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**DISTRICT GOVERNOR  
DAVE MOLCHER**

**OBJECTIVES 2005-2006**

**To focus on retention through Club Care**

- If we are truly a family of Lions, we should start by caring for our own

**To encourage Lions to participate in their own personal development**

- By providing information and training relevant to individual needs
- By promoting LCI training programs
- By promoting attendance at District and Multi District Conventions

**To encourage Lions to embrace technology**

- By promoting District Website and use of the District Events on line Diary
- By encouraging the use of Electronic reporting
- But ensuring that those Lions who do not have access to resources are not penalised

**To embrace International President Ashok Mehta's theme - Passion to Excel**

- Passion to Serve
- Passion to Grow
- Passion to Lead
- Passion to Promote
- Passion to Perform

**To promote and participate in International Presidents Plus + 1 program**

- Retain and value our current members
- By encouraging all clubs to end the year with a positive growth of 1
- By increasing the number of clubs in the District by a positive growth of 1

**To raise the profile of the Leo Program**

- Encourage our current Leos in their vision to increase our Leo Clubs in the District by a positive growth of 1
- Support Leo Development Program

**To lead the District with "Pride, Passion and Professionalism"**

# **GENERAL INFORMATION FOR CABINET OFFICERS DISTRICT 201 W2**

## **1.0 Introduction**

This guide has been prepared to inform you of general responsibilities of the Cabinet and the District Governor during the coming year. It augments the various manuals you will have received from Lions Clubs International, which outline in some detail your role in the administration of your various duties. It is also essential that cabinet officers familiarise themselves with the contents of 201W2's Club officers' Manual 2005 – 2006 and MD201's Development Manual.

The success you will enjoy during the coming year will depend on your willingness to learn and the effort you put into the year. Proper planning and preparation will ensure a high degree of job satisfaction.

## **2.0 Cabinet Meetings**

### **2.01. Timing**

Four meetings of the District Cabinet are planned each year. Each commences at 9.00 am, usually concludes at 1.00 pm.

### **2.02. Reports**

All Cabinet Officers are required to submit a written report to each Cabinet Meeting.

This can be sent by email (dotneil@wn.com.au) or disk in 'Word' or posted in good time to PO Box 646 York 6302. It can also be send by fax (96412420) but there is always a certain amount of deterioration in the quality of the photocopied report.

If posting the report, you are requested to prepare it on the pro forma provided. Forward it to the Cabinet Secretary one month before the date of the Cabinet Meeting. You will be notified of this date and be required to confirm your attendance at the Cabinet Meeting by nominated date.

Your cabinet report should be concise and factual, outlining your activities and the activities within the District relating to your portfolio. The report should focus on the objectives you have set for the year (see 11.0) including some measurement of the relative success towards those objectives.

The report to cabinet is also a good vehicle to raise concerns, formulate ideas and generate debate amongst members of the cabinet.

Cabinet Reports will be circulated to all Cabinet Officers prior to the meeting to allow time for you to familiarise yourself with these reports.

### **2.03. Updating the Report**

At the Cabinet Meeting, time will be allowed for discussion of the reports and any cabinet officer who wants to add *new or additional* information may be permitted to do so. *(Please note the emphasis on new or additional information only.)*

### **2.04. General Business at the Cabinet Meeting**

All items of general business must be given to the Cabinet Secretary in writing before the start of each Cabinet Meeting. Unless this procedure is followed, the inclusion of items of general business on the agenda cannot be guaranteed.

### **3.0 Executive Committee Meetings**

The District Governor has an Executive Committee that will meet as required. These meetings are designed to review current strategies and progress and to allow executive decisions to be made in between cabinet meetings for items of an urgent nature. Any cabinet officer who has items for discussion at these meetings should advise the Cabinet Secretary.

The minutes of these meetings are circulated to all cabinet officers and any decisions made ratified at the subsequent cabinet meeting.

### **4.0 Correspondence**

The District Governor, the Vice District Governor, Cabinet Secretary, Hospitality Chairman and other Cabinet Officers will, from time to time, communicate with you. Please respond promptly. The follow-up to delayed communication is costly, time consuming and unnecessary.

#### **4.01. General Correspondence**

It is District policy that all correspondence is copied to the District Governor and Cabinet Secretary. (This includes all letters and emails.) The Cabinet Secretary will use a correspondence register, with items listed and circulated for cabinet meetings.

#### **4.02. District Address**

All District correspondence should be addressed to:  
**Cabinet Secretary,**  
**Lions International District 201W2 (Inc)**  
**P.O. Box 646, York, 6302.**

### **5.0 West Lion and District Newsletter**

All Cabinet officers are requested to make regular submissions to the "West Lion" and "District Newsletter" through the District Magazine Coordinator. Cabinet Officers are also asked to actively encourage clubs to submit articles and information (with photographs), as well as club bulletins. Consideration could be given to submitting these details on disk or by e-mail.

It is requested by the District Governor that every cabinet officer set a personal goal of submitting at least two articles for inclusion in the West Lion during the year.

Copy for West Lion is required before the seventh of the month before publication. **THINK TWO MONTHS AHEAD TO ALLOW TIME FOR TYPE SETTING AND PRINTING.**

## **6.0 Budget**

District Chairmen are required to prepare a budget to cover a proportion of anticipated expenses for your year and submit it to the Cabinet Treasurer before the first Cabinet Meeting, or when requested. Claims against your budget should be submitted to the Cabinet Treasurer quarterly. All claims must be supported by receipts, annotated telephone accounts, etc. It must be remembered that District operates on a minimal budget and not all claims may be met. District has established a formula for calculating reimbursement of Regional Managers and Zone Chairmen, based on the geographic size of the regions and zones. If you have problems or queries about your budget contact the Cabinet Treasurer to discuss the matter.

## **7.0 Purchases**

No Cabinet Officer may purchase any item as a charge against District's account without prior authority from the District Governor, Cabinet Secretary or the Cabinet Treasurer.

## **8.0 Club Accounts**

All Cabinet Officers should be aware of District policy with regard to payment of accounts. The general rule is that all District; Multiple District and International dues are posted to the district address shown on page 5. They may be placed in an envelope addressed either the Cabinet Secretary or the Cabinet Treasurer.

