



DISTRICT A3

COMMITTEE

JOB DESCRIPTIONS

Appendix A – District Policy Manual

REVISED: 15 June 2019

PREFACE

This manual is an Appendix to the District A3 Policy manual and shall be used in conjunction with that manual. If a conflict exists between these two manuals the Policy manual shall have precedence.

The job descriptions in this manual were updated 2019 and should be reviewed by Committee chairs annually and at any time a new Chairperson is appointed to a committee. Suggested amendments shall be forwarded to the Constitution and By-Laws committee for review and presentation to District Cabinet. Changes are only effective upon acceptance and approval of Cabinet.

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ALERT COMMITTEE

Committee Structure

The District Governor may appoint a Chair for the Alert Committee. The Committee chair may with the approval of the District Governor enlist the assistance of other Lions within the district including Club Alert chairs.

Objective

The Alert committee will assist the District in identifying disasters, natural or manmade, where Lions can be of financial or humanitarian assistance. It will form a single point of liaison between clubs and the district to coordinate Lions emergency assistance.

Duties and Responsibilities

Recognize and identify areas where Lions may be of assistance.

Advise the District Governor who may contact LCI F for assistance, assist in preparation of any funding requests.

Work with Region, Zone and Club alert Chairs.

Provide information to clubs regarding the Alert program and any funding that may be available

Assist in developing plans/ programs on how to handle a disaster/health outbreak.

Be prepared to represent the District at local emergency preparedness meetings and provide localities with Lions Contact information.

Identify and developed programs to assist clubs and localities: e.g. hygiene kits, water purification kits, clothing and any other items that may be identified and required.

Prepare and deliver reports to cabinet with regards to ongoing and future Alert projects

Carry out any additional duties as may be directed by Cabinet or District Governor.

Prepared by;

Lion Wayne Donald District Alert Chair 2018/19, 1 Mar 2019

Revised by RC Lion Mark Kelso Constitution and By-Laws chair, 5 Apr 19

AUDIT COMMITTEE

Committee Structure

The District Governor shall appoint a Chair and Co-Chair as the District Audit committee. In accordance with the District Constitution and By-laws the Chair of the Audit committee is a non-voting member of Cabinet.

Objective

The Audit committee shall conduct financial audits of the District books as per By-Law Article X section4 of the District Constitution and By-Laws.

Duties and Responsibilities

The Committee shall receive year-end District financial records from the immediate past Cabinet Treasurer or Treasurer/ Secretary, and conduct an audit of the books. A report of the audit shall be presented at the next scheduled Cabinet meeting.

The Committee shall receive the A3 Convention financial records following the convention and conduct an audit of those books. A report shall be presented at the next scheduled Cabinet meeting following the Convention.

Audits shall be conducted as requested by the District Governor on the financial records of any committee collecting and/or expending funds.

All financial records, statements, receipts, invoices, etc. shall be turned over to the Audit committee as soon as possible following completion of the function. An audit shall be conducted on those records and a financial report presented at the next regularly scheduled Cabinet meeting.

Prepared by;

Lion PDG Russ Mitchell, Audit Committee Chair 2018/19, Feb 2019

BEREAVEMENT COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson for this committee.

Objective

To ensure good communications are developed within the District so that all clubs and District Officers, past and present, are made aware of any deaths, that may have taken place within the District. This applies to any Lion, Lioness or their immediate family. (spouse/partner mother, father, brother, sister, son, daughter).

Duties and Responsibilities

When members of a Lions or Lioness Club learn of a death, within their Club they should immediately notify the President and/or Secretary, who in turn, should contact the Bereavement Chair with full details.

The Bereavement Chair will then notify the following people, once he/she has obtained all funeral details.

- District A3 Cabinet
- Communications Chair
- Honorary Committee Chair
- All A3 Lions Club Presidents and Secretaries
- All Lioness Presidents

The Bereavement Chair, or their designate, will prepare a Power Point presentation of pictures of Lion Members only, who have passed, to be shown at the Memorial Service at A3 Convention.

The Bereavement Chair will prepare a report to be given at each A3 Cabinet Meeting.

Provide a listing of all departed Lions to MDA for the MDA convention.

Prepared by:

Lion Dawn Hansen Bereavement Chair 2018/19, Feb 2019

BUDGET AND FINANCE COMMITTEE

Committee Structure

This committee structure shall be comprised as per the district's Constitution & By-laws Article IV Section 5.

Objective

To provide oversight and guidance with respect to financial activities of the District.

Duties and responsibilities

Formulate and prepare district's annual budget in consultation with the District Governor Elect and the cabinet for presentation at the first regular scheduled cabinet meeting of the lion's year

Presentation of the proposed budget will be the responsibility of the Cabinet Treasurer or the Cabinet Secretary / Treasurer.

Copies of the report should be made available to all those attending the cabinet meeting and should be distributed to all Lions Club's within District A-3 after its acceptance.

The Committee will periodically review the budget status during the Lions year with the Cabinet Treasurer or Secretary/Treasurer reporting this status at each succeeding cabinet meeting.

Make recommendations for any required adjustments in the budget during the Lions year.

Provide assistance with the succeeding year budget committee if so requested.

Prepared By

PDG Lion Albert Muneke, Cabinet Treasurer 2018/19

Revised by RC Lion Mark Kelso Constitution and By-Laws Chair 2018/19

CAMP DORSET COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson, and with his or her recommendation, invite other Lions from representative Regions to serve on this Committee.

Objectives

To act as a liaison between the District and Camp Dorset and to encourage the participation of Clubs in supporting Camp Dorset's unique services to dialysis patients and their families.

Duties and Responsibilities

Meet regularly with the Director of Camp Dorset, or their appointee, to become better informed of the requirements of the organization.

Establish fund-raising guidelines in cooperation with the District Governor, the Cabinet and the Board of Camp Dorset.

Become knowledgeable and informed of the special needs of the clients of Camp Dorset, and relate those requirements to the Durham Governor, the Cabinet and Clubs of A3.

Be available for forums and presentations to Zone Meetings, Region Rallies and Conventions.

Ensure the District Governor and A3 Cabinet is informed of the progress of the Committee and Clubs participation throughout the District.

Funds donated from the Clubs should be turned over to the District Treasurer for deposit, and records of disbursements maintained.

Upon receipt of any donation, a thank you note should be sent to the donor with information regarding the progress of the Project.

Promote amongst the Clubs the idea of work retreats to the camp to do necessary repairs and upkeep.

Prepared by

Lion PZC Steve Scally, Camp Dorset Chair 18/19, Feb 2019

CHILDHOOD CANCER COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson to this Committee. The Committee chair may, with approval of the District Governor, invite other Lions from representative zones or regions to serve on the Committee.

Objective

To seek out opportunities for Lions to serve Children with childhood cancer and to provide recommendations to Cabinet. To encourage Clubs and Lions to support the Childhood cancer pillar of service wherever possible.

Duties and Responsibilities

Become the District experts on Childhood cancer and the service the Lions can provide.

Liaise with the centres in Southern Ontario where our children in the A3 catchment area would receive treatment to determine needs that could be met by Lions projects.

Research treatment options that Lions could provide assistance with as needed and recommended by medical professionals.

