

Multiple District 5 Policy & Procedures Manual
Approved at MD 5 Council Meeting 25 March 2023)

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PART A: OVERVIEW

Section I – General Policies

- A. The purpose of the Policy and Procedures Manual is to set forth the policies and procedures that are to be followed by the Council of Governors in the performance of their duties. It is understood that the policy conforms to the constitution and By-Laws of Lions Clubs International (LCI) and Multiple District 5 (MD5).
- B. This manual is ongoing and is to be brought to the attention of all Council members at the first official Council meeting of the fiscal year. It may be amended as deemed necessary. Any amendments to the Manual shall be submitted in the form of a resolution to the Council of Governors, with the understanding that it will be voted on at the next Council Meeting. To effect a change by amendment, two-thirds (2/3) majority vote is required by those Council members present.
- C. Wherever the term “international” appears in this manual, it shall be interpreted to mean the International Association of Lions Clubs and/or Lions Clubs International Association and the Board-
- D. Wherever the term “MD5” appears in this manual, it shall mean the International Multiple District 5.
- E. Wherever the term “Council” appears in the manual, it shall mean the Council of Governors of MD5.
- F. Wherever the term “Chairperson” appears without a description in front of it, it shall mean the Council Chairperson.

Section II: Council of Governors

- A. The Council shall be the governing body of MD5. The Council shall consist of the District Governors, Council Chairperson, three (3) Immediate Past District Governors or Past District Governors from the two previous years, whose number shall not exceed one-half (1/2) the number of District Governors, and those officers identified in the Constitution and By-Laws of MD5. Each member of the Council shall be cognizant of the fact that they represent all of the Lions, and Leos of the Multiple District. The Council has the duty to create, foster, and maintain the goal of Lionism—“We Serve!”
- B. The Council Chairperson is responsible for the total operation of the Council. The Council Chairperson shall be an ex-officio member of all committees and shall be responsible for all appointments to committees.
- C. The election of the Council Chairperson shall proceed, as follows:
 - 1. District Governors currently serving MD5 are eligible for election as Council Chairperson for the following fiscal year. A person may be elected to serve as Council Chairperson only once.
 - 2. Candidates for the office of Council Chairperson shall declare their intentions in writing to the Multiple District Secretary no later than 30 days prior to the spring (third) meeting of the Council in the year in which the election will occur.
 - 3. Candidates for Council Chairperson shall be included as part of the agenda at the spring (third) meeting of the council.
 - 4. Election shall be the last item on the agenda at the spring meeting.
 - 5. Prior to the voting process, candidates shall be formally recognized and shall be provided the opportunity to address the Council for up to three minutes at the meeting. While preferred, candidates need not be physically present. Candidate comments may be made via electronic

means either live or recorded or may be submitted in writing, to be read aloud by a surrogate. It is the candidate's responsibility to arrange logistics with the current Council Chairperson and Multiple District Secretary prior to the election.

6. Election of the incoming Council Chairperson shall proceed by secret balloting and in accordance with the MD5 Constitution and By-Laws. The Council Chairperson will appoint three non-voting scrutineers to oversee the election process.
 7. Only voting members of the current Council and current District Governors-Elect are authorized to cast ballots in electing the incoming Council Chairperson. While preferred, voters need not be physically present. Voters may cast ballots live (real time) via electronic means with assistance of a surrogate. Ballot secrecy must be maintained. It is the voter's responsibility to arrange logistics with the Council Chairperson and Multiple District Secretary prior to election.
 8. Voting shall continue until one candidate receives a majority of the votes that are cast. With each successive ballot, the candidate with the least number of votes shall be removed from consideration. In the event of a tie vote between the final two candidates on three (3) successive ballots, the Council Chairperson shall be chosen by lot in a manner prescribed by the presiding officer.
- D. Three (3) representatives drawn from the six (6) Immediate Past District Governors and/or twelve (12) Past District Governors from the two previous years shall be elected to serve on the Council in accordance with Article VII, Section 1B of the Multiple District Constitution.
1. A person may be elected to serve as a state or provincial representative during the period of eligibility within two years following a term as District Governor. Candidates must be Lions in good standing in their local clubs.
 2. Candidates for state or provincial representative must submit a letter of intent to run for the position from their respective area to the Council Chair by the time of the third meeting (March) of the Council of Governors.
 3. Following the election of the Council Chair, the slate of candidates for state or provincial representative who have indicated an intent to run for office will be ratified by the Council of Governors.
 4. The election of the state or provincial representatives will be included as part of the agenda for each state or provincial breakfast at the Multiple District convention.
 5. Prior to the voting process, candidates shall be formally recognized and shall be provided the opportunity to address the delegates for up to three minutes at the breakfast. While preferred, candidates need not be physically present. Candidate comments may be made via electronic means either live or recorded or may be submitted in writing, to be read aloud by a surrogate. It is the candidate's responsibility to arrange logistics prior to the election.
 6. Election of the incoming state or provincial representatives shall proceed by secret balloting and in accordance with the MD5 Constitution and By-Laws. The District Governors will appoint three non-voting scrutineers to oversee the election process.
 7. Only certified voting delegates at the convention are authorized to cast ballots.
 8. Voting shall continue until one candidate receives a majority of the votes that are cast. With each successive ballot, the candidate with the least number of votes shall be removed from consideration. In the event of a tie vote between the final two candidates on three (3) successive ballots, the District Governors shall determine the representative by lot in a manner they prescribe.

- E. State and/or Provincial Representatives shall be reimbursed for their attendance at Council Meetings under the Rules of Audit, unless they are eligible for reimbursement from International and only as set forth herein under Section IV Finance.
- F. In recognition of the additional duties imposed upon the Council Chairperson, a suitable gift or plaque shall be presented at the MD5 Convention at which the Chairperson presides.
- G. The Council, through the Multiple District Global Action Team (GAT), coordinated by the Global Leadership Team Chair shall conduct training of the Vice District Governors / Vice District Governors Elect in a manner as such to prepare each to assume the duties of District Governor in the event of their election to serve in that capacity in their respective Districts. The expenses incurred to provide such training shall be reimbursed as set forth under Section IV, Finance. (Grant for training VDG's through LCI shall be applied for yearly).
- H. Where practical, the Council shall provide for involvement of the Vice District Governors / Vice District Governors Elect in Council proceedings. The Vice District Governors shall be invited to attend any and all Council meetings; however, reimbursement will be provided only for those meetings where training takes place.
- I. A training seminar for incoming MD5 District Cabinet Secretaries and Treasurers shall be arranged prior to or at the MD5 convention (may be face-to-face or through electronic means). The Council Chairperson and the Global Leadership Team Chair shall be responsible for identifying trainers.
- J. 2VDGE's, shall be invited to the third council meeting, to attend an orientation session for VDG's. (Hotels and meals will be covered by the council). (PER RULES OF AUDIT (Appendix C))