Accounts for club supplies purchased from the Newcastle office are paid direct to Newcastle. In fact, orders should be accompanied by payment in the interests of efficiency and economy. The same rule applies to orders for Christmas Cakes and Mints: cheque with order.

## **9.0 Points to Promote**

All cabinet officers should promote the following:

- (a) District Convention, Multiple District Convention, and International Convention.

Details of conventions are published in The Australian Lion, West Lion, and special letters and bulletins. The Multiple District Directory is another useful source of information.

- (b) Interclub Visits

Encourage clubs to visit one another. This is particularly important for Zone Chairmen who are responsible for building links between the clubs in the zone.

- (c) District Governor's goals for the year.
- (d) Melvin Jones Fellowships and LCIF.
- (e) James Richardson Awards.
- (f) William Tresise Fellowships.
- (g) Special projects promoted by District from time to time.
- (h) Membership retention and growth.
- (i) Promote leadership and good club management.

## 10.0 Membership Development

Of particular importance to all Cabinet Officers is Membership Development. Given a high priority by Lions Clubs International, it is of paramount importance to the future of our organisation. We are all charged with the challenge of improving membership in the clubs through:

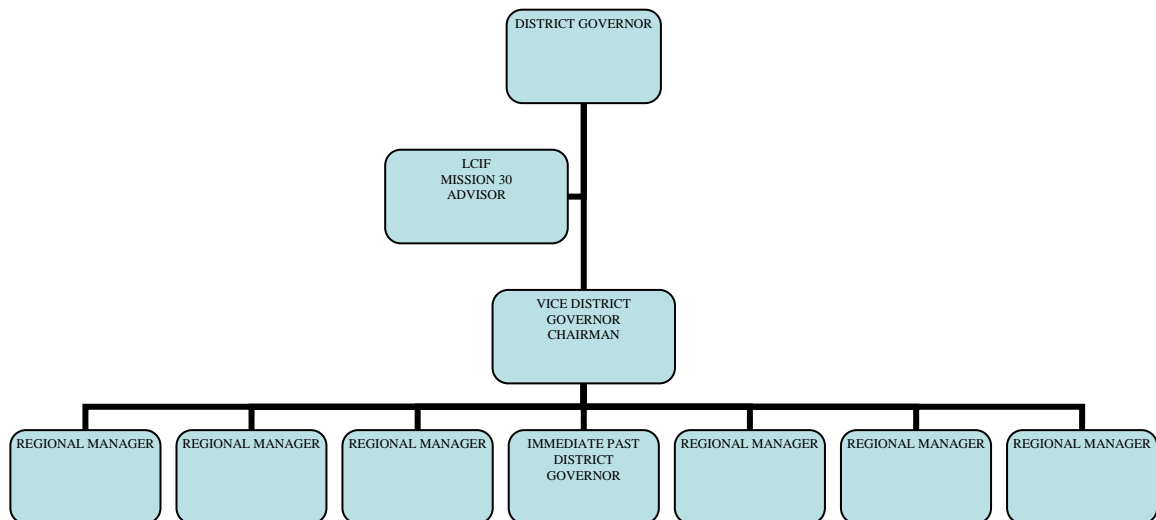
- \* Retention
- \* Obtaining new members - male and female
- \* Forming new clubs
- \* Encouraging clubs that have not yet accepted females to do so

You will receive information on these issues from the District Chairman, Membership Development and the District Chairman, Extensions.

The District's MERL committee is set up to **assist clubs and cabinet officers** in the important task of retaining and recruiting members and in the formation of new clubs.

The MERL Committee is a "resource" for clubs, Zone Chairmen and Regional Manager to be used to assist them with their responsibilities in membership development.

### STRUCTURE OF MERL COMMITTEE



All Cabinet Officers are to read the current Multiple District 201 Development Materials as available and keep themselves abreast of current membership programs.

## **11.0 Set Objectives for the Year**

Before the commencement of the year, please set yourself some clearly defined objectives of what you would like to achieve for the year. These objectives should be compatible with those of the District Governor, as well as being focused on your own particular portfolio. Make the objectives achievable and measurable - and include a period for measuring the progress towards those objectives. During the year monitor your progress against these objectives and in all reports to cabinet; include some measurement against those objectives.

# A GUIDE FOR ZONE CHAIRMEN DISTRICT 201W2

## 1.0 Introduction

This guide has been prepared to inform you of general responsibilities to the District Governor, Vice District Governor, Cabinet and your clubs during the year as Zone Chairman. It augments your "Zone Chairman's Manual" from Lions Clubs International, which outlines in detail the very important role the Zone Chairman has as the key administrative officer for the Lions Clubs in each Zone.

## 2.0 District Governor's Advisory meeting [DGAM]

DGAMs are one of your major responsibilities.

Zone Chairmen **are required** to hold three DGAMs during the year with attendance by the President and Secretary of all clubs in the zone. Invite the Treasurer and Membership Chairman too! Suggest to clubs that where work commitments prevent attendance another club member is acceptable. For example, if the President is a shift worker invite a vice president to attend in his/her place.

Completed reports and copies of minutes should be sent to the Cabinet Secretary with a copy to the Region Manager no later than:

30th September

30th November

31st March

Send the DG's copy and the original [ie. LCI Copy] to the Cabinet Secretary.

It is essential to continually look for new ways of improving DGAMs. They have to be avenues to: -

- \* Educate the President, Secretary, Treasurer and Membership Chairman and other club officers who may wish to attend
- \* Give them the tools and knowledge during the Lions year to improve their clubs in all ways
- \* Give those club officers the support and encouragement and motivate them to do a better job.
- \* Enable them to contribute to Lionism in the zone and learn from each other.

Above all, a DGAM must be a meeting that club officers want to attend because it is:

- \* Interesting
- \* Informative
- \* Interactive
- \* A chance to meet other club officers in the zone
- \* An exchange ideas
- \* Not a useless waste of time (as some have been perceived to be in the past).

Included in this guide therefore are suggested formats [see pp 15,16 & 17] for each of the three DGAMs. They are included as guides only, to create ideas, and can be added to or subtracted from in whatever ways best suit clubs in your zone and the circumstances at the time.

