

DISTRICT 14-C NEWSLETTER CHAIRPERSON

FUNCTION

The District Newsletter (Editor) Chairperson produces a newsletter under the guidance of the District Governor. The District Governor, cabinet members and clubs use this newsletter to effectively communicate information to the district membership.

REFERENCES

GENERAL

The editor will be a Lion familiar with the District, has talents in writing and editing, has a working knowledge of computers, word processing and internet, and is able to complete and meet deadlines for printing and mailing.

DUTIES

1. Coordinate with the District Governor on the general format of the letter. The format should be simple, easy to read and compatible with Website capabilities. The standard content of the newsletter should include but not limited to:
 - a. District Governor's monthly message
 - b. Vice District Governor's monthly message
 - c. Notice of the District Governor's club visitation schedule
 - d. Notice of special district events, such as cabinet meetings
 - e. Notice of multiple-district and international activates pertinent to the district membership
 - f. Notice of new members and their sponsors and club
 - g. Notice of the passing of members
 - h. Summary of club activities of prior month
 - i. Notice of District Directory updates
 - j. District project information, such as provided by project chairpersons
 - k. Recognition of special achievements by Lions, Lioness, LEOs, clubs and others
 - l. Club event notices as space allows
 - m. Other information for the good of the district
2. Inform the District membership at the beginning of the Lions year of the requirements for inputs for the newsletter (timing, type of inputs, format, distribution, etc.)
3. Generate the newsletter in a form that will allow posting on the District Website (PDF required) as well as mailing hard copies as needed.
 - a. The newsletter should be posted or received by mail by the first of each month.
 - b. Printing may be accomplished by tools available to the editor or by commercial means as appropriate and cost effective.

Procedure Change History

May 1, 2002

April 25, 2009

February 18, 2017