Section III: Committees

- A. In accordance with the By-Laws, The Council Chairperson, in consultation with the Council, shall appoint a Chairperson for the committees set forth on the organizational chart Appendix A.
- B. Committee Chairs as specified by the Constitution and By-Laws and approved by the MD5 Council of Governors shall be appointed by the Council Chair in consultation with the Council of Governors.
- C. All appointed committee chairs shall submit a written report to the Council Secretary for each meeting of the Council of Governors. Appointed committee chairs and/or members shall be reimbursed only for those meeting to which they are invited by the Council to attend and according to Section IV, Finance.
- D. All MD5 committees included among the LCI committee structure shall function according to the job descriptions provided by Lions Clubs International. All committee chairs pertaining only to MD5 shall function according to job descriptions provided by the MD5 Council of Governors.
- E. The Council Chairperson may appoint a Selection Committee to assist in the identification of potential candidates for committee chair positions. Once identified, the Council Chairperson will consider candidates based upon, but not limited to, finding a balance between the districts so that no one district or state/province enjoys overrepresentation.
- F. Any committee member is welcome to attend any meeting of the Council at his/her own expense, and they shall be granted a seat near the meeting table, and they shall be encouraged to enter into discussion of any agenda item, but they will not have voting privileges.
- G. Lions elected to positions serving the Council may serve three 1-year terms (Maximum of six years) with performance ratings provided by the District Governors after the first meeting and again after the second meeting. Annual performance ratings (Appendix B) to be used include the following levels: Meets expectations of the position, exceeds expectations of the position, or fails to meet expectations for the position. If the position holder receives a majority of ratings from the District Governors that meet or exceed expectations, he or she will continue in the position for another year. If the position holder receives a majority of ratings at the fails to meet expectations level, a performance improvement plan

will be created to help improve performance levels. If the position holder agrees to the plan, he or she will be able to continue in the position. If the performance level has improved, he or she will continue in the position for the remainder of the year and be recommended for a second term. If the performance level has not improved, he or she will be asked to step down at the end of this term and a replacement will be found for the next term. The process will repeat each year for the three-year period. If the Lion has received ratings that meet or exceed expectations throughout the three-year period, he or she shall be eligible to apply for an additional three-year term.

H. All Committee Chairpersons shall prepare Goals and Action Plans for their respective positions and they are to be presented to Council prior to budget discussions and are to be updated as needed.

I. The Long-Range Planning Committee will be comprised of the Immediate Past Council Chair, Council Chair, Council Vice Chair, State/Provincial Representatives, Council Secretary, Council Treasurer, the Constitution and By-Laws Chairperson, any current or Past International Director(s) actively involved in the ongoing work of the Council.

J. **Protocol Committee.**

The purpose of this standing committee is to serve as a communications link between the leaders of the District and the leaders of International. The committee is a source of information to the Council on matters related to protocol and the future activities and leadership of International. The committee should also coordinate activities at the International Convention relating to the future activities and leadership of International. The membership of this standing committee shall be the Council Chairperson and no more than four (4) current or past international officers approved annually by the Council at its first meeting after the International Convention. The Council may change the makeup of the members by majority vote at any regular meeting of the Council. The Chairperson of the Protocol Committee shall be the highest-ranking member of the committee as determined by international protocol.

K. **Convention Advisory Committee.**

This committee is to serve in an advisory capacity to facilitate the Annual MD5 Convention. A convention handbook shall be reviewed and updated annually and shall contain information pertinent to the planning, publicity and implementation of the convention. Membership shall consist of the Chair and Vice-Chair of the Council Convention Committee and three (3) Host Committee Chairpersons of the three consecutive conventions beginning with the convention held in the year in which the current Council Chairperson was elected. The term of office shall be for three years on a staggered basis according to the year in which the represented convention is held. Expenses for attending the designated meetings of the council shall be limited to lodging, meals and mileage according to the Rules of Audit (Appendix C) as provided in Section IV.

L. **Agenda Planning Committee.**

This committee is to serve in a planning capacity on agenda items, which shall be presented to the full Council of Governors at any regular or special meetings. The committee shall consist of the Council Chairperson, Council Secretary, and Council Treasurer.

M. **History Committee.**

A Committee appointed by the Chairperson in office at the time shall update the history of MD5 every five years.

Section IV. Finance

All expenses will be paid according to the Rules of Audit (Appendix C) with certain exceptions as approved annually by the Council.

- A. The financial records of MD5 shall be maintained for a period of five years. (Records to be sent to archives).
- B. Each chairperson and officer position shall have a line item in the budget adopted by the Council to which strict adherence shall be required.
 - 1. Council officers or Chairpersons shall submit their budget requests to the Treasurer at least three weeks prior to the first meeting of the Council. Budget requests shall be referred to the appropriate committee meeting at or before the first meeting of the Council for their recommendation to the Finance Committee.
 - 2. The Council committees shall make their budget request recommendations to the Finance Committee prior to the presentation of the proposed budget to the Council.
 - 3. If a MD5 Committee Chairperson (i.e., GMT or GLT) receives a written invitation to present a program or seminar at a state or sub-district convention or single district visit, the said individual shall be reimbursed from the MD5 Council of Governors for mileage. Registration, room, and meals shall be paid by the inviting district. Any additional invitation/visitations to said district shall be paid in full by the district.
 - 4. In the event deficit spending shall occur in any line item, prior Council approval is required. Vouchers for any expenditure incurred by the Council officer or Chairperson must be submitted to the Treasurer within sixty (60) days of the expenditure.
 - 5. Vouchers not submitted within 60 days of the expenditure shall require approval by the Council Chairperson and Treasurer for reimbursement. Under no circumstances will any expense be paid if submitted more than one hundred eighty (180) days from the date of the expenditure. All vouchers submitted for payment relative to expenditures immediately prior to or at the Annual Multiple District Convention must be delivered to the Treasurer no later than noon of the first day of the MD5 Convention in order that all expenditures will be accounted for within the annual budget period.

C. Funding for Council Committees

- 1. **Global Leadership Team Coordinator.** The expenses incurred for the Global Leadership Team program shall be paid on the basis of an approved budget by the Council for training, which may include a cost sharing between the Council and districts.
- 2. **Global Membership Team Coordinator.** The expenses incurred for the Global Membership Team program shall be paid on the basis of an approved budget by the Council, which may include cost sharing between the Council and districts.
- 3. **Global Service Team Coordinator.** The expenses incurred for the Global Service Team program shall be paid on the basis of an approved budget by the Council, which may include cost sharing between the Council and districts.
- 4. **Lions Clubs International Foundation Coordinator.** The expenses incurred for the Lions Clubs International Foundation program shall be paid on the basis of an approved budget by the Council, which may include cost sharing between Council, LCIF, and districts.
- 5. **Youth Exchange.** The expenses for the Youth Exchange Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.
- 6. **Lions Opportunity for Youth.** The expenses for the Lions Opportunity for Youth Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.
- 7. **Multiple District Pins.** The expenses for the MD Pin Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.

- 8. International Director or Third Vice President Promotion Fund.** A fund shall be established by means of budgetary approval each year. This fund shall be designated and allocated for promotion of a candidate for International Director or Third Vice President from MD5. Monies will be available only when a candidate secures the proper certification and when s/he would submit a budget plan to the Council for approval. The maximum fund will be subject to approval by the Council of Governors at the time of the campaign.

D. Secretary and Treasurer

1. The Council Secretary and Council Treasurer shall be appointed annually as provided for in the Constitution and By-Laws. The Council will review the term of appointment for the Secretary and Treasurer annually. At the spring (third) meeting, the Secretary and Treasurer will state their intent to continue for the following year. The Council will appoint the Secretary and Treasurer at that time for a term of one year.
2. In recognition of the many duties performed by the Secretary and Treasurer, the following shall apply:
 - a. An honorarium shall be paid for each year and he/she is acting in the capacity of the Secretary and Treasurer. The amount of the honorarium shall be set during the budget process each year.
 - b. Expenses incurred for attendance at Council meetings shall be reimbursed.
 - c. Expenses incurred for attendance at the International Convention shall be reimbursed according to MD5 By-Laws Article VI Section 7.
 - d. The Organization and Finance Committee shall complete a job performance review (**Appendix B**) of the Council Secretary and Treasurer at the Third Council meeting, prior to the Declaration of Intent on the part of the Council Secretary and Treasurer. This should be done by the Governors and VDGS doesn't match the document in Secretary part B Job description

E. Chairperson Travel to Convention

1. The Chairperson shall be paid travel expenses to the respective State conventions in South Dakota and North Dakota, and to a maximum of two district conventions in the province of Saskatchewan, provided there is no Provincial Convention. The Chairperson shall make every attempt to alternate the convention visits within Saskatchewan. It shall be the responsibility of the state or provincial Convention Committee to cover the registration, meals, and housing of the Chairperson and companion.
2. If the Convention Committee wishes to invite the Chairperson and companion, and if it is not the designated convention for payment, the host Convention Committee is responsible for all expenses.
3. Expense reimbursement for the incoming Council Chairperson to attend the International Convention shall be reimbursed according to MD5 By-Laws Article VI Section 7.

