

## **The International Association of Lions Clubs**

### **District 14B - Policy No 200**

#### **Policy to define the duties of the District Governor**

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities outlined by Lions Clubs International, Multiple District 14, the District Constitution and by-laws and Policy Manual.

#### **GENERAL:**

The District Governor is under the general supervision of the International Board of Directors; he/she shall represent the association in his/her district. In addition, he/she shall be the chief administrative officer in his/her district and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

- a. Further the purposes of this association;
- b. Oversee the Global Membership Team at the district level and inspire other district officers to actively support membership growth and new club organization;
- c. Oversee the Global Leadership Team at the district level and inspire other district officers to actively support leadership development at the club and district levels;
- d. Promote the Lions Club International Foundation and all services activities of the association;
- e. Preside, when present, over cabinet, convention and other district meetings. During any period, he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside;
- f. Promote harmony among the chartered Lions clubs;

- g. Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution;
- h. Ensure that each Lions club in the district is visited by district governor or other district officer once every year to facilitate successful administration of the club and that the visiting officer submits a visitation report to the International Headquarters for each visit;
- i. Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office;
- j. Report to Lions Clubs International all known violations of the use of the Association's name and emblem;
- k. Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's manual and other directives.

1. The District Governor, after his/her election and before July 1, shall appoint a Cabinet secretary, Treasurer, Region Chairperson for each region, (if utilized during his/her term), Zone Chairperson for each zone, District Chaplain, Parliamentarian and a Chairperson or Coordinator for each District Committee or Coordinator position.

2. The District Governor shall maintain a line of communications by e-mail or USPS with the First and Second Vice District Governors, Secretary, Treasurer, Region Chairpersons (if the position is utilized), Zone Chairpersons and as such shall keep the cabinet fully aware of information that is received from Lions Clubs International, Multiple District 14 and the District.

3. The District Governor shall be required to conduct a minimum of four (4) Cabinet Meetings (August, November, February and following the state convention), District Rally and Caucus at the district convention or multiple district convention.

4. The District Governor may call a special or emergency meeting of the cabinet at such date, time, and place as he/she shall determine. The meeting notice shall state the reason for

the meeting by written request (including letters, electronic mail, and facsimile transmission).

- a. At the first cabinet meeting the district governor shall submit a balanced administrative budget for the approval of the voting members of the cabinet.
- b. All per-capita funds received from the multiple district shall be forwarded to the district treasurer. All funds received from Lions Clubs International shall be used by the district governor for expenses incurred during his/her year as district governor.

5. The District Governor shall issue the call for the district cabinet meetings, special meetings to fill a vacancy for the office of First or Second Vice District Governor and any other meetings required during his/her term of office.

6. The District Governor shall prepare a written agenda for each cabinet meeting or special meeting conducted in the district.

- a. The Cabinet Secretary shall publish by mail or e-mail the agenda and the minutes from the previous cabinet meeting to each voting cabinet member 10 days prior to the cabinet meeting or special meeting of the cabinet.

7. The District Governor, with the assistance of a committee appointed by him/her shall produce a district directory by September 1. The directories shall be distributed to Lions Clubs International (2), MD 14 state office (3), each seated District Governors (1), State Committees or Coordinators (if requested), members of the Pa. International Family, all cabinet members, Lions Club presidents and secretaries in the district.

8. The District Governor shall publish a monthly district newsletter which shall be mailed (USPS) or e-mailed to each cabinet member, president and secretary in each Lions, Lioness and Leo Club, Past District Governors, seated state council members, state office and all present and past International Officers in Multiple District 14.

9. The District Governor shall visit each Lions club in the district once every year to promote the International and district programs. In the event the district governor is unable to visit the club, he/she shall ask the First or Second Vice District Governors or another district officer to visit the

club. The visiting district officer must submit a District Governor's Meeting/Club Visitation Report for each visit.

10. The District Governor shall follow the multiple district dress code (outlined in the multiple district policy manual) when chairing all district meetings and club visitations.

11. It is the duty of the district governor to monitor the district phone service (voice mail) or appoint a qualified Lion to retrieve the phone messages and acted upon them and/or refer the calls to the district governor or a Lions Cub in the district.

a. The phone service shall be monitored on a weekly basis. If a Lion other than the district governor is monitoring the service, he/she shall report the phone messages to the district governor in a timely manner.

12. In the event the office District Governor is vacant, or he/she is unable to complete his/her term in office, the Immediate Past District Governor or if not available, the most recent past district, who is available, shall follow the procedure outlined by Lion Clubs International. (Exhibit B in the District By-Laws) to fill the office of district governor.

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