

# District A-1 Lions



## Policy Manual

Revised: June 11, 2017



Lions Clubs International  
District A-1 Policy Manual

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The following district chairpersons may need to be added to the above list:

1. Youth Chairperson (Lions Opportunities for Youth)
2. Youth Camp and Exchange
3. Lions Clubs International Foundation (LCIF)
4. Lake Joseph Transportation
5. Environmental

The following district chairpersons have previously been utilized:

1. Special Olympics
2. Youth Exchange
3. Bulletin Contest
4. Camp Dorset
5. Environment
6. Lake Joseph

The following district chairpersons are officially approved and recommended by LCI:

1. Convention Chairperson 0
2. Cultural and Community Activities Chairperson
3. Diabetes Awareness and Action Chairperson
4. Environmental Chairperson
5. Hearing Preservation, Awareness and Action Chairperson
6. Honorary Chairperson
7. Information Technology Chairperson
8. Leo Club Chairperson
9. Lions Services for Children Chairperson
10. Lions ALERT Chairperson
11. Peace Poster Contest Chairperson
12. Public Relations and Lions Information Chairperson
13. International Relations Chairperson
14. Sight Preservation, Awareness and Action Chairperson
15. Youth Chairperson (Lions Opportunities for Youth)
16. Youth Camp and Exchange Chairperson
17. Lions Quest Chairperson

## **Preface**

The purpose of the District A-1 Policy and Procedures Manual is to enhance consistency and uniformity in the execution of the duties and functions of the association. It also assists to clarify the job descriptions or terms of reference for the Officers, Committee Chairpersons and Committee members. It outlines the policy and procedures involved in the carrying out of the duties and responsibilities of those persons tasked with the proper functioning of the District. It should be regarded as a supplement to the District A1 Constitution and Bylaws but with the same force and authority. The provisions should not be considered discretionary, although, where there appears to be an inconsistency with the District A1 Constitution and Bylaws, the provisions of the Constitution and Bylaws shall take precedence. Experience and common sense shall apply in the interpretation of the subject matter herein.

**DISTRICT A-1 POLICY MANUAL (Revised ver. 2017)**

Part I – General

Section

1. Distribution:

- a) This Manual shall be posted on the District A1 website. Printed copies may be distributed as directed by the District A-1 Cabinet.

2. Adoption and Amendments:

- a) This Manual shall be adopted and can only be amended at Regular or Special Cabinet Meetings by two thirds vote of the District A-1 Cabinet.

3. Maintenance

- a) This manual shall be maintained by the Chairperson of the Constitution and Bylaw Committee as directed by the District A-1 Cabinet. The expense of revision, printing and distribution shall be a proper expense of District A-1.

4. Supremacy

- a) This Policy Manual shall not supersede or contravene the District A-1 Constitution and By-Laws and in all matters affecting same, The District A-1 Constitution and By-Laws shall prevail.

5. Organization

- a) This Policy and Procedures Manual shall include the sections listed in the 'Table of Contents' and any other section(s) that may be adopted according to Section 2 above.

6. Governance

- a) Decisions regarding the organization and operation of District A-1 shall be made by the District A-1 Cabinet within the framework established by the District A-1 Constitution and Bylaws. If the District A-1 Constitution and Bylaws authorizes a particular decision to be made by a specific individual, i.e. Governor, that authority shall be exercised with extreme caution giving careful consideration to the opinions of other members of Cabinet and the membership in general.

7. Incorporation

- b) Any Club within District A-1 has the authority to incorporate, subject to the jurisdiction of the International Association of Lions Clubs.

Part II - Administration

Section

1. District Officers

The officers of A-1 shall be as set out in Article VI of the District A-1 Constitution.



2. The District Cabinet shall consist of the following:
  - a. Cabinet Secretary who shall be a non-voting member
  - b. Cabinet Treasurer who shall be a non-voting member
  - c. Or: where the duties of both are carried out by one member, the Cabinet Secretary-Treasurer who shall be a non-voting member
  - d. Elected and/or appointed District Officers
  - e. Immediate Past District Governor
  
3. District Governor Appointments
 

Each District Governor is responsible for appointing District Chairs to serve as representatives to the various District A-1 Lions supported service organizations and activities. Some of these appointments may be multi-years, which means that each District Governor will not be appointing new chairs every year. Multi-year appointments are intended to provide continuity and to allow time to gain sufficient knowledge and experience to function effectively in these positions. Although the power to appoint necessarily implies the power to remove an appointee, this should be exercised midterm in only the most extreme cases such as when the chairman is physically or mentally unable to perform his/her duties, or refuses to perform his/her duties. Personal preferences by the District Governor should not be the basis for this decision.
  