Share the information received with all Lions through literature, web postings etc.

Gather Ideas from Lions within the District for service projects that might involve more than one or two Clubs.

Be prepared to provide seminars, workshops, presentations at Club, Zone, Region meetings, and Convention as requested.

Prepare and submit reports to cabinet at the four cabinet meetings detailing committee progress, Club participation and future plans.

Prepared by;

Susan Taylor, FVDG A3,

April 2019

CONSTITUTION & BY-LAWS COMMITTEE

Committee Structure

The District Governor may appoint a chairperson for the committee. The committee will be comprised of the Chair, the Vice District governors, one Past District governor. The Chair may appoint other Lions who are able to assist, with the approval of the District Governor. Whenever possible the committee should equally represent all Regions in the District.

Objective

To review the Constitution & By-Laws for currency and accuracy and recommend suggested amendments to Cabinet for approval in accordance with the amending procedure contained in the Constitution & By-laws. To review the Policy manual for currency and accuracy and recommend suggested amendments to Cabinet for approval.

Duties and Responsibilities

Constitution & By-Laws

Have a full working knowledge of the Lions International Constitution & By-Laws understanding their intent and purpose.

Be the District expert with respect to the District Constitution & By-Laws

Annually review the International Standard Form District Constitution & By-Laws, The MDA Constitution and By-Laws and make recommendation on any required changes to the district Constitution & By-laws

Annually review the District Constitution & By-laws and bring forward to cabinet any recommended proposed changes.

Receive and consider requests for proposed amendments to the Constitution & By-Laws from Clubs, District Cabinet and the Honourary committee and make recommendation to cabinet on how changes should be handled and recommendation for/or against approval

For amendments approved by cabinet prepare the question to be voted on at the A3 Convention with respect to the Constitution & By-laws and be prepared to present the recommendation to the A3 Convention prior to the vote.

Copies of the proposed amendments shall be distributed to all Lions Clubs in the District in accordance with the amending provisions in the constitution & By-Laws. Extra Copies should be made available at the Convention for distribution. (suggest 50 – 100 copies, work with Cabinet Secretary)

Assist with counting of ballots when deemed necessary or when requested by the District Governor.

At the request of the District Governor may report the results of the Constitution & By-Laws matters that were voted on at the “A3” Convention

Ensure the approved amendments are incorporated into the Constitution & By-Laws and that a revised copy is available on the District website within 60 days of the Convention close. Copies of the revised document should also be distributed to all Clubs, current District Officers, and past District Officers. (Electronic copies shall meet this requirement)

District Policy Manual

Have a full working knowledge of the District Policy manual understanding its intent and purpose.

Annually review the District Policy Manual for currency, accuracy and compliance with the District Constitution & By-Laws

Establish areas which require amendment or addition to the Policy Manual and prepare recommendations for Cabinet approval.

Ensure that all pertinent motions made and approved at Cabinet with regards to policies are included in any amendments made to the Policy Manual

Ensure the approved amendments are incorporated into the District Policy Manual and that a revised copy is available on the District website within 60 days of their approval. Copies of the revised document should also be distributed to all, current District Officers, and past District Officers. (Electronic copies shall meet this requirement)

District Committee Job Description Manual

This manual forms Appendix A to the District Policy manual.

Have working knowledge of the Job Description Manual and its contents, establish areas which may require revision and/or upgrading on an annual basis.

With the approval of the District Governor, encourage all Committees to review and provide upgrade information regarding their committees.

Amendments will be presented as recommendations at the next Cabinet meeting and approved by cabinet vote.

Ensure approved amendments are incorporated in a timely manner.

Prepared by;

Lion Mark Kelso, Constitution & By-Laws Chair 2018/19 amended Feb 2019

CONVENTION ADVISORY COMMITTEE

Committee Structure

The District Governor shall appoint a chairperson and vice chairperson, secretary, treasurer or secretary/ treasurer to this committee,

All other committee members shall be as per Article VI of the District's Constitution & By-laws

Objective

To serve as liaison and co-ordinate, manage and promote the District A-3 convention and to ensure that the District Convention Host committee carry out the requirements of the Constitution & By-Laws and the directives of the governor and cabinet.

Duties and Responsibilities

Communicate the importance of the club's participation at the convention through the District, Governor's Newsletter, visitations, special mailings, electronic communications, Zone meetings, Region rallies and Cabinet meetings.

Inform clubs of the arrangements, programs and cost of attending the convention.

The convention committee chairperson will chair the opening ceremonies and the Governor's gala, with the Governor as chair of all business sessions.

A suggest schedule of meetings, which should be held, is as follows, or as required: early in the fall, early in the new calendar year, two weeks prior to the convention, and as soon as feasible following the convention giving the treasurer enough time to complete the financial statement for the convention but should be before the last cabinet meeting of the Lion's year.

Ensure adequate facilities are available to hold the convention, including rooms for all business sessions, hospitality, voting, registration and the Governor's gala.

After receiving governor's approval, order the conventions pins, the design shall be in the discretion of the governor, the quantity will be determined by the executive committee.

Have all programs printed, including the convention program, memorial service and governor's gala and all that deemed necessary – have some printed in braille.

In co-ordination with the Vice District Governors propose the date and location of the convention two (2) years in advance.

Investigate all bids received from clubs, zone, region, or groups to host a future district convention. Should no bids be forthcoming this committee shall invite clubs or groups of lions in any given zone, or region to host such convention.

The host committee will assist the convention committee in all ways possible to ensure the success of the convention, including handling of the registration, providing all regalia as required, etc. A separate document entitled Host Committee Guidelines is available to assist the Host Committee with their responsibilities.

Prepared by;

PDG Lion Albert Munneke, Convention Chair 2018/19, Feb 2019

DIABETES AWARENESS

Committee Structure

The District Governor shall appoint a committee Chairperson for Diabetes Awareness. With the approval of the District Governor the Diabetes Committee Chairperson should assemble a vigorous team comprising of at least one Lion or Lioness per region in the district.

Objective

To encourage the participation of Clubs in the promotion of Diabetes Awareness through support of education, detection and research. With the ultimate goal of preventing Diabetes and improving the lives of those diagnosed with the disease.

Duties and Responsibilities

The committee members should;

Invite Lions, Lioness, Leos and the public to get involved in finding a cure for diabetes.

Challenge and educate club members to promote healthy lifestyle choices.

Facilitate and encourage discussions, lectures and programs about *Diabetes Awareness* with club members and have them share their personal connections to the disease.

Liaise with the A-3 Lions MDA Diabetes Coordinator, Diabetes Canada and healthcare professionals to organize educational talks and workshops about diabetes, pre-diabetes, the prevention and management of the disease. during your club, zone/ region, or district meetings.

Encourage clubs and the public to financially assist families in order to send diabetic children to *D Camps* and pay for some of the camps upgrades.

Visit and investigate the websites of My Lion, Diabetes Canada and any other organization such as You Tube to expand your personal knowledge about diabetes.

Increase access to diabetes care, medication and diagnostic equipment.

Inspire our clubs to invest in a *Harry A. Newman Award* to assist in the cost of finding a cure to do away with of diabetes once and for all.