- F. MD5 Convention and Council Meetings.** The members of the Council shall be reimbursed for three nights and three days for the Convention and two days and two nights for a regular Council Meeting. It is understood that only those meetings not reimbursed by International shall be reimbursed to the District Governors. (Rules of Audit) (Appendix C)

G. Vice District Governor Training This shouldn't be here.

1. Vice District Governor training shall be coordinated by the Vice District Governor Trainer. The Vice District Governor Trainer will be nominated by the Global Leadership Team, approved by the Membership and Leadership Council Committee, and ratified by the Council of Governors for a three-year term.

2. The curriculum shall be prepared by the Trainer, in consultation with the Global Leadership Team and the Global Membership Team, and approved by the Council through presentation to the Membership and Leadership Chairperson. Whenever possible, current Council members shall be utilized for this training, if appropriate.
3. The curriculum and the face-to-face and electronic systems that may be used to deliver it will be evaluated annually prior to the Multiple District 5 Convention by the Membership and Leadership Council Committee to determine its effectiveness and relevance to changing dynamics and circumstances within the larger Lions Clubs International organization. (Should have Service and LCIF in here as well.)
4. The financing of the training shall be:
 - a. MD5 shall be responsible for the housing, meals, and mileage for one training session only for the 1st VDG, 2nd VDG and 2nd VDG Elect from each district.
 - b. The Districts shall be responsible for the additional training sessions.
5. The financing for the Global Action Team Summit is as follows:
One night hotel and one day meals at MD5 rules of audit (Appendix C) for incoming district and multiple district GAT, the entire DG teams including 2nd VDGE (4 per district), incoming district GAT, New Voices, LCIF and including the Champion for the coming year (6 per district), in-coming Zone Chairpersons for the incoming year (two per district) and incoming multiple district GAT team including Champion (four). No mileage will be paid by MD5 for attendance at the Summit. If space allows the summit can be opened to any interested Lion at their own expense.

H. MD5 Officer Travel to International Convention.

1. The incoming Council Chairperson shall be reimbursed travel expenses to attend the International Convention. Reimbursement shall proceed as follows:
2. Reimbursement shall be made only after all expenses are submitted to the Council Treasurer with pertinent supporting documents and/or receipts attached and only after the close of said convention, to which the Council Chairperson must have been registered.
3. Expense reimbursement shall be according to the Lions Clubs International Rules of Audit for travel expenses except as follows:
 - a. Travel expense shall be reimbursed at a rate commensurate with the lesser of the best coach airfare and automobile mileage to the convention site.
 - b. Hotel accommodations up to US\$100 shall be reimbursed from the night prior to the opening ceremonies of the convention through the day following the close of the convention inclusive.
 - c. No expense reimbursement shall be provided for meals.
 - d. Expense limits shall be according to By-Laws Article VI, Section 7.

Section V: MD Convention

- A. A Memorial Service honoring deceased members shall be held in conjunction with the Convention. The deadline to recognize deceased Lions, Lionesses and Leos at the MD5 Convention will be based on April 30 M&A reports.
- B. The proceedings of the MD5 Convention shall be recorded. The highlights of said recordings shall be preserved in written form. These records shall be made available upon written request.
- C. A Global Action Team Annual Summit shall be conducted in conjunction with the MD Convention. The purpose of the MD5 Summit is to provide training to incoming multiple district and district leaders in

the areas of leadership, membership service and LCIF. It also provides the framework for collaboration and cooperation within MD5 for the purpose of achieving all districts goals.

Section VI: Awards & Recognition

- A. The Council shall recognize the following by an appropriate presentation at the annual convention.
 1. Lions Club of the Year (banner patch or year bar patch)
 2. Leos Club of the Year (banner patch or year bar patch)
 3. Most miles traveled to the convention by:
 - a. Lions Clubs with 25 members or below
 - b. Lions Clubs with 26 members or above
 4. Newsletter, Scrapbook, and Website contest for Lions and Leo Clubs
 5. A Certificate to the Club with 10% of its membership in attendance
 6. A financial prize will be awarded to a new Lions Club with the highest percentage of its membership present at the convention. The amount of the prize will be set by the Convention Committee, in consultation with the Council Chair. A new club is defined as having received its charter within the two fiscal years prior to the convention year. A club may win the prize only once.
- B. The Convention awards shall be based on pre-registrations filed with the Convention Committee before noon on the first day of the convention.
- C. Senior Counselor Awards shall be presented at the Convention to those Past District Governors who have remained active in Lionism ten years after serving as District Governor.
- D. The District Governors-Elect shall be presented with their red jackets with crest affixed.
- E. The outgoing District Governors shall be presented with a Past District Governor's lapel pin. (The outgoing District Governors may purchase a jeweled pin at extra cost.)
- F. In recognition of the additional duties imposed upon the Council Chairperson, a suitable gift or plaque shall be presented at the MD5 Convention at which the Chairperson presides.
- G. The spouse/companion of the outgoing District Governor shall be presented with a name badge as the spouse/companion of a Past District Governor.
- H. At the death of an International Director, Past International Director, Council Chairperson, Past Chairperson, District Governor, or Past District Governor from MD5, a card and/or memorial will be sent to the family, nearest relative or companion of the deceased.

Section VII: Trading Pins

The MD5 Pin Chairperson at the first meeting of the council will be responsible to design and upon approval by Council, supervise ordering of said pin yearly. The pin design shall state the location and year of the International Convention and incorporate some symbol of its location, as well as the MD5 shield. The pin shall be a trader pin. If possible, the Pin Chairperson should have designs approved for at least three years in advance.

PART B: DESCRIPTIONS AND QUALIFICATIONS OF COUNCIL POSITIONS

Section I: Council Chairperson

- A. The following are several qualifications, which are very important for the Chairperson. NOTE: These same qualifications apply to all Chairpersons of the Council, including the Secretary and Treasurer.
 1. Leadership and communication skills, extensive knowledge about Lionism, and dedication to properly fulfill the duties of the Chairperson.

