

**DISTRICT 14-C DISTRICT CONVENTION COMMITTEE**

**FUNCTION:**

This committee supports the chairperson in the planning, implementation and administration of the tasks required to conduct a successful District Convention.

**REFERENCES:**

1. LA-4: LCI Standard District Constitution and By-Laws
2. LCI District Governor Team Manual
3. Procedure No. 222

**GENERAL:**

The committee members shall include the chairperson that is appointed by the District Governor (see procedure 222), the four most recent PDGs (includes the IPDG), the sitting District Governor, Vice District Governors and any others appointed by the chairperson. Changes to committee membership may be changed as defined in Procedure No. 222.

**DUTIES:**

1. Support the chairperson in contracting a facility for the required date that will provide the needed assets to support cabinet, caucus and general meetings, training space, necrology services, scheduled meals and other scheduled events.
2. Arrange through the District Governor for an International speaker or a well know Lion.
3. Establish financial requirements such as costs, payments and collections.
4. Arrange for voting. Provide voting ballots. Use LCI information to establish voting rights. Each club's District, State and LCI dues must be paid prior to the convention in order to vote.
5. Plan for registration and certification.
6. Plan Necrology Service. Assign a Necrology chairperson to plan the Necrology service to include selecting and consulting with the pastors.
7. Plan spouse/guest program.
8. Plan LEO activity
9. Plan as appropriate for a hospitality time, lunch and a dinner.
10. Advertise convention in district newsletter, letters to presidents and through visitations.
11. Any other activity necessary for a successful convention.
12. Prepare, distribute and summarize an evaluation of the convention.

**Policy Change History:**

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|-------------------|---------------------|
| - May 1, 2002     | - April 25, 2009    |
| - August 24, 2008 | - February 18, 2017 |