

District 'A-2' Lions Clubs



Policy & Procedures Manual

2023

District 'A-2' Lions Clubs
POLICY & PROCEDURES MANUAL

Preface

The purpose of the District 'A-2' Lions Clubs (hereinafter referred to as District A-2), Policy and Procedures Manual is to provide job descriptions or terms of reference for the District Officers and District Committee Chairpersons.

It also outlines the policy and procedures involved in carrying out the duties and responsibilities of those persons tasked with the proper functioning of the District. It shall always be used realizing that the binding authority is resident in the Standard District Constitution and By-Laws or the District A-2 By-Laws. As with any document of this nature, it should be interpreted by the reader with intelligence, experience and common sense.

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JOB DESCRIPTIONS / TERMS OF REFERENCE

NOTE: The *District A-2* Governor, Secretary, Treasurer and all District A-2 Committee Chairs shall be members in good standing, with a Lions Club in good standing, located in District A-2.

JOB DESCRIPTIONS **District A-2 OFFICERS**

DISTRICT GOVERNOR

Under the general supervision of the International Board of Directors, he/she shall represent the association in District A-2. 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:

- a) 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.
 1. Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
 2. Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
 3. Collaborate with the multiple district's Global Action Team
- b) Promote the Lions Clubs International Foundation and all service activities of the association.
- c) 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.
- d) Promote harmony among the chartered Lions clubs.
- e) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- f) 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.
- g) 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.
- h) 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.
- i) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- j) 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.

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TERMS OF REFERENCE

DISTRICT GOVERNOR – [Elected Officer]

The District Governor is the Chief Executive Officer of District A-2.

- a) The District Governor is one of four signing authorities for the District.
[Governor, 1st VDG, Treasurer and IPDG]
- b) The District Governor elect shall attend the International Convention immediately following the election to the position.
- c) The District Governor shall appoint such Committees, their Chairpersons and coordinators as required by the District Constitution and By-Laws and as may be necessary to effectively conduct the affairs of the District. Should vacancies occur on any committees it is the responsibility of the District Governor to fill them as necessary.
- d) The District Governor shall chair all business meetings at the district convention and night events.
- e) The District Governor is an ex-officio member of the committees of the District.
- f) The District Governor, in collaboration with the Region Chairpersons will establish the dates and locations of District Cabinet meetings. It is recommended that: The District Governor's home club host the last cabinet meeting. That the Region Chairs arrange Cabinet meeting dates and location so that a Cabinet meeting is held in each District Region.
- g) The District Governor, in collaboration with the Region and Zone Chairpersons will establish a club visitation schedule. It is recommended that: The District Governor establishes his/her club visitation schedule before the Region and Zone visitation schedules are established.
- h) The District Governor, in collaboration with the Region and Zone Chairpersons will co-ordinate the dates and meeting locations of the Zone District Governor's Advisory Meetings and the Region Fall Rallies.
- i) During club visits and Region and Zone meetings, the District Governor will update clubs on the goals of Lions Clubs International and specific district goals and challenges. To avoid repetition, the District Governor will provide Regions and Zone Chairpersons with meeting topic guidelines.

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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:

- a) Further the purposes of this association.
- b) Perform such administrative duties assigned by the district governor.
- c) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate.
- d) 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.
- e) Conduct club visitation as the representative of the district governor when requested by the district governor.
- f) 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.
- g) At the request of the district governor, supervise other district committees.
- h) Participate in the planning of the next year including the district budget.
- i) 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.
- j) 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 fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.

TERMS OF REFERENCE

FIRST VICE DISTRICT GOVERNOR – [Elected Officer]

- Attend Cabinet Meetings.
- Will attend Committee Meetings when the District Governor is not available and the presence of the District Governor is required.
- Will temporarily assume the Chair at any meeting of the District Cabinet whenever the District Governor is unable to perform his/her duties.
- Will perform other duties as may be directed by the District Governor.
- Will perform duties as defined in the District Convention Manual.

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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:

- a) Further the purposes of this association.
- b) Perform such administrative duties assigned by the district governor.
- c) 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.
- d) 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.
- e) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- f) Assist the district governor and first vice district governor in planning and conducting the annual district convention.
- g) 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.
- h) 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.
- i) At the request of the district governor, supervise other district committees.
- j) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- k) 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.