Prepared by;

Lion David McKellar, Diabetes Co-Chair 2018/19, 21 Feb 19

DISTRICT A3 DIRECTORY

Committee Structure

This committee shall be comprised of the District Governor, a Chairperson appointed by the District Governor and any other Lion(s) who may be interested in serving on this committee

Objective

To produce the District A3 information Directory (White Book) annually for distribution to required recipients.

Duties and Responsibilities

To receive, edit, prepare and compose material as directed by the District Governor for inclusion in the District Directory.

Publish the District Directory and distribute at the first scheduled Cabinet meeting in the Lion's year.

Ensure that the Directory is distributed as minimum to those listed below;

- All sitting Governors in Multiple District A
- Multiple District A Council Chair
- Lions Clubs International
- Multiple District A office
- All Members of Cabinet
- All District Committee Chairs
- All Past District Governors
- All District A3 Lions Club Presidents and Secretaries
- All District A3 Lioness Club Presidents and Secretaries
- Lions or Lioness who have prepaid to receive a copy of the Directory
- Multiple District A Committee chairs as directed by the District Governor
- An electronic copy is provided to the District Webmaster for posting on the A3 Website

Advertising may be included in the Directory at the discretion of the District Governor and Cabinet.

Determine the cost of publishing directory to establish pricing for Lions who wish personal copies but are not listed in the official publication list above

Corrections if required after publication shall be sent to the District Governor and Cabinet Secretary, such corrections will be sent to all Lions holding copies of the Directory. The On-line version shall be amended and renamed "Updated Directory" with the valid date prominently indicated.

Ensure that any electronic version posted to the District web page is posted such that a password is required to have access.

Prepared by;

Re-typed with minor amendments by Lion Mark Kelso, Constitution and By-Laws Chair
23 Feb 19

DISTRICT CAMPUS CLUB SPECIALISTS

Committee Structure

Committee may be appointed by the District Governor.

The Campus committee selection should be someone familiar with the workings of the Lions Clubs for example. Lions Who have been Zone Chair and Region Chair and know the structure of clubs and the processes. Committee members should be currently qualified Guiding Lions. They must also be familiar with the Campus club resources and procedures to recruit Campus students. They must also be familiar with the web and able to show students how to access and manage their **e-clubhouse** site responsibly. Due to the high turnover of students sub committees may be required to work with branch clubs for manpower to recruit new Campus Lions with the approval of the District Governor.

Objective

The objective of the committee is to recruit new Campus Club Lions who will give back to the Campus communities and remain Lions to be future leaders in the Lions Clubs. The Campus committee will support this process when requested by the Campus Club or branch club.

Duties and Responsibilities

Recruit Students to form Campus Clubs at Post secondary Educational institutions in the District.

Provide training for new Lions who wish to assist in the recruitment process.

Be familiar with the recruitment documentation e.g. **Campus Club Specialists Manual, Guide to Developing Campus clubs, charter member applications, charter member work sheets and the Lions Campus Club handouts.**

Oversee, monitor and advise Campus Club executives.

Ensure that the new president collect dues for their club as required.

Visit each Campus club at their request to see how they progress.

Zone Chair and Region Chair are encouraged to visit Campus Clubs at their discretion.

Sponsoring and/or Branch Club should help the Campus Club when they can.

Provide regular Updates to the District Governor as required.

Prepared by;

PRC Tom Houston, District Campus Club Specialist, 2018/19

Reviewed by; 1st VDG Susan Taylor, District Campus Club Specialist

DISTRICT OFFICER PROMOTION COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson, preferably a Past District Governor, to chair this committee. In turn, the chair should invite members of the Honourary Committee and/or Past District Governors, representing each of the Zones, to serve on this committee.

Objective

To promote and encourage Lions to seek and hold office in the District and beyond and provide instruction and mentoring.

Duties and Responsibilities

Work closely with the District Governor and the GLT team.

Attend Zone meetings to provide a general outline of what is expected of and what qualifications are required for the positions of;

Zone Chair

Region Chair

Vice District Governor

District Governor

Provide instruction to suitable candidates on the requirements and procedures of District Office
Inform them of the inherent responsibilities, time and financial commitment and personal considerations to be taken when running for one of these positions.

Clearly outline the personal and professional benefits to be achieved from the development of social, personal and speaking skills.

Prepared by;

Retyped and edited by RC Lion Mark Kelso, Constitution and By-Laws Chair 2018/19,
Mar 2019.

DISTRICT OFFICER TRAINING COMMITTEE

Committee Structure

The Chairperson for this committee will be the Past District Governor twice removed with the vice chair being the immediate Past District Governor. The remaining members of the committee will be from the GLT, GMT and the Vice District Governors. The Cabinet treasurer will be an appointee to the committee.

Objective

To provide annual training for Newly elected Club officers, Cabinet members and general Lions education for District Lions.

Duties and Responsibilities

In accordance with the District By-Law Article IX develop and provide suitable training events for both incoming cabinet officers and newly elected Club officers.

Work closely with the DG and DGE to ensure that suitable topics are covered during the training events.

In conjunction with the above training provide a suitable training event for general Lions education for all Lions.

Coordinate and co-operate with the District GLT team to provide suitable ongoing training events.

Be prepared throughout the Lion's year to provide training and or training materials as requested by the District Governor, Region and Zone Chairs or Clubs.

Prepared by;

Retyped from original and amended to include former JD13 and JD23
RC Lion Mark Kelso, C&BL Chair 2018/19, Apr 19

EFFECTIVE SPEAKING COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson for this committee. The Chair may, with approval of the District Governor, invite other Lions from representative Zones, Regions to serve on this committee.

Objective

To promote the District A3 and MDA Effective Speaking Programs and encourage Lions and Lioness Clubs to support the programs financially and with contestants.

Duties and Responsibilities

To promote the District A3 and MDA Effective speaking programs to District clubs soliciting financial support

Encourage Clubs to hold Effective speaking programs to provide contestants to the District and MDA contests

Attend Cabinet meetings, Zone Meetings, Region Rallies and Club meetings if requested to promote both the A3 and MDA programs.

Early in the Lions year contact the Lions and Lioness clubs to;

- a) Encourage Clubs to host both the A3 and MDA Contests,
- b) Encourage Clubs to financially support the District and MDA programs,
- c) Encourage Clubs to appoint an effective speaking chairperson, and
- d) Provide pertinent information a Club will require to hold its own contest

In **January**, a letter should be sent noting the following;

- a) Thanking Clubs for their financial support and provide a gentle reminder to those who have not, and
- b) Provide the date, time and location of the A3 and MDA finals

In **February**, visit the Club which has offered to host the A3 Contest and confirm the date, time, obligations and responsibilities of the Host Club.

Contest Day

The program shall be in accordance with the procedure set out in the Multiple District A Effective speaking manual

Ensure that all Lions and other persons actively participating have completed a Vulnerable Sector Police Records Check.

Ensure that judges, timers, supervisors are briefed on their respective roles during the competition.

Ensure all contestants have been briefed on the requirements, scoring and final assessment of their speeches.

Organize and run the contest in accordance with the plan.

Tally judges' results and determine placement of each contestant in their respective categories.

Present awards, trophies, certificates and monetary gifts to contestants in each category, in reverse order of finish.

