


District 413 Zambia

Handbook of Cabinet Officers Responsibilities



Compiled by
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District 413 Governor
2018-2019



Preface

The information in this handbook has been extracted and compiled from a number of sources from the Lions website, and other LCI, LCIF documents and sources.

This handbook attempts to bring this information together so that the individual Lions that have been appointed and volunteered for the various positions will have a better understanding of what they are or will be responsible for during their tenure of office.

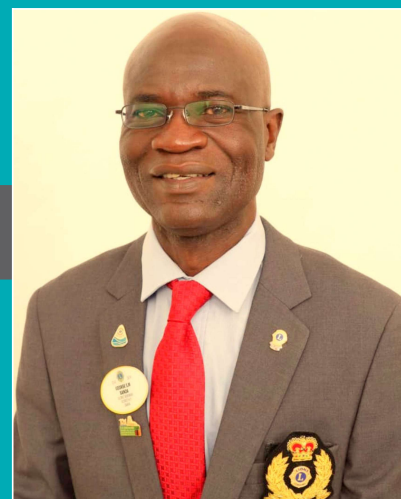
The information provided was collected from the following Lions Publications, and in a number of cases, some have been defined by the author where there was no prepared job description available. It should also be noted that this is not a definitive text and should therefore be considered as a guide which can be modified and updated, as and when need may arise by the future administrators.

- LCI Standard District Constitution and Bylaws Revised 2018 - 2019

- LCI District Governor Team Manual 2017-2018

- LCI/LCIF Web Sites

It is hoped that this document will be useful to all involved and will become a standard tool to help all those who will serve as District officers to do a better job in helping our local communities.



*Lion Dr. George SM Banda
District 413 Governor – 2018-2019*

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Lions Clubs International

PURPOSES

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

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

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

TO PROMOTE the principles of good government and good citizenship.

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

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

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

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

VISION STATEMENT

TO BE the global leader in community and humanitarian service.

MISSION STATEMENT

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

District Administration

1. District Governor

Under the general supervision of the International Board of Directors, he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

- Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
- Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
- Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
- Collaborate with the multiple district's Global Action Team.
- Promote the Lions Clubs International Foundation and all service activities of the association.
- Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- Ensure that each Lions club in the district be visited by district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
- Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

2. First Vice District Governor

The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- Further the purposes of this association.
- Perform such administrative duties assigned by the district governor.
- Perform such other functions and acts required by the International Board of Directors.
- Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
- Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- Conduct club visitation as the representative of the district governor when requested by the district governor.
- Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
- At the request of the district governor, supervise other district committees.
- Participate in the planning of the next year including the district budget.
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
- Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice district

governor to develop a plan for membership growth, leadership development, operational improvement and the fulfilment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.

3. Second Vice District Governor

The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- Further the purposes of this association.
- Perform such administrative duties assigned by the district governor.
- Perform such other functions and acts required by the International Board of Directors.
- Participate in the cabinet meetings, and conduct meetings in the absence of the district governor and first vice district governor, and participate in council meetings as appropriate.
- Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- At the request of the district governor, supervise other district committees.
- Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

4. Cabinet Secretary

The Cabinet Secretary is part of the District Leadership Team. As secretary, he/she is a representative of the District Governor. Responding properly and promptly to all correspondence is vital to the success of your District and District Governor team. Official actions of the cabinet secretary are under the supervision of the District Governor.

The specific duties are to:

- Keep an accurate and complete record of the proceedings of all meetings of the District Governor's cabinet.
- Forward copies of minutes promptly after each meeting to all members of the cabinet and to Lions Clubs International.
- Submit all the books and accounts for audit whenever required by the cabinet.
- Place in the hands of the successor all records that pertain to the office of Cabinet Secretary, immediately following the end of the fiscal year.
- Perform such other duties as ordinarily pertain to the office of secretary, and as are delegated from time to time by the District Governor and the Cabinet.

Cabinet Meetings

At least four annual meetings of the District Governor's Cabinet are to be held during the Lions year, the first

of which is within 30 days after the International Convention. As soon as possible, the Cabinet Secretary will ask the District Governor for dates of cabinet meetings. For confirmation of attendance and accommodation requirements, notices will be mailed (e-mail or if necessary, postal) to cabinet officers two to three weeks prior to the date of the next meeting. An agenda with the date, time and place of the meeting and request for any written report from cabinet officers will be included with this notice. The Secretary is expected to help the District Governor in preparation and printing of these agendas and notices.

Minutes

During the cabinet meetings, the Secretary will take minutes and collect and distribute certain reports, as well as answer queries from cabinet members. The Secretary will prepare the minutes as soon as possible following each meeting. The minutes will be sent promptly to all the members of the Cabinet and to Lions Clubs International.

Reports

When cabinet members are asked to provide a written report at the cabinet meetings, the Cabinet Secretary may ask for sufficient copies for distribution to all members. Oral reports will be concise, factual and to the point. All general business items to be added to the agenda should be given to the Cabinet Secretary in writing prior to the start of the meeting or, preferably, e-mailed prior to the preparation of the agenda.

Working with the District Governor

Constant communication with the District Governor is very important. Much follow-up action will be required of the Cabinet Secretary after helping the District Governor set up the official visitation schedule. The District Public Relations Chairperson can assist with publicizing visits. Club presidents usually appreciate being given a short biography of the District Governor so that club members and the community can learn something of the District Governor prior to the visitation.

Traveling with the District Governor

Sometimes a District Governor will ask the Cabinet Secretary to make travel arrangements. If the Cabinet Secretary actually accompanies the District Governor on an official visit, it will be for a definite purpose.

Constitution and By-Laws

The Cabinet Secretary may need to refer frequently to the following publications, which can be found on the association's Web site (www.lionsclubs.org):

- International Constitution and By-Laws (LA-1)
- Standard Form Lions Club Constitution and By-Laws (LA-2)
- Standard Form District Constitution and By-Laws (LA-4)
- Standard Form Multiple District Constitution and By-Laws (LA-5)

Where the District has not adopted its own constitution and by-laws, or the topic is not addressed, the Standard Form District Constitution and By-Laws will prevail.

Correspondence

The Cabinet Secretary is responsible for handling cabinet correspondence properly and promptly. It is essential that all correspondence, including e-mails and faxes, be opened and read as soon as possible. If any of the correspondence is intended for another cabinet member, it will be forwarded immediately (scanned and e-mailed, if appropriate)

Forms and Filing

The District Governor may wish to have a file on each club, with a hard copy of past Monthly Membership

Reports, Officers' Reports and other data. The District Governor will probably continue to file current Monthly Membership Reports in those files and keep separate files on the District Governor's own correspondence and cabinet portfolios. Certain forms or reports are handled exclusively by the District Governor.

Filing System

Establishing a well-organized filing system is one of the most important responsibilities of the Cabinet Secretary. For example, folders will be maintained for each of the following records:

- General information.
- General correspondence.
- Cabinet meetings (including minutes).
- Charter nights/official visits.
- Monthly Membership Reports.
- Annual Club Activities Reports.
- Bulletins/newsletters.
- Governor's correspondence copies.
- Conventions/conferences.
- Region chairperson's reports/letters (if position is used)
- Zone chairpersons' reports/letters.
- Other cabinet members' reports/letters.