2. Maintain a high profile with credibility in MD5, possess effective people skills, an attitude of understanding and tolerance toward all people and have available time to do that job.
3. Have the ability to follow through on tasks, ability and temperament to experiment with new and different methods, and the ability to work effectively with other people.
- B. The Chairperson has the important and rewarding task of leading the Council in its quest to advance the goals of LCI. The Chairperson shall lead MD5 through and with the support and cooperation of the Council.
- C. All the District Governors in MD5 constitute the Council, which provides an administrative structure to further the purposes of LCI in MD5. In MD5, the Council includes six (6) District Governors, the Council Chair, the Council Vice Chair, the Secretary and Treasurer. Each member has one vote on each question that requires action of the Council.
- D. Job Description. According to and consistent with the By-Laws, the Chairperson shall:
 1. Further the purposes and objectives of LCI.
 2. Provide leadership, direction, and initiative for LCI and MD5 programs, goals, and long-range planning.
 3. Create and foster harmony and unity among districts and assist District Governors to solve issues.
 4. Preside over MD5 conventions and all Council meetings.
 5. The Chairperson, in consultation with the Secretary, decides the time and the place of the first meeting, and allows the dates of the following meetings to be determined by the Council. The Chairperson or the Secretary under the direction of the Chairperson shall issue a written call for each Council meeting specifying the time and place in the call.
 6. Submit reports and perform such duties as may be required by the Constitution, By-Laws and Policy and Procedure Manual.
 7. Perform other such administrative duties as may be assigned by the Council.
 8. Shall be responsible for the total operation of the Council, be an ex officio member of all committees, and be responsible for all appointments to the committees.
 9. Facilitate, at the close of his/her term of office, the timely presentation of all Multiple District 5 accounts, funds, and records to his successor in office.
 10. Recognize that the personal presence of a majority of the Council will constitute a quorum at any meeting of the Council and all questions of order and procedure are to be determined by *Robert's Rules of Order, newly revised*.

Section II: Council Secretary

- A. The position is reviewed annually at the March meeting by the Chairperson and Council, and the Council will make a decision to renew/discontinue the term of service at that meeting.
- B. Performance Review. The Council of Governors will evaluate the job performance of the council Secretary at the March Council of Governors meeting. The Council Chairperson will compile the evaluation forms. The Council Chairperson will review the evaluation with the Council Secretary.
- C. Job Responsibilities. The following is a month-by-month descriptive list of the duties of the Secretary.
 1. July
 - a. Inform LCI of the names, addresses, and contact information of the Council Chairperson, Council Secretary, and Council Treasurer for MD5.
 - b. Work on the Convention Proceedings for the convention which was completed during the prior May or June.
 - c. After conferring with the Council Chairperson, prepare the agenda for the August Council meeting and email it with other necessary information concerning the Council meeting to the members of the Council and others that you know that will be attending the meeting.

- d. Update on the MD5 website, the Constitution and By-Laws that were approved at the Annual Convention or the Policy and Procedures Manual approved by the Council of Governors and have the revised electronic copies ready for distribution at the August Council meeting. The Chairperson can also delegate this procedure to any member of the Council.
2. August
 - a. Make nameplates for all members of the Council and Chairpersons of Standing Committees.
 - b. Make hotel reservations for all members of the council and others that you know will be attending the meeting. Confirm with the hotel the meeting rooms and space that will be required for the Council meeting. Make arrangements for the Saturday luncheon and Saturday evening meal and entertainment. In addition, make meeting room arrangements for other committees that may be meeting prior to or at the same time as the Council meeting.
 - c. Record the minutes of the Council meeting. Serve as a non-voting member on other committees as requested by the committee chairperson.
 - d. Transcribe the meetings of the Council meeting, post them on the MD5 website, and distribute to the Council members in a timely manner (within 30 days of the MD5 convention). Complete other correspondence as directed by the actions of the Council at its meeting.
 - e. Continue to work on the Convention proceedings.
 - f. Update the History Sheet with Clubs gained and lost, etc. Place in the Historical file, so information is easily accessible when needed for the five (5) year report.
 3. September
 - a. Complete the MD5 Convention proceedings and post them on the MD5 website; as well as, send electronic copies to the Council of Governors.
 4. October
 - a. After conferring with the Council chairperson, prepare the agenda for the November Council meeting. E-mail this along with any other information relative to the meeting to the Council members and others you know are to attend the meeting and Past District Governors.
 - b. Working together with the Treasurer, secure bids from motels/hotels to host scheduled meetings for the upcoming year(s). Normally, Council meetings are held in August, November, and March. The fourth meeting is held at the MD5 Convention in May/June. Notify the successful motel/hotel concerning the first three (3) meetings of the year.
 5. November
 - a. Make room reservations for the council members and others that you know will be attending the Council meeting. Make arrangements for the Saturday noon luncheon, evening meal, companion brunch and meeting rooms required for the council meeting. You may also have to make room reservations for the annual meeting of the Youth Exchange Committee.
 - b. Record the minutes of the council meeting and serve as a non-voting member of other Committees as requested.
 - c. Transcribe the minutes of the Council meeting and distribute them, within ten (10) days, to the Council members, as well as post on the website.
 - d. Complete and distribute correspondence and directives arising from the actions of the Council meeting.
 - e. Obtain the necessary information from the District Governors-Elect for the ordering of their blazers, crests, and their companions' name tags as well as the crests and name tags for the 1st and 2nd VDGEs and their companions. This information would be given to Treasurer to order, receive delivery on, and to make payment.

- f. Obtain all of the information from all DGEs, 1st VDGEs, and 2nd VDGEs that is required for the next year's directory, as the information becomes available.
6. December
7. January
 - Order the crest and name tags for the DGEs, 1st VDGEs, 2nd VDGEs and their companions from Lions Clubs International
8. February
 - a. After conferring with the Council Chairperson, prepare the agenda for the March Council meeting and distribute the agenda along with other information to the council and committee members who will be in attendance.
 - b. Inform the District Governor of the Past District Governor(s) in their District who is eligible to receive the Senior Counselor Award and ask them to make a written recommendation concerning this Past District Governor.
9. March
 - a. Notice of the MD5 Convention dates,
 - b. Changes to the Constitution and By-Laws to be voted on at the convention,
 - c. Official Delegate form,
 - d. Convention Rules and
 - e. Contest Rules and forms.
10. April
 - a. Send a District Governor's Annual Report Form to each District Governor. Their report is to be returned to the Secretary by May 1st.
 - b. Have the Crests sewn on the District Governors' blazers.
 - c. Remind the District Governors by email that they need to select a Lions and Lioness Club for the respective Districts to compete in the Club of the Year Contest.
 - d. Remind the District Governors by email that they are responsible to ensure that traveling trophies that were presented last year to the winners of the Club of the Year and Most Miles Traveled are brought to the convention for presentation this year.
 - e. After conferring with the Council Chairperson, prepare and distribute the agendas for the Council meeting and the two Business Sessions to be held at the Convention.
11. May
 - a. Review to ensure that all awards, Past District Governor Pins, crests, and nameplates to be presented at the MD5 Convention have been received and are taken to the Convention for presentation. This includes the blazers with the crests sewn on for the District-Governors Elect.
 - b. Make sure the District Governors' reports have been printed and are taken to the Convention for distribution.
 - c. Make sure that the Convention Committee has the forms to make a final report on the convention. This is part of the convention proceedings.
 - d. Make sure that the newly-elected Chairperson has the award to present to the retiring Chairperson at the District Governors' banquet.
 - e. At the MD5 Convention, the Secretary acts as the Recording Secretary for the Council meeting and the two business sessions. Within 30 days, forward all of the minutes and correspondence generated by actions of the Council meeting and Business Sessions to the Council and post on the website.

