

## DISTRICT 14-C DISTRICT GOVERNOR

### FUNCTION

This procedure sets forth guidelines for the District Governor (DG) in the administration of the District beyond those specified in the district constitution and by-laws.

### REFERENCES

1. LA-1: Lions International (LI) Constitution and By-Laws
2. LA-4: LI Standard District Constitution and By-Laws
3. DA-DGTEB: District E-Book
4. LI Website ([www.lionsclubs.org](http://www.lionsclubs.org)): Member Resource Center / Leaders / Managing Your District
5. Procedure 600: District Governor Candidate
6. 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 and continue as such until the Lions International Convention, when they become the DG.

The DG will appoint chairpersons as defined in pertinent District 14-C procedure.

### DUTIES

The following is a month-by-month listing of duties and expectations of the District 14-C District Governor that are not articulated in the district constitution and by-laws. The listing begins when a candidate for District Governor becomes District Governor-Elect and continues through this person's term as District Governor. It also includes and references duties as Immediate Past District Governor based on the assumption that the DG will fulfill the duties of the IPDG as stipulated in District 14-C constitution, by-laws and procedures following his/her term of office. This list is intended to be a reference, but additional responsibilities may arise that are not listed.

**April** (as District Governor-Elect)

- Present goals for your year (At District Convention and/or in District Newsletter)
- Send DG biographical information and picture to LI and State (LI form DA-904)
- Continue with 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 (NOTE: A willing volunteer may be recruited to prepare the directory)
- Establish a schedule for official DG club visits
- Finalize DG pin design. Order to be ready at the August PA Lions State Council Meeting and the August District Cabinet meeting.
- Expect invitations to zone socials, clubs for anniversaries, new member installations, club officer installations, etc. Attend as many as possible.
- Purchase formal attire to wear at the State Convention, International Convention and State Council Meetings. (NOTE: Formal attire may be rented for each event)
- Finalize next year's District Governor Team (e.g. Secretary, Treasurer, Zone Chairs, committee chairs, coordinators, etc.).
- Submit newsletter articles and information the required submission date established by the newsletter editor

**May** (as District Governor-Elect)

- Attend PA Lions State Council Meeting/Convention and submit an expense reimbursement request to the District Treasurer (see Procedure 630, District Dues, for details).
- Finalize next year's District Governor Team if not already completed (e.g. Secretary, Treasurer, Zone Chairs, committee chairs, coordinators, etc.).
- 
- Continue directory
- Select all Cabinet meeting dates and establish locations
- Begin mailing confirmation of meeting dates for club visits. Require written/email acknowledgment. (NOTE: Clubs need the DG's schedule for visitation and cabinet meetings for their planning and club directories)
- Confirm travel arrangements for final DGE training and LI Convention
- Begin preparation of the budget for the coming year in conjunction with the District Treasurer and outgoing District Governor
- Prepare a welcome message for District 14-C Directory and send it, along with a picture, to the person preparing the directory.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**June** (as District Governor-Elect)

- Attend current DG's Appreciation Dinner

- Complete directory, to the extent possible, before going to LI Convention but hold till return. There will be updates
- Attend LI Convention (may actually be in early July) (Costs are paid by LI). Begin search for an 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
- Work with the DG to set up next year's officers and committees in Lion Portal
- Order pins and badges for Zone Chairs, chairpersons and coordinators.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor. Include a copy of the picture you sent to be used in the district directory.

### July

- Submit request to LI for District Administrator access to Lion Portal
- Complete directory (Include dates-locations for district cabinet meetings and your convention-rally). Send it to the printer no later than July 20th.
- 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 Banner Exchange
- Schedule guest dignitary to install Cabinet at August Meeting.
- Enter District Convention date and location in Lion Portal.
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Complete registration process for PA Lions State Council Meeting #1
- Submit an article for the district newsletter by the required submission date established by the newsletter editor. Include announcement of first District Cabinet meeting.
- Submit reimbursement request to LI for International Convention Expenses

### August

- Submit reimbursement request to LI for July expenses
- Continue DG duties (Make club visitations, submit visitation reports and travel reimbursement, attend special events, lead GAT meetings, etc.)
- Attend PA Lions State Council Meeting
- Prepare for and conduct District Cabinet Meeting: prepare agenda, secure official to conduct installation of cabinet, etc.
- 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 District Governor (and District?) pin
- Begin club visits
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit newsletter articles and information by August 25th