4. Committee Reports
  - a. Reports shall be submitted to the Cabinet Secretary 10 days prior to the date set for the Cabinet meeting.
  
5. Attire
  - a. The District Governors Standard Uniform:
 

The standard uniform consists of:

    - Blazer
    - White shirt or Blouse
    - Grey Slacks or Skirt
    - Appropriate tie
    - Dark shoes

Summer Wear

    - Blazer
    - White shirt or Blouse
    - White Slacks or Skirt
    - Appropriate tie
    - White shoes
  - b. The District Cabinet Standard Uniform

The standard uniform for District A-1 elected officers excluding the Governor:

- Navy jacket
- White shirt or Blouse
- Grey slacks (skirt) or white when appropriate
- Appropriate tie
- Dark shoes or white when appropriate.

The Standard uniform is to be worn at all Governors' cabinet meetings and other functions as appropriate, including Governor's visitations and public appearances where blazer and tie is appropriate.

#### 6. Volunteer Screening Process

- a) It is clearly the intent of this policy to cover checks required only for activities under the direct jurisdiction, conduct and supervision of "District A-1" and instituted for those Lions directly appointed by "District A-1" as chairpersons, sub-chairs and/or coordinators.
- b) It is the responsibility of the "District A-1" Youth Opportunities Chairperson to ensure that the "District A-1" Coordinators and volunteers working at the "District A-1" level with direct dealing with youth be appropriately evaluated, which shall include a police volunteer screening process.
- c) District A-1 Youth Programs/Projects/Initiatives - Lions Club members who wish to be involved in District A-1 as a host family, or by volunteering their time and services to youth activities, or in any other capacity involving direct access to youth, will be required to have a check as described in this policy.

#### 7. Records and Retention

- a) District Constitution and Bylaws
  - i) Current copies shall be retained by the District Governor, Cabinet Secretary or Cabinet Secretary-Treasurer and Chairperson of the Constitution and By-Laws Committee.
- b) Proposed Resolutions and Proposed Constitution & By-Laws Amendments
  - i) These shall be destroyed ninety (90) days after the minutes have been published.
  - ii) Proposed Constitution & By-Laws amendments shall be printed in the Governors News Letter.
- c) Meeting Minutes
  - i) District A-1 Cabinet Meetings - The minutes shall be kept on file by the District A-1 Secretary for five (5) years.

- ii) Committee Meetings - The minutes shall be kept on file by the District A-1 Secretary for five (5) years.
  - iii) District A-1 Convention - The minutes shall be kept on file by the District A-1 Secretary for five (5) years along with programs, etc., relating to said Convention.
- d) Tapes or other Recording Devices
  - i) The only official tapes or recordings are those made by the District A-1 Secretary.
  - ii) This policy applies to tapes or recordings of meetings of the District A-1 Cabinet, District A-1 Convention Committee meetings and any other official meetings of a District A-1 matter.
  - iii) Tapes shall be kept one (1) year plus current.
  - iv) Tapes shall be restricted to official use only and permission to hear same must be obtained from the District Governor.
  - v) Request for copies or transcriptions of tapes or recordings described in this chapter and section must be in writing to the District Governor. The District Governor shall not unreasonably withhold approval for release of the requested information.
  - vi) If there is no response to the request within ten (10) working days of the date the request was posted, permission will be considered to have been given. Permission may be by letter, phone, and email or in person to the Lions requesting same. Follow up response shall be in writing from the Governor.
  - vii) From the date a request is posted, the yearly provision for erasing the tapes shall be suspended, and, if the request is denied, the suspension shall stay in effect until the complaint is resolved, or for six (6) months, whichever is longer.
- e) Paid bills
  - i) Destroy after six (6) years
- f) Canceled cheques and Bank Statements
  - i) Destroy after six (6) years
- g) Miscellaneous correspondence, etc. to or from Lions International, any Club or District Committee
  - i) Destroy after two (2) years.