When advising your clubs that a DGAM is being held on a certain date, let them know with plenty of lead-time:

- \* The content of the meeting, with a copy of the agenda
- \* Name[s] of guest speaker[s]
- \* Guest speaker[s] topics
- \* The key issues on which you want them to report
- \* Request for clubs to include items/concerns they wish to discuss.

Please remember that in many cases they have to travel many kilometres and take time away from their families and personal life. So, make it worthwhile!

Get some help from your Vice District Governor, Region Manager, other cabinet officers or other experienced or knowledgeable Lions; it will help achieve your objective of making your DGAMs useful and informative.

It is going to take some planning, organising and above all, enthusiasm from you as the Zone Chairman. If you have these ingredients, you are going to have a great year.

A positive move is to have your most difficult or weakest club host the first DGAM to get them involved. They can be held on weekends with family involvement afterwards for more interest.

Get to know your presidents, secretaries, treasurers and membership chairmen very early in the year, You will find that your new role as Zone Chairman is one of the most rewarding in Lionism.

### **3.0 Cabinet Meetings**

See item 2.0 page 5.

#### **3.01. Reporting to Cabinet**

You will need to contact the Vice District Governor and Region Manager well before the due date to provide information, which may assist in the preparation of reports. (Eg. problem clubs, recommendations, ideas, suggestions, etc.)

### **4.0 Club Visits**

Zone Chairmen are requested to visit each club within the zone at least twice during the year. On receipt of the District Governor's visitation program, prepare your own, including the dates of the three DGAMs. There should be at least one month's gap between the District Governor's visit and yours - if possible. Prioritise clubs perceived to be weaker.

Send a letter to all clubs in your zone advising them of your program. It is also a good idea to prepare a brief CV to include with the letter. Always carry a spare copy. It is surprising how often they are lost.

Notify clubs well in advance of your intended visit. Confirm by ringing the president a few days before the due date to ask if there is anything in particular, the club would like you to speak about, or carry out (eg. new member induction).

On official visits, you are a guest of the club and should not have to pay for your meal. Use your discretion and offer to pay when visiting clubs with limited financial resources. The offer will usually be refused, but will win respect.

Use your visit as an education or information night and include a discussion period. With a bit of thought your club visit will be one that is remembered for a long time.

Plan your visits so that each club is visited during each six months period. (Ie. one visit in the period July to December and one in the period January to June.)

## **5.0 Addressing the Club**

On your club visit, you will be asked to address the members. As a leader you need to be able to transmit your ideas, plans, district goals etc. effectively. You must therefore plan, prepare and practise before you visit.

[Note Section page 28, Public Speaking, A Brief Guide]

Limit your talk to about 15 minutes, ask questions, and allow for questions from the floor.

## **6.0 Clubs Needing Assistance**

One of the most important responsibilities of the Zone Chairman is to advise and assist clubs. You will often be expected to be the “expert” on every lions issue (and everything else for that matter!). If you do not know the answers on the spot do not guess. Tell them that you do not know, but that you will find out and will get back to them with an answer. ***MAKE SURE YOU DO.***

The Zone Chairman is also responsible for identifying clubs that may need some extra assistance. It is important to identify these clubs early so that assistance can be provided before it is too late. If you identify such clubs then you should discuss it with the Region Manager. It is one of their main duties to coordinate the assistance for struggling clubs.

## **7.0 Membership Report Forms**

Club MMRs (first 2 copies) must be sent to the Assistant Cabinet Secretary within six days of the first meeting of the month.

## **8.0 Cabinet Correspondence**

Ask club secretaries to read out Cabinet correspondence at club meetings. Try to discourage them from ‘lumping’ cabinet correspondence together as "the usual stuff from the cabinet secretary."

## **9.0 District Chairmen**

You will gain a sound knowledge of the aims of the District Chairmen from cabinet meetings, and by inviting them to speak at DGAMs. You are their link with the clubs. Please carry their message when asked to do so. If a club requires detailed knowledge, advise the relevant District Chairman and ask contact to be made with the club president, with a view to addressing the club as a guest speaker.

## **10.0 Membership and Extension, Training and Development**

You will be expected to support your Region Manager, Vice District Governor, District Chairmen for Training and Development and Extensions and Membership Development with the work each may do in your zone.

## **11.0 Future Zone Chairmen**

The role of Zone Chairman is of utmost importance. Strong clubs and strong zones are the key to a strong district. The preparation, planning and enthusiasm you bring to Lionism will make your zone and your clubs more effective and enjoyable for all.

One of the tasks you are asked to do is to help with the selection of your successor, the Zone Chairman for next year. Who is better placed than you, the Zone Chairman, to know the Presidents and other experienced Lions within the zone? Who else can identify the potential, the enthusiasm, and the interest needed to take the next step in Lionism?

Your District Governor and Vice District Governor will expect that by the time you have completed your second DGAM you will have identified those persons with the potential to succeed you. The District Governor Elect will no doubt contact you to discuss the appointment of your successor. Please do not discuss with potential candidates unless you have the approval of the District Governor Elect. Remember the District Governor Elect has the final say. Any Cabinet appointment must be with his/her approval.

## **12.0 District Governor's Advisory Meetings - Suggested Agendas**

Three suggested agenda follow for your consideration.

The object is to "liven up proceedings", and obviously there are many alternatives. Let us get our Lions right on target during your year in office.

Try to get additional representation from the clubs, by adding a social side to proceedings such as a BBQ/Dinner, a mini forum, or even nine holes of golf.

One way to get some positive input from members is to break into two or three forum groups. Each group will have a topic to discuss which is relevant to their needs. They could each be given 15 minutes to discuss and then report their findings.

## **FIRST DISTRICT GOVERNOR'S ADVISORY MEETING.**

Suggested format for August/September.