Forms

With the advent of MyLCI and recently MYLION, Very few forms will be used by the Cabinet Secretary; however, the Cabinet Secretary will retain a few of the basic club forms to help clubs in urgent need. The Cabinet Secretary will compile information for the District Directory based on the District Governor's copies of the PU-101 form. Other documents may be initiated by the cabinet secretary as deemed necessary. These documents might include:

- Calendar of events for Governor's visits and appointments.
- Tracking form of Monthly Membership Reports and the Annual Activities Report.
- An organization chart for the District Cabinet.
- A list of cabinet members' visitations.
- A biography of the District Governor, First Vice District Governor and Second Vice District Governor.
- A current directory of all members of the Cabinet with spouses' names, addresses, phone numbers, fax numbers, and E-mail addresses.
- A list of dates for all charter nights in the District.

Ordering Supplies

There will be a few instances when the Cabinet Secretary may have to order supplies for the Cabinet, either from International Headquarters or another Lions Clubs International supply office. All billings will be sent to the Cabinet Treasurer. Miscellaneous

- Communicate relevant software problems with the Information Technology Division at International (it@lionsclubs.org).
- Assist with resolution of club problems regarding database entry of member data.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Cabinet Secretary.
- Assist the District Treasurer in the transmission of some funds to LCI.

5. Cabinet Treasurer

The Cabinet Treasurer under the supervision of the District Governor is the Chief Financial Officer of the District and is responsible for all financial matters. Principal responsibilities include: receiving all monies and paying District obligations, maintaining financial records, preparing financial statements and submitting

financial reports and tax returns.

Duties/Objectives include:

- Further the Ethics and Objects of Lions Clubs International.
- Deposit funds in bank(s) as are designated by the Cabinet.
- Disburse funds only on authorization of the District Governor, a Vice District Governor, or the Cabinet.
- Assist the District Governor in preparing the District's budget for the upcoming year.
- Present the District budget at the first Cabinet meeting of fiscal year.
- Submit periodic financial reports to Cabinet, including a semi-annual financial report and any special reports requested by the Cabinet or the District Governor's Advisory Committee.
- Sit on the District convention and fundraising Committees as an ex officio
- Keep records and sight of all District accounts held by the different committees.
- Prepare and file accurate and timely tax returns, and returns to the registrar of societies for the District where necessary.
- Deliver to the designated auditor, at the close of the fiscal year, all of the books of account, checkbook, canceled checks, monthly bank statements, financial statements and reports, minutes for the year and a copy of the budget for review.
- Deliver to successor all monies and financial records that pertain to the office of Cabinet Treasurer immediately following the end of the office term.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Cabinet Treasurer.

6. Regional Chairperson

(if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. His/her specific responsibilities should be to:

- Further the Purposes of this association.
- Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator, as appropriate.
- Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
- Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- Promote the Club Quality Initiative to the clubs within the region.
- In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, district or multiple district.
- Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

7. Zone Chairperson

The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- Further the Purposes of this association.
- Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- Endeavor to include the GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- Promote the Club Quality Initiative to the clubs within the zone.
- In coordination with the GMT district coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).
- Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

8. District Governor's Advisory Committee

This committee serves in an advisory and administrative capacity to the District Governor and the Cabinet. It is composed of:

- A Zone Chairperson who serves as the committee chairperson.
- Presidents and Secretaries of clubs within the zone.

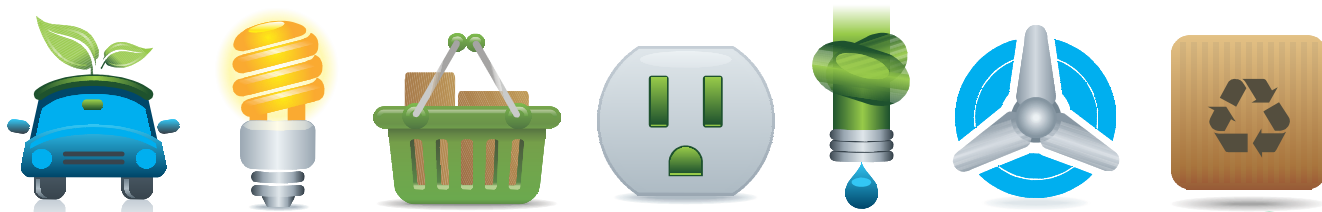
The duties of the District Governor's Advisory Committee are to:

- Assist the Zone Chairperson in making sure every club in the zone is operating efficiently and abides by the constitution and by-laws.
- Promote attendance from the clubs in the zone at the annual District, Multiple District Conferences and International Conventions.
- Assist the Zone Chairperson in promoting attendance during charter nights in the zone.
- Discuss ways of assisting clubs experiencing problems with club administration, membership development or finances, as well as status quo clubs.
- Cooperate with the Zone Chairperson in promoting various functions for the clubs in the zone, such as inter-club meetings, special functions observing District Governor month, installation of club officers, induction of new members, and ceremonies honoring Key members and participating in sport tournaments,

banquets and celebrations.

Advisory Committee meetings present an opportunity for the Zone Chairperson to promote and encourage unity among clubs. Clubs can also exchange ideas about club operations during Advisory Committee meetings. At least four meetings of the District Governor's Advisory Committee should be held during the year.

- The first is held within ninety days after the International Convention. The general condition of all clubs within the zone and the International Program can be discussed. Leadership development must be planned.
- The second meeting is held in November. General plans are formulated to promote the general welfare of the clubs and the association throughout the zone.
- The third meeting is held in February or March. The condition of the clubs within the zone is reviewed, and progress of the plans for the general welfare of the clubs is discussed.
- The fourth meeting is held approximately thirty days prior to the District Convention. It can be an occasion to honor present or Past District Officers. Suggestions can be offered as to how clubs can have at least their full quotas of delegates at the annual District Convention and International Conventions.



GREEN TEAM - DISTRICT 413 ZAMBIA

TIPS TO REDUCE, REUSE, RECYCLE!

Transportation

- Take public transportation, car pool, use bicycles, or walk.
- When driving, accelerate gradually; use cruise control. Keep tires properly inflated.

Computers and Electronics

- Turn off computers, TVs, radios, etc. when not in use.
- Plug all electrical cords into a power strip and turn the strip off when not in use.
- Recycle computer disks, cell phones and other "technotrash."
- Use rechargeable batteries.

Lights

- Use ONLY Compact Fluorescent Light (CFL) bulbs. (They use 75% less energy and last 10 times longer!)
- Always turn off lights.
- Utilize natural light whenever possible.

Paper and Other Disposables

- Use old newspapers as wrapping paper.
- Use canvas or other reusable bags when shopping.
- Buy items in bulk to reduce packaging waste.
- Bring a coffee mug to work instead of using paper or plastic.
- Instead of disposables, use silverware and plates that can be washed.
- Compost food scraps and yard waste, keeping them out of landfills.
- Use cloths instead of paper towels, paper napkins, etc.

Appliances & Home Energy

- When purchasing new appliances, look for energy efficient models.
- Set home and office refrigerator temperatures between 36 and 42 degrees Fahrenheit (2.2-5.5 degree celsius).
- Clean furnace filters and refrigerator coils once a month to increase efficiency.
- Use a programmable thermostat for heating/air conditioning.
- Use the microwave, toaster oven or other small appliances instead of the oven or range.