Make winners aware of their commitment to attend the MDA finals, provide pertinent information they will require and advise them that some expenses incurred during the Contest will be subsidized by the MDA Committee.

Arrange through the sponsoring clubs for the A3 winners and their parents to attend the Luncheon at the A3 Convention, where they will be asked to give their winning speech..

In conjunction with the Marketing Communications Chair promote the effective speaking program and report results to Lions using the A3 Facebook page, Governor's newsletter etc.

Provide a written report to Cabinet on the Committees progress, activities, results and plans as requested.

Prepared by;

RC Lion Mark Kelso C&BL Chair 2018/19, 14 Apr 19

ELECTIONS AND CREDENTIALS COMMITTEE

Committee Structure

The constitution calls for two distinct committees however District A3 as a matter of policy will combine the two in to this single committee. The District Governor shall appoint, and designate the Chairperson in accordance with the District A3 Constitution and by-laws.

Objective

Ensure that an impartial and democratic election process is followed in accordance with the District and International Constitution.

Duties and Responsibilities

The general duties and responsibilities of this committee are contained in the Constitution and By-Laws Article II section 7 and Exhibit A Rule 3 and Rule 7.

In addition to those duties listed above this committee is responsible for;

30 Days Prior to convention (minimum) advise clubs of their voting delegate quotas and send Delegate Credential certification forms in accordance with the District Elections & Voting Policy.

Supervision of the Election process providing the only link between the committee and the general membership during and after the election

Organize and direct the election process to ensure the highest degree of confidence, efficiency and honesty during and after the voting has taken place.

Provide separate ballot boxes for each of the offices contested and for any question to be voted on.

Communicate the election procedure to the General Membership prior to the election.

Inform qualified candidates of their right to have a Scrutineer present in the voting room during the casting of ballots.

Instruct the scrutineer(s) as to their function and specifically stress confidentiality.

Provide security for the voting room before, during and after balloting is complete

Supervise the counting of ballots and ensure confidentiality until the results are officially announced.

When requested by the District Governor or Convention Chair, communicate the official results of the election to the General membership.

Election Procedure

1. Request the District Governor assign at least two (2) Lions to assist the committee on election day.
2. Tasks will be assigned on the day of voting by the committee Chair.
3. The Elections and Credentials Committee chair shall have the appropriate list of certified delegates.
4. The Convention committee shall provide a location for the conduct of voting, the Elections and Credentials committee chair will ensure that all delegates are aware of the location and voting times.
5. The Voting location shall have a separate Entry and Exit door to facilitate flow of voters. Where this is not practicable an appropriate area will be marked off as the Voting area.
6. Display signs indicating voting area, entry, exit.
7. Ensure ballot boxes are prepared, in place and sealed prior to commencement of voting. They shall remain under continuous security throughout the voting, ballot counting and up to such time as ballots are destroyed.
8. Provide ballots in accordance with By-Laws Article II Section 4 and Exhibit H for each office to be voted on and for any question posed to general membership for vote.
9. Ensure an adequate supply of writing instruments for marking of ballots.
10. As certified Delegates arrive to vote, collect the delegate form, check off list and provide appropriate ballot(s) to the delegate.
11. On close of voting the committee members plus assigned Lions will count ballots, Committee Chair will supervise said counting. **Caution each vote counter that the results must remain secret until announced at the meeting of Lions in session at the convention.**
12. The Committee chair will announce the results when requested by the District Governor or Convention Chair as applicable.
13. After announcing the results call for a motion to have all ballots destroyed. Upon approval of said motion ensure that ballots are properly destroyed immediately.

Prepared by;

Reworked and retyped by Lion Mark Kelso Constitution and By-Laws Chair 2018/19 Mar 2019

ENVIRONMENTAL COMMITTEE

Committee Structure

The District Governor may appoint a chairperson for this committee. The chairperson may, in turn, with the approval of the District Governor invite other Lions from representative regions or zones to serve on the committee.

Objective

To sustainably preserve our natural resources and improve the quality of life by awakening interest in environmental problems and promoting positive action for natural, social and cultural environment.

Duties and Responsibilities

Become aware of tools and literature available from Lions Clubs International in support of the focus on Environment.

Become familiar with the past and current environmental activities conducted in the District.

Stress to Clubs the importance of conducting meaningful environmental service activities in an effort to make our environment a better place to live.

Help evaluate, plan, and co-ordinate environmental activities with Clubs and include community engagement as a means to improve service.

Report environmental activities conducted in the district to Cabinet.

Be available and prepared to attend and make presentations at forums, Zone, Regional meetings, and when requested by individual clubs.

Provide information to Clubs and District Officers to help them conduct environmental activities.

Promote the Lions Clubs International Environmental Photography contest in District A3

Prepared by;

RC Lion Mark Kelso, C&BL Chair 2018/19, Apr 19

FAMILY AND WOMENS MEMBERSHIP COMMITTEE

Committee Structure

The District Governor may appoint a chairperson for this committee. The chair may, with approval of the District Governor, invite other Lions for representative Regions and Zones to serve on the committee.

Objective

To encourage participation by women and families in Lions Club Membership

Duties and Responsibilities

Working with the GMT to encourage clubs to invite women and families to be members of the organization.

To encourage Clubs to have family friendly events and meetings that will help bring younger members in to the family of Lions.

To work with the LEO and service to Children chair encouraging LEOs to continue in the Lions family once they reach age

To work with the Campus Club specialists to encourage young people to join and remain in the organization once they have left school.

Encourage women to seek executive club and district positions

Be prepared to present seminars, workshops and presentations at Club, Zone, Region meetings and Convention

Work with the Multiple District A committee Chair as required including acting as liaison between the District and MDA

Prepare and present reports to cabinet detailing committee progress, Club participation and future plans.

Prepared by;

RC Lion Mark Kelso C&BL Chair 208/19, 20 April 2019

GLOBAL MEMBERSHIP COMMITTEE (GMT)

Committee Structure

The District Governor shall appoint a Chairperson for this committee in accordance with the District By-Laws article III section 6. The chair with the approval of the District Governor may invite other Lions to serve on the various sub-committees. All Club Membership chairs are de-facto members of the committee.

Objective

To promote membership development and retention throughout the district.

Duties and Responsibilities

The basic duties of the GMT committee chair are laid out in the District By-Laws article III section 6. In addition to those duties the GMT is responsible for the following;

Coordinate the efforts of the membership, retention and extension subcommittees (should they be used)/ or carry out the duties of those subcommittees.

Initiate early planning of programs and goals for sub committees, a meeting should be held as soon as possible after Committee selection is confirmed.

Establish a communications protocol with Sub-committee chairs in relation to Club membership committees and well as MDA

Ensure sub-committee chairs, Zone and Region chairs are aware of Lions Clubs international programs, seminars and Forums

Report to Cabinet on all activities being promoted to Clubs, committee progress and future plans

Membership Subcommittee

Assist GMT chair with assessing strengths and weaknesses within Club's membership by monitoring of monthly membership reports, club visits and surveys.

Work closely with District Governor and Cabinet to assist Clubs that are having membership issues towards a positive resolution.

Encourage clubs to have an active membership program that increases membership experiences and recruits suitable new members.