- \* Commencement time to be listed.
- \* Welcome by the Zone Chairman to all present.
- \* Apologies. [NOTE: The Zone Chairman should arrange for a minute secretary to record proceedings.]
- \* Short address by Zone Chairman and brief outline of agenda.
- \* Review of information necessary to run the club administration effectively, including MMRs, President's functions [items such as protocol, meeting agendas and proceedings], and Treasurer's functions [arranging club audits, budgets, reporting of club accounts].  
This information should be relatively fresh in the minds of those club officers who attended the Incoming Club Officers' Forums, but a review is necessary to ensure that the understanding is confirmed and to educate those who did not attend. [1 hour]
- \* Guest Speaker [s]. 15 minutes from each District Chairman. The objective is to inform, educate, create interest and get feedback. Do not have more than two guest speakers. [30 minutes]
- \* Discussion on key issues such as membership, local community or welfare projects, how clubs handle PR in the local area. Topics will vary from zone to zone. It is wise to consult clubs about this part of the agenda. [10 minutes]
- \* Club Presidents should present their goals for the year. These will be reviewed at the second DGAM. As part of this process, Club Presidents to report on what clubs are doing in areas such as fund raising, activities, plans for the coming year. [Instruct presidents to have written copy of the report. You can send it on to the editor of "West Lion" who would be delighted to receive it.]
- \* News to and from Cabinet. [15 minutes]
- \* General Business as required.

The meeting should be run to time, adhering to the agenda to cover all business. Remember that you have a report to complete. Make sure that you have all the information you need to complete it before the meeting concludes.

The emphasis should be on two way communication, shared information, and learning.

If your meeting is run correctly, it will be a model for your presidents to emulate.

## **SECOND DISTRICT GOVERNOR'S ADVISORY MEETING**

Suggested format for Mid November.

- \* Commencement time to be listed.
- \* Welcome by the Zone Chairman to all present.
- \* Apologies.
- \* Minutes of first DGAM.
- \* Business arising.
- \* Short address by Zone Chairman and brief outline of the agenda.
- \* Review of Club President's goals presented at 1st DGAM. Include review by presidents of progress of club projects and activities from 1st DGAM plus current or new plans. [Instruct Presidents to provide a written copy for forwarding to Bulletin Editor] [30 mins.]
- \* Critique of District Convention. [15 mins]
- \* Guest Speakers. District Chairmen, each of who might speak for 10 minutes. Allow time for questions. Limit to two speakers is recommended.
- \* Review of problem areas/key issues. [eg. MMRs, attendance, membership, Cakes, Mints, etc.] [20 minutes.]
- \* News to and from Cabinet [15 minutes]
- \* Discussions on requested topics from clubs. Ask for these when you call the meeting or when you ring around reminding clubs of the meeting. [20 mins.].
- \* Presence the opportunity for Club Presidents to consider the possibility of undertaking the role of Zone Chairman for the next year.
- \* General business as required.

### **THIRD DISTRICT GOVERNOR'S ADVISORY MEETING.**

Suggested format for late March. Hold after club elections and invite incoming officers to attend.

- \* Commencement time to be listed.
- \* Welcome by Zone Chairman to all present.
- \* Apologies.
- \* Minutes of second DGAM.
- \* Business arising.
- \* Short address by Zone Chairman and brief outline of the agenda.
- \* Incoming officers' information. This segment should include a discussion on what the President Elect and his executive officers [secretary and treasurer] need to be planning for the coming year in office. Such items as allocation of duties, planned projects, meeting layout for the year, social events and chairmanship.
- \* Club Secretaries should be given brief instruction on their duties, and Treasurers a basic idea of their function and a fundraising plan to cope with the club and the President's aims. [1 hour]
- \* Review of the year's activities. What is hoped will be achieved by the year's end and ideas for next year from Club Presidents. [30 mins.]
- \* Review of motions at the upcoming MD Convention and consideration of motions for the next District Convention. [15 mins.]
- \* Review of problem areas/key issues. [Eg. MMRs, PU101s, Membership Development, District Projects [Dryandra etc.], meeting ideas.]
- \* News to and from Cabinet [15 mins.]
- \* Discussions on requested topics from clubs. Request input before the meeting] [20 mins.]
- \* General business as required.

**NOTE:** Referring to incoming officers and their needs in no way replaces the Incoming District Officers' Forum. The objective is to give Club Officers Elect the opportunity to be aware of what planning is needed for their year in office, with sufficient time to draw up a yearly plan.

# **A GUIDE FOR REGIONAL MANAGERS DISTRICT 201 W2**

## **1.0 Introduction**

This guide has been prepared to inform you of your responsibilities to the District Governor, Vice District Governor, cabinet and your clubs during the year as Regional Managers.

The role of Regional Managers is a new role for our district this year. It will carry out some of the duties previously done by the Region Chairmen, but will have an increased responsibility for the implementation of MERL Team objectives this year and your role will have include a far greater emphasis on the development of lions within the region.

## **2.0 Cabinet Meetings**

Refer to section 2.0 on page 4.

## **3.0 Role of Regional Managers**

The role of the Regional Managers involves:

- Organisation and coordination of training programs within the Region, including the planning of the incoming club officers' forums, new member orientation and other training programmes.
- Identify and nominate potential entrants for the 'Train the Trainer'
- Ensure that District Trained Trainers are used as much as possible in all training programmes.
- Take a lead role in the assistance given to struggling and weak clubs and provide guidance to clubs with specific problems.
- To adopt a pro-active rather than a re-active role within the region.
- To work as part of a team under the coordination of the PR Chairman to arrange a shopping centre display in every region within the district during the year.
- Promote membership growth and retention programmes to clubs and in particular, establish that every club has a Membership Chairman and encourage the use of a membership committee as outlined in the Membership Development manual.
- Will be a member of the District Extension Committee.
- Take an active role in club extensions.
- Will be a member of the MERL Committee and will represent this committee at the club and Region level.
- Will be a member of the District Membership Committee
- Will act as the Regional Co-ordinator for the Youth of the Year Programme and organise the Regional final.
- Submit regular articles in the West Lion and Regional News.

#### **4.0 Training Programs**

The lack of knowledge and poor administration procedures has been identified as two of the most significant reasons why we lose so many members. In order to overcome these problems we need to continue the push towards improvement through training programs, which are focused on the needs of the clubs.

##### **4.1 Incoming Club Officer Forums**

The Region Manager is responsible for organising an incoming club officer forum for all presidents, secretaries, treasurers and membership chairmen within the region. These forums are designed to assist the various club officers to more effectively carry out their duties within the club for the following year. Presentation kits have been developed for each of these positions and district-trained trainers should be used wherever possible. The Training and Development Chairman will liaise directly with each Region Manager for the effective running of this program.