Water

- Take short showers.
- Fix leaky faucets. Invest in low flush toilets, showerheads and faucets.
- Turn the water off when brushing teeth or shaving.
- Wash only full loads of laundry using warm or cold water.
- Use white vinegar instead of fabric softener in laundry.
- Use a half white vinegar & half water mixture to clean glass.
- Water lawns and gardens at the coolest time of the day.



Lions Clubs International

District Cabinet Chairpersons

1. District Legal (Constitution and By Laws)

Chairperson duties include:

- The District Chairperson should be available to the Clubs, Cabinet and District Governor to answer any questions and advise about the intent of the written constitution.
- The chairperson should also be available to work with this group on any proposed amendments. A Constitutional amendment may be proposed by a Lions Club in good standing, to be sent to the Council of Governors and the DCC Legal (Constitution and By-laws Committee). The proposed amendment must be submitted to the Committee 120 days before the opening of the District Convention. The final proposal must be mailed, by the DCC Legal to all Lions Clubs in SD – 413, sixty days before the opening of the District Annual Convention.
- The District Chairperson should be available to work with the clubs in the District to encourage each to have an updated Club Constitution and By-laws.
- The District Chairperson shall be the district's legal advisor, will help interpret both the LCI and District constitutions and advise on all legal matters pertaining to the district.
- Will help conduct elections at the district's annual convention.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

2. District Cultural, Community and Environmental Activities

The District Cultural and Community Activities Chairperson encourages clubs in the District to get involved and interested in national cultural activities and projects.

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. Lions can participate in the annual Lions Performance Festival that occurs during the Lions International Convention.

Chairperson duties include:

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate projects for the 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 District Governor and the International Office informed of District activities. Provide a summary report to successor.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

3. Environmental Chairperson(s)

The District Environment Chairperson encourages clubs in the District to implement Lions Green Team projects such as: cleaning the environment, planting trees, recycling and environmental education. The chairperson(s) is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.

Chairperson duties include:

- 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. Encourage clubs to appoint an environment chairperson. Discuss the urgency of protecting our natural resources, and solicit feedback and suggestions.
- Keep the District Governor and the International Office informed of District activities. Provide a summary report to successor.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

4. Diabetes Awareness Chairperson

In March 1984, the Diabetes Awareness Program became a major commitment of the association.

At the 2017 Centennial convention in Chicago, diabetes was re-launched as one of the key focus frame works for lions amongst the other needs such as hunger, environment pediatric cancer, diabetes was chosen because it is a growing epidemic across all cultures age groups and ethnicity.

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 obesity and physical inactivity. Diabetes is a “silent killer.” Every 10 seconds a person dies of a diabetes-related cause. More than 422 million people worldwide live with diabetes.

Chairperson duties include:

- Become familiar with the Information for Chairpersons section on the association's Web site.
- 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.
- 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.
- Lead in planning and facilitating diabetes awareness presentations for forums, Zone meetings, District and Multiple District Conferences.
- 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 District Governor and the International Office informed of District activities. Provide a summary report to successor.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

5. District Publications and Newsletter

District publications will set up a committee, will appoint begin to publish a District 413 Newsletter on a monthly basis. The committee will appoint a Senior Editor and an Associate Editor. The newsletter will be one of the main methods of communication for the members of the District.

The Senior Editor of the District Newsletter will have the overall responsibility for the quality of the Newsletter. Specific duties will include:

- Encourage all Lions Clubs to submit articles about their upcoming activities.
- Encourage the Lions Clubs within the District to advertise in the Newsletter.
- Send out invoices for advertising when necessary.
- Receive money for advertising as and when necessary
- Keep a record of all money received.
- Forward money received to the District Treasurer.
- Ensure that all paid advertisements are placed in the Newsletter.
- Rotate the putting together of the newsletter with the Associate Newsletter Editor so that each puts together six newsletters per year.
- Establish appropriate deadlines for receiving articles and advertisements so that the Newsletter is published on or about the first of each month.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Senior Editor.

Associate Editor: to collaborates in the production of all editorial content for the District's monthly newsletter. With the Senior Editor/Sales, help manage the monthly operations of the newsletter.

Specific Duties include:

- Along with Senior Editor set deadlines for newsletter article submissions.
- Review all submissions for content and correct spelling, punctuation, and glaring grammatical errors.
- Organize submissions by section, determines design and article layouts, makes a draft layout of the newsletter and proofreads copy, making all corrections.
- Submit to Senior Editor a draft of newsletter for comment prior to publication.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming associate editor.

6. District Visitation

Chairperson Duties include:

- Oversee the complete Visitation Program for the District Governor in liaison with the Cabinet secretary.
- Develop a roster of all Club Visitations taking note of all club contacts, with address, telephone numbers and e-mail addresses.
- Plan with the District Governor the Visitation plan.
- Distribute the District Governor's visitation itinerary to clubs together with a possible agenda.
- Be prepared to give a report at one of the District Meetings if the Governor requests such a meeting.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

7. District Lions Services for Children / Hunger

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 committee 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.
- Learn the nature and scope of the health and education needs of children within the district.
- 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 Chair, Sight Chair, Hearing Chair and Diabetes Awareness Chair to generate publicity about Lions' services for children projects.
- Keep the governor and the international office informed of district activities.

Provide a summary report to your successor.

- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

8. District Convention

District 413 like any other district, holds an annual Convention each year. The host club to help host the event is selected at the convention following an application which is presented to the convention.

A Convention convener/Chairperson is selected by the District Governor in consultation with the COG.

Chairperson duties include:

- Acts as overall coordinator of the Convention.
- Coordinates all the Chairpersons activities for the Convention.
- Maintains schedule(s) to keep everyone on track for accomplishing their tasks.
- Negotiates Rates with Hotel for conference room and room prices.
- Ensures that all signage for conference has been proofed and displayed properly.
- Develops planned activities for spouses of Lion Attendees (i.e. trips to museum, boat cruise etc...).
- Remediates issues with hotel concerning conference activities in case of unscheduled changes.
- Communicates to the other Lions club concerning convention attendance.
- Ensures the chairpersons have everything they need to perform their duties.
- Works with committee on payments for convention related purchases.
- Provides updates on progression of activities to committee during update briefings.
- Follows-up with an after action report to District Governor and Host Club members on the final totals of attendance and lessons learned.

9. District Family and Women's Membership Development

The District Family and Women's Membership Development Chairperson Position is one of the key components of the association's initiative to bring more families and women into Lions clubs.

Chairperson duties include:

- Oversee the recruitment and participation of family and women throughout a three-year term.
- Take direction and guidance from the Multiple District Family and Women's Chairperson, District Governor and LCI.
- Establish goals for recruiting family and women and develop action plans to attain such goals.
- Conduct research to identify areas of possible family and women recruitment and new service projects.
- Offer educational seminars and provide instruction on recruiting family and women members and project development for members of the district.
- Communicate monthly, or more if needed, with the Multiple District Family and Women's Chairperson, District Membership Chairperson, District Governor and Vice District Governors.
- Develop articles on the recruitment of family and women for District publications and the LCI Family and Women's Membership - Development Chairperson Newsletter.
- Report progress to the District Cabinet and District Team and encourage them to become involved in family and women recruitment efforts.

