

DISASTER RELIEF PROGRAM COORDINATOR

FUNCTION

The Disaster Relief Program Coordinator promotes and assists Lions club disaster relief activities in District 14-C and serves as a liaison between the district and the MD-14 and Lions International Disaster Relief Programs.

REFERENCES

1. MD-14 Policy 312: Multiple District Disaster Relief Program Coordinator
1. LI Website (www.lionsclubs.org) - Member Resource Center / Service / Global Causes & Initiatives / Disaster Relief

GENERAL

The Disaster Relief Program Coordinator is appointed by the District Governor to serve a one-year term and is eligible for reappointment. The District Governor-Elect will select a Disaster Relief Program Coordinator under the same procedures and timeline as filling all other voting and non-voting cabinet members. The District Governor-Elect should determine the best qualified person to serve as District Disaster Relief Program Coordinator by assessing their ability using the following qualities:

- The coordinator must be a member in good standing of a District 14-C Lions club.
- Have proven ability to organize and coordinate Lions' programs.
- Have knowledge and experience in emergency preparedness response and recovery.
- Have the willingness to cooperate and work with county and/or local emergency management authorities.
- Have a willingness to provide the time, energy, and resources to carry out the District 14-C Disaster Plan.
- Study and gain knowledge about Lions resources, including Lions Club International Foundation (LCIF) disaster grants.

DUTIES:

These are the responsibilities for the District Disaster Relief Program Coordinator. These responsibilities shall include, but not be limited to, the following:

1. Normal Operations:
 - a. Annually review the District 14-C Disaster Plan.
 - b. Encourage and promote the Lions Disaster Relief Program within the district.
 - c. Establish and build a relationship with the MD-14 Disaster Relief Program Coordinator and the program coordinator's Central Region Assistant.
 - d. Establish and build relationships with county emergency management agencies and the County Emergency Management programs.
 - e. Promote clubs to establish relationships with local emergency management programs.
 - f. Provide an annual report to the District Governor prior to the annual district convention.
 - g. Become familiar with LCIF Grants and the application process to include all appropriate forms.

- h. Develop a spending and implementation plan for any LCIF preparedness grant funds and ensure all LCIF paperwork for the grant is completed.
 - i. Submit a written request for any District disaster funding to the District Governor and the District Cabinet for approval.
 - j. Develop and provide disaster relief information to the District Governor's monthly newsletter.
 - k. When requested, help Lions Clubs within the district develop a disaster plan.
2. Response within the district:
- a. Coordinate with local Lions Clubs to determine needs within the community affected by the disaster.
 - b. Determine if local disaster is eligible for a LCIF grant and assist the District Governor when appropriate to apply for disaster relief grants.
 - c. Ensure all Lions participating in response efforts wear appropriate Lions logoed apparel.
 - d. Ensure that all Lions Response is advertised in coordination with the District Public Relations Officer.
 - e. Develop a spending and implication plan for any LCIF emergency grant funds and ensure all LCIF paperwork for the grant is completed.
3. Response outside the district:
- a. Coordinate with the District Governor to determine disaster requests for other Lions Clubs.
 - b. Coordinate with the MD-14 Disaster Relief Program Coordinator on resource requests.
 - c. Coordinate resource requests with clubs within the District to facilitate fulfilling unmet needs for affected Lions Club.
 - d. Ensure that all Lions Response is advertised in coordination with the District Marketing Chairperson.
 - e. Coordinate the gathering of Lions and help determine their response requirements before traveling to an affected area.

Procedure Change History

Approved: February 16, 2019

Change 1: April 5, 2025