**September**

- Submit reimbursement request to LCI for August expenses
- Continue search for District Convention speaker, if not already selected, at USA/Canada Leadership Forum, if attending. Submit formal request to LI by the end of the month, if possible.
- Continue DG duties
- Complete registration process for PA Lions State Council Meeting #2
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**October**

- Submit reimbursement request to LI for September expenses
- Continue DG duties
- Ensure the PA Counselors Distinguished Service Award nomination form is in the newsletter for clubs to respond to (NOTE: This is usually coordinated by the PDG Honorary Committee chairperson. District is entitled to 2 recipients)
- Identify district convention committee members and hold an organizing meeting if the committee chairperson has not already done so.
- Ensure the Peace Poster and Essay Contest selection process is being completed for submission in November
- Attend PA Lions State Council Meeting (if held in October)
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit an article for the district newsletter by the required submission date established by the newsletter editor. Include announcement of second District Cabinet meeting

**November**

- Submit reimbursement request to LI for October expenses
- Continue DG duties
- Attend PA Lions State Council Meeting (if not held in October)
- Prepare for and conduct District Cabinet Meeting.
- Confirm District Convention speaker if not already confirmed.
- Identify potential Presidential and Leadership Medal nominees. Prepare and submit paperwork to International Family when requested
- Select District Peace Poster and Essay Contest Winners and submit to the MD-14 Administrator
- Solicit nominations for Leo of the Year. MD-14 Leo Chair will likely ask for the District's entry in December.
- Request PDG Group's recommendation for Pa. Counselors Distinguished Service Award
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**December**

- Submit reimbursement request to LI for November expenses
- Continue DG duties
- Submit nominee for Leo of the Year to MD-14 Leo Chairperson
- Submit recommendations for Presidential and Leadership medals to the International Family.
- Update/Modify District Goals
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**January**

- Submit reimbursement request to LI for December expenses
- Send Pa. Counselor recommendations to the State representative if they have not already been requested.
- Complete registration process for PA Lions State Council Meeting #3
- Recruit or reappoint a Lion to replace the Audit Committee member who finished their 3-year term last July. Announce the appointment at either the third or fourth cabinet meeting.
- Continue District Convention Planning with chairperson and committee.
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Register to attend the Lions International Convention, if planning to attend, to receive an early-bird discount. PA Lions have some funds available to help off-set the cost for out-going District Governors.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor. Include announcement of third District Cabinet meeting and information about the District Convention.

**February**

- Submit reimbursement request to LI for January expenses
- Continue DG duties
- Attend PA Lions State Council Meeting.
- Prepare for and conduct District Cabinet Meeting
- Receive Pa. Counselors awards and turn over to PDG Group Advisory Committee chairperson for presentation at the District Convention
- Continue District Convention Planning with chairperson and committee.
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit an article for the district newsletter by the required submission date established by the newsletter editor. Include information about the District Convention.

**March**

- Submit reimbursement request to LI for February expenses
- Continue DG duties

- Encourage nominees for Presidential or Leadership Medals to attend International Banquet at State Convention so International President can make the presentations
- Provide names to ID or PID Convention speaker for LI Presidential Certificates of Appreciation to be given out at District Convention
- Complete registration process for PA Lions State Council Meeting #4/ State Convention.
- Finalize District Convention Planning with chairperson and committee.
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit an article for the district newsletter by the required submission date established by the newsletter editor. Include announcement of the fourth District Cabinet meeting and information about the District Convention.

### **April**

- Submit reimbursement request to LI for March expenses
- Continue DG duties
- Prepare for and conduct District Cabinet Meeting in conjunction with the District Convention
- Order VDG and spouse name tags from LI
- 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 LI
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

### **May**

- Submit reimbursement request to LI for April expenses
- Continue DG duties
- Attend PA Lions State Council Meeting/ Convention.
- 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
- Make arrangements for Banner Exchange and publish invitation
- Monthly GAT meeting: prepare agenda, send reminder, lead meeting
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

### **June**

- Submit reimbursement request to LI for May expenses
- Continue DG duties
- Conduct Appreciation Dinner (DG's expense, with option to charge for dinner. (Could be held in July and/or in conjunction with Banner Exchange)
- Add DG's name to district gong as PDG
- Support the incoming District Governor in preparing a budget for the coming year.

- Monthly GAT meeting: prepare agenda, send reminder, lead meeting

**July (as Immediate Past District Governor)**

- Submit reimbursement request to LI for June expenses
- 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:**

Change 1: August 19, 2007

Change 2: April 25, 2009

Change 3: February 18, 2017

Change 4: April 5, 2025