- Provide encouragement, coaching and motivation for all Lions directly involved in recruitment and the development of new service projects.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

10. Hearing Conservation District and Speech Action and Work with the Deaf

Hearing Conservation and Work with the Deaf became a major Lions activity in 1997. The program name was recently updated to: Hearing Preservation, Awareness and Action thereby broadening the Lions base of service.

Chairperson duties include:

- Become familiar with the Information for Chairpersons section on the association's Web site.
 - 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 aids 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 screening 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 screening to detect hearing loss.
 - Supporting research on ear diseases.
 - Encouraging the collection of used hearing aids.
 - Supporting Lions Hearing Aid Recycling.
- Keep the District Governor and the International Office informed of District activities. Provide a summary report to successor.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

11. District Information Technology

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 include:

- 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.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

12. Lions Clubs International Forums

The function is responsible for keeping the membership updated on the International Convention, All Africa Forum and ISAAME.

Chairperson duties include:

- Educate and motivate club members to participate at all levels of Lionism.
- Communicate with clubs using all available sources such as District Governor's newsletter, visitation 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 delegation events at the International Forums.
- Inform international forum attendees of plans made by the District for special functions to be held during the convention.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

13. District International Relations/UN Days

The chairperson of this function is responsible for keeping the membership updated and supported on International Relations.

Chairperson duties include:

- Inform clubs that the third object of Lions Clubs International is: "To create and foster a spirit of understanding of the peoples of the world."
- Encourage clubs to TWIN with Lions Clubs in other countries.
- Advise Lions to make visitations to clubs in foreign countries while on vacation or business travel.
- Promote "Lions Day at the United Nations".
- Organize a local Lions UN Day with the UN local offices
- Collaborate with the District Peace Poster Chairperson to promote UN Day.
- Make clubs aware that there are recognition and incentive programs for International Relations:
- International Understanding and Cooperation Award (Outstanding Club Patch).
- Club Twinning Award.
- Award for Lions Top Ten Youth Exchange Chairpersons.
- Lions/UNICEF School-in-a-Box Banner Patch Award.
- LCIF Recognition.
- Work with the District Youth Exchange Chairperson concerning the Lions Clubs.
- International Youth Exchange and Youth Camp Programs.
- Provide information when requested on resources available to achieve international cooperation and understanding.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

14. Global Membership Team Coordinator

The Global Membership Team Coordinator contributes to the success of the District by working with the

District Governor and Clubs to achieve membership growth.

Chairperson duties include:

I. Goal Setting:

- Set district membership, extension and retention development goals and implement an action plan incorporating the goals and objectives of the district GMT. Communicate goals and plans to the GMT area leader on or before September 1 of each Lions year.
- Develop and promote a district membership, extension and retention plan that includes recognition for the district and individual Lions who make significant contributions to membership, extension and retention development program goals.
- Motivate club leaders to set goals and develop club programs that improve membership, extension and retention skills.
- Present a budget to the district cabinet in order to fund a membership, extension and retention development plan.

II. Communication:

- Communicate goals and implementation procedures to GMT MD Coordinator.
- Communicate with GMT/GLT members at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall impact of GMT/GLT efforts.
- Keep district updated on new membership, extension and retention development programs and resources.
- Publish membership, extension and retention development initiatives in the district newsletter, on the district website, and in other publications.
- Establish a monthly reporting system to foster open communication and monitor progress.
- Submit a quarterly report to the GMT area leader, on the status of membership, extension and retention development in the district.
- Advise the GMT area leader of membership, extension and retention development needs, to support the district and clubs.

III. Other:

- Assist GMT and GLT area leaders in planning and conducting workshops and seminars.
- Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International.
- Motivate district Lions members to develop and improve their membership, extension and retention skills.
- Advise the GMT area leader of any new and innovative training techniques that have been successful as a result of their membership, extension and retention development efforts. I have read the above responsibilities of a GMT district coordinator and agree to execute Serve as a resource on LCI membership initiatives.
- Keep record of the District's membership growth.

15. Global Leadership Team Coordinator

The Global Leadership Team Coordinator assumes an active role in the enhancement of the leadership skills of current, new and emerging Lions leaders in the District. The Global Leadership Team Coordinator position is ideally a three-year term.

Chairperson's duties include:

- Establish leadership goals and related action plans for the District.
- Identify potential leaders and motivate Lions to develop and improve leadership skills.
- Organize, promote and conduct leadership development seminars for Lions of the District including club officers training and Vice District Governors/District Governors-Elect training.
- Promote the development of leadership within clubs.

- Assist the District Governor team in establishing effective and centralized leadership operations within the District.
- Educate Lions about the various LCI leadership development opportunities.
- Encourage participation in LCI leadership development programs including Lions Leadership Institutes, Faculty Development Institutes and online Lions Learning Center courses.
- Work collaboratively with other members of the district leadership team to promote effective leadership development and membership growth.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

16. District Global Service Team Coordinator

One year; selected by district (per the district constitutional by-laws) as a member of the district cabinet. May serve multiple terms.

Position Overview

As the GST district coordinator you provide capacity building resources to region, zone, and club service chairpersons, empowering Lions to meet the priority needs of their communities and elevate the member experience through impactful service growth. You know where to find solutions and are able to overcome obstacles. You will serve as a conduit between clubs and multiple district coordinators to ensure the distinct needs of each district and club are being met.

Actions for Success

- Drives clubs to implement impactful service projects that are aligned with Centennial Service Challenge (CSC) campaigns and LCI Forward Service Framework.
- Promotes Centennial Community Legacy Projects to raise visibility of Lions service impact in local communities.
- LCI Service Framework and prioritizes diabetes as LCI's global cause.
- Collaborates with GLT and GMT district coordinators and the district Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Works with region, zone, and club service chairpersons to hold clubs accountable to their service goals, ensures regular reporting in MyLCI, and encourages utilization of LCI App to increase engagement in service projects
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- Promotes service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- Maximizes LCIF resource utilization and fundraising engagement through LCIF coordinators.
- Monitors LCIF Grants given to district.
- Gathers club and district feedback related to service challenges, opportunities, and successes; shares with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs. Measuring Success
- Collaborates with district GLT coordinator to plan at least one workshop that elevates Lion and Leo professionalism in service project planning and execution.
- Encourages clubs to plan and execute at least one diabetes related project.
- Ends FY 2017/2018 with increase in Centennial Community Legacy Projects over previous year.
- Increases service project implementation and reporting over previous year
- Works with LCIF district coordinator and region/zone chairpersons to identify at least one service initiative that can be strengthened by LCIF resource utilization.
- Raises LCI App utilization throughout district by having each club input and manage at least one of their service projects in the LCI App.
- Ends each fiscal year with an increase in Leo Club development and hands-on service collaboration between Lions and Leos. Recommended Qualifications
- Passionate about Lions, effectively promotes LCI Forward, and is invested in.

17. District LCIF Coordinator

The LCIF District Coordinator (LCIF DC) is appointed by the LCIF Multiple District Coordinator (MDC), in consultation with the District Governor, and will serve for a four-year term, although the duration of this term may vary in some parts of the Lions' world. LCIF DCs report directly to LCIF MDCs and are encouraged to work closely with local district leadership.

Because of the importance of this position to the future of the Foundation, it is subject to replacement if necessary. As this position is newly created, it is anticipated that job responsibilities will vary and/or expand as new aspects of the LCIF Development Plan are implemented. Flexibility will be the key to the successful implementation of this program.