##### **4.2 New Member Orientation**

A new member orientation program is normally a two to four hour program, to assist new members become more familiar with the scope and workings of lions. Depending upon the numbers and distances involved, this program could be run on either a zone or regional basis. Ideally, there should be two new member orientation programs run per year, but this will depend on the number of new members within the zone or region.

Once again, the district trainers should be used wherever possible in the development and presentation of this very vital program.

##### **4.3 Leadership Skills Program**

The Leadership Skills program is a Lions Clubs International program designed to develop leadership potential within our members. It is not geared to a particular skill or knowledge level, nor is entry dependent on length of service. It is a program, which can be of benefit to all lions and has been recognised as equal to many similar programs available within the commercial world.

The Region Manager should promote the program, identify and encourage potential participants and assist in the organisation of courses, which may be run in their region.

#### **4.4 Train the Trainer**

The train the trainer program is an LCI program designed to skill potential lions trainers and is managed at MD level. Despite some belief to the contrary, it is not a course designed for all lions, nor is it a direct follow on from the Leadership Skills program. The Train the Trainer program has been implemented to assist those lions that have some basic training skills - develop these skills for lion's specific training.

The district has an objective of providing an adequate number of trained trainers in each zone. The Region Manager is responsible for identifying areas where more trained trainers are required, identifying potential participants and discussing these with the District Training and Development Chairman.

The Region Manager should also ensure that these trained trainers are used as much as possible for training in the region.

#### **1.0 Membership Growth**

The Region Manager is required to support the District Membership Chairman and take on an active role in membership growth. Growth can only be achieved by inviting new members. Poor meeting procedure, poor chairmanship and lack of care towards members are the most significant reasons why we lose members. The Region Manager is asked to encourage and assist clubs in the development of a program to recruit new members and a positive program for membership retention.

#### **2.0 Club Extensions**

The growth of Lions throughout our District depends to a large degree on the formation of new clubs. With the assistance of the District Extensions Chairman, the Region Manager should identify potential new clubs and assist in their formation.

There are also significant opportunities for the establishment of satellite clubs in smaller rural areas.

#### **3.0 Assistance With Weaker Clubs**

There will be times when clubs that are experiencing difficulties of some sort or another will need some outside assistance. Problems can include lack of numbers, internal problems, lack of leadership or organisational structure or difficulties arising from external influences. The Zone Chairman will often be the first to detect these problems, however, they could also be identified by other cabinet officers or from within the club itself. The Region Manager should be the first point of contact on such occasions to resolve the situation as a matter of priority with as much tact and diplomacy as the situation demands.

#### **4.0 Regional Project Administration**

The Region Manager will also assist in the administration of district projects, which need some regional coordination. The most obvious example of this would be that the Region Manager would be expected to organise the regional judging of the Youth of the Year.

## **GUIDE FOR DISTRICT CHAIRMEN DISTRICT 201 W2**

This guide has been prepared to inform you of your responsibilities to the Cabinet and the District Governor during your year as District Chairman. Other materials from Lions Club International, Multiple District, District, or your Multiple District Committee [depending on your portfolio] will give more detailed and specific information relevant to each individual.

Following are some points, which will be of value to you.

### **1.0 Cabinet Meetings**

Refer to section 2.0 on page 4.

### **2.0 Planning District Activities**

District 201W2 is a large and complex organisation. When planning activities such as Youth of the Year Finals, Membership Development Programs etc. there will always be some conflict with other district activities. There will be times when more than one project is held on the same day/weekend. We can, with good planning, keep them to a minimum. Before setting a date please consult the District Chairman, Hospitality who will have a complete knowledge of district plans and be able to advise on the best alternatives. Also utilise the on line District Planner so other Chairman and events don't clash

### **3.0 Portfolio Committee**

**It is District policy that each District Chairman will set up a committee to assist him/her in the running of the portfolio.**

Please remember that you are responsible for a program that covers more than 250,000 square kilometres. Perhaps you could invite Lions from other parts of the District to be on your committee. The telephone, fax machine and the Internet have made communication without travel possible. You can maintain contact with your committee and they can represent you at clubs too far away for you to visit.

**3.1.** When you have selected your committee, please inform the Cabinet Secretary of their names and addresses.

**3.2.** If committee meetings are held, please supply a copy of minutes to the District Governor.

#### **4.0 The District Chairman as a Salesman**

It is imperative for District Chairmen to unreservedly stand for and promote their portfolio at all times. Do whatever is required to impress your upon clubs and members the impact of them actively supporting your portfolio. Clubs have a constitutional right not to participate in a particular project – whether they do will largely be a measure of your capacity to inspire them to do so.

##### **4.1. Club Visits**

District Chairmen are asked to visit as many clubs as possible. Use the occasion to address the club to give its members information about your portfolio. Members of your committee can represent you at clubs too far away for you to visit.

##### **4.2. DGAMs**

Take every opportunity to participate in DGAMs. Let Zone Chairmen know you would welcome an invitation. A 10-minute talk at a DGAM reaches five or six clubs. Again, use the members of your committee where necessary.

##### **4.3. West Lion.**

See item 5.0 page 5. Use West Lion to promote your portfolio. Short regular features seem to be more effective than the occasional long article, but that depends on your literary style to a certain extent.

Remember that in most cases there is also a district Chairman from 201W1 who has the same or similar responsibilities as you. It is a good idea to contact them and discuss the possibility of joint or complimentary articles in West Lion - it is, after all a joint publication.

The West Lion editor has been requested to prepare a schedule of dates for each district chairman to submit articles for West Lion - **Be Prepared**

##### **4.4. Club Mailing**

Clubs can be circularised via club mailing. To use this facility you need to send one copy to the Cabinet Secretary for photocopying by the 20<sup>th</sup> of each month. Club Mailing goes out once each month. Give the Cabinet Secretary time to prepare all the items.

Although more costly, sometimes a personal letter to the Club President produces more effective results.

**IT IS NO GOOD TELLING LIONS ONCE. YOU NEED TO TELL THE STORY AGAIN ..... AGAIN ..... AGAIN, USING ALL THE APPROACHES AVAILABLE.**

## **5.0 Developing Your Portfolio**

### **5.1. Talk to your predecessor**

Find out all you can. Gather all the material available to assist you in your area. You will have received a job description. Why not discuss it with your predecessor.