- h) Insurance Policies
    - i) Destroy after new or renewal policy is received, unless a claim is pending or anticipated on the old policy.
  - i) Tax records
    - i) Shall be kept indefinitely.
  - j) Routine Miscellaneous Correspondence
    - i) This can be destroyed at the discretion of the District A-1 Secretary.
8. Past District Governors
- a) The District A-1 Secretary shall establish and maintain a file for every Past District Governor in District A-1, whether from Multiple District A or presently residing herein. The files shall include but not limited to the following:
    - i) Occupation while a Lion.
    - ii) Date he/she became a Lion and Club or Clubs names. (c) Date served as President and Clubs name.
    - iii) Dates he/she served as Zone Chairman, Region Chairman, Deputy District Governor, Vice District Governor, Cabinet Secretary - Treasurer, Governor and Council Chairman.
    - iv) International level such as 100% Governor, Extension Awards, International Presidents Award, Ambassador of Good Will Award, Special Awards presented by any International President, LCIF Honors, etc.
9. International Director Candidate Selection Process
- a) ENDORSEMENT PROCEDURE - Subject to the provision of the International Constitution and By-Laws, any member of a Lions Club in the District seeking the endorsement of a District Convention as a candidate for the office of International Director or Second Vice-President shall:
    - i) Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor and to the Multiple District Council Secretary no less than 90 days prior to convening date of the District Convention at which such question of endorsement is to be voted upon;
    - ii) Deliver with said Notice of Intention evidence of fulfilment of the qualifications for such office set forth in the International Constitution and By-Laws.
  - b) NOMINATION - Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective Convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under

the International Constitution and Bylaws, and shall place in nomination at the respective Convention the name of each such prospective candidate who has fulfilled the procedural and constitutional requirements.

- c) **SECONDING SPEECH** - Each such nominee for endorsement shall be entitled to one seconding speech of no more than three (3) minutes in duration.
- d) **VOTE** - The vote on the question of endorsement shall be by secret written ballot. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Convention and District. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast. If only one nominee is seeking endorsement, the ballot shall solicit a positive or negative response.
- e) **CERTIFICATION OF ENDORSEMENT** - Certification of Endorsement by the Convention shall be made in writing to the International Office by the District Secretary, and to the Multiple District Council of Governors, in accordance with the requirements set forth, in the International Constitution and By-Laws.
- f) **VALIDITY** - No District endorsement of any candidacy of any member of a Lions Club in District A-1 shall be valid unless and until the provisions of this section have been met.
- g) **DUES LEVY** - The District A-1 Dues Levy of \$1.00 per member per year. The fund shall be capped at an amount determined by Cabinet. The fund created by the levy shall be available to help pay the expenses of a candidate endorsed by the District for the position of International Director or International Vice-President.

### Part III – Administrative Committees

- 1. **Administrative Committees - General**
  - a) **Purpose:** To assist with the administrative function of the District.
  - b) **Selection:** In accordance with the Constitution and By-Laws, the Governor may appoint such other committee chairpersons as deemed necessary for the efficient operation of the district. Such committee chairpersons shall be deemed non-voting members of the district cabinet.
  - c) **Performance Expectations:**
    - The Chairperson of each Committee should be available to attend the District Convention during his/her year as the Chairperson.
    - In some cases be able to prepare materials promoting the Committee's goals.

- Be available to attend and report to each Cabinet meeting as to the progress of the Committee and the promotion of the Committee's goals.

d) Expenses:

Each committee chairperson shall prepare a written budget to the District A-1 Governor for consideration, 1 (one) month prior to the first cabinet meeting of the fiscal year.

2. Long Range Planning

The Long Range Planning Committee, consisting of Past District Governors and the current Vice District Governors, shall establish individual responsibility by assigning a sub-committee to reduce expenses and minimize the need for special meetings. A quorum shall be no less than 6 members.

The Long Range Planning Committee shall serve as an advisory body to the District Governor and may be empowered by the majority vote of the District A-1 Cabinet to act on its behalf. The Committee may be assigned such other duties by the Governor and his cabinet, which are not within the responsibility of another standing committee. Long Range Planning shall annually review the District A-1 Constitution and Bylaws and make recommendations for the consideration of Cabinet.

3. Constitution and By-Laws

This committee receives and takes appropriate action in regard to recommendations from the District A-1 Cabinet and Long Range Planning Committee concerning proposed amendments and other issues.

This Committee shall be responsible for the maintenance of the District A-1 Constitution and By-Laws. It shall ensure that the provisions are not inconsistent with those of Lions Clubs International and Multiple District 'A'.

Other responsibilities include:

a) Establishing full working knowledge of the content and objectives of:

- I. Lions International Constitution and Bylaws;
- II. Multiple District "A" Constitution and Bylaws;
- III. District A-1 Constitution and Bylaws

b) Annually review District A-1 Constitution and Bylaws to ensure provisions align with:

- I. Lions International Constitution and Bylaws;
- II. Multiple District "A" Constitution and Bylaws;

Copies of currently amended Constitution and By-Laws of District A-1 along with the

Standard Form Constitution and By-Laws shall be retained by the District Governor, District A-1 Secretary or Secretary-Treasurer and Chairperson of the Constitution and Bylaw Committee.