Meet regularly with Club Membership chairs to review plans and provide input and suggestions. Promote any international membership development programs as they are instituted.

Carry out and promote the District Membership Growth Plan.

Prepare written report upon request of GMT chair on the activities of the Subcommittee to be included in the GMT report to Cabinet.

Retention Subcommittee

Motivate Clubs to set goals for implementing the President's Retention Campaign and any other LCI retention initiatives (i.e. mentoring, orientation). Assist them by organizing workshops, when requested.

Ensure Clubs are aware of the materials available to them from LCI and encourage them to utilize these.

Assist Zone, Region and other GMT Subcommittee Chairs with development of workshops, seminars, conferences, etc. as requested.

Prepare written report upon request of GMT chair on the activities of the Subcommittee to be included in the GMT report to Cabinet.

Conduct research in the District to identify clubs experiencing attrition situations and assist in the development of plans for corrective action.

Extension Subcommittee

Motivate Zone and Region Chairs to set goals and develop District programs for identifying potential areas for the formation of new Clubs.

Assist with the development and implementation of such programs if requested.

Ensure Clubs are aware of the materials available to them from LCI and encourage them to utilize these.

Promote the Guiding Lion program throughout the District.

Assist Zone, Region and other GMT Subcommittee Chairs with development of workshops, seminars, conferences, etc. as requested.

Prepare written report upon request of GMT chair on the activities of the Subcommittee to be included in the GMT report to Cabinet.

Prepared by;

RC Lion Mark Kelso C&BL Chair 2018/19. 14 Apr 19

GOVERNORS NEWSLETTER COMMITTEE

Committee Structure

The District Governor may appoint a chairperson for this committee. The committee will be comprised of the District Governor, Chairperson and any other Lion(s) who may be interested in serving on the committee with the Governor's approval.

Objective

To provide a means for the District Governor to provide timely and vital information to the Lions of District A3.

Duties and Responsibilities

Under the direction of the District Governor, receive, edit, prepare and compose material to be published.

Publish the District Governors newsletter on a regular basis as directed by the District Governor, normally at least quarterly within 15 days of the preceding cabinet meeting.

The Newsletter should normally be prepared and distributed in electronic form to reduce mailing costs. Where required printed copies should be provided.

Distribution of the Governors newsletter should be as follows;

- MDA office

- All sitting Governors in MDA

- Lions Clubs International

- All Lions Club Presidents, Secretaries, bulletin editors

- All Lioness Club Presidents, Secretaries, bulletin editors

- All Leo Club Presidents, Secretaries and Bulletin editors

- Posted to the District A3 website and Facebook page

Prepared by;

Retyped and edited by RC Lion Mark Kelso C&BL Chair 2018/19, Apr 19

HEARING SERVICES COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson for this committee. The Chair may, with approval of the District Governor, invite other Lions from representative Regions and Zones to serve on the committee.

Objective

To encourage the participation of Clubs with educational and training programs for those with communication difficulties. Act as liaison with Clubs, District, Multiple District, and international hearing and speech activities, through their associations.

Duties and Responsibilities

Serve as the liaison between the Lions of District A3, MDA, Lions International and any other agencies concerned with the need of the Hearing impaired in our communities. Look for major projects which would serve the entire district, not just one local area. Usually organizations such as the Canadian Hearing Society can supply the needs of deaf and hard of hearing in any given area.

Promote and support these programs.

Promote training and educational programs and make presentations at Zone, Region and Club meetings.

Encourage the Lions Clubs to sponsor public awareness campaigns and to support schools, rehabilitation centers, and various facilities for the deaf.

Suggest activities to Clubs (i.e. community screenings to detect hearing loss, support of research on ear diseases, and the establishment of hearing aid banks.)

Keep the Lions Clubs of the District informed of the Committee's plans, accomplishments and activities.

Be aware of local organizations, and activities which are involved in the hearing, speech and deafness fields and pass this information on to the clubs. Receive and review all requests for financial aid or equipment from any public or private agency. Encourage & support any available assistance to service these requests. Offer assistance to Clubs in evaluating the merits of individual or organizational requests for assistance. All funds collected from Clubs should be channeled through the District Treasurer to the pertinent organizations or groups requiring assistance.

Acknowledge receipt of any donations with and appropriate thank-you and if possible, enclose a statement to inform the club/donor of the progress of the project.

Endorse a meaningful Hearing Conservation program and motivate Region and Zone chairs to ensure success of the program.

Seek support on Hearing Conservation and recommendations from each Zone and/or Club Chair to consider for inclusion in the report to cabinet.

Seek out and encourage opportunities to present displays, seminars, workshops etc. regarding this activity at all possible forums held at appropriate Lion's functions and elsewhere.

Prepared by;

Retyped from original by RC Lion Mark Kelso C&BL Chair 2018/19 – Apr 19

HISTORIAN COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson for this committee. The Chair may , with approval of the District Governor, invite other Lions from representative Regions and Zones to serve on the committee. The committee chair should have the following qualifications;

- Experience in Lions Clubs activities
- Experience with District Governance
- Good communications skills
- Good organizational skills
- Computer skills

Objective

To provide a historical record of the major events and happenings throughout District A3.

Duties and Responsibilities

Maintain an annual historical record of the major events and happenings within District A3

Be prepared to make presentations on the District history at Zone, Region, club meetings and at convention when requested.

Encourage Club Bulletin editors to send copies of their bulletins to be retained as part of the District historical records

Encourage Club Marketing and Communication chairs or Club secretaries to send write-ups of Club activities for inclusion in the district historical record.

Retain all District Governor's newsletters, Cabinet meeting minutes, Convention minutes for inclusion in the district historical record.

Prepare and distribute, through the Governor's newsletter, an appropriate form for Clubs to report their annual service activities and projects at the end of the Lion's year.

Request that the Convention committee have the history books prominently displayed at the District Convention.

Prepared by;

Retyped from original with minor editing,
RC Lion mark Kelso C&BL Chair 2018/19, Apr 19

HONORARY COMMITTEE

Committee Structure:

The Honorary Committee shall be comprised of all Past International Officers, Past Council Chairs and Past District Governors, including those that have transferred in from other Districts.

The Past, Immediate Past District Governor will automatically become the Chair of the Committee.

Objective:

To serve, promote harmony and offer guidance and support throughout the District, as requested by the District Governor & Cabinet.

Duties & Responsibilities:

1. At the request of the District Governor, study and recommend solutions to any problem or issue that may arise. Provide these recommendations to the District Governor and Cabinet for their information and action as is deemed appropriate.
2. To carry out such duties as may be requested by the District Governor.
3. To meet when called upon by the District Governor or by the Chairperson to address specific topics/issues.
4. To attend all District A-3 Cabinet Meetings and report to the District Governor and Cabinet on the Committee's activities.
5. To attend the District A-3 Annual Convention and organize the event for PDGs and their spouses during the Convention.

Prepared by:

RC Lion Mark Kelso District Constitution and By-Laws Chair 2018/19, Mar 2019

TECHNOLOGY COMMITTEE

Committee Structure

The District Governor will appoint a Chair of the committee who is competent to instruct in the use of computer and internet communication. The Chair may appoint additional Lions with suitable credentials to assist with the approval of the District Governor. The District “Webmaster” will be an integral part of the committee and be responsible for maintaining the District A3 website.