### **5.2. Consider yourself the sales manager for your portfolio.** See item 4.0 on page 23.

### **5.3. Plan a Presentation**

Once you have the information together plan and practise a presentation to the clubs. You can modify it as your confidence grows and as needs change. Send a copy of your presentation to your committee members [item 3.0 page 22]. If others are representing for you [A club Chairman, Zone Chairman, another district officer] ensure that they have the necessary information to do so.

### **5.4. Get Organised. Plan your year from the word "Go".**

### **5.5. Advertise**

See item 5.0 page 5 and item 4.0 page 23.

### **5.6. Guest Speaking**

Ask for an invitation to clubs or DGAMs. Again see item 4.0 page 24, particularly sub paras. 4.1 and 4.2.

### **5.7. Stay in front**

By answering your correspondence promptly, using your diary at all times.

## **5.8. Convention**

This is an ideal time to promote your portfolio. There are three ways to do this:

**5.08.1.** Contact the Convention Chairman and arrange space for a display.

**5.08.2.** Ask the District Governor for time in the program to make a presentation from the stage. Have a written report in the convention program. A report is expected to cover the twelve months from the last convention so it will be necessary to consult with your predecessor. It can also direct attention to the next twelve months.

Even if you decide not to do any of those things, all cabinet officers should attend convention. You can do much to promote your portfolio by being there and talking to the other Conventioneers.

## **5.9. Do not be backward.**

Telephone your committee members, Zone Chairmen, other cabinet members and club presidents when you need support.

## **5.10. DGAMs**

Approach Zone Chairmen. Let them know you are available to attend their meetings.

## **5.11. Be prepared to travel as the occasion demands.**

## **5.12. Dress, Decorum and Protocol**

Present your best self on a club visit. You are responsible to and are representing the District Governor, not to mention a very important part of Lionism - a district project.

## **5.13. Meet all the members on a club visit**

It is a good opportunity to gain support by arriving at a club in time for fellowship. It is the personal touch.

## **5.14. Spread the Word**

Let the District Governor and the Cabinet Secretary know what you are doing. They can often help.

## **5.15. Get the District Governor Involved**

Remember the District Governor visits all the clubs and can help you gain valuable support. The Vice District Governor and Zone Chairmen can also help spread the news during club visits.

# THE SENIOR CABINET POSITIONS

A brief outline of the responsibilities of each of our senior officers for the information of District and Zone Chairmen.

## 1.0 The Vice District Governor

- \* The Vice District Governor is the District Governor's senior representative and the person most likely to succeed him as Governor
- \* The VDG represents the Governor at functions when the Governor is unable to attend.
- \* The VDG provides a link with District Chairmen and is able to assist them with development of projects and activities.
- \* Coordinator of the Zone Chairmen, the VDG reports to Cabinet on their behalf and is the first source of advice and information for them.
- \* The VDG does not have a constitutional requirement to visit clubs but is available to do so and may visit with the District Governor or another Cabinet Officer.
- \* A large part of the VDG's role will be in preparing for the position of District Governor for the following year. This role will develop significantly in the second half of the lions year as he/she will be planning and developing programs, activities, themes for the year and the selection of a cabinet.
- \* The VDG is required to take on an active role in the Training and Development and Membership Development programs and will chair the MERL Committee.

## 2.0 The Cabinet Secretary

- \* Minutes of the cabinet meetings, prints and forwards copies to LCI. And MD. The International Director, the Council Chairman and all cabinet officers.
- \* Produces revised mailing lists in cooperation with MMR Chairman using the 'CABS' program. Changes are sent to MD Office on disk or by email.
- \* Attends to all district correspondence and prepares mail digest for cabinet meetings.
- \* Compiles a complete record of convention proceedings and forwards copies to all relevant offices.
- \* Compiles all information [cabinet and club] for inclusion in the MD Directory.
- \* Compiles monthly club mailings.
- \* Prints and distributes materials for cabinet officers when requested.
- \* Answers a wide range of questions from Lions every day.

### **3.0 The Cabinet Treasurer**

- \* Receives all monies from clubs for district, multiple district and international dues.
- \* Pays those accounts listed above on behalf of clubs.
- \* Keeps a record of all financial transactions conducted by district.
- \* Advise club treasurers when necessary.
- \* Assists cabinet officers with queries over Lions finance.
- \* Pays all due accounts on behalf of District 201W2.
- \* Presents a report on the state of district finances to each Cabinet meeting.
- \* Prepares a budget for district at the commencement of each year.

### **4.0 The Assistant Cabinet Secretary**

- \* Assists Cabinet Secretary in a variety of tasks at district and multiple district conventions.
- \* Takes minutes at cabinet meetings.

**NOTE:** The Assistant Cabinet Secretary and the Cabinet Secretary work in close liaison. The two positions depend on teamwork for success.

### **5.0 MMR Chairman**

- \* Collates MMR reports. Marks off clubs on master sheet. Completes MMRs where they are incorrectly compiled. [This may mean ringing the club secretary or Zone Chairman]
- \* Puts MMRs in alphabetical order. Files district copies.
- \* Completes printout for multiple district office.

Assists the Cabinet Secretary in preparing LCI copies, with appropriate form, for Oak Brook. The Cabinet Secretary posts these, with many other documents

## PUBLIC SPEAKING - A BRIEF GUIDE

Public speaking and the development of the required skills is a vital component in the leader's kit. It is a necessity for a leader to be able to effectively transmit ideas and plans to others. The success or otherwise of a leader's policies will, largely, depend on how the policies are communicated to those concerned. Public speaking is one of the means of communication at the disposal of the leader.

The following is a brief insight into the role of public speaking as part of the overall training of a leader.

It has been found that if you approach an occasion where you do have to make a speech it pays to bear in mind the "P" policy:

- \* Planning.
- \* Preparation.
- \* Performance or Presentation and
- \* Practice - practice - practice.

This will greatly assist you with your speech.

### **Planning**

Select the aim. Are you to convince, entertain or instruct?

Select and research the subject. Establish the nature of the audience and plan your talk to suit. Carry a small notebook and jot down ideas as they occur, even if you discard them later.