Section III: Council Treasurer

- A. In addition to the qualifications of every Council Chairperson, the Treasurer should have knowledge of accounting principles and be familiar with the safeguards of handling cash and balancing accounts and reporting same to the Council. The position is reviewed annually at the March meeting by the Chairperson and Council, and the Council will make a decision to renew/discontinue at that meeting.
- B. Performance Review.
The Council of Governors will evaluate the performance of the Council Treasurer at the March Council of Governors' meeting. The Council Chairperson and or the Organization and Finance will compile the evaluation forms. The Council Chairperson and or the Organization and Finance Committee Chairperson will review the evaluation with the Council Treasurer.
- C. The following is a month-by-month descriptive list of duties of the Treasurer.
Monthly: As needed, the Treasurer receives and deposits funds and disburses same as required by the budget and the Council. The Treasurer also maintains accounting, income and expense sheets, balance sheets for both designated and undesignated accounts.
 - 1. July
 - a. Prepare all financial records for submission to an independent auditing committee named by the Council Chair and confirmed by the COG for an Annual Review. (A formal financial review by an accredited accountant will be conducted only when there is a change in Treasurer.)
 - b. Receive and review the final financial report of the MD5 convention local host committee.
 - c. Receive and review the final financial report of the MD5 Youth Exchange camp.
 - d. Bill each District for MD5 dues the first one half (1/2) of the fiscal year.
 - 2. August
 - a. Prepare reimbursement vouchers, financial reports (e.g., Income and Expense Sheets, check register, and Designated and Undesignated Fund Balance Sheets) for the upcoming Council meeting and forward them to the Secretary to include in the information packet that is emailed to the Council members who are to attend the Council meeting.
 - b. Report to the COG the financial reports of the MD5 Convention Committee and the MD5 Youth Exchange Camp.
 - c. Order such MD5 merchandise items to replenish the stock on hand for the upcoming MD5 convention and Lions Clubs International Convention.
 - d. Receive the Travel Expense vouchers from and issue checks to those Council members who are to be reimbursed for attending the Council meeting.
 - e. Serve as a non-voting member of the Organization and Finance Committee for the preparation of the MD5 budget. Serve as a non-voting member on other committees at the request of the Committee Chairperson.
 - 3. September
Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
 - 4. October
Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
 - 5. November
 - a. Prepare reimbursement vouchers, financial reports (e.g., Income and Expense Sheets, check register, and Designated and Undesignated Funds Balance Sheets) for the upcoming Council meeting and forward them to the Secretary to include in the information package that is emailed to the council members who are to attend the Council meeting.

- b. Receive the Travel Expense vouchers and issue checks to those Council members that are to be reimbursed for attending the Council meeting.
 - c. Serve as a non-voting member of the Organization and Finance committee. Serve as nonvoting member of other Committees at the request of the Committee Chairperson.
- 6. December
 - a. Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
 - b. Order all items, as designated by Secretary.
- 7. January
 - a. Bill each District for the second one-half (1/2) of the MD5 dues.
 - b. Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
- 8. February

Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
- 9. March
 - a. Prepare reimbursement vouchers, financial reports (e.g., Income and Expense sheets, check register, and Designated and Undesignated Funds Balance Sheets) for the upcoming Council meeting and forward them to the Secretary to include in the information package that is emailed to the Council members who are to attend the Council meetings.
 - b. Receive the Travel Expense vouchers from and issue checks to those Council members that are to be reimbursed for attending the Council meeting.
 - c. Serving as a non-voting member of the Organization and Finance Committee. Serve as a non-voting member of other Committees as requested by the Committee Chairperson.
 - d. Have MD5 merchandise available for sale, during breaks, at the Council meeting.
 - e. After the March COG meeting, begin preliminary budget preparation with DGEs and CCE.
- 10. April

Update the Income and Expense Sheets and the Designated and Undesignated Funds balance Sheets to reflect any changes resulting from transactions.
- 11. May
 - a. Prepare reimbursement vouchers, financial reports (e.g., Income and Expense Sheets, check register, and Designated and Undesignated Funds Balance Sheets) for the upcoming Council meeting and forward them to the Secretary to include in the information package that is emailed to the Council members who are to attend the Council meeting.
 - b. Receive Travel vouchers and issue checks to those Council members who are to be reimbursed for attending the MD5 Convention.
 - c. Have the MD5 merchandise available for sale at the MD5 Convention.
 - d. Serve as a non-voting member of the Organization and Finance Committee. Serve as a member of other committees as requested by the Committee Chairperson.
- 12. June
 - a. Update the Income and Expense Sheets and the Designated and Undesignated Funds Balance Sheets to reflect any changes resulting from transactions.
 - b. Prepare all financial records for submission to an independent auditing committee named by the Council Chair and confirmed by the COG for an annual review. (A formal financial review by an accredited accountant will be conducted only when there is a change in Treasurer.)
 - c. Secure Treasurer's bond for upcoming year.

Section IV: State/Provincial Representatives

- A. Responsibilities
 - 1. The State/Provincial Representatives will attend all Council of Governors meetings and serve as the chairpersons of the MD5 Constitution and By-Laws, Budget and Finance, and Convention and Activities Committees.
 - 2. The State/Provincial Representatives serve on the Long-Range Planning Committee.
 - 3. The State/Provincial Representatives work as a team in conjunction with the MD5 GAT to support the District Governors in their work on the Council of Governors.
- B. The State and Provincial Representatives are voting members of the Council of Governors.

Section V: Standing Committees

- ~~B.~~ The Standing Committees shall be the Protocol Chairperson, Global Action Team and LCIF MD Coordinator.
- C. All standing committee chairs at the MD level will model the objectives, structures, and job descriptions established and described on the LCI website and included in Article III Sections 4, 5, 6, 7 and 8 of the Multiple District 5 By-Laws.
- D. The Council Chair will consult the materials available through LCI to make sure the MD standing committee chairpersons are operating in compliance with LCI policies and procedures. The Council Chair will distribute to each standing committee chairperson a copy of the objectives, structure, and job description as provided by LCI.

