

DISTRICT 14-C DISTRICT GOVERNOR**FUNCTION:**

This procedure sets forth guidelines for the District Governor (DG) in the administration of the District.

REFERENCES:

1. LA-1: Lions Clubs International Constitution and By-Laws
2. LA-4: Lions Clubs International Standard District Constitution and By-Laws
3. District Governor Team Manual
4. Procedure 600: District Governor Candidate
5. Procedure 620: District Caucus

GENERAL:

The District Governor, under the general supervision of the International Board of Directors, shall represent the Association within the district and shall be the chief administrative officer of the district. He/She shall have direct supervision over the Vice District Governors, Region Chairperson (position is optional), Zone Chairperson, the Cabinet Secretary/Treasurer, and such other Cabinet members as are provided by the referenced documents and this Procedures Manual.

District Governor requirements and duties are presented in the referenced documents. This procedure is intended to provide basic information to the DG that should assist in planning the year's activities. Not all items are mandatory but are set by tradition.

Candidates for District Governor will announce their intention at the November cabinet meeting prior to the year elected to DG. See District Procedures 600 and 620. The candidates may begin contacting and visiting clubs after this November meeting. The DG candidate will become DG Elect once elected at the District convention until the July International convention, when they become the DG.

The DG will appoint chairpersons as defined in the pertinent procedure.

DUTIES:**First Half Of Lions Year Served:****January thru April** (Year elected DG)

- Continue VDG duties while also introducing as the DG candidate
- Submit travel request for LCI Convention as soon as they ask for it
- Complete all mandatory training
- Complete on-line Lions University courses

April (Year elected DG)

- District Cabinet-Convention Meeting
- Address open meeting and each training seminar
- Present goals for your year
- Election
- File DG picture with LCI and State
- File DG Resume with LCI and State
- Begin selection of team
- Secretary/Treasurer, Facility Chair, Zone Chairpersons, Newsletter Editor, Committee Chairpersons and other positions as appropriate
- Begin draft of district directory with goal of distribution by August
- Establish a schedule for official DG club visits
- Work DG pin plan in order to be ready at August State Council and August District Cabinet meeting
- Expect invitations to zone socials, clubs for anniversaries, new member installations, club officer installations, etc.

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May

- Attend State Convention for full period
- Continue team selection
- Continue directory
- Select all Cabinet meeting dates and establish locations
- Begin mailing confirmation of meeting dates for club visits. Require written/email agreement (NOTE: Clubs need the DG's schedule for visitation and cabinet meetings for their planning and club directories)
- Confirm travel arrangements for DG School and LCI Convention
- Begin preparation of the budget for the coming year in conjunction with the treasurer and outgoing District Governor

June

- Attend current DG's Appreciation Dinner
- Complete directory before going to LCI Convention but hold till return. There will be updates
- Attend LCI Convention (may actually be in early July) (Costs are paid by LCI). Begin search for International Director (ID) for your District Convention. Solicit ID/PID assistance in obtaining this speaker
- Publish Cabinet members list in newsletter and on website
- Publish initial visitation schedule in newsletter and on website
- Continue work on budget

July

- Release first District Newsletter. Ensure mailing by the 1st of each month. See District Procedure 202.
- Complete directory (Include dates-locations for district cabinet meetings and your convention-rally)
- Attend Beacon Lodge Lions Appreciation Day and provide basket for fundraising raffle
- Complete budget for presentation to Cabinet in August
- Conduct Cabinet organizational meeting to provide direction for the year
- Attend Leader Dog School (Costs are paid by LCI)
- Attend Banner Exchange
- Schedule guest dignitary to install Cabinet at August Meeting.

August

- Attend State Council
- Conduct Cabinet Meeting
 - Distribute directory (1 copy to each Council DG, IP and PIDs, LCI, MD-14 Administrator, each cabinet member, each District PDG, Leader Dog, Beacon Lodge, and various foundations and other as requested)
 - Distribute pin
- Begin club visits
- Attend Zone Advisory group meetings if possible

September

- USA/Canada Forum: Continue search for Convention speaker
- Continue DG duties (Make club visitations, submit visitation reports and travel reimbursement, attend special events)

October

- Continue DG duties
- Ensure the Pa. Counselors Award form is in newsletter for clubs to respond to
- Identify District convention committee members and hold organizing meeting
- Ensure the Peace Poster and Essay Contest selection process is being completed for submission in November

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November

- Attend State Council
- Conduct District Cabinet Meeting
- Firm up District Convention speaker
- Identify potential Presidential and Leadership Medal nominees to International Family when requested
- Select District Peace Poster and Essay Contest Winners and submit to the MD- 14 Administrator
- Attend Zone advisory Group meetings if possible

December

- Continue DG duties
- Take a breather

Second half Lions year served:

January

- Request PDG Group's recommendation for Pa. Counselors Award
- Send Pa. Counselor recommendation to State representative
- Continue DG duties

February

- Attend State Council
- Conduct District Cabinet Meeting
- Receive Pa. Counselors awards and turn over to PDG Group chairperson for presentation
- Attend Zone Advisory group meetings if possible

March

- Continue DG duties
- Encourage recipients of Presidential or Leadership Medals and Presidential Certificates to attend International Banquet at State Convention so International President can make the presentations
- Provide names to ID or PID Convention speaker for LCI award certificates to be given out at District Convention

April

- Conduct District Cabinet-Convention Meeting
- Order VDG and spouse nametags from LCI (DG's expense)
- Order pocket patches for first and second VDG's blazers
- Determine appreciation awards to be given and order
- Remind District Governor Elect to send next convention date to ID/PID and request a speaker
- Submit District Convention Report to MD-14 and LCI

May

- Attend State Convention for full period
- Pay for the incoming DG's State Convention banquet dinner (Sunday Night)
- Ensure all costs for awards and other expenses or incomes are completed prior to year's end in order to have credit in current year

June

- Conduct Appreciation Dinner (DG's expense, with option to charge for dinner.)
- Add DG's name to District Gong as PDG
- Support the incoming District Governor in preparing a budget for the coming year.

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July

- Conduct Banner Exchange (Pay by attendance)
- Prepare a district audit in conjunction with the treasurer and audit team for submission to the cabinet for approval at the August Cabinet Meeting
- Retire to Immediate Past District Governor

Procedure Change History:

- August 19, 2007
- April 25, 2009
- February 18, 2017