### **Preparation**

Lay out your speech so that you have the three important portions

- \* The beginning or opening
- \* The middle
- \* The ending or closing.

*The Beginning* sets the pattern for the speech and must arouse the interest of the audience. It should not be long and must be pertinent to the subject of the speech.

*The Middle* is the speech. It is in this section that you get down to the nitty gritty of the subject, and, as a good barrister does in court, so you present the case.

*The Ending* must be a brief summary of what you have said and is your last chance of leaving a telling message in the minds of your audience - never introducing new matter in the closing sentence of a new speech.

As part of the preparation or the production procedure, you write out your speech. Do not use-complicated language - simple words are easier to say and certainly easier to understand.

Having established a broad base and a rough layout time the content remember one tends to speak much faster than one reads. Make sure that you have correct details of any reference or quotation you intend to use. Lay out your speech on a card system if you intend to use notes; highlight important words or phrases.

**Performance- Presentation** - This is it! The big moment has finally arrived. All the planning and preparation you have done is now going to be put to work. Some important points to bear in mind are: -

**Protocol.** Just a courteous acknowledgment of your hosts, your audience!

**Dress.** Right for the occasion, not gaudy! [And do not forget your glasses!]

**Microphone** Adjust it for height before you begin. Resist the temptation to blow into it to see if it is working.

**Audience Contact.** Visual/volume/voice variation. Plenty of eye contact goes down well; speak so you can be heard comfortably and do not use a boring monotone. Vary your voice.

**Lighting.** For visual aids.

**Stance.** Stands still, do not wander!

**Practise Practise Practise!**

This is really the crux of success of public speaking.

Remember that many times you have been one of the audience; one of the listeners - one who has been entertained or convinced or instructed or bored. Do not be afraid to listen to a playback of your own speech and to ask for constructive criticism. You have the advantage - you know what you are going to say; the audience does not!

There is one most important point to remember:

*Listeners like speeches that are clear* . . . clarity in your language must come before every other listener demand . . . clarity is the joint product of all the other elements in a good speech . . . clarity is not a means . . . but an end.

The editors of Encyclopaedia Britannica appreciated this truth when they wrote:

"Nine readers out of ten take a lucid statement for a true one"

In addition, the famous leader Napoleon knew the laws for listeners when he gave three instructions to the secretaries whom relayed his messages:

"Be clear! Be clear! Be clear!"

Always have something written. If you are not confident at public speaking, it is better to read out something you have written rather than bumble along making a complete mess of your subject.

Another good reminder is the acronym KISS - "Keep it short and simple".

***GOOD LUCK!***

***HAVE FUN & ENJOY.***

## **DINNER MEETINGS**

### **1.0 The ingredients of good dinner meetings**

- [a] To start on time.
- [b] To finish within a limited fixed period.
- [c] The ideal duration of a dinner meeting is 2 to 2.5 hours.
- [d] Pace of the meeting organised to ensure that interest is maintained constantly.
- [e] Involved membership [ensure that all members are involved on a rotational basis]. This creates an interest among the membership. Ensure that all the members have an opportunity to do every job available at dinner meetings from time to time. A register of members should be maintained to ensure that this happens.
- [f] It is essential to entertain and to educate those present.
- [g] The whole key to successful meetings is variety. Even the best ideas must sometimes be changed.

### **2.0 How to achieve well balanced. Entertaining and educational meetings**

- [a] Consult the Membership Committee. Let your requirements be known but give the program planner freedom to try his/her own ideas.
- [b] Variety in planning is essential. Meetings should be totally organised at least four weeks ahead.
- [c] Several meetings are pre-ordained. These should be planned to happen at intervals and be organised at mutually acceptable dates. These include: -
  - The visit of the District Governor
  - The Charter Anniversary meeting
  - The Christmas meeting
  - The nominations and elections meetings
  - The installation of officers meeting
  - The Zone Chairman's visit
- [d] Ensure that partners' have opportunities to visit the club. In a yearly program of 26 meetings, a reasonable number of meetings of partners' events might be six.
- [e] Organise one meeting each year, which can be described as 'closed' to allow members to constructively criticise their club.

**[f]** The Program Planners should ensure that: -

**[I]** Members are advised of forthcoming events through the bulletin and at meetings.

Names of guest speakers are announced at meetings prior to their attendance.

That Lions who will introduce and thank the speaker are informed of this before the meeting.

**[ii]** That guest speakers are relevant. Members need to be brought up to date on Lions projects, changes to management structure, etc. There are many aspects of the Association about which members do not know a great-deal.

Obtain information about the speaker so that a dignified and courteous introduction is effected. [Introduction and vote of thanks should not exceed one minute for each]

Do NOT schedule another guest speaker for the night of the District Governor's official visit.]

**[iii]** Assist the Lion Tamer to ensure that the meeting room is properly dressed well ahead of scheduled starting time.

**[iv]** If a public address system is to be used, ensure it is in good working order and is adequate for the needs of the particular meeting and venue. Do this before guests arrive.

**[v]** Plan for a Greeter or Greeters to be on hand to meet everyone as they arrive. Greeters should arrive in sufficient time to allow this to happen. No one should feel unwelcome or unwanted when attending your club, whether member or visitor.

**[vi]** Try to avoid cliques.

**[vii]** Tail Twisting should be given a definite time limit on the program. Some tail twisters fine every member. That can be time consuming, and even boring. Tail Twisters should have a supply of topical and current stories or anecdotes, which can be used to involve members who do not seem to be high profile people.

Tail Twisters fine for fun not funds. "Blue" jokes do not have a place in Lions meetings.

**3.0 *The President is central to the success of every meeting over which he/she presides.*** It is important to ensure that: -

- [i] An agenda is prepared for every dinner meeting. The agenda must be in writing and timed to ensure that start and finish times are met.
- [ii] Arrival time is early enough to greet special guests and to greet and spend some time with the members and their guests.
- [iii] Is fully conversant with the background or activity involving the guest speaker or special guests. A strong liaison is vital between the president and the program planner/s.
- [iv] Contact Lions programmed to do something at the next meeting, well before the meeting, to ensure their availability. Secure a replacement if necessary.
- [v] Set and encourage correct dress standards to be used at every meeting.
- [vi] Every person present must hear the president clearly. If the venue is large or has, poor acoustics or the president has a soft voice use a microphone or a lapel microphone.