As a respected Lion, you will serve as an ambassador for Lions Clubs International Foundation in your District. You have been chosen for this position because of your demonstrated leadership ability and commitment to the philanthropic and humanitarian- service ideals of LCIF. By serving in this position, you will help create a stronger LCIF, enabling the Foundation to advance its humanitarian work around the world.

Chairperson duties include:

- Oversee the implementation of the new LCIF Development Plan within your district.
- Educate Lions about the mission and success of LCIF and its importance to Lions Clubs International through LCIF presentations at District Conventions, District Cabinet Meetings, and Club Presentations.
- Promote LCIF whenever possible in District Newsletters, External Public Relations and press releases to local media outlets, and in working with the district PR Chairperson.
- Provide Grant Application Assistance (In Conjunction with District Governors), Educate Lions and clubs about LCIF grants and programs, Inform Lions of the LCIF grant opportunities at the local level, Assist the District Governor with grant applications to LCIF, as needed and help ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- Support all aspects of LCIF fundraising in your district, by encouraging all Lions to give to LCIF annually, encouraging all clubs to conduct one annual fundraising event to support LCIF programs, conducting appropriate club follow-up during LCIF annual appeal, assisting with execution and promotion of club and District-wide LCIF fundraising events whenever possible, promoting individual and club recognition programs as an incentive to donate to LCIF, and encouraging current Melvin Jones Fellows to consider becoming Progressive Melvin Jones Fellows.
- Identify Potential Donors by using reports provided by LCIF to help identify the highest-potential clubs that may continue to support LCIF and Lions with the capacity and interest to donate to LCIF through the Melvin Jones Fellowship program.
- Help identify local businesses with the potential to support LCIF.
- Assist Lions in Submitting Funds and LCIF Recognition Application.
- Work Closely with District Governors and Other Local Lion Leaders to provide assistance regarding LCIF education, promotion and activities within the district and clubs.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

18. District Long Range Planning

The Long Range Planning Committee is comprised of the IPDG and the PDG immediately preceding the IPDG.

Objective

To determine, by thorough and systematic studies, long range issues affecting the District operations and to make recommendations to the Current DG and District Cabinet so that actions to meet the challenges can be taken.

Requisite

Study, review and gain a working knowledge of critical, high-priority District operations – past, current and prospective – at all levels. While some are already well established, others need more finite definition in the responsibilities of the District Chairmen vs. the Organizations' or Foundations' leadership. Examples are below:

- Club Excellence Process (CEP)

Chairperson Duties include:

- Study long range issues identified with membership. Based on studies and experiences, determine, within committee, new substantive long range problems, needs and desires of clubs, district.
- Prepare Long Range Planning Report for cabinet meetings as requested.
- Prepare general recommendations for study by specific standing district committees and implementation of specific action items. It is the responsibility of the Long Range Planning Committee to begin the identification of current Lions commitments.

The process and criteria for such selection shall include the following:

- Proposed projects must represent a challenge to the District, Governors, the cabinet and clubs in meeting a significant need of communities.
- Proposed projects are to be owned, controlled and administered by the District.
- Proposed projects are to be structured so that any collaborative efforts with non-Lion organizations, institutions, consultants, etc., will not prove detrimental to but will rather enhance the efforts and image of the association.
- Proposed projects are to be an outgrowth of research and conference with experts inside and outside of Lionism.
- Proposed projects are to provide for development of the desired relationship between individual club activities and the larger collective service mission of Lions, internationally.
- Proposed projects are to achieve measurable results within a given period of time.
- Proposed projects are to have a potential public relations benefit for the association which is clearly identifiable and understood.
- Proposed projects may include a funding role for LCIF, when appropriate.
- Proposed projects which become a District's major service commitment adopted by the cabinet/COG shall be binding on councils, districts, clubs and generally be for a term of five years or more.

Meetings

Meetings of the Long Range Planning Committee may be held at such place and at such time as shall be approved by the District chairperson.

Reports

Committee gives preliminary report of areas of study at the October/November cabinet/council meeting and final substantive report at March/April cabinet/council meeting.

19. District Member Orientation

The importance of a proper, thorough, new member orientation cannot be emphasized enough. The information provided during orientation provides a foundation for members. It helps them understand how the club functions, what their role will be and also gives them the big picture of the association. A properly instructed member is one who is most likely to remain in Lions through the years.

Chairperson duties include:

- Coordinating with both the GLT and GMT.
- Become familiar with the LCI Orientation Guide. (ME 13)
- Become familiar with the LCI New Member Kit. (M 10)
- Encourage all clubs in the District to conduct an orientation before a new member is formally inducted into the club.
- Develop a brief presentation to give to clubs in the District.
- Proactively contact clubs and offer to give presentations.
- Send welcome letters to all new members.
- Send "Congratulation" emails to all club presidents.
- Send New Member Orientation Brochure to Club Presidents and New Members.
- Develop New Member Orientation Kit to give to the clubs Membership Chair.
- Work closely with the World Wide Induction Chair.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

20. District Peace Poster

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 include:

- 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 Conferences.
- 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.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

21. District Literacy

- Literacy -- the ability to read and write -- is the foundation for education and social development. Yet, hundreds of millions of adults lack minimum literacy skills and millions of school-aged children are not attending school to obtain them.
- The Reading Action Program is a 10-year commitment to increasing reading and literacy rates. It's a call to action for every Lions club around the world to organize service projects and activities that underscore the importance of reading and address specific needs related to illiteracy within their own community.

Project Ideas and Resources

- Literacy project ideas include:
- Supporting your local library
- Organizing a book drive or
- Building a classroom for underserved children.

22. District Protocol and Dignitaries

Within Lionism, protocol is the act of doing things proper and treating your guests in a courteous manner. Advanced planning is critical if we are to create a dignified image in the eyes of all attending a particular function. If we achieve this atmosphere, we will surely create the desire on the part of our guests to return

to our future events.

Protocol within Lionism is designed to eliminate confusion regarding the proper recognition of dignitaries from within the organization, as well as those from outside the organization. Whether for purposes of introduction or head table seating, it provides a simple and definitive answer to the question of “Who comes first?” Obviously, local traditions or customs should always be taken into consideration when determining the order of precedence for introductions of non-Lion dignitaries. However, as a general rule for introductions of Lions officials, we begin with the lowest ranking persons to the highest ranking.