Objective

The Information Technology Committee is responsible for the encouragement and development of internet-based communications within the District, to the advantage of all Lions Clubs, in their conduct of the administration, business and promotion of Lionism.

Duties and Responsibilities

Provide advice to the district Governor in the advancement of the use of internet communications within the District.

Encourage and support the District Cabinet and District Committee Chairs to develop internet communications within the district through the use of e-mail.

Establish and maintain the District Web Presentation on behalf of the District Governor, which is comprised of the minimal content listed below. The Web presentation shall be updated at least once annually by 30 Jun to ensure that information pertaining to the District is current at the start of the Lions year. Additional periodic updates will be required throughout the year to ensure all information provided is current and up-to-date.

Encourage and assist each District Club in developing an Internet communication capability through the establishment of Club Web Presentation and Club e-mail capability.

Act as the technical liaison between the District and all other Lions and external organizations in the interpretation and implementation of District approved internet-based activities.

Act as the technical information source and advisor to the District Governor, the Cabinet, District Committee chairs, and District Club Presidents with respect to internet-based communications and general computer operations.

Provide Information Technology information sessions at Club, Zone, and Region meetings on request. This includes I.T. sessions at Conventions and the Lions training days by request.

Support Clubs with computer issues and supply training links for these purposes. Update Lions about computer hacks and how to avoid them.

Minimum Content Requirements of the District A3 Web Presentation

A Home Page: Must contain the District name, the name of the current Governor and the current Lion year, the official email address of the District (either the Governor and/or District Secretary), the name and email address of the District Webmaster.

Governor's message: A picture of the District Governor and an up-to-date message from the District Governor. (If this information is not on the Home page then it should be directly linked to the Home page, with all other Presentation pages, links or index coming after.)

District Cabinet page: Containing, if provided, the following for each Cabinet member; Picture, name, cabinet position, short Lionism profile, Club affiliation and email address.

District Committee index page; Containing a list of all District committees including with each the following; Chairperson's Name and email address, committee members names (if provided) and a link to the Committee's Project/Activity page (if such exists).

Committee Project/Activity page(s): While these pages are optional, they should be seriously considered as they provide the district with essential information on the work and needs of the committees in question. Content is to be provided to the Technology Committee Chair who will ensure that it is published on the District Web Presentation. At a minimum the following information should be provided; Committee name, description of the Project/Activity, committee objectives, current or up-to-date vital information, Chairperson's Name and email address, committee members names and email addresses, and any additional information the committee feels is required.

District Club Link Page: Containing a list of all Clubs in the District arranged by Region and Zone to include basic information for each. A link to the Clubs own web presentation or if they do not have one, a link to a Club information page.

Club Information page(s): A page will be provided for each District A3 Lions Club that does not have its own on-line Web Presentation. The minimum content will be as follows; Club Name, Charter date, name of sponsoring Club, Region and Zone, official mailing address, Location, meeting dates, Current Club President, current Club Secretary and their email addresses.

An Index of Significant Lions Links: Such as Lions International, Multiple District "A", e-Clubhouse, MyLion, MyLCI, LCIF etc. This page will also include links to important International, MDA and District document as directed by the District Governor and Cabinet.

Other Significant Pages: The District Governor may at his/her discretion add additional pages as appropriate.

Prepared by;

PRC Lion Tom Houston, Technology Committee Chair, Feb 2019

Revised by RC Lion Mark Kelso Constitution and By-Laws Chair Feb 2019

LEADER DOG COMMITTEE

Committee Structure

The District Governor may appoint a chairperson for this committee. The chair may, with approval of the District Governor, invite other Lions form representative Regions and Zones to serve on this committee.

Objective

To promote and encourage Clubs to participate and be active in the Leader Dog Program and make the public aware of how to obtain a guide dog for those persons in need.

Duties and Responsibilities

Become familiar with the information provided by the Leader Dog school and promote the program to District Clubs.

Provide, information brochures, videos, literature and media releases all of which are available form Leaderdog.org

Be available to make presentations at Club meetings, Zone meetings, Region Rallies and the Convention.

When a Club receives a request for a guide dog, act as the liaison in making application to Leader Dog School. The application and all pertinent information can be found on-line on the Leader Dog website leaderdog.org

Work with the Cabinet treasurer to establish an account to which Leader Dog designated funds can be accounted and arrange for same to be transferred to the Leader Dog School in Rochester Michigan

Provide a listing of all District clubs contributing to Leader Dog to Cabinet, District Governor and the Leader Dog School.

Provide periodic updates on the committee's work and progress as well as club participation.

Prepared by;

Retyped and edited from original by RC Lion Mark Kelso C&BL Chair 2018/19, 9 Apr 19.

LEO AND LIONS SERVICE TO CHILDREN COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson who, in turn, with approval of the Governor, may invite other Lions from representative Regions to serve on the committee.

Objective

To promote the creation and support of Leo Clubs within the District and to provide opportunities for young people to contribute to their communities through civic and social activities, conducted in the spirit of Lionism.

Duties and Responsibilities

Become familiar with the District Leo Club Chairperson Guide, the fundamentals, principles, and techniques of sponsoring a Leo Club, and the Lions International Policy Statement “On Youth Activities”.

Promote the Leo Club program and provide information to the Lions Clubs on the benefits of sponsoring a Leo Club.

Act as liaison between Leo Clubs, Lions Clubs, the District, The Multiple District, and Lions International.

Be available for presentations at Club meetings, Zone meetings, Region Rallies, and Conventions.

Help organize new Leo Clubs by assisting and Lions Clubs in sponsoring a Leo Club and provide support to help strengthen existing ones.

Keep the District Governor and Lions international informed on each Leo Club within the District, including the names of Leo advisors.

Through reports received, keep up-to-date information on each Leo Club within the District, including the names of Leo advisors.

Encourage all Lions Clubs to form a Youth Committee and investigate the possibility of forming a Leo Club.

Visit each Leo Club as least once during the Lion’s year

Install Club Officers and induct new members when requested by the Leo Clubs.

Prepared by;

PDG Lion Dave Hansen District LEO Chair 2018/19 - 12 Feb 19

LIONESSE LIAISON COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson for this committee. The Chairperson with approval of the District Governor may enlist the assistance of additional Lions to assist.

Objective

To support the Lioness Clubs in their activities and be available to help them when asked.

Duties and Responsibilities

Actively engage District Lioness Clubs through e-mail, club visits and any other appropriate communication method to determine their needs

Actively promote the Five (5) pillars of service to Lioness Clubs so that they may align their service projects with the fundamental focus of Lions

Act as the liaison between the Lioness clubs of the District, the district cabinet and MDA

Report to District A3 Cabinet the activities of the Lioness Clubs. These reports are mainly a summary of each club's Quarterly Report.

Prepared by;

PDG Lion John Thompson, Feb 24, 2019.

Additional amendment by RC Lion Mark Kelso C&BL Chair 2018/19 Mar 19

LIONS CLUBS INTERNATIONAL FOUNDATION COMMITTEE (LCIF)

Committee Structure

The chair of this committee shall be appointed in accordance with By-Laws Article III Section 8 for a 3-year term. The chair may, with approval of the District Governor, invite other Lions from representative Regions and Zones to serve on this committee.