Section VI: LCI Designated Committees

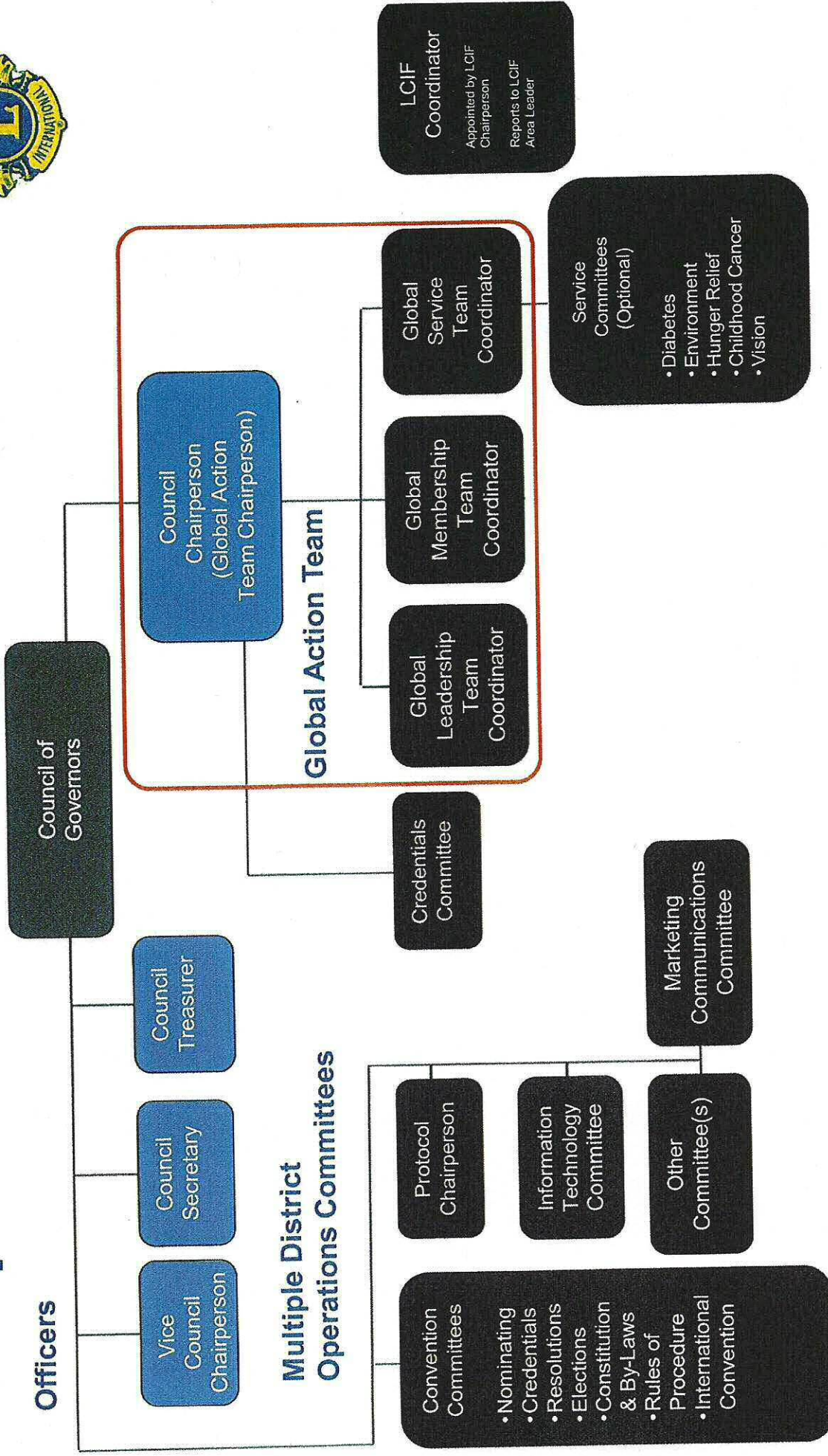
- ~~A.~~ The LCI Committees shall be the Convention; Credentials; Lions Opportunities for Youth; Public Relations and Lions Information; Information Technology; Youth Camp and Youth Exchange.
- B. All LCI committee chairpersons at the MD level will model the objectives, structures, and job descriptions established and described on the LCI website.
- C. The Council Chair will consult the materials available through LCI to make sure the MD committee chairpersons are operating in compliance with LCI policies and procedures. The Council Chair will distribute to each standing committee chairperson a copy of the objectives, structure, and job descriptions as provided by LCI.

Section VII: MD5 Created Committees

- A. The MD5 Committees shall be the Executive Committee; International Contests; and Pin.
- B. All MD committees will model the objectives, structures, and job descriptions established and described on the LCI website where applicable.
- C. The Council Chair will consult the materials available through LCI to make sure the MD committee chairpersons are operating in compliance with LCI policies and procedures. The Council Chair will distribute to each standing committee chairperson a copy of the objectives, structure, and job descriptions as provided by LCI.

Appendix A

Multiple District Council Structure



Appendix B

Multiple District 5 Annual Performance Ratings



Please rate each of your assigned area leaders in each category according to the following scale,
then indicate whether or not you would recommend them for reappointment in the next Lions' year.
If you would not recommend them, please state why in the comments.

Your Name:

Rating: 3 - Exceeds Expectations
2 - Meets Expectations
1 - Does Not Meet Expectations

Leader Name	Knowledge	Speaking Ability	Communication & Responsiveness	Teamwork	Accountability	Engagement	Ambassadors	District Goals	LGI & LGIF Objectives	Reappointment?
	Understands the Responsibilities to Council and the expectations assigned to him/her as Council Secretary	Is clearly able to perform the duties of Council Secretary in keeping records of meetings and providing notifications to Council members	Keeps all parties of the Multiple district informed of plans & updates as necessary and responds to inquiries thoroughly and in a timely manner.	Is able to foster a positive working atmosphere that encourages teamwork and creative problem solving.	Can be relied upon to follow instructions and meet deadlines of various projects/tasks	Shows interest and excitement in the work of the Multiple District and its key areas of focus	Activates and empowers Leaders in the Multiple district to spread the message and purpose of the Multiple district	Is aware of District Goals and ensures support for district goals.	Supports their area in achieving positive membership growth, promoting LGIF's Campaign '100 and encouraging service reporting	Would you recommend this leader for reappointment? If not, please detail why in the comments below.
Council Secretary										
Comments:										
Comments:										
Comments:										
Comments:										
Comments:										

Do you have any additional comments or feedback?

Please Submit your score card by December 30, to Council Chair

Multiple District 5 Annual Performance Ratings



Please rate each of your assigned area leaders in each category according to the following scale, then indicate whether or not you would recommend them for reappointment in the next Lions' year. If you would not recommend them, please state why in the comments.

Rating: 3 - Exceeds Expectations
2 - Meets Expectations
1 - Does Not Meet Expectations

Your Name:

Leader Name	Knowledge	Speaking Ability	Communication & Responsiveness	Teamwork	Accountability	Engagement	Ambassadors	District Goals	LCI & LCIF Objectives	Reappointment?
	Understands the responsibilities to Council and the expectations assigned to him/her as Council Treasurer	perform the duties of Council Treasurer in keeping records of financial transactions and providing financial reports to Council	Keeps all parties of the Multiple district informed of budget and finance as necessary and responds to inquiries thoroughly and in a timely manner.	Is able to foster a positive working atmosphere that encourages teamwork and creative problem solving.	Can be relied upon to follow instructions and meet deadlines of various projects/tasks	Shows interest and excitement in the work of the Multiple District and its key areas of focus	Activates and empowers Leaders in the Multiple district to spread the message and purpose of the Multiple district	Is aware of District Goals and ensures support for district goals.	Supports their area in achieving positive membership growth, promoting LCIF's Campaign 100 and encouraging service reporting	Would you recommend this leader for reappointment? If not, please detail why in the comments below.
Council Treasurer										
Comments:										
Comments:										
Comments:										
Comments:										
Comments:										

Do you have any additional comments or feedback?

Multiple District 5 Annual Performance Ratings



Please rate each of your assigned area leaders in each category according to the following scale, then indicate whether or not you would recommend them for reappointment in the next Lions' year. If you would not recommend them, please state why in the comments.

Rating: 3 - Exceeds Expectations
2 - Meets Expectations
1 - Does Not Meet Expectations

Your Name:

Leader Name	Knowledge	Speaking Ability	Communication & Responsiveness	Teamwork	Accountability	Engagement	Ambassadors	District Goals	LCI & LCIF Objectives	Reappoint?
GAT Service	Understands the GAT's focuses and the expectations assigned to him/her as a GAT Coordinator at Multiple District 5	Is able to clearly express the purposes of the GAT and speak on various LCI programs knowledgeably	Keeps all parties (MD, Districts,) informed of plans & updates as necessary and responds to inquiries thoroughly and in a timely manner.	Is able to foster a positive working atmosphere that encourages teamwork and creative problem solving.	Can be relied upon to follow instructions and meet deadlines of various projects/tasks	Shows interest and excitement in the work of GAT and its key areas of focus	Activates and empowers GAT Ambassadors to spread the message and purpose of GAT	Facilitates the GAT's efforts to support district goals.	Supports their area in achieving positive membership growth, promoting LCIF's Campaign 100 and encouraging service reporting	Would you recommend this leader for reappointment? If not, please detail why in the comments below.
Comments:										
GAT Leadership										
Comments:										
GAT Membership										
Comments:										
Comments:										
Comments:										
Comments:										

Do you have any additional comments or feedback?