TERMS OF REFERENCE

SECOND VICE DISTRICT GOVERNOR – [Elected Officer]

- Attend Cabinet Meetings.
- Will attend Committee Meetings when their presence at the meeting is required.
- Will temporarily assume the Chair at any meeting of the District Cabinet whenever the District Governor or First Vice Governor are unable to perform his/her duties.
- Will perform other duties as may be directed by the District Governor.
- Will perform duties as defined in the District Convention Manual.
- Monitor the passing of Lions Club members and mail a note of sympathy to the immediate family.

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CABINET SECRETARY

He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association;
- b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 1. Keep an accurate record of the proceedings of all meetings of the cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
 2. Take and keep minutes of the district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the district.
 3. Make reports to the cabinet as the district governor or cabinet may require.
- c) Perform such other functions and acts as may be required of each by directives of the District Governor.

TERMS OF REFERENCE

DISTRICT SECRETARY – [Appointed Position]

This position is by appointment of the District Governor. It is recommended that the position of Cabinet Secretary be rotated yearly. That said, a Cabinet Secretary should serve no more than 3 consecutive years.

Responsibilities:

The District Secretary shall manage the District administration functions as detailed in the District Policy and Procedures Manual under the direction and supervision of the District Governor.

Qualifications:

- Knowledge of the International Association of Lions Clubs
- Knowledge of Secretarial Duties and experience as a Lions Club Secretary
- Experience with computers
- Previous management/administration experience helpful
- Motivation and enthusiasm
- Capabilities of recording minutes of meetings
- Duties:
 - Receive and send correspondence on behalf of the District Cabinet
 - Keep accurate minutes of all Cabinet meetings sending copies to the District Governor, 1st & 2nd Vice District Governors and other elected and appointed cabinet members.
 - Assist the District Governor in conducting the business of the District and perform such duties as are required by the LCI and the District Constitution and By-Laws and the District Policy and Procedures manual as well as those that may be assigned by the District Governor from time-to-time.
 - For each Cabinet Meeting, the secretary requests a report from Committee Chairpersons, prepares an agenda, prepares and distributes minutes of the Cabinet Meeting, establishes/updates the District A-2 Motion Log and Policy and Procedures Manual.
 - Prior to the District Convention provides notification of approved proposals for changes District A-2 By-laws to be voted at the A-2 Convention.
 - Performs other duties as requested/authorized by the District Governor.

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CABINET TREASURER

He/she shall act under the supervision of the District Governor. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association;
- b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 1. Collect and receipt for all dues and levies on members from clubs in the district, deposit the same in such bank or banks as the district governor shall determine and disburse the same in collaboration with the district governor.
 2. Keep accurate books and records of account, and permit inspection by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
 3. Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
 4. 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.

TERMS OF REFERENCE

DISTRICT TREASURER – [Appointed Position]

This position is by appointment of the District Governor. It is recommended that the position of Cabinet Treasurer be rotated yearly. That said, a Cabinet Secretary should serve no more than 3 consecutive years.

Responsibilities:

The District Treasurer shall manage the District financial functions under the direction and supervision of the District Governor.

QUALIFICATIONS:

- Knowledge of the International Association of Lions Clubs
- An understanding of the Standard District Constitution and By-Laws, in particular those areas covering duties of the Club Treasurer including the budgeting process
- Possess communication skills
- Possess knowledge of the select accounting software programs or Microsoft Excel
- Possess financial planning skills and experience with computers

Continued: DISTRICT TREASURER – [Appointed Position]

Duties:

- Responsible for all receipts and disbursements of funds entrusted to District A-2 in conjunction with the annual approved budget, Constitution and By-Laws and Policy.
- One of four signing authorities for the District.
(District Governor, 1st VDG & Treasurer & IPDG)
- Deposit all funds in the banking institution approved by Cabinet.
- Maintain all financial data according to accepted accounting principles.
- Prepare an annual budget in consultation with the District Governor and submit to the District Cabinet for consideration at the first Cabinet meeting.
- Prepare all financial data required for an annual audit.
- Attend meetings of the District Cabinet and attends other meetings as arranged by the District Governor.
- Advise Cabinet of issues that might negatively impact the District or issues that may require action on their part.
- Seeks professional financial advice as required.
- Provide assistance to District Committee members in maintaining control over their approved budget.
- Deposits and records funds.
- Audit all claims received from Committee Members.
- Prepare cheques with supporting documentation to District Governor for the required second signature.
- Respond to all email and telephone queries.
- Monthly: reconcile banking statements, mail or e-mail statements of outstanding payments and back-up month end data.
- Seek assistance from the District Governor for clubs that do not respond to outstanding payments.
- Prepare annual financial statements that compare budget vs actual committee expenditures.
- Monitor short and/or long term District investments.
- Arrange to provide the District's signing authority and banking institution with updated signing information.
- Other duties as requested/authorized by the District Governor.

GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR

The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- a. Encourage clubs to implement service projects that are aligned with global LCI initiatives, including the LCI Service Framework.
- b. Work with clubs to raise the visibility of Lions service impact in local communities.
- c. Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- d. Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of LCI tools (such as the App) to increase engagement in service projects.
- e. Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- f. Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- g. Act as the advocacy champion for the district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships”.
- h. In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- i. Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR

The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district membership development plan.
- (c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) In conjunction with the District Governor, work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or LCI, track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from LCI for membership development activities.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR

The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- a) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- b) Develop and execute an annual district leadership development plan.
- c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- e) Promote leadership development opportunities that encourages participation all levels of the association.
- f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- g) Include diverse populations to participate in Global Action Team initiatives.
- h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- i) Organize and facilitate instructor-led and web-based training for Club and District Officers in coordination with LCI training standards.
- j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- k) Complete requirements and submit applications to receive district funding from LCI for leadership development activities.

LCIF DISTRICT COORDINATOR

The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- b) Promote foundation initiatives in district publications, during district events and to the public at large.
- c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.
- e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, when appropriate, be involved in the gift-request process.
- f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

REGION CHAIRPERSON

The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

- a) Further the Purposes of this association.
- b) 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.
- c) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- d) 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.
- e) Make a report of the Fall Region Rally and send copies 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.
- f) 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.
- g) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- h) Promote the Club Quality Initiative to the clubs within the region.
- i) 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.
- j) 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.
- k) 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.
- l) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- m) 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 chairpersons e-booklet and other directives.

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. The Zone Chairperson is a member of the District Global Action Team. His/her specific responsibilities shall be to:

- a) Further the Purposes of this association.
- b) 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.
- c) Following the Zone Meeting e-guide, 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.
- d) Make a report of each District Governor's Advisory Committee meeting and send copies to the District Governor within 5 days of the Zone Meeting. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- e) Promote the Club Quality Initiative to the clubs within the zone.
- f) 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.
- g) 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.
- h) 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.
- i) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- j) 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.
- k) 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).
- l) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

DISTRICT GOVERNOR'S CABINET [*ELECTED OFFICERS*]

The district governor's cabinet shall:

- a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the sub-district.
- b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- c) Assist the cabinet treasurer with the collection of all club member dues and levies
- d) Designate a depository (bank / credit union) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- e) Review semi-annual or more frequent district financial reports from the cabinet cabinet treasurer.
- f) Provide for an audit of the books and accounts of the cabinet secretary, cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

DISTRICT CABINET MEETINGS – DRESS CODE

The dress code for all Cabinet, Region/Zone and Club Visitation Meetings are:

- District Governor
Black Jacket, grey long pants/skirts, white shirt/blouse, tie/scarf, dress shoes
The dress code for the 1st and 2nd Vice District Governors for at all Cabinet, Region/Zone and Club Visitation Meetings is:
- Elected Officers
Navy Jacket, grey long pants/skirts, white shirt/blouse, tie/scarf, dress shoes.
- Committee Chairs and Guests
Club/District Shirt, casual pants/skirts, casual shoes.

Vulnerable Sector Police Record Checks

- A recent Vulnerable Sector Police Record Checks are required for any Lion or Non-Lion member volunteering directly with any of our A-2 Youth Programs.
- Police checks must be renewed every 2nd year.
- Upon request, a certified copy of the Vulnerable Sector Police Check is to be forwarded to the activity committee chair.
- Upon request, District A-2 will reimburse the cost of Vulnerable Sector Police Checks.