Chairperson duties include:

- Serve as the primary advisor to the District Governor on all matters of Lions protocol.
- Provide head table seating arrangements for all District functions, including the annual convention. When there is insufficient space (do not overcrowd) to accommodate all, reserved tables may be deemed appropriate.
- Ensure that the Zambian flag or other flags are placed to the right of the speaker.
- Ensure that any Lions banners that are to be displayed are behind the head table and that they DO NOT in any way obscure the Zambian flag.
- Where possible, and when appropriate, secure place cards for use at the head table and any reserved tables that may be necessary to accommodate the distinguished guests.
- When requested, provide the names and Lionistic titles of all who may be expected to be introduced or recognized during an event.
- If names of individuals to be recognized are difficult to pronounce, make sure that the person who is expected to make the introduction is fully aware of the proper pronunciation.
- Provide protocol assistance to clubs within the District, when requested.
- When the District Governor makes his/her official visit to a club within the District, He/she IS the program. It is considered a serious breach of protocol to schedule any other program. The club should appoint a specific member, usually a PDG or a Past President of the club, to serve as the host during the DGs visit.
- It shall be the responsibility of the host to introduce the DG to as many club members as possible and to otherwise keep the DG “occupied” during the period preceding the actual meeting.
- The DG is always seated at the head table with the club president and other club and/or district officials.
- The DG is not introduced until he/she is expected to speak.
- The introduction of the DG shall be made by the club president or, if considered appropriate, by the highest ranking Lions official in attendance. The introduction should be brief in order to avoid “stealing” the time allotted for the program.
- Although the DG is always considered a guest of a club and is not expected to pay for meals, drinks etc... it is recognized that local custom may dictate that other District officials shall be expected to pay. To avoid any embarrassment, it shall be the policy for all other District officials to offer to pay.
- The DG is expected to meet briefly with the club's board of directors, immediately following the regular meeting. At this time, it is appropriate to question the DG on any and all matters under his purview, multiple district matters or constitutional areas, irrespective of local custom. The principal speaker should acknowledge all dignitaries present.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

23. District Public Relations and Lions Information

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.

Duties of the DPR Officer include:

- As the District's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons. This will be accomplished by giving presentations to clubs or at the

Governor's discretion a group presentation at specified venues.

- Handle the public relations for the District, including news releases to all media.
- Motivate clubs to promote continuous public relations programs in each community, including local newspapers, newsletters and local radio stations.
- 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 Conferences and International Conventions.
- Assist Club Public Relations Chairpersons with presenting relevant information about association programs.
- Provide advance notice to clubs of the District Governor's visit with biographical information and photographs. This has traditionally been handled by Region/Zone Chairs, but information can be disseminated as requested.
- Will accompany and supplement the district Governor, as may be necessary, during a District Governor presentation at a function or media briefing or interview.
- 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.
- Assist with creating a District wide public relations outline for clubs to emulate.
- Check for available Grants to help with District Public Relations efforts.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

24. District Sight Preservation Awareness and Action

The goal of this Chairperson is to provide programs and assistance to aid people who are blind and visually impaired and create and support the District Wide White Cane activities as appropriate.

Chairperson duties include:

- To become familiar with the information for Chairpersons on the association's Web site and understand how LCI envisions sight partnerships with professional organizations.
- To collaborate with local health care and blindness rehabilitation professionals in implementing training and educational programs appropriate for presentations at club meetings.
- To encourage work with the blind and visually impaired in the areas of:
 - Mobility training
 - Rehabilitation programs
 - Education
 - Social and recreational services
 - Lions recreational camps for the blind and visually impaired
- To conduct public awareness campaigns at community events, local businesses and schools.
- To stimulate club activities in preservation of eyesight including:
 - Vision, glaucoma, cataract and diabetic eye disease screening.
- Help to organize a community screening event and provide assistance to local health care professionals and/or organizations, as needed, on the screening day.
- Collection and distribution of used eyeglasses for the Lions Eyeglass Recycling Program.
- Support Lions Eye Banks by creating public awareness of the eye donor program.
- Promote public awareness campaigns for eye health and safety.
- To encourage clubs to partner with professional organizations and agencies in developing programs to aid blind and visually impaired persons.
- To encourage clubs and district participation in annual Lions sight events, such as Lions World Sight Day, International White Cane Day, Lions Eye Bank Week, Sight Night, Helen Keller Day and World Diabetes Day.
- To promote club awareness of the opportunity to earn the annual "Club Excellence in Effort" award
- Promote awareness and support of the LCIF Sight First program.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

25. District Special Needs Equipment

Chairperson duties include:

- Respond to requests from people with physical challenges, visual and hearing impairments, who request assistance from the Lions.
- Coordinate requests for assistance with local Lions Clubs.
- Advise our customers with disabilities about some of the limitations of the Lions Special Needs Equipment Program.
- Attend Lions Club meetings to present programs about the accomplishments of the Lions Special Needs Equipment Program.
- Request funding for the Special Needs Equipment Program from local Lions Clubs.
- Submit reports about what the Special Needs Equipment Program has accomplished in the District, Increase communication between the Special Needs Equipment Chairmen/women throughout the District.
- When the Lions cannot fill request for assistive technology, refer the customer with a disability to an organization that can assist him/her in learning how to work with the appropriate State Departments that deal with the Blind and Visually Impaired or with the Deaf and Hard of Hearing. Sometimes this requires that the consumer with a disability will have to work with the consumer organizations for people with disabilities. In many cases, these consumer organizations of people with disabilities have members, who can help the people who need assistance learn to advocate more effectively for the equipment that they want someone to buy for them.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

26. District World Induction Day Chairperson

World Wide Induction Day is a worldwide event that welcomes new members and gives Lions the opportunity to stimulate membership growth and increase public awareness.

Chairperson duties include:

- Inviting all new members and their sponsor from April of the previous Lions year thru March of the current Lions year to the event.
- Organize the event following guidelines as provided by LCI.
- Preparing a program that includes refreshments and has a guest speaker while supporting the District Governor in preparing and handing out certificates to all new members and their sponsors.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

27. District LEO and Campus Clubs*

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities.

Chairperson duties include:

- 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.
- Provide a Leo presentation to Lions clubs that plan to start Leo clubs and include information on "lessons learned" on starting a Leo club.
- Know what Leo program resources/materials are 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 the official liaison between the Lions District Cabinet and the District Leo clubs.
- Keep the District Governor and International Office informed of the progress of the Leo Club Program in the District. Conduct a Leo Club District Conference held in conjunction with one of the Lions District Conferences. Report to the Lions District Cabinet all resolutions of the annual Leo District Conference.
- Encourage graduating Leos to consider joining a Lions club.
- Oversee campus club development throughout a three-year term.
- Take direction and guidance from the Multiple District Campus Club Chairperson, District governor and LCI.
- Establish goals for campus club development and action plans to attain such goals with help and approval from the Multiple District Campus Chairperson. These goals should include a timeline for chartering new campus clubs and plan for ongoing membership recruitment for existing campus clubs. A copy of these goals should be sent to the district extension chairperson, district governor and vice district governor.
- Conduct research to identify areas of possible campus club extension activities.
- Offer educational seminars and provide instruction about campus club development for members of the District and for area college educators and administrators.
- Communicate monthly, or more if needed, with the Multiple District Campus Club Chairperson, District Extension Chairperson, District Governor and Vice District Governors.
- Develop articles on campus club extension for District, Multiple District and International publications.
- Report progress to the Multiple District Campus Club Chairperson, District Governor and District Extension Chairperson.
- Provide encouragement, coaching and motivation aids for all Lions actively involved in campus club extension and development activities.
- Work with the campus club guiding Lion to assure graduating members of the campus Lions are encouraged to transfer into community-based clubs.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

28. District Youth (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 include:

- 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 Awards.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

29. District Youth Camp and Exchange

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

Chairperson duties include:

- Become familiar with the Chairpersons and Camp Leaders section on the association's Web site.
- Review past District Youth Camp and Exchange activities. Formulate and implement a plan to accomplish camp and exchange goals.
- Establish an exchange program with a Lions district in another country.
- Encourage clubs in the District to participate in Youth Camp and Exchange.
- 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.
- Consider District sponsorship of a Lions International Youth Camp.
- Keep the District Governor and the International Office informed of District Camp and Exchange activity.
- Ensure that all Youth Camp and Exchange Program activities in the District are in compliance with the policies outlined in the LCI Board Policy Manual.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

30. District Lions Quest/ Youth Outreach

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 include:

- 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.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

31. District Media Liaison

The District media liaison shall be responsible for the coordination of all media activities and personnel to cover all Lions functions.