Objective

To promote the Lions Clubs International Foundation program and encourage club participation.

Duties and Responsibilities

The duties and responsibilities of this committee are laid out in the By-law article III with the additional responsibilities as follows;

Encourage Clubs to present Melvin Jones Fellowship awards to worthy recipients

Prepare reports to Cabinet to ensure that they are aware of the progress of the committee and District Club participation levels.

Be available for presentations at Club, Zone, Region meetings, and Convention.

Prepared by;

Edited and retyped by

RC Lion Mark Kelso, C&BL Chair 2018/19, 10 Apr 19

LIONS FOUNDATION OF CANADA COMMITTEE (LFC)

Committee Structure

The District Governor may appoint a Chairperson for this committee. The Chair may, with approval of the District Governor, invite other Lions from representative Regions and Zones to serve on the Committee.

Objective

To promote the Lions Foundation of Canada programs and encourage clubs to donate to the foundation.

Duties and Responsibilities

Become familiar with and knowledgeable about the LCF Program.

Provide information brochures and literature to Clubs to help them become more aware of the objectives and benefits of LFC.

Ensure that the District Governor and Cabinet are aware of the Committee's progress and of Club participation in LFC programs and funding.

Be available to make presentations at Club, Zone, Region meetings and Convention

Encourage clubs to donate and award "Judge Brian fellowships", and LFC Life membership awards through the foundation.

Inform clubs of all the LFC guide dog programs, Hearing, Vision, Diabetes, Autism, support and special skills dogs.

Liaise with the Multiple District Chair to co-ordinate efforts through out the MD.

Attend the annual general LFC meeting and any others called by the MDA Chairman.

Assist and promote other special fund-raising events as directed by the Foundation Board of Governors.

Prepared by;

RC Lion Mark Kelso C&BL Chair 2018/19, 12 Apr 19

LIONS QUEST COMMITTEE

Committee Structure

The District Governor may appoint a Lions Quest Chairperson who may, in turn, invite other Lions to serve on a Lions Quest Committee.

Objective

The purpose of the Lions Quest Committee is to increase awareness of and support for the Lions Quest Programmes and services.

Duties and Responsibilities

- to ensure that the Lions Quest programmes are well known throughout the District
- to promote the Lions Quest School Based programmes and Community Workshops in the District
- to encourage Clubs to present *Q Bear Fellowships* each year to deserving members of the Club or community
- to request Clubs to support the work of **Lions Quest Canada** by including a yearly donation to **Lions Quest Canada** in their yearly club budgets
- to organize and provide school based and community workshops within the District
- to apply for and report on the disbursements of L.C.I.F. grants in support of Lions Quest school-based workshops and promotional activities
- to provide the Cabinet with a written report of activities and progress toward goals prior to each Cabinet meeting
- to participate in Club, Zone, Region and District information sharing about Lions Quest as request

Prepared by;

Lion Larry Beeler, Lions Quest Chair Feb 2019

LITERACY COMMITTEE

Committee Structure

The Governor may appoint a committee chair to be in charge of Literacy Initiatives as suggested by the Reading Action Program (RAP) Service Initiative of Lions Clubs International. The committee chair may recruit other Lions to serve on the committee with the approval of the District Governor

Objective

The purpose of the committee is to promote the Lions Clubs International Initiative entitled “Reading Action Program”. This should be accomplished by promoting the partnership with Scholastic Books Canada entitled “Read and Rise”, as well as to promote other types of service initiatives by local Lions Clubs to promote literacy in their communities.

Duties and Responsibilities

Contact each club by email each September to ascertain whether they have opened an account with Scholastic Canada to take advantage of the 50% discount on Children's books and whether they have an ongoing Literacy Initiative in place

Promote the Scholastic Partnership by providing information, provided by Scholastics Canada annually, to clubs that are not presently enrolled.

Share club Literacy Initiatives throughout the District and Multiple through the use of Social Media and Lions Magazine.

Promote general Literacy by providing suggestions and materials to clubs in the District on the topic.

Report regularly to the MDA Literacy Chair

Prepared by;

PDG Gord Taylor. Literacy Chair 2017-2019

February 2019

LONG-RANGE PLANNING COMMITTEE

Committee Structure

This committee may be comprised of the District Governor, Long Range Planning Chair, Constitution and by-laws Chair, & Immediate Past District Governor.

Objectives

To collect data, suggestions, etc. regarding the operations of the district and propose recommendations to the Cabinet for approval.

Duties and Responsibilities

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-3 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 responsibilities of another standing committee.

Collect from within the organization, the various views about the past and current operations within Lionism and expectations for the future.

Study those items collected and prepare recommendations for the District Governor and Cabinet.

Work closely with the 1st and 2nd Vice District governors with respect to planning for their years as DG

Prepared by;

IPDG William Zwier, Long Range Planning Committee 2018/19, Mar 19

Edited by RC Lion Mark Kelso C&BL Chair

MARKETING AND COMMUNICATIONS COMMITTEE

Committee Structure

The District Governor may appoint a chairperson for this committee. The Chair with the approval of the District Governor may invite other Lions from representative Regions and Zones to serve on the committee.

Objective

To provide and promote District, Multiple District and Lions Clubs International information to Clubs in the district and to promote the service activities and successes of District clubs through various media.

Duties and Responsibilities

Promote Public/ Media Relations forums in conjunction with other committees.

Receive, prepare and Post items to the District A3 Facebook page, monitor content posted by other Facebook group members on the A3 page.

Receive, prepare and submit articles for the Multiple District Lions Magazine.

Develop effective internal and external communications plans that will reshape public opinion, promote the District and improve visibility of the District and its Clubs projects and activities.

Encourage Clubs to appoint Marketing Communications Chairpersons who will develop effective internal and external communications plans that will reshape public opinion and improve visibility of the club's activities in their community.

Encourage Clubs to use the Lions Clubs International Web site to obtain printed material related to media releases, publications and audio-visual materials available for Club use.

Promote and encourage Club representation as District, Multiple District, and International Conventions and the annual USA/Canada Leadership Forum

Encourage Clubs to recognize special achievements of individual Lions, Lioness, Leos in the District and to communicate these through the Facebook page and Lions magazine.

Work with Zone and Region Chairs to publicise activities within their respective Zones, Regions.

Work with the District Convention Committee to promote the Convention

Encourage Clubs to maintain Lions Highway signs advertising their Club meetings

Provide any additional assistance requested by the District Governor, Cabinet or Clubs.

Prepared by;

RC Lion Mark Kelso, C&BL Chair 2018/19, 14 Apr 19

NOMINATIONS COMMITTEE

Committee Structure

The District Governor shall appoint this committee in accordance with By-Law Article II Section 1 in January of each Lions year but no later than 60 Days prior to the convening of the District Convention. This committee should be separate from the Elections and Credentials committee.

Objective

To ensure that candidates for District Office are duly qualified and endorsed by their respective Club, Zone or Region as appropriate.

Duties and Responsibilities

General duties of the committee are laid out in Exhibit A Rule 4 of the Constitution and By-Laws.