#### 4. Finance

The Finance committee shall serve as an advisory body to the District A-1 Cabinet. It may also become an administrative body when empowered by majority vote of the District A-1 Cabinet. The Finance Committee shall review and make recommendations to the District A-1 Cabinet regarding District A-1 operation per Article IV District Organization Section 4. (District Committees) of the District A-1 Constitution and By- Laws.

- a) There shall be a District Finance Committee to be established following the District A-1 Convention and before June 30th, which shall consist of the District Governor, the District Governor-Elect, Vice District Governor the Cabinet Treasurer (or the Cabinet Secretary-Treasurer), the Incoming Cabinet Treasurer (or the Incoming Cabinet Secretary-Treasurer), and four appointed members.
- b) One of the four appointed members will be replaced each year on a rotating basis by the District Governor with the senior member being replaced. No member shall serve for more than four consecutive years. If a vacancy occurs, the vacancy shall be filled by appointment by the District Governor for the unexpired term thereof.
- c) The 3<sup>rd</sup> year member of the District Finance Committee shall be chairman.
- d) This Committee shall be responsible for the preparation of a District Budget which shall be submitted to the District Cabinet for approval at its first meeting. This Committee shall also continually monitor the implementation of the Budget and the general condition of the District Funds throughout the year.

#### 5. Convention

- a) The Convention Committee shall serve as an advisory body to the District A-1 Cabinet and shall be governed as per the District A-1 Convention Manual and that of the District A-1 Constitution and By-Laws. The Convention Committee shall have the authority to make changes in the Convention, shall work in cooperation with the Governor and District A-1 Cabinet to ensure that all events are designed for maximum Lionistic impact and spirit and in keeping with proper protocol.
- b) The current Convention Manual shall be posted on the District A1 Website.

c) Promotion

- i) The District Governor and Cabinet Members will throughout their term, promote International Conventions.
- ii) The District Governor and Cabinet Members will, throughout their term, promote Multiple District Conventions.
- iii) District A-1 annual convention will be held prior to the Multiple District "A" convention. The date and city will be determined 2 years in advance by the delegates voting at the last District A-1 convention.
- iv) The convention shall be in accordance with the District Convention Manual and in accordance with the District A-1 Constitution & By-Laws.

6. Global Leadership

Purpose

The GLT Committee promotes the program among the Clubs in the District and encourages each Club President to support continuing Lions education as well as attending training programs.

**Global Leadership Team Coordinator (GLT) – 3-year term**

The GLT-D team includes District Governor, First Vice District Governor, Second Vice District Governor, GLT-D Coordinator, Region/Zone Chairperson(s) and other qualified Lions as needed.

1. The objective of the District GLT Coordinator includes but is not limited to the following:
  - a) Establish district leadership development goals and implement an action plan incorporating the goals and objectives of the GLT.
  - b) Promote District leadership plan that includes recognition for district and individual Lions who make significant contributions to leadership development program goals
  - c) Motivate club leaders to establish goals and develop club programs that enhance leadership skills
  - d) Present a budget each fiscal year to the District cabinet to fund a leadership development plan
2. Training Responsibilities includes but is not limited to the following:
  - a) Facilitate the training of zone chairpersons, club officers and others, adapting LCI training materials to suit local needs



- b) Assist District GMT Coordinator in planning and conducting workshops and seminars
  - c) Ensure member orientation opportunities are facilitated within clubs
  - d) Ensure effectiveness of Certified Guiding Lions; implement Club Excellence Process as appropriate
  - e) Share leadership development techniques, curriculum, motivation and support using the resources available from LCI
  - f) Motivate district Lions members to develop and improve their leadership skills; promote use of Lions Mentoring Program
3. The GLT Coordinator must possess the ability and skills to identify, expand and present leadership development programs that meet the needs of District A1. Qualifications include but are not limited to the following:
- a) In-depth knowledge of LCI and needs of the district and clubs
  - b) Ability to mentor future leaders and to identify leaders
  - c) Extensive knowledge of leadership programs and field positions (Zone Chairperson, Certified Guiding Lions, etc.)
  - d) Ability to effectively deliver training and education
  - e) Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Advanced or Faculty Development) with a positive evaluation
  - f) Ability to commit to a three-year term as GLT Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position
  - g) Ability to travel within the district
  - h) Ability to collaborate with GMT counterpart to address district needs
7. Global Membership
- Purpose
- The GMT Committee promotes the program among the Clubs in the District and encourages each Club President to appoint a Chairperson.