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ACTIVITIES COMMITTEES (APPOINTED)

Any mailings from for Lions supported projects should be proof-read by the district secretary prior to the release of the mailing.

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

Purpose:

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

Selection:

The District Governor appoints a Chairperson for each Committee and if necessary a Coordinator for each Subcommittee.

Performance Expectations:

- The Chairperson of each Committee should be available to attend the District Convention during his/her year as the Chairperson.
- Be able to prepare materials promoting the committee's goals.
- Be available to attend and report to each of the District Cabinet meetings as to the progress of the Committee as well as the promotion of the committee's goals.
- Be able to encourage cooperation between Lions, District Chairpersons and Committees and other organizations working in the same field.

DISTRICT CABINET MEETINGS

- a) Regular. A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.
- b) Special. Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- c) Quorum. The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.
- d) Cabinet Meeting voting is the responsibility of only the elected Cabinet Officers.

ALTERNATIVE MEETING FORMATS. Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

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WEBSITE / TECHNICAL SUPPORT

The Chairperson is responsible for the maintenance of the District's webpages and the Regional Audio and Video equipment kits.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in the Lions Clubs activities and functions
- Good communication and presentation skills
- Computer skills (word processing & basic computer)
- Ability to work in a team setting

Performance Expectations:

- Receive and review all requests for inserts and links on the District website.
- Support and encourage committees to use the website to promote their activities.
- Manage and keep current our "a2lions.org" domain name.
- When requested, provide email forwarding addresses for elected and appointed A-2 Cabinet members.
- Annually, maintain the district A/V equipment by insuring the laptops updated; the video projectors are clean and in good working order.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

DISTRICT DIRECTORY / FACEBOOK

The Chairperson is responsible for the creation and digital updates of the A-2 Lions District Directory.

The position also includes the frequent update of the “A-2 Lions Clubs” Facebook page.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in the Lions Clubs activities and functions
- Good communication and presentation skills
- Computer skills (word processing & basic computer)
- Ability to work in a team setting

Performance Expectations:

- Maintain the District email address: a2districtdirectory@gmail.com.
- Maintain the District Directory by sourcing or notification of updated Club Executives.
- When requested, assists with Cabinet member name badge design and supplier selection.
- Monitor Facebook for inappropriate, unauthorized, nuisance or spam postings.
- Utilize Facebook to promote A-2 Lions District meetings (Cabinet, Zone, Region).
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

MD-A LION MAGAZINE A-2 REPORTER

The Lion Magazine A-2 Reporter is the magazine submission coordinator for District A-2.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Word processing and photo editing experience.

Performance Expectations:

- Awareness of magazine publication time-lines.
- Promote District A-2 Club level service activity submissions to the Lion Magazine.
- Prepare and edit District A-2 Lion Magazine submissions and photos for forwarding to the MD-A Lion Magazine Editor.
- To maintain accurate records and retain correspondence which will be provided to the successor.
- Provide a written report of activities and magazine submissions to the scheduled District Cabinet meetings.

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CONVENTION COMMITTEE

Purpose:

Coordinates the District A-2 Friendship Convention based on the guidelines as documented in the A-2 Convention Manual.

Committee Make-up:

The convention committee is comprised of the current District Governor and immediate past 5 Past District Governors.

The current first and second Vice District Governors serve as non-voting assistant members of the committee.

Responsibilities:

Refer to the District Friendship Convention manual.

- It is the responsibility of the Convention Committee Chairperson to select a meeting location and schedule committee meetings that insure the smooth running of the annual district convention.
- During the first meeting of committee, review the convention manual and discuss updates or changes.
- Maintain accurate records of the convention and provide a summary report (including election and by-law voting results) to cabinet and the following year convention committee.
- Provide a Convention summary report to cabinet that includes
- Updates to the Friendship Convention manual are the responsibility of the Convention Chairperson in coordination with the District Constitution and Historian.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

DISTRICT CONSTITUTION AND HISTORIAN

The Chairperson is responsible for the maintenance of the District Constitution, By-Laws and Policy and Procedures manual. Keeping them current and aligned with that of Lions Clubs International.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in the Lions Clubs activities and functions
- A Past District Governor
- Good communication skills
- Computer Skills
- Ability to work in a team setting

Performance Expectations:

- Have a working knowledge of Standard Version of the Lions District Constitution and By-Laws.
- Be knowledgeable and familiar with the District Constitution, By-Laws, Policy and Procedures manual.
- Maintains a close relationship with the District Secretary (Award winners, minutes, etc.)
- Review the Standard District Constitution and By-Laws each year.
- Bring forward to Cabinet items that require change or updating.
- Make recommendations as to what/how the above changes should be handled and implemented.
- Receive and consider and recommend proposed requests for amendments the District By-Laws from Clubs and District Cabinet. Present such recommendations to the District Convention with recommendations concerning said proposed amendments.
- At the request of the District Governor, report the results of By-Law matters that were voted on at that District Convention.
- The District Historian maintains a history of the District from its beginnings to the present.
- Present displays etc. at our District Convention and other District Lions meetings or events.
- Ensure safekeeping of District A-2 documents as required.
- Maintain a dedicated historical page on the official District A-2 website.
- Maintain an updated list of District, Club and individual members who receive recognition/awards from LCI, LFC and/or District Projects (CNIB Camp, Camp Dorset, etc.)
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

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LIONS CLUBS INTERNATIONAL FOUNDATION

The LCIF Chairperson serves as ambassador for LCIF in the District and works with the Multiple District LCIF Chairperson to enable LCIF to advance its humanitarian work both locally and globally.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Preferably a Past District Governor.
- Good communication skills.
- Computer skills.

Performance Expectations:

- Be familiar with the LCIF programs and activities and to promote Melvin Jones Fellowships and Progressive Melvin Jones Fellowships
- To encourage each District Club to appoint a Club LCIF Chairperson.
- To work in conjunction with the Club LCIF Chairpersons to encourage goal setting devoted to support LCIF programs.
- Share LCIF stories that encourage fellow Lions to support LCIF.
- To identify opportunities to promote the programs and services provided by LCIF.
- To maintain accurate records and retain correspondence which will be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

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CAMPS

CAMPFIRE CIRCLE + CAMP DORSET + CNIB LAKE JOSEPH + CAMP HURONDA

In partnership with the District Camp Chairpersons for Childhood Cancer, Sight Awareness, Diabetes and additionally Lions Camp Dorset to maintain open communication and information exchange that demonstrates the need for District Club fund-raising support.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

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

Performance Expectations:

- Ensure that District Lions Clubs are aware of Lions supported camp programs funding needs, current camp fundraisers and events.
- Present displays etc. at our District Convention and other District Lions meetings or events.
- Visit the Lions supported camp or communicate with camp administration to determine the ever changing support that Lions can provide.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

CHILDHOOD CANCER

The Childhood Cancer Chairperson works in partnership with the Multiple District Childhood Cancer Chairperson. Maintaining open communication, exchanging information, bringing awareness of the various agencies that support children affected by Cancer. Sharing ideas for future initiatives & service activities.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting.

Performance Expectations:

- Serve as the District contact between the Multiple District Childhood Cancer Chairperson
- Present any proposed projects to District Cabinet for approval, prior to implementation.
- To ensure that Lions Clubs within District A-2 are aware of Childhood Cancer programs and services that are in need of financial support.
- Pro-actively identify opportunities to present displays, seminars, workshops, etc.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

DIABETES AWARENESS

The Diabetes Awareness Chair shall work in partnership with the District Sight Awareness and Camp Dorset Chairs by maintaining open communication, exchanging information, seeking recommendations for future fund-raising endeavors and sharing success stories.

Selection:

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

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.

Performance Expectations:

- Serve as the liaison between District A-2, Multiple District A, Diabetes Canada and other related agencies.
- Ensure that the Lions of District A-2 are aware of the programs and services provided by the Diabetes Canada.
- Pro-actively identify opportunities to present displays, seminars, workshops etc.
- Continuously motivate the District Governor to promote and support programs and activities related to Diabetes.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

ENVIRONMENT

The District Environment Chairperson shall maintain open communication, exchanging information, promoting the program and sharing success stories.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.