Please Submit your score card by December 30, to Council Chair

Multiple District 5 Performance Ratings Committee Chair



Please rate each of your assigned area leaders in each category according to the following scale, then indicate whether or not you would recommend them for reappointment in the next Lions' year. If you would *not* recommend them, please state *why* in the comments.

Rating: 3 - Exceeds Expectations
2 - Meets Expectations
1 - Does Not Meet Expectations

Your Name:

Leader Name	Knowledge	Speaking Ability	Communication & Responsiveness	Teamwork	Accountability	Engagement	Ambassadors	District Goals	LCI & LCIF Objectives	Reappointment?
	Understands the GAT's focuses and the expectations assigned to him/her as a GAT Multiple District Coordinator	Is able to clearly express the purposes of the GAT and speak on various LCI programs knowledgeably	Keeps all parties (MIDs, Districts, LCI) informed of plans & updates as necessary and responds to inquiries thoroughly and in a timely manner.	Is able to foster a positive working atmosphere that encourages teamwork and creative problem solving.	Can be relied upon to follow instructions and meet deadlines of various projects/tasks	Shows interest and excitement in the work of GAT and its key areas of focus	Activates and empowers GAT Ambassadors to spread the message and purpose of GAT	Facilitates the GAT's efforts to support district goals.	Supports their area in achieving positive membership growth, promoting LCI's Campaign 100 and encouraging service reporting	Would you recommend this leader for reappointment? If not, please detail why in the comments below.
Committee Chair										
Comments:										
Comments:										
Comments:										
Comments:										
Comments:										
Comments:										

Do you have any additional comments or feedback?

Please Submit your score card by December 30, to Council Chair

Appendix C

MULTIPLE DISTRICT 5 LIONS RULES OF AUDIT

Adopted November 19, 2022

Who is Eligible for Expense Reimbursement for attending Council Meetings:

1. Council Chair
2. Council Secretary
3. Council Treasurer
4. Any Committee Chair or Past International Director asked by the Council Chair to attend a council meeting for the purpose of a report, presentation, or to assist with the Council meeting i.e., IT Chair
5. Vice District Governor trainers or others providing Council approved training
6. Special attendees invited by the Council Chair i.e., presenters, speakers, etc.
7. 1st Vice District Governors/District Governor Elects will be reimbursed for one Council Meeting each year, that being the third (March) meeting (provided funding is available)
8. 2nd Vice District Governors will be reimbursed for one Council Meeting each year, that being the third (March) meeting (providing funded is available)
9. 2nd Vice District Governor Elects will be reimbursed for one Council Meeting each year, that being the third (March) meeting (providing funded is available)

Presentation of Claims:

1. Expenses must be submitted on a council expense voucher, properly itemized, and accompanied by the receipts (if required) and signed by the Council Treasurer or the Council Chair.
2. Facsimile and electronic copies may be acceptable and may be considered as original.
3. Payment may be disallowed for expenses submitted after the end of the fiscal year.

Transportation: Automobile:

1. When traveling by automobile the following should be adhered to:
 - a. Google maps or Map Quest should be used in determining actual mileage
 - b. Google maps or Map Quest should be used in determining most direct route
 - c. Ride sharing is encouraged

Airfare:

1. Air transportation must have the approval of the Council Chair prior to departure.
2. Reimbursement is by economy roundtrip airline tickets by the shortest and most direct route.
3. Proof of payment (cancelled check, paid receipt, or credit card receipt/statement) must be submitted with council expense voucher.
4. Any other related in-flight expense is not covered, (preferred seating, In-flight entertainment, internet, purchased meal, etc.
5. Baggage fees will be reimbursed at actual cost.
6. All claims must be itemized, showing date, place, and purpose, and must be submitted on a council expense voucher.

Postage, Supplies and Printing:

1. Actual cost of postage, printing, copies, and supplies may be reimbursed with proper documentation.
2. To be considered for payment, all claims must be itemized, showing dates and purpose with proper receipts attached, and submitted on council expense voucher.

Expense Reimbursement Rates:

1. The Expense Reimbursement Rates are as follows:
 - a. Meals at \$50 USD per day (receipts not required)
 - b. Hotel rooms at \$75.00 USD per day (receipts not required)
 - c. Mileage at 40¢ per mile round trip (receipts not required)
 - d. Mileage at 25¢ per kilometer round trip (receipts not required)
 - e. Airfare at actual cost with required documentation as noted under "Transportation: Airfare".
 - f. All other expense reimbursement requests must be accompanied by receipts. i.e. Office supplies, awards, etc.

**** District Governor expenses are paid by LCI.**

IMPORTANT INFORMATION FOR ALL DISTRICTS AND CLUBS SUBJECT TO UNITED STATES TAX LAWS (US Districts Only)

Income Tax filing:

All US Lions districts are required to file tax forms in accordance with the United States tax laws. Information and filing requirements and instructions are available on the "Lions Clubs International website in the Tax Information section".

In this section you will find; detailed information concerning the requirements for filing Form 990, 990-N (E-Postcard), 990-EZ; a sample Form 990-EZ, with explanations; a blank Form 990-EZ; guidelines for disclosures regarding non-deductibility of contributions or gifts to Lions districts and clubs; and a summary of provisions concerning possible tax liability for Unrelated Business Income Tax (UBIT). Additional information concerning United States tax laws may be obtained from the IRS website (www.irs.gov). Should you have any questions or concerns regarding this information, please email the LCI's Legal Division or call (630) 571-5466 extension 360.

Appendix D



Multiple District 5 Council of Governors Position Description

Position Title:	Provincial & State Representatives
District Organizational Placement:	Member – Council of Governors
Financial Compensation:	None (Rules of Audit apply for travel)
Term:	One Year

Position Purpose (General):

- Provincial & State Representatives, as directed by The Council Chairperson, in consultation with the Council, are to liaise with the chairs of assigned committees of Council to assist such committees in any way so needed to ensure the responsibilities of the committee are accomplished within the current Lions Year.

Responsibilities:

- Familiarize themselves as to the purpose and scope of each committee of Council.
- Support efforts initiated by the Council of Governors that are intended to create and foster harmony and unity among District Governors within the Multiple District.
- Act as the contact between the District Governor and the committee, the Provincial & State Representative is assigned to, in order that any issues between the two parties may be clearly communicated to each.
- Ensure Committee Chairs have a good knowledge of the purpose of their committee and the expectations placed upon it by the Council.
- In consultation with the Council Chair, mediate any problems / disputes that may arise within a committee.
- Promote participation in multiple district initiatives by all committees of Council members.
- Perform other functions as may be required by the Council.

Typical Duties:

- Attend meetings of those committees assigned to them by the Council Chair.
- Attend MD5 Council Meetings (four per year) either in person or via video conferencing.
- Document and make available, to the Council Chair, the goals and working schedule of any committee they are assigned to as an advisor.
- Be a part of quarterly Provincial & State Representative meetings (via video conferencing) to discuss the activities and progress of all committees of Council. These meetings should also focus on strategic planning for future committees of Council and any other improvements to the Council structure that may be required.

Position Pre-Requisite:

- Immediate Past District Governor or Past District Governors from the two previous years. Refer to Article VII, The International Association of Lions Clubs Multiple District 5 Constitution. There shall be at least one (1) immediate Past District Governor or Past District Governor from the previous two years each from Saskatchewan, North Dakota, and South Dakota. The State or Provincial Representatives shall serve for a one-year term only and cannot serve in that capacity again.



GLOBAL ACTION TEAM

Multiple District Chairperson (Council Chairperson)

Position Overview

As the council chairperson you will serve as the multiple district chairperson of the Global Action Team. You will ensure that your multiple district's GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service. You are the driving force that ensures your multiple district is strong, stable and focused.

