

DISTRICT 14-C EQUIPMENT MANAGER

FUNCTION

The District 14-C Equipment Manager provides assistance to the District Governor (DG) with storage, maintenance and care of district property as well as transportation and set-up of district property at facilities in which various district meetings and activities are held.

REFERENCES

District 14-C Equipment Manager Handbook

GENERAL

The District 14-C Equipment Manager is appointed annually by the DG. The manager must be a member in good standing of a District 14-C Lions club. A reliable member of the District Governor's home club is recommended for this position. The responsibilities of this position will default to the Zone Chairperson of the zone in which the District Governor's home club is located if no other Lion will accept the position.

DUTIES

1. Begin planning in coordination with the DG for meeting facility requirements upon appointment to the position of Equipment Manager.
2. Maintain and care for all equipment listed on the property inventory list in the *District 14-C Equipment Manager Handbook*.
3. Make or arrange for repairs of equipment as needed and recommend replacement of property that is damaged beyond repair or otherwise in need of replacement.
4. Maintain a list of district equipment in the possession of other Lions.
5. Transport and display district property at four cabinet meetings, the DG Banner Exchange and other events, as needed, at the request of the governor. The District Convention Committee may provide set-direction for the fourth cabinet meeting when conducted in conjunction with the convention.
6. On the day of the meeting, complete set-ups well in advance of starting activities.
7. Post direction signs outside event locations to assist in locating the meeting place.
8. Maintain and update information in the equipment handbook prior to giving it to the next coordinator.
9. At the end of the manager's term, ensure that all items listed on the equipment list are passed to the newly appointed Equipment Manager (or account for the location of any missing items) along with the *District 14-C Equipment Manager Handbook*.

Procedure Change History

Original Adoption - April 11, 2026 (Replaces Program and Facilities Chairperson)