

**The International Association of Lions Clubs**

**District 14B - Policy No. 304**

**Policy to Define the Duties of the Coordinator of  
District Activities**

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities of the District Coordinator of Activities.

GENERAL:

- a. The coordinator shall act as the chairperson for all district meetings, social functions and other Lions meetings conducted on the district level.
- b. The coordinator shall have a working committee consisting of the First and Second Vice District Governors who will assist with the District Fall Rally and the District Governors Spring Party.
- c. The Vice District Governors shall contact the Lions Clubs to encourage attendance at the events and obtain the number of attendees for the events
- d. Work with the District Governor in planning the location for the district cabinet meetings, Fall Rally, District Governors Spring Party and any other district meetings or functions.
- e. Submit a balanced budget to the district governor and Finance Committee for the district cabinet meetings, Fall Rally and District Governors Spring Party. The budget shall be submitted prior to the meeting of the budget committee.
- f. The district governor shall inform the coordinator who the keynote speaker will be for the Fall Rally and the District Governors Spring Party. The coordinator shall make the necessary hotel reservations and any special needs required by the speaker.

Complimentary hotel rooms shall be provided for the District Governor (if needed), the guest speaker for (2) nights if required and the State Council Chairperson for (1) night if needed.

g. Complimentary meals shall be provided for the following district functions:

1. Cabinet Meetings: District Governor, Coordinator of District Activities and any guest presenters and their adult companion
2. Fall Rally: District Governor, Coordinator of District Activities, Toastmaster, Guest Speaker and their adult companion.
3. District Governors Spring Party: District Governor, Coordinator of District Activities, District Chaplain or invited clergy, Toastmaster, Guest Speaker and their adult companion.
4. Any International Officer, who is the official international speaker at a district function, the district is responsible for the accommodations and meals. Any other seated International Officers unless invited by the District Governor to be a part of the program shall not receive a complimentary meal. All meals and entertainment not outlined above are the responsibility of the seated District Governor.

h. Communicate with the Lions, lioness and Leo Clubs in the district on a timely basis by USPS, E-mail and the district newsletter all the cabinet meetings, Fall Rally District Governors Spring Party and any other district meeting or event.

i. The coordinator is responsible for the seating at the head table, programs and the official protocol for the event.

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