Performance Expectations:

- Encourage each of the District clubs to appoint a Environment Chairperson.
- Promote and encourage participation in the Lions Environmental Photo Contest and announce the winning photo.
- Promote and encourage Lions members to attend the Lions Memorial Forest Dedication in Breslau.
- Continuously promote Environment programs and activities.
- Create and maintain a list of Environment activities being done throughout the Multiple District and share these and new strategies developed throughout the District.
- Pro-actively identify opportunities to present displays etc. regarding the environment.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

SIGHT PRESERVATION & AWARENESS

The Sight Awareness Chairperson works in partnership with the District Diabetes Awareness Chairperson maintain an open communication, information exchange to demonstrates the need for District Club fund-raising support.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting

Performance Expectations:

- Present any proposed District projects to the District Cabinet for approval, prior to implementation.
- Ensure that the District Lions Cubs are aware of the programs and services provided by the various sight related agencies.
- Promote the collection of used eyeglasses throughout the District.
- Encourage the efficient processing of used eyeglasses collected by District Clubs.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

HEARING PRESERVATION & AWARENESS

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

Selection:

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

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.

Performance Expectations:

- Promote support hearing conservation programs and services within the District.
- Receive and review all requests for financial aid or equipment from any public or private agency. Encourage and support any available assistance to service these individual or organization requests for assistance.
- Encourage District to support meaningful Hearing Conservation programs.
- Attend meetings of the Board of Lions Homes for Deaf People.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

LIONS FOUNDATION OF CANADA DOG GUIDES (LFCDG)

The LFC Chairperson serves as ambassador for LFC in the District and works with the Multiple District Chairperson and the Foundation to enable LFC to advance its support to those in need of Dog Guide assistance.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Preferably experienced with fundraising.
- Good communication skills.
- Computer skills.

Responsibilities:

- To provide the District with information regarding short and long term programs of the Foundation.
- Visit and become more familiar with the facilities and programs of LFCDG.
- To work in conjunction with the District Club to encourage support LFCDG programs.
- To ensure that the Lions Clubs of District A-2 are aware, via the District Chairpersons, of the programs and services provided by LFCDG.
- To pro-actively identify opportunities to present displays and guest speakers.
- To maintain accurate records and retain correspondence which will be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

LEO CLUBS

The District LEO Chairperson works with the MD-A LEO Club Chairperson to maintain open communication and information exchange.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience or knowledge in Lions Clubs Lions Youth activities and programs.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting.

Performance Expectations:

- Attends (when invited) the annual MD-A Opportunities for Youth meetings.
- Promotes within the District LEO Club program, its extension, membership growth and continued club support.
- Ensure that all LEO Club Advisors promote the activities of their LEO Club Activity. Encourage the use of the MyLion app to document LEO Club service projects.
- Identify opportunities to present displays etc. at the District Convention
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

EFFECTIVE SPEAKING COMPETITION

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

The District Effective Speaking Coordinator works with the Multiple District Opportunities for Youth and the Effective Speaking Chairpersons.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs Effective Speaking Competitions.
- Familiar with the procedures set out in the Multiple District Effective Speaking manual.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting.

Performance Expectations:

- Arrange printing of all contest material required in both official languages.
- Arrange a District contest location early in the Lions Year.
- Budget and request club support for the current year's competition.
- Arrange for competition judges and volunteer support during the competition.
- Promote the competition. Encourage district wide club youth entry support.
- Recommend applicable updates to the Effective Speaking Manual (a copy of which is found in the Policy and Procedure Manual).
- Conducting of the program shall be in accordance with the procedures set out in the Multiple District Effective Speaking manual.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

PEACE POSTER / PEACE ESSAY COMPETITION

The District Peace Poster and Peace Essay Coordinator works with the District A-2 Governor and District Lions Clubs to promote and administer the competition in A-2.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting.

Performance Expectations

- Promote, coordinate and administer the District A-2 Peace Poster and Peace Essay Contests throughout the District.
- Provide Peace Poster and Peace Essay contest kits to District Clubs.
- Present a display of submitted Peace Posters at the District Convention
- Ask District Clubs provide for financial support.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

LIONS QUEST / YOUTH OUTREACH

The District Lions Quest Chair shall maintain open communications with Executive Director of Lions Quest Canada.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Knowledge and/or experience of adult learning and Lions youth outreach programs (Peace Poster, Effective Speaking, Youth Exchange & LEOs)
- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting,

Performance Expectations:

- Attend and participate in the Lions Quest Canada's monthly District Chairperson meetings.
- Participate in Lions Quest Canada's District Chairperson training workshops.
- Participate in a Lions Quest Educator's Workshop and a Do Your Part! Community Rally.
- Continuously promote and support Lions Quest youth outreach programs and encourage each district club to support Lions Quest financially through District Activities or directly to Lions Quest Canada.
- Pro-actively identify opportunities to present displays, seminars or workshops.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

YOUTH EXCHANGE

The District Youth Exchange Chairperson works with the Multiple District Youth Exchange Chairpersons to maintain open communication to ensure the sharing of exchange information.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting.