Actions for Success

- Ensures the selection of qualified Lion leaders for the multiple district's Global Action Team positions (GLT, GMT, and GST coordinators).
- Ensures the GLT, GMT, and GST support the multiple district goals and implement the action plans.
- Facilitates regular meetings to discuss and advance initiatives established by the Global Action Team.
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
- Collaborates with the area's Global Action Team and other council chairpersons to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Shares successes, opportunities and needs with the area and district Global Action Team members and LCI staff.

Measuring Success

- Achieves multiple district leadership development, membership and service goals as reported by districts.
- 1st and 2nd vice district governors participate in vice-district governor multiple district training.
- Increases the total number of Lions participating in leadership development training events by 10%.
- Increases total membership over the previous fiscal year.
- Decreases membership drops by 5%.
- Increases women's membership.
- Prospective member leads provided by LCI have been contacted in a timely manner and informed about membership.
- Increases service project implementation and reporting by 5% over previous year.
- Increases diabetes project implementation by 5% over previous year.
- Identifies at least one service initiative in region that can be strengthened by LCIF resource utilization.
- Increases Leo Club development and hands-on service collaboration between Lions and Leos over the previous year.

Reporting

- The Global Action Team multiple district chairperson reports to the council of governors and the Global Action Team area leader.
- The GLT, GMT, and GST multiple district coordinators report to the Global Action Team multiple district chairperson (council chairperson).

GLOBAL ACTION TEAM



Global Leadership Team (GLT) Multiple District Coordinator

Term	One year; selected by the multiple district (per the multiple district constitutional by-laws). May serve multiple terms.
Position Overview	As the GLT multiple district coordinator, you are the leadership development expert ensuring districts achieve their goals. You educate, coach and mentor your coordinators while removing barriers that impede progress. Your drive and determination will inspire and empower districts to be successful in developing quality leaders.
Actions for Success	<ul style="list-style-type: none">• Collaborates with your GMT and GST multiple district coordinators and Global Action Team chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.• Develops and executes an annual multiple district leadership development plan and reports training.• Communicates regularly with GLT district coordinators. Ensures they are aware of leadership development programs and resources available.• Provides ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals.• Encourages GLT district coordinators to include diverse populations to participate in Global Action Team initiatives.• Promotes leadership development opportunities that encourages participation at all levels of the association.• Collaborates with GMT and GST multiple district coordinators to provide retention strategies to districts.• Identifies potential and new leaders to participate in service, membership and leadership development opportunities.• Organizes and facilitates instructor-led and web-based training in coordination with LCI.• Completes requirements and submits applications to receive multiple district funding from LCI for leadership development activities.
Measuring Success	<p>At the end of each fiscal year,</p> <ul style="list-style-type: none">• 1st and 2nd vice district governors participate in vice-district governor multiple district training.• Increase the total number of Lions participating in leadership development training events by 10%.
Recommended Qualifications	<ul style="list-style-type: none">• Passionate about Lions and is invested in the association's future.• Leads by example, actively participating in leadership development programs.• Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).• Recognizes the importance of diversity in Lions.• Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.
Reporting	<ul style="list-style-type: none">• GLT multiple district coordinator reports to GAT area leader.

- GLT, GMT, and GST multiple district coordinators report to multiple district Global Action Team chairperson (council chairperson).
- GLT district coordinators report to the GST multiple district coordinators (or GAT area leaders, as appropriate).



GLOBAL ACTION TEAM

Global Membership Team (GMT) Multiple District Coordinator

Term	One year; selected by the multiple district (per the multiple district constitutional by-laws). May serve multiple terms.
Position Overview	As the GMT multiple district coordinator, you are the membership expert ensuring districts achieve their goals. You educate, coach and mentor your coordinators while removing barriers that impede progress. Your drive and determination will inspire and empower districts to be successful in strengthening membership.
Actions for Success	<ul style="list-style-type: none">• Collaborates with your GLT and GST multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.• Develops and executes an annual multiple district membership development plan.• Communicates regularly with GMT district coordinators. Ensures they are aware of available membership programs and resources available.• Monitors each district's progress towards membership goals. Follows up with districts who are behind on their goals and offers motivation and support.• Encourages GMT district coordinators to include diverse populations to participate in Global Action Team Initiatives.• Contacts prospective member leads, provided by LCI, in a timely manner and provides status updates on membership.• Completes requirements and submits application to receive multiple district funding from LCI for membership development activities.• Provides retention strategies to districts in collaboration with GLT and GST multiple district coordinators.• Motivates districts to charter specialty clubs.
Measuring Success	<p>At the end of each fiscal year, increase total membership by:</p> <ul style="list-style-type: none">• Districts achieving their membership goals.• Decreasing membership drops by 5%.• Increasing women's membership.• Ensuring prospective member leads provided by LCI are contacted in a timely manner and leads are informed about membership.• Chartering five specialty clubs within the multiple district.
Recommended Qualifications	<ul style="list-style-type: none">• Passionate about Lions and is invested in the association's future.• Leads by example; actively sponsoring new members and participating in new club development.• Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).• Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.
Reporting	<ul style="list-style-type: none">• GMT multiple district coordinator reports to GAT area leader.

- GLT, GMT, and GST multiple district coordinators report to multiple district Global Action Team chairperson (council chairperson).
- GMT district coordinators report to the GMT multiple district coordinators (or GAT area leaders, as appropriate).

GLOBAL ACTION TEAM



Global Service Team (GST) Multiple District Coordinator

Term	One year; selected by the multiple district (per the multiple district constitutional by-laws). May serve multiple terms.
Position Overview	As the GST multiple district coordinator, you are the service program expert ensuring districts achieve the distinct goals of their area. You educate, coach and mentor your coordinators while removing barriers that impede progress. Your drive and determination will inspire and empower districts to be successful in maximizing beneficiaries served.
Actions for Success	<ul style="list-style-type: none">• Develops and executes an annual multiple district action plan that will monitor progress towards service goals. Follows up with districts that are behind on their goals and offers motivation and support.• Collaborates with GLT and GMT multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.• Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.• Collaborates with GMT and GLT to provide retention strategies to districts.• Communicates regularly with GST district coordinators. Ensures they are aware of available LCI and LCIF service programs, partnerships, and grants.• Serves as a resource and content expert for regional best practices in service project implementation.• Encourages GST district coordinators to promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.• Acts as the advocacy champion for the multiple district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships.• Increases LCIF Coordinator collaboration at multiple district/district level in order to maximize LCIF resource utilization and fundraising engagement.• Monitors LCIF Grants given to multiple district.
Measuring Success	<ul style="list-style-type: none">• Increases service project implementation and reporting by 5% over previous year.• Increases diabetes project implementation by 5% over previous year.• Identifies and reports at least one advocacy opportunity in each multiple district.• Identifies at least one service initiative in region that can be strengthened by LCIF resource utilization.• Increases Leo Club development and hands-on service collaboration between Lions and Leos over the previous year.

Recommended Qualifications

- Passionate about Lions, effectively promotes the Lions International Strategic Plan, and is invested in the association's future.
- Experience in leading and developing service activities within the last five years.
- Familiar with LCI and LCIF service programs, partnerships and grants.
- Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).

Reporting

- GST multiple district coordinator reports to GAT area leader.
- GLT, GMT, and GST multiple district coordinators report to multiple district Global Action Team chairperson (council chairperson).
- GST district coordinators report to the GST multiple district coordinators (or GAT area leaders, as appropriate).