**Global Membership Team Coordinator (GMT) – 3-year term**

The DG (District Governors) team includes District Governor, First Vice District Governor, Second Vice District Governor, GLT-D Coordinator, Region/Zone Chairperson(s) Club Presidents and Secretaries and other qualified Lions as needed.

1. The objective of the District GMT Coordinator includes but is not limited to the following:
  - a) Develop membership, new club development, club success and member satisfaction goals and implement action plans incorporating the goals and objectives of the district. Communicate goals and plans to the Multiple District GMT Coordinator on or before September 1st of each Lions year.
  - b) Promote district goals and include recognition for regions/zones/clubs and individual Lions who make significant contributions to membership, new club development, club success and member satisfaction.
  - c) Motivate clubs to set goals and club programs that improve membership, new club development, club success and member satisfaction skills.
  - d) Present a budget for each fiscal year to the DG team to fund the action plans.
2. The district GMT coordinator candidate must possess the abilities and skills to identify, expand and present membership, new club development, club success and member satisfaction programs that meet the needs of their district. Additional qualifications include but are not limited to the following:
  - a) Extensive knowledge of membership, new club development, club success and member satisfaction programs; needs of district, regions, zones, clubs; LCI policies.
  - b) Ability to commit to a three-year term as district GMT coordinator, accepting no other position(s) within the association that would potentially conflict with the time and effort necessary to carry out the duties and responsibilities of this position.
  - c) Demonstrated membership expertise through sponsorship of new members and development of new Lions clubs.
  - d) Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Advanced or Faculty Development) with high evaluation score.
  - e) Ability to participate in membership, new club development, club success and member satisfaction training and development opportunities sponsored by LCI.

- f) Ability to effectively collaborate with GLT counterpart to address district needs.
- g) Ability to travel within the district.

#### Part IV – Activities Committees

1. The new chairperson for any committee will meet with the outgoing chairperson, including any of the following (1st and/or 2nd Vice District Governor, incoming and/or outgoing Region Chairperson), no later than June 30th to review the job description and expectations of their position, receiving any files and information necessary.

District Committee Chairs are expected to attend all scheduled District A1 Cabinet meetings.

District Chairpersons only need to report to Cabinet if;

- Requested by the District Governor,
- The chairperson is making a special request of Cabinet,
- There is a topic of controversy or, a topic that would solicit discussion,
- The chairperson has important information to share with the Lions present at the Cabinet meeting.

Written committee reports must be submitted to the Cabinet Secretary or Cabinet Secretary/Treasurer, at least 10 days prior to the scheduled Cabinet Meeting enabling all Cabinet Officers time to review before the meeting.

Multiple District A (MDA) Committee Chairs can be found on the Multiple District A web site at:

- <http://members.lionsclubs.org/EN/serve/other-ways-to-serve/disaster-relief/alert-program/index.php>

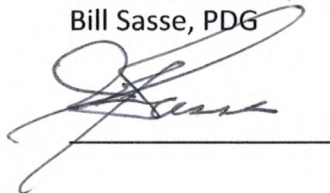
All committee's shall prepare a written budget to the District A-1 Governor for consideration, 1 (one) month prior to the first cabinet meeting of the fiscal year.

Note: For individual committee job descriptions, see Policy Manual 'Appendix'

District Governor  
Eric Dolansky



Constitution & Bylaws Chair  
Bill Sasse, PDG



## Appendix

### Section

1. Alert Committee (Emergency Relief Planning)
2. Diabetes Awareness
3. Webmaster/Information Technology
4. Effective Speaking
5. Finance
6. Gift of Life
7. Hearing Preservation, Awareness and Action
8. Leader Dog
9. Leo Liaison
10. Lions Foundation of Canada
11. Lions Quest
12. Literacy
13. Peace Poster
14. Sight Conservation

*(Position Description not yet included for the following committees that may be utilized)*

15. Lions Services for Children - Youth Outreach
16. Youth Exchange (In)
17. Youth Exchange (Out)
18. Lake Joseph
19. Bulletin Contest
20. Camp Dorset
21. Special Olympics

The following district chairpersons are officially approved and recommended by LCI:

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

## **Appendix**

### **1. Alert Chair**

The Lions ALERT program strives to provide specific direction to Lions clubs and help them to be more efficient in providing short and long term support to disaster victims.