The officers shall work closely with other officers in related portfolios to ensure that the district activities are well and adequately covered so that Lions become more visible to the communities they serve.

- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

32. District HIV/AIDs

The first documented AIDS case was in 1981. Since then, about 35 million people have died from illnesses related to the disease. Millions of children have been orphaned because of it.

Now, combination drug treatments have turned AIDS into a long-term disease that you can manage. At the end of 2015, about 37 million people were [living with HIV, including almost 2 million kids. About 17 million of these persons were receiving these life-saving treatments. When you work closely with your doctors and stick to your treatment plan, you can live a long time and expect a near normal life expectancy.](#)

As District officer in charge you shall:

- Help create awareness about the existence of the disease,
- Help Lions understand the differences between HIV and AIDs,
- Explain the effects of the disease and the different transmission modes.
- Provide clubs in the district with any new information on the disease.
- Liaise with other stake holders in the country especially the MOH.
- Coordinate the celebrations or observation the world AIDS day in December.
- Make presentations at forums when requested .
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

33. District Women Symposium

Women make up the fastest growing demographic within Lions Clubs International. Women now constitute 25 percent of Lions club members worldwide, up from 13.7 percent in 2003. While this is a remarkable achievement, there is still much to be done. Since women represent 51 percent of the world's population, shouldn't they constitute a similar percentage of Lions worldwide membership? Working toward this goal is a critical part of creating diversity, adding new perspective to club activities, expanding Lions overall membership and meeting the growing service challenges in a world that needs Lions help more than ever. The officer will during the course of the Lionist year help organize a women's symposium/ workshop Like the LCI-sponsored workshops, the Regional Women's Workshop brings together a small group of women Lions from various levels of the association to:

- Explore factors surrounding the recruitment and retention of women in their specific part of the world.
- Devise strategies for increasing the number of women in Lions clubs.
- Create action plans to be implemented by clubs, districts and multiple districts in their region.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

34. District Secretariat and Achieves/ Historian

The District's Historian is an individual who studies or writes about its history. They are concerned with the continuous, methodical narrative and research of past events as relating to their particular environment.

Help the district develop and build a permanent Secretariat building to house the district offices, den, conference rooms and other amenities

Chairperson duties will also include:

- Maintaining the current status of various records, paraphernalia etc.. to include:
 - District assets
 - International Presidents
 - International Conventions
 - Local Lions District Conferences & Conventions
 - District Governors
 - Vice District Governors
 - Melvin Jones Fellowship
 - Life Member Lions Clubs International
 - Life Members of District 413
 - Chairperson, Council of Governors
 - Vice Chairperson, Council of Governors
 - Bios of Past Governors & Past International Directors
 - Past International Presidents
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

35. District Lions Corporate Partnership

A District LCP Chairperson will be appointed by the District Governor. The objectives of the District LCP are:

- Promote Lions Club membership to external organizations
- Seek and promote lions/ corporate partnerships
- Promote District 413 Lions programs and charities to the community at large
- Solicit program support and financial contributions from non-Lions Chairperson duties include:
- Work with the District Governor to identify cooperating organization currently performing charity works similar to what lions offer
- Encourage and work with clubs in the district to partner with corporate entities within their localities
- Design a working document/ template or presentations for lions to use as and when they want to engage corporate entities in fundraising activities, service activities etc..
- Develop an annual mailing list of targeted companies or partners which may include
 - Banks
 - Large corporate's
 - Prominent Clubs and associations (Golf clubs, Football association, rugby clubs and others).
 - Professional Organizations of Physicians, Ophthalmologists, Dentists and other care givers.
 - Similar service organizations
 - Church men and women organizations.
 - Hospitals and schools.
 - Other professional organizations in the District.
- Develop brochures and letters, produce quarterly or semiannual mailings to a portion of the mailing list.
- Develop a succession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

It is essential that materials developed for presentations are professional and impactful. Speakers must be practiced at the delivery of the presentation to be delivered. Messages must include the stated objectives, and request action by the targeted corporate's.

MEMORIAL SERVICE GUIDELINES FOR A DECEASED LION

Membership in the world's largest service organization is a badge of honor. The virtues of that service to mankind are indeed praiseworthy and deserve the widest possible recognition. Such recognition serves to enhance and further the service of Lionism and to give honor to those who serve as Lions. It is especially appropriate to do this when paying homage to a deceased member. Thus it is fitting and proper that the death of a member be commemorated by his or her club with an appropriate service of remembrance, praise and thanksgiving or the life and service of that member. That is the purpose of this Memorial Service.

PREPARATION

First Things:

Club members should be aware that just as soon as the death of a member is known, the club president should be contacted immediately. The president or his or her representative should then contact the family of the deceased and seek permission to have a memorial service. The nature and purpose of the service should be explained as well as the three basic service options. (See information regarding service options which follows). If the family concurs and expresses a service option preference, the president should proceed immediately to work out arrangements according to the option desired by the family.

Funeral Home Option:

If the family wishes the memorial service held in a funeral home, time and procedural details should be worked out with the funeral director. Usually, the service will be held the evening before the day of burial. If the deceased person was a member of other organizations, almost certainly other memorial services will be conducted the same evening for the departed Lion. Thus it is important that a mutually agreed time frame for each service be set in coordination with such other organizations and the funeral director.

Church Option:

Always get the permission of the clergy person or other official in charge for a memorial service in a church. On rare occasions, you may be refused permission. If this occurs, accept the refusal courteously and do not press the point.

If permission is granted and a date and hour is set, be sure to ascertain the applicable customs and procedures of the particular church and observe them during the memorial service.

Club Meeting Option:

Insofar as possible, the memorial service should be the program at the next regular club meeting following the burial (if the club option is elected by the family). All club members should be notified as well as appropriate district Lions. The family of the deceased Lion should be invited. Notify the District Governor and determine the Governor's wishes regarding his/her part, if any, in the memorial service.

PARTICIPATION

When the memorial service is held in a funeral home or a church, every effort should be made to have all the local club members attend the service and participate. The District Governor or his designated representative should always be given the courtesy of leading the service or participating in it as he chooses.

SUGGESTED PROCEDURES FOR CONDUCTION THE MEMORIAL SERVICE

In a Funeral Home or Church:

A memorial service in a public place, such as a funeral home or church, exposes Lion members to close public scrutiny. The appearance, the entry and exit procedures and attitude during the service can go far in creating a favorable or an adverse public reaction. Thus, the work of Lionism can be greatly enhanced by

conducting an orderly, respectful and impressive service.

Suggested Specific Procedures:

Members with identifying vests, jackets should wear them but lack of such apparel should not keep anyone from participating in the memorial service. Participating members should gather in an outer room or area well ahead of the time set for the service and know what to do in the service before going in.

At the established time, participants should form a column and go in two abreast, with the club banner and the flag carried at the head of the procession. The District Governor or other officiating person(s) should be at the rear of the column.

