, Special Olympics, scholarships, etc. For additional information, visit the Lions Web site at www.lionsclubs.org. The Lions Opportunities for Youth section may be accessed by clicking on “Member Center,” then “Planning Projects,” and then “Youth.”
- Provide a forum for youth activities chairpersons to exchange ideas and coordinate activities.
- Encourage Lions clubs in the district to support youth activities.
- Provide guidance to the club and district-level Lions Opportunities for Youth committees.
- Promote youth awards available from Lions Clubs International, including the Leo of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo District/Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Award.

Youth Camp and Exchange (YCE) Chairperson

The Lions International Youth Camp and Exchange Program is conducted by Lions who have an interest in promoting international relations and sponsoring a youth activity.

Chairperson Duties

- Review past district youth camp and exchange activities. Formulate and implement a plan to accomplish camp and exchange goals.
- Become familiar with the Youth Camp and Exchange Program policies outlined in the LCI Board Policy manual and ensure that all YCE activities in the district are conducted in compliance with these policies.
- Become familiar with the Chairpersons' and Camp Leaders' section on the association's Web site.
- Encourage clubs in the district to participate in youth camp and exchange.
- Consider district sponsorship of a Lions International youth camp.
- Establish exchange programs with Lions districts in other countries.
- Screen host families and youth applicants.
- Help organize camp accommodations and activities with camp leaders.
- Help provide cultural and program orientation to sponsored participants and host families.
- Ascertain that all youth traveling abroad have the necessary travel documents and are adequately insured.
- Keep the district governor and the international office informed of district camp and exchange activity.