#### **Position Requirements:**

- Basic knowledge of LCI's ALERT program
- Good communication skills.
- Computer skills.
- Ability to work in a team setting
- Good organizational skills
- Can travel within the District

#### **Performance Expectations:**

- Be Knowledgeable about the Lions Club International ALERT Program and its resources
- Promote Club action plans including maintaining emergency contact information
- Organize District, Region, Zone, and Club training seminars and/or programs where required
- Work with Clubs in the event of a natural/man-made disaster and/or a pandemic or other health care crisis.
- Liaise with and report to the "MDA" Alert Committee Chair
- Prepare reports for the District A1 cabinet meetings as required

#### **Committee Structure and Resources:**

- The committee should include representation from the three Regions in the District.
- <http://members.lionsclubs.org/EN/serve/other-ways-to-serve/disaster-relief/alert-program/index.php>

### **2. Diabetes Awareness**

People with diabetes are at risk of losing sight due to diabetes eye disease. It is the leading cause of new-onset blindness in many countries. All people with diabetes – both Type 1 and Type 2 – are at risk.

#### **Position Requirements:**

- Basic knowledge of LCI's Diabetes programs

- Good communication skills.
- Computer skills.
- Basic organizational skills
- Can travel within the District

**Performance Expectations:**

- Encourage Lions to share news of their diabetes projects.
- Work with local health care professionals to determine community needs and provide the most appropriate services.
- Provide educational resources and information on diabetes awareness, prevention and control to the Clubs in the District.
- Invite health care professionals, such as doctors, nurses or certified diabetes educators as speakers to help motivate Lions to participate in the programs.
- Discuss projects that can provide outreach to underserved populations who are at high risk for diabetes or living with the disease.
- Prepare reports for the District A1 cabinet meetings as required

**Committee Structure/ Resources:**

- This position is held by one Lion who acts as Chair and should include two or more other Lions from the District.
- <http://members.lionsclubs.org/EN/serve/diabetes/diabetes-chairperson.php>

**3. Webmaster / Information Technology**

The webmaster's time is dedicated to maintaining the District A1 site. This involves updating content, making sure that the website's code is compatible with various browsers, fixing broken links and images, adding page animations, new pictures, fresh content, and new events among others. If there are changes to the website, the webmaster will immediately work to implement those required changes.

**Position Requirements:**

- Good communication skills.
- Above average computer skills.
- Good organizational skills
- Basic knowledge of web design

**Performance Expectations:**

- Maintain the Domain name for District A1
- Post information from Lions, and Leo Clubs promoting District events
- Aid Clubs in the District setting up e clubhouse sites for their Clubs

- Liaise with the District A1 Reporter & PR Chair
- Prepare reports for the District A1 cabinet meetings as required

**Committee Structure/ Resources:**

- This position is held by one Lion who acts as Chair but should include at least one or more other Lions from the District.

**4. Effective Speaking**

The Lions Clubs of District A1, by participating in this contest, afford students in their area a chance to participate in a province wide Effective Speaking Contest, held in both the English and French languages.

**Position Requirements:**

- Can work with youth and their parents
- Possess an understanding of the rules surrounding Effective Speaking and Effective Speaking contests

**Performance Expectations:**

- Encourage Clubs in the District to participate in the Effective Speaking program
- Promote and encourage donations to the Effective Speaking program
- Encourage Clubs to hold Effective Speaking contests
- Liaise with and report to the “MDA” Effective Speaking Committee Chair
- Arrange the District A1 effective Speaking contest and forward names of winners to “MDA”
- Prepare reports for the District A1 cabinet meetings as required

**Committee Structure/ Resources:**

This position is held by one Lion who acts as Chair and should include two other Lions from the District.

More information can be found at <http://mdalions.org/pages/Youth/Effectivespkg>

**5. Finance Committee**

The Finance committee serves as an advisory body to the District A-1 Cabinet.

The Committee shall consist of the District Governor, the District Governor-Elect, Vice District Governor the Cabinet Treasurer (or the Cabinet Secretary-Treasurer), the Incoming Cabinet Treasurer (or the Incoming Cabinet Secretary-Treasurer), and four appointed members.

**Position Requirements:** (Four appointed members)

- Possess a general knowledge of District A1 finances as it pertains to committee expenses
- Have some experience with bookkeeping / financial practices
- Familiar with District A1's rules of audit

**Performance Expectations:**

- Help with the Audit of the Books and Accounts of District A-1
- Help prepare a District Budget which will be submitted to the District Cabinet for approval at its first meeting
- Attend all Finance meetings as required
- Prepare reports for the District A1 cabinet meetings as required

**6. Gift of Life**

There are approximately 1,500 people waiting for a lifesaving organ transplant at any time. This program is their only treatment option.