At the casket or other designated place, if space permits, the column should separate to the right and the left. If necessary, multiple ranks should be formed with all members standing facing the ends of the casket or place where the officiating person will stand. A semi-circle of members with the casket in the middle of the semi-circle is an ideal arrangement.

During the service the leader(s) should stand close to the head end of the casket but not in front of it. He or she should face the casket during prayers; otherwise, he or she should face the people in the audience or congregation.

The readings, prayers and other spoken parts of the service should be clearly heard by all the people assembled for the memorial service. Pre-service preparation and practice will go a long way toward making the service impressive and memorable.

When the service is concluded, the participating members should go out in procession as they came in (the banner and flag bearers leading, etc.)

Memorial Service in the Club:

With the exception of having the president and officiating leader, if not the president, in place and seated at the center of the head table, the procedures suggested for use in a church or funeral home may be used in the club. As the procession enters the club room, the president and/or the officiating leader would rise and the members form to either side of him/her and remain standing through the service. They should face the service leader.

THE MEMORIAL SERVICE

The service form which follows is not “set in concrete”. Appropriate additions or changes may be made by the local club as may be fitting for particular situations.

Suggested Additions or Changes:

One or more readings from the Old and/or New Testaments of the Bible is recommended. The following selections are recommended: **(Christian Funeral)**

From the Old Testament:

Isaiah 25: 6 – 9

Isaiah 61: 1 – 3

Lamentations 3: 22 – 26, 31 – 33

Psalms 23: 27, 46, 90, 106 or 116

From the New Testament:

John 5: 24 – 27

John 6: 37 – 40

John 10: 11 – 16

John 14: 1 – 6

Revelation 7: 9 – 17

Revelation 21: 2 – 7

When appropriate, time in the service of Lionism can be added as well as any special accomplishments. Offices held at the club and district levels are always appropriate additions.

A short, appropriate poem may be read or pertinent quotations used. A short personal eulogy may be added.

Precautions:

We should always remember that ours is a special memorial service to honor a deceased Lion, the virtues of their service in Lionism. Therefore, we should not attempt to imitate a formal funeral service nor the services of other organizations. And, we ought not load out service with long-drawn-out speeches or eulogies nor quote a lot of poetry that does not directly enhance the purpose of our service.

SERVICE CONTENT:

Friends and Family of Lion **(full name of deceased)**, we are members of the world-wide organization known as Lions International. We have gathered here in remembrance and to pay homage to a departed Brother/Sister Lion. We are here to mourn with you the death of Lion _ **(first name)** and we are here to offer praise and thanksgiving for his/her life and service in Lionism.

Lion **(first name)** served faithfully (here may be added any special accomplishments, offices held, etc) With you, the family and friends of Lion **(first name)**, we share the grief of parting that bears so heavily on all who knew him/her. He/she leaves a void that cannot be filled. He/she will be sorely missed. Yet, even as we feel this pain of parting, we have the comfort and consolation of happy memories of life and work with him/her. He/she shared with us the unselfish service to his/her God, his/her community and mankind which is the hallmark of Lionism.

Through this far-reaching humanitarian service, he/she helped prevent blindness, he/she helped the blind to see, he/she helped the deaf to hear, he/she helped to promote the spirit of friendship and understanding among the peoples of the world, he/she helped contend with the evils of drug abuse, he/she helped provide medical research and health services, and he/she helped other volunteer organizations to better serve our community and the larger community about us.

In these and many other ways, Lion _ **(first name)** helped to make our world a better place to live. In these and many other ways he/she has been an instrument whereby many people, especially those less fortunate than us, live better, fuller, more useful lives.

Now, may we share with you (here may be read one or more passages from the Bible, a poem, quotation, etc. as may be appropriate).

In the giving of himself/herself, his/her time and his/her money in the service of Lionism, Lion _ **(first name)** was obedient to the will and inspiration of God. Accordingly, it is fitting and proper that we conclude this service by offering to God our prayers for our Brother/Sister, for his/her service, his/her family and for us. May we stand as we pray?

Suggested Concluding Prayer:

Lord God, Creator and Sustainer of the Universe, we come before **You** and these Thy people to praise and thank **You** for the life and service of our Brother/Sister Lion _ **(full name)**. We thank **You** for inspiring him/her

to join with us in the service of Lionism. We give praise and thanks to **You** for the opportunity given to us to enjoy for a while his/her genial and strengthening fellowship. We thank **You** for the opportunity to work with him/her for the betterment of our community and mankind both here and in the wider world about us. We ask Thy comforting blessings on all who mourn his/her departure from our midst, especially his/her family. Grant to all of us we pray, the courage and strength to carry on the goodly work started by our departed brother/sister. May we live and work in thankful remembrance of Thy great goodness and in joyful expectation of life eternal with **You** and our brother/sister.

Finally, we pray, make us ever mindful of the shortness and uncertainty of human life that we may serve **You** and Thy people faithfully and well while yet we have time, and at the end, grant us the blessing and peace of Thy heavenly rest.

Amen.



Lions Clubs International

DISTRICT 413 - ZAMBIA LIONS FAMILY AND WOMEN SYMPOSIUM



**Register
Now!!!**



Cresta Golf View Hotel, Lusaka, Zambia // 24th November, 2018
Registration K150 // Deadline 31st October, 2018

Contact:

Lion Grace Sakala - gracesakala2@hotmail.co.uk

Lion Nomsa Ingwe - naps_2023@yahoo.com

Lion Marcia K. Chilomo – kabanga.chilomo@gmail.com



PEOPLE FOR A CLEAN PLANET! 15 SEPTEMBER 2018

The Lions Clubs International - District 413 Zambia joined the rest of the world and partners to commemorate World Clean-up Day, the biggest peaceful civic action in history.

Millions of volunteers in a 150-country network united to clean the world in a single day.

On the 15th of September 2018, Lions Members and other volunteers teamed up to clean various mapped sites around Lusaka (Tokyo Way / Ring Road between Kamwala and Kamwala South) and Zambia. This movement connected and empowered citizens, companies and the government to clean up our country's mismanaged waste, such as litter and illegal waste dump sites.

During the cleaning exercise T-Shirts and protective gloves were provided to every volunteer that participated.

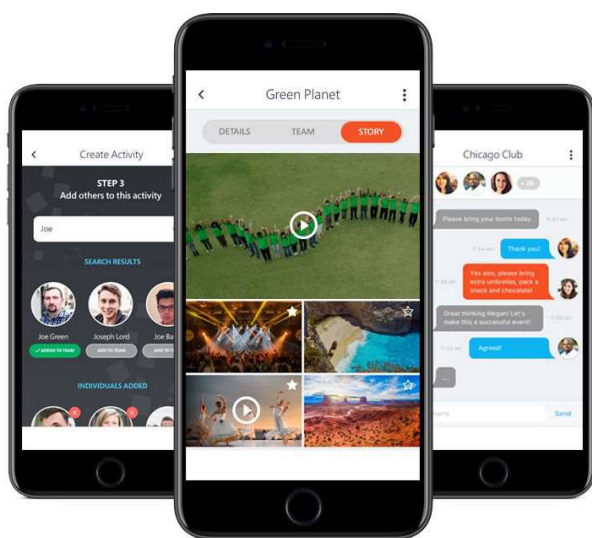


Together for a Clean, Green and Healthy Lusaka



Livingstone CONVENTION

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