Performance Expectations:

- Adhere to the Lions Clubs International guidelines for all Youth Exchange programs.
- Attends (when invited) the annual MD-A Opportunities for Youth meetings.
- Promote the activities and opportunities provided by the Youth Exchange Program to the Lions of the District
- Identify opportunities to present displays etc. at the District Convention and other events for all aspects of the Youth Exchange Program.
- Ask District Clubs provide for financial support.
- Interview outgoing youth, parents and host families to insure they understand their responsibilities.
- Review incoming Youth Exchange applications to determine the applicant's suitability to the District A-2 Youth Exchange programs.
- Submit a program budget for Cabinet approval. Upon completion of the exchange, submit a financial report.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

NOTE:

Vulnerable Sector Police Record Checks

- A recent Vulnerable Sector Police Record Checks are required for any Lion or Non-Lion member volunteering directly with any of our A-2 Youth Programs.
- Police checks must be renewed every 2nd year.
- Upon request, a certified copy of the Vulnerable Sector Police Check is to be forwarded to the activity committee chair.
- Upon request, District A-2 will reimburse the cost of Vulnerable Sector Police Checks.

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HUNGER & HUMANITARIAN

The District Hunger Chairperson will work with the District Global Service Chair to maintain open communication, information exchange, promoting and encourage club level hunger programs.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.

Performance Expectations:

- Create, promote and encourage participation of a hunger (food drive) campaigns within the district.
- Encourage and assist and District Clubs to network with community leaders to determine community needs.
- Utilize resources such as Facebook, social media and the LCI portal to stay up to date with hunger activities.
- Encourage Clubs to promote hunger awareness in their community and report their activities on Social Media, in the MyLion app and local public media.
- Be available to speak to clubs to promote local and LCI / LCIF hunger projects.
- Promote and encourage the Lions members to visit their local Food Banks in an effort to have clubs aware of the programs and services available within their community.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

VISION SCREENING COORDINATOR

The vision screening coordinator/s is responsible for the establishment and maintenance of the district's vision screen service projects.

Selection:

Appointed by the District Governor to a three (3) year term, subject to annual review.

Position Requirements:

- Experience in the Lions Clubs activities and functions
- Good communication and presentation skills
- Computer skills (word processing & basic computer)
- Ability to work in a team setting

Performance Expectations:

- Work with the communities Regional Health Units to assist and coordinate school based vision screening.
- Encourage & recruit Lions Club members to assist with Regional Vision Screening.
- Retain volunteer and school records, Word, PDF and other documents on the email storage drive.
- Schedule training sessions as needed and assign volunteers for scheduled school screenings.
- Communicate regularly with the Health Units and volunteers with schedules, upcoming Vision Screening dates, etc.
- Notify volunteers of any school cancellations as soon as practicable and communicate rescheduled dates to the volunteers.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Provide a written report of activities and progression of goals to the scheduled District Cabinet meetings.

NOTE:

VULNERABLE SECTOR POLICE RECORD CHECKS

- A recent Vulnerable Sector Police Record Checks are required for any Lion or Non-Lion member volunteering directly with any of our A-2 Youth Programs.
- Police checks must be renewed every 2nd year.
- Upon request, a certified copy of the Vulnerable Sector Police Check is to be forwarded to the activity committee chair.
- Upon request, District A-2 will reimburse the cost of Vulnerable Sector Police Checks.

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APPENDIX

OPEN MEETING POLICY

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

PRIVACY POLICY

District A-2 recognizes the importance of protecting the private information of its members. The collection of personal information about Lions Clubs and Lions Clubs' members is to facilitate communications with and among our members.