**Position Requirements:**

- Basic knowledge of the benefits of organ and tissue donations
- Good communication skills.
- Computer skills.
- Good organizational skills
- Can travel within the District

**Performance Expectations:**

- Promote organ and tissue donor registration among the Lions of District A1
- Promote BeADonor Month
- Liaise with the District A1 Sight Conservation Foundation (Eyes Right)
- Liaise with and report to the "MDA" Gift of Life Chair
- Prepare reports for the District A1 cabinet meetings as required

**Committee Structure/ Resources:**

- This position is held by one Lion who acts as Chair but should include other Lions from around the District (regional representation).
- Information about Beadonor can be found at <https://www.beadonor.ca/campaign/ops>



## **7. Hearing Preservation Awareness & Action**

Hearing influences nearly every aspect of our daily lives, from our ability to earn a living to the quality of our relationships. Better hearing allows people to succeed in school, find good jobs, and participate in their communities. By addressing hearing loss, we can promote better health, greater educational attainment, and higher levels of economic productivity.

### **Position Requirements:**

- Good communication skills.
- Basic Computer skills.
- Basic organizational skills
- Can travel within the District

### **Performance Expectations:**

- Encourage clubs to share news of their hearing projects.
- Work with local health care professionals to determine community needs and provide the most appropriate resources.
- Provide educational resources and information on healthy hearing and prevention of hearing loss.
- Invite hearing care professionals as speakers to help motivate clubs to participate.
- Discuss projects that can provide outreach to adults and children in the community who are deaf or hard of hearing
- Encourage Club participation in the recycling of hearing aids
- Prepare reports for the District A1 cabinet meetings as required

### **Committee Structure/ Resources:**

- This position is held by one Lion who acts as Chair and should include two or more other Lions from the District.
- <http://members.lionsclubs.org/EN/serve/other-ways-to-serve/hearing/hearing-chairperson.php>
- <http://members.lionsclubs.org/EN/serve/other-ways-to-serve/hearing/hearing-aid-recycling.php>

## **8. Leader Dog**

Leader Dogs for the Blind empowers people who are blind, visually impaired or Deaf-Blind with skills for a lifetime of independent travel, opening doors that may seem to have closed with the loss of sight.

**Position Requirements:**

- Basic knowledge of Leader Dogs activities and programs
- Good communication skills.
- Can travel within the District

**Performance Expectations:**

- Become knowledgeable about Leader Dog and its programs
- Provide information about the Foundations programs to all Clubs in the District
- Provide resource materials to Clubs
- Promote and encourage donations to Leader Dog
- Prepare reports for the District A1 cabinet meetings as required

**Committee Structure/ Resources**

- This position is held by one Lion who acts as Chair and should include one or more other Lions from each region in the District.
- [http://leaderdog.org/?utm\\_source=scm&utm\\_medium=digital&utm\\_campaign=genad](http://leaderdog.org/?utm_source=scm&utm_medium=digital&utm_campaign=genad)

**9. Leo Liaison**

Through the Leo Club Program, young people serve as positive agents of change within their communities. These young leaders develop valuable leadership skills, make new friends and have fun.

**Position Requirements:**

- Basic knowledge of LCI's Leo program
- Good communication skills.
- Ability to work with youth
- Ability to work in a team setting
- Basic organizational skills
- Can travel within the District

**Performance Expectations:**

- Promote the development of Leo clubs throughout the District
- Oversee the development of existing Leo Clubs
- Provide resource material to the Leo Clubs
- Arrange leadership training for Leo advisors and officers
- Liaise with the Multiple District A Leo Chair
- Prepare reports for the District A1 cabinet meetings as required

**Committee Structure/ Resources:**

- It is recommended that a committee consisting of several members be set up to lessen the load and provide succession.
- <http://members.lionsclubs.org/EN/leos/index.php>

**10. Lions Foundation of Canada (LFC)**

LFC's vision is to provide service dogs, at no cost to Canadians with disabilities, helping them achieve freedom and independence.

**Position Requirements:**

- Basic knowledge of LFC's activities and programs
- Good communication skills.
- Computer skills.

