

The International Association of Lions Clubs

District 14B - Policy No. 324

Policy to Define the Duties of District Chairpersons

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities of District Chairpersons and/or District Committees

GENERAL: All District Chairpersons shall follow the guidelines listed below. Some chairpersons have specific duties which are outlined in their respective policies. The responsibilities of all committee chairpersons and coordinators are as follows:

1. Further the purposes of the District and the association.
2. Perform such duties as outlined in his/her job description as outlined in the District Policy manual or directed by Lions Clubs International.
3. Subject to the direct supervision of the District Governor.
4. Attend all District Cabinet meetings and prepare a written report on all activity and any information pertinent to the committee or coordinator's position. If a chairperson is unable to attend a Cabinet Meeting, he/she shall submit a written report to the Cabinet Secretary by the USPS or email.
5. Submit a budget for any expenses that may be incurred in the performance of his/her duties. The budget shall be submitted prior to the meeting in July of the current Lions year.
6. Communicate with all the Lions, Lioness and Leo Clubs in the District by USPS, email or phone with information or programs pertaining to their position.

7. Attempt to visit the Lion, Lioness and Leo Clubs in the District to present a program about your project.
8. Submit an article once a year to the District Newsletter describing his/her duties.

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