This information is to be used solely to;

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

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

RECOGNITION

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

ROBERTS RULES OF ORDER

Roberts Rules of Order Newly Revised shall be the guide for all proceedings of the District A-2 unless otherwise stipulated in the Constitution and By-Laws.

WEB AND ELECTRONIC COMMUNICATION

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

Domain Policy:

The District A-2 Domain Name, the web site to which it directs, and the e-mail addresses which are associated with it are an integral part of the District identity and have the potential to directly affect the District's reputation. In order to protect these critical electronic resources, the following procedures need to be put in place and maintained at all times:

1. The domain "a2lions.org" must be registered in the name of District A-2.
2. The domain must be carefully preserved by ensuring the registration is never allowed to lapse, and all notices of invoices due against the Domain Name registration, and the Web site server, must be forwarded the current District Treasurer for payment or reimbursement.
3. Multi-year Domain registration is recommended. The District Treasurer is responsible for paying the invoices for Domain registration and Web site service in a timely manner.

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

General Uses:

The following general areas of use are expected of the District A-2 web site and electronic communication resources:

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

Uses of the District Web Site:

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

1. Authorization

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

2. Content of the Web Site

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

3. Privacy & Respect

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

4. Intellectual Property

Acceptable use requires that all users recognize and honour the intellectual property rights of others.

5. Secure Mailing list facilities for use in maintaining email communication with Cabinet, committees, and Lions in general.

6. Non-Acceptable Uses of the District Web Site

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

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

Copyright Law and WWW Materials

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

The following items are required on the web site:

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

AND

That Cabinet approve the creation of a District Communication Committee in order to establish further procedures and administrative policy statements that will enhance electronic communication within the District.

APPENDIX – PROTOCOL

DISTRICT GOVERNOR CLUB VISITS: ZONE ADVISORY MEETINGS AND FALL REGION RALLIES

- During Club Visits, Clubs will endeavour to have the meeting program assigned only to District Governor and his/her official visit. No other program should be scheduled.
- During Zone and Region Rallies the District Governor should be the first speaker on the meetings agenda.
- During Club, Zone and Fall Rallies the District Governor's meal will be considered complementary.

USA / CANADA LIONS LEADERSHIP FORUM – LCI CONVENTIONS

- The district budget will include financial Forum registration / travel assistance to the First and Second Vice District Governors.
- The district budget will include financial LCI Convention travel assistance to the District Governor Elect's Spouse.

DISTRICT CABINET MEETINGS – DRESS CODE

The dress code for all Cabinet, Region/Zone and Club Visitation Meetings are:

- District Governor
Black Jacket, grey long pants/skirts, white shirt/blouse, tie/scarf, dress shoes
The dress code for the 1st and 2nd Vice District Governors for at all Cabinet, Region/Zone and Club Visitation Meetings is:
- Elected Officers
Navy Jacket, grey long pants/skirts, white shirt/blouse, tie/scarf, dress shoes.
- Committee Chairs and Guests
Club/District Shirt, casual pants/skirts, casual shoes.

CABINET MEETING REPORTS

- All Elected and Appointed Cabinet Officers are asked to have their reports to the Cabinet Secretary by the deadline imposed by the Secretary. If your report is not submitted within 3 days before the meeting, it will not be included in the Agenda.

VULNERABLE SECTOR POLICE RECORD CHECKS

- A recent Vulnerable Sector Police Record Checks are required for any Lion or Non-Lion member volunteering directly with any of our A-2 Youth Programs.
- Police checks must be renewed every 2nd year.
- Upon request, a certified copy of the Vulnerable Sector Police Check is to be forwarded to the activity committee chair.
- Upon request, District A-2 will reimburse the cost of Vulnerable Sector Police Checks.

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AMENDING PROCEDURES

The A-2 District Policy and Procedures Manual shall only be amended upon direction and/or approval from a meeting of District A-2 Cabinet Officers.

Proposed amendment(s) should have been vetted by either the District Constitution / Historian, the Cabinet Secretary or both as directed by the District Governor before acceptance.

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

MOTIONS LOG

The District Motions Log is an MS Word or Excel archival document, maintained by the District Secretary, which lists all motions adopted by District A-2. They are recorded in descending order to enable the capture of recent entries without having to copy the entire list.

The Motions Log is accessible on the A-2 District web site.