**Performance Expectations:**

- Become knowledgeable about Lions Foundation of Canada and its programs
- Provide information about the Foundations programs to all Clubs in the District
- Provide resource materials to Clubs
- Promote and encourage donations to Lions Foundation of Canada
- Promote participation in the "Walk for Dog Guides" to Clubs in the District
- Liaise with the Lions Foundation of Canada "MDA" Chair
- Prepare reports for the District A1 cabinet meetings as required

**Committee Structure/ Resources:**

- This position is held by one Lion who acts as Chair and should include one or more other Lions from each region in the District.
- <https://www.dogguides.com/>
- <https://www.facebook.com/LFCDogGuides/>
- Type "Lions Foundation of Canada" in a search engine

**11. Lions Quest**

Lions Quest goes beyond academics to teach students how to make responsible decisions, set goals, be accountable for their actions, develop healthy relationships, resist peer pressure and engage in community service.

**Position Requirements:**

- Good Basic knowledge of LCI's Lions Quest activities and programs

- Good communication skills
- Computer skills.
- Ability to work in a team setting
- Basic organizational skills
- Can travel within the District

**Performance Expectations:**

- Become knowledgeable about Lions Quest and its programs
- Provide information about Lions Quest programs to Clubs in the District
- Provide resource materials to Clubs as requested
- Promote and encourage donations towards a “Lions Quest Fellowship” by Clubs in the District
- Liaise with the Lions Quest “MDA” Chair
- Prepare written reports for Cabinet meetings as required

**Committee Structure/ Resources:**

- This position is held by one Lion who acts as Chair and should include one or more other Lions from each region in the District.
- <http://lions100.lionsclubs.org/EN/media/touchstone-stories/power-service/11-lions-quest.php>

## **12. Literacy**

Literacy, the ability to read and write, is the foundation for education and social development. Yet, hundreds of millions of adult’s lack minimum literacy skills and millions of school-aged children are not attending school to obtain them. The Reading Action Program is our commitment to increasing reading and literacy rates.

**Position Requirements:**

- Basic knowledge of LCI’s Literacy activities and programs
- Good communication skills.
- Computer skills.
- Ability to work in a team setting
- Basic organizational skills
- Can travel within the District

**Performance Expectations:**

- Become knowledgeable about Lions Literacy programs
- Provide information about Literacy programs to Clubs in the District
- Provide resource materials to Clubs as requested

- Work with libraries within the district to identify opportunities for Clubs to get involved with reading programs, purchasing books for children etc.
- Liaise with the Literacy “MDA” Chair
- Prepare written reports for Cabinet meetings as required

**Committee Structure/ Resources:**

- This position is held by one Lion who acts as Chair and should include one or more other Lions from each region in the District.
- <http://members.lionsclubs.org/EN/serve/other-ways-to-serve/literacy/rap-resources.php>

**13. Peace Poster**

This art contest encourages young people, from 11 to 13 years of age, worldwide to express their visions of peace.

**Position Requirements:**

- Good communication skills.
- Computer skills.
- Basic organizational skills

**Performance Expectations:**

- Promote club involvement in the program
- Inform Clubs how to get Peace Poster Kits from Lions Clubs International
- Arrange for the judging of the Peace Posters submitted
- Forward the winning posters to the District Governor within the set time restrictions
- Prepare reports for the District A1 cabinet meetings as required

**Committee Structure/ Resources**

- It would be advantageous to have 3 committee members, 1 from each region, who would help oversee the program.
- <http://www.lionsclubs.org/EN/how-we-serve/youth/peace-poster-ontest/index.php>

**14. SIGHT CONSERVATION**

The Sight Conservation Chair promotes the efforts of Lions to fight the major causes of preventable and reversible blindness, and aids in helping provide services to persons who are blind or have a visual impairment.

The Sight Conservation Chairperson shall work in partnership with the Multiple District Sight Conservation Chairperson, by maintaining open communication, exchanging information.

**Position Requirements:**

- Basic knowledge of LCIF's sight programs
- Good communication skills.
- Computer skills.
- Ability to work in a team setting
- Basic organizational skills
- Can travel within the District

**Performance Expectations:**

- Become knowledgeable and promote programs offered by the Canadian National Institute for the Blind (CNIB)
- Provide information about CNIB programs to Clubs in the District
- Provide resource materials to Clubs as requested
- Promote and encourage donations to CNIB, Lake Joseph
- Promote the recycling of eye glasses, and vision screening
- Liaise with the CNIB "MDA" Chair
- Attend all meetings of the District A1 sight Conservation Foundation (Eyes Right)
- Prepare written / verbal reports for Cabinet meetings as required

**Committee Structure/ Resources:**

- This position is held by one Lion who acts as Chair and should include one or more other Lions from the District.