**4.0 Conclusion.**

- [a] Club meetings must be stimulating, informative and enjoyable. The Agenda for the meeting should be followed as closely to the minute as possible. Tail Twisters are to be encouraged to keep the meeting alive and interesting. Meetings should be thoroughly planned beforehand and run according to their plan. Adjournment should always be on time. Equally important are adequate meeting facilities and good meals at fair prices.
- [b] Lively, interesting meetings will help create the impetus for individual members to participate even more actively in club activities and help in a major way to become better equipped to serve the community.

## DINNER MEETING PROGRAMMES

TIME	ACTIVITY	BY WHOM	VISITORS, ETC.
7.00	Call to Order	President	Visiting District Officers.
7.05	Invocation & Loyal Toast.		
7.10	Welcome and Intro Guests	President	
7.15	Apologies	Secretary	Visiting Lions Partners.
7.20	Minutes of last Meeting & Corres.	Secretary	
7.30	Objects		
7.35	Treasurers Report	Treasurer	
7.45	Fines Session	Tail Twister	
8.00	Recess		
8.05	Intro Guest Speaker Guest Speaker		Guests/Guest Speaker
8.30	Vote of Thanks		
8.35	Reports	Vice Presidents	
8.55	Ethics		
9.00	Raffle		
9.05	General Business	as notified	
9.25	Next Board/Dinner Meeting	President	
9.30	Close.		

NOTE: This agenda may be modified to suit the need of individual clubs.

## PROTOCOL

Protocol is a plan. Plans are meant to help us complete the job with a minimum of confusion. So let us keep our plan simple!

1. Seat your Guest of Honour [or your Guest Speaker] at the right hand of the president. That way you are giving recognition and placing that person in a position where it is easy to move to the lectern. In small meetings, the guest of honour will speak from his/her place. The top table should be a focal point for all members without turning chairs or re-arranging furniture.
2. Introduce or recognise all distinguished Lions and/or guests at the beginning of the meeting.
3. It is better to recognise too many than to miss someone out.
4. Correct order is good. It is better to include everyone who should be included in the "wrong" order than to miss someone out.
5. The Mayor of the town or the Shire President heads the list of non-Lion dignitaries, followed by federal politicians} then state politicians, then other local people of importance.
6. Mixing and matching. Deciding on correct order when you have Lions and Non-Lions to recognise can be tricky. This seems to be the sensible way out.....  
Start with the most senior Lion, follow with the Shire President, and then use common sense for all others.  
Just do not miss anyone out! Order may be adjusted according to the task guests have been asked to perform.

The following list, taken from the "Official Protocol" will cover almost all club situations. In the rare case where it does not refer to LCI Official Protocol, of which the club will have a copy, or ask someone. [Say the VDG, CBL Chairman, etc.]

International Director.  
Council Chairman.  
District Governor.  
Past Council Chairman.  
Vice District Governor.  
Past District Governor.  
Cabinet Secretary.  
Cabinet Treasurer.  
Region Manager.  
Zone Chairman.  
District Chairman.  
Club President. [From another club]  
Immediate past Club President.  
Club Secretary.  
Club Treasurer.  
Past Club Presidents.

NOTE: we are all Lions. Sometimes Lions are doing that bit extra. A title goes with it, such as District Chairman, or Zone Chairman or District Governor. As recognition of the extra job these Lions are doing they deserve to have that title used, even in their own club.

# **RULES OF DEBATE**

## **1.0 Preamble**

It is important that the President or Chairman of a meeting has a clear knowledge and understanding of the Rules of Debate, but it is equally important for each participating member to know also the rules under which the meeting is being conducted.

In a Lions Club the basic objective is to harness and direct the collective "know how" of the group into meaningful discussion, leading to effective and efficient decision-making and action.

Lions Clubs International Multiple District 201 accepts as a standard "Law and Procedure at Meetings in Australia" by Joske. This, however, has a legal background and is unnecessarily complicated for an ordinary Lions Meeting.

What follows is an abridged version, suitable for clubs. The rules of debate should not be used for point scoring, for putting others down, or for obscuring the debate in a maze of technicalities. They should be used to allow uncomplicated debate, which gives everyone a fair go.

## **2.0 Rules of Conduct**

**2.01.** No member shall address the assembly without first obtaining permission and direction from the President or Chairman, and he shall address himself to the chair.

**2.02.** The President or Chairman may remain seated during normal business, but members addressing the meeting shall stand. [The exception is when the President is making a specific report or introducing guests.]

**2.03.** Members shall confine themselves to the matter under debate and avoid personalities and indecorous language.

**2.04.** The mover of a motion shall be allowed a maximum of 4 minutes, and his right of reply shall not exceed 3 minutes. All other speakers, including the seconder, shall be limited to three minutes, provided that an extension of time may be given to any speaker by resolution of the meeting.

**2.05.** No new matter shall be introduced in the reply, and all speakers should avoid tedious repetition and trivia.

**2.06.** Questions must be directed to the Chairman and he may direct the mover to reply, provided such reply does not exceed 2 minutes and shall be confined to the question alone and shall not be considered his right of reply.

**2.07.** Members wishing to move a motion or address the meeting must advise the President before the meeting to ensure such intention has the approval of the President and is placed on the agenda.

### **3.0 The Motion**

**3.01.** A motion is *usually* positive in nature beginning with the word "that". It should be carefully researched and worded, and where possible a copy submitted to the President and Secretary.

**3.02.** The motion must be moved and seconded before discussion and the motion lapses if a seconder is not forthcoming. It is acceptable for a member to second a motion in order to hear the proposal. He is not committed to vote for the motion.

**3.03.** After the motion has been formally moved and seconded, the proposer may speak to the motion for a maximum of 4 minutes.

**3.04.** The seconder shall then be invited to speak for a maximum of 3 minutes. He/she may request a deferment but loses this right if the debate is terminated before he/she speaks.

**3.05.** If the above speakers, ie. Mover and seconder, speak for the motion the chairman must then call for two speakers against the motion. Thereafter speakers for and against must be selected alternately until the debate is terminated or exhausted.

**3.