In addition to those duties the committee is responsible to;

Receive nomination forms and letters submitted in the standard format annex A to Elections and Voting policy

Ensure candidates are duly qualified using the Nominating Committee Checklists found at Exhibit D to G

Advise District Governor and 1st VDG of all duly qualified Candidates

Provide the names and positions to the Elections and Credentials committee for the production of Ballots

Assist the Elections and Credentials committee on voting day if requested by the District Governor

Prepared by;

New – Lion Mark Kelso Constitution and By-Laws Chair 2018/19 – Mar 2019

ORGAN TRANSPLANT AWARENESS COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson who, in turn, with the approval of the Governor, may invite other Lions from representative Regions to serve on this Committee

Objectives

To promote and encourage the participation of Lions Clubs throughout the District in the awareness of organ transplants and donations.

Duties and Responsibilities

Become familiar with the MDA Awareness Program and, as the District's representative, be a member of that Committee.

Attend MDA Committee meetings called by the Ontario Coordinator, with expenses to be reimbursed by MDA as per Rules of Audit.

Be available and help coordinate the presentation of seminars or forums at Zone Meetings, Region Rallies and Conventions.

When requested, be available to make similar presentations to the public.

Provide information such as donor cards, brochures, etc. to the Clubs and District Officers to help them become more aware of the Organ Transplant Program.

When requested, arrange for Transplant International speakers to make presentations at various forums and seminars.

Ensure the District Governor, the A3 Cabinet and the MDA Governor's Council is informed of the progress of this committee and its programs.

Prepared by;

PZC Lion Steve Scally, Gift of Life Chair 18/19 13 Feb 19

PEACE POSTER COMMITTEE

Committee Structure

The District Governor may appoint a Chairperson for this committee. The Chair may, with approval of the District Governor, invite other Lions from representative Zones, Regions to serve on this committee.

Objective

To promote the District A3, Multiple District A and Lions Clubs International Peace poster and Essay Contest program and encourage Lions and Lioness Clubs to support the programs financially and with contestants.

Duties and Responsibilities

Encourage Clubs to appoint a Peace Poster chair and to financially support the Peace Poster and essay Contest with participants

Motivate Zone and Region Chairs to promote this program throughout the District.

Proactively identify opportunities to present displays, seminars, and workshops etc. at the District convention and other District events.

Seek permission from Cabinet at the September Cabinet meeting to solicit funds from Clubs within the District to support the Peace Poster program.

Advise participating clubs on how to obtain Peace Poster Kits or obtain them and provide to Clubs as needed.

Arrange a suitable time and place for judging of the submitted peace posters and essays.

Update Cabinet on committee progress and Club participation

In conjunction with the Marketing Communications Chair promote the Peace Poster program and report results to Lions using the A3 Facebook page, Governor's newsletter etc.

Arrange through the sponsoring club for the A3 winner and his/her parents to attend the Luncheon at the A3 Convention.

Ensure that the winning poster and essay are forwarded to MDA for inclusion in the MDA final judging and inform the contestant of their final standing.

Prepared by;

RC Lion Mark Kelso C&BL Chair 2018/19, 14 Apr 19

SIGHT CONSERVATION COMMITTEE

Committee Structure

The district Governor may appoint a Chairperson for this committee. The Chair, with approval of the District Governor, may invite other Lions from representative Zones and Regions to serve on the committee.

Objective

To encourage and support the participation of Clubs and promote activities with respect to eye health and blindness prevention and that aim to integrate sight impaired persons in to society with respect for their dignity, rights and potential.

Duties and Responsibilities

Work in close collaboration with all levels of leadership in the organization including the Global Service Team (GST).

Utilize the information provided on the LCI website with respect to Vision Chairpersons.

Become the District topic expert by learning about eye health and common causes of preventable blindness.

Utilize the resources of Multiple District A and Lions Clubs International to develop and promote the District Vision Conservation program.

Encourage work with the Blind and Sight impaired through various programs such as mobility training, rehabilitation programs, social and recreational services.

Act as District liaison with CNIB Camp Joe to help co-ordinate District and Club support to Camp Joe specific needs and promote Club participation as required

Prepare and provide information for Clubs and District officers to help them become more aware of the needs of the visually impaired.

Prepare reports for the District Cabinet detailing activities, Committee progress and Club support and future plans.

Eyeglass Recycling Sub committee

Promote the collection, packing and shipping of used eye glasses to the Canadian Lions Eyeglass Recycling Centre (C.L.E.R.C.), in Calgary.

Keep on record all pertinent information re: collecting, proper packing and shipping procedures. Maintain an inventory of collection boxes to supply to clubs when requested.

Remind Clubs of the great importance of collecting glasses and the value they bring to people of all ages all over the world.

Prepare and submit articles for the District Governor's newsletter, A3 Facebook page, Lions magazine to remind Lion's family members of the need and of the successes seen in the District.

Prepare written report on the activities of the Subcommittee to be included in the Sight Conservation Committee report to Cabinet. This report should include the number of glasses recycled in the reporting period.

Prepared by;

RC Lion Mark Kelso C&BL Chair 2018/19, 14 Apr 19

SPECIAL OLYMPICS COMMITTEE

Committee structure

The committee chairperson is appointed by the District Governor and is guided by the Special Olympics Committee chairperson of MD “A”. The committee members will be chosen by the committee chairperson with approval of District Governor.

Objective

Special Olympics and LCIF have been in partnership for close to 15 years. The purpose of this committee is to inform Lions in District A-3 of this partnership and how Clubs and/or Lions can support Special Olympic Athletes.

Roles and responsibilities

Attend meetings at Club, Zone or Region levels to share information about the Special Olympics organization and the athletes they support.

Keep Clubs informed through regular email and Social Media postings.

Report on the Committee’s activities to the Cabinet Secretary no later than one week prior to each Cabinet Meeting. This report will also be sent to the Special Olympics Chairperson for MDA.

Ensure that funds donated from Lions Clubs of District A-3 should be sent to the District A-3 Treasurer, who will forward them on to Special Olympics Ontario.

Act as the liaison between District A3, MDA and Special Olympics Ontario

Prepared by:

Lion Theresa Hewitt, Special Olympics Chairperson, February 27, 2019.

Added amendment by RC Lion Mark Kelso C&BL Chair 18/19 – Mar 19

VISION SCREENING AND HEARING COMMITTEE

Committee Structure

The District Governor may appoint a Vision Screening and Hearing chair for a mutually agreed upon term. The Chair may appoint Zone, Region committee representatives with approval of the District Governor.

Objective

The District Vision and Hearing Screening Chairperson(s) shall work with the Lions Clubs of District A3 to promote screening of Jk, Sk, and Gr.1 (where applicable) students in the 5 Regional School Boards within A3 boundaries.

Duties and Responsibilities

Promote the Vision/Hearing Screening Program.

Serve as the liaison between the District and their Lions Clubs.

Report to the District Cabinet regularly.

Train new Zone Coordinators and vision/hearing screening teams.

Keep records of yearly screening statistics.

Maintain supplies: forms, envelopes, occluding glasses, pamphlets, stickers, etc.

Provide yearly banner patches for participating clubs and other forms of recognition as may be decided.

Prepared by;

Lion Dawn Hansen, Vision Screening Chair 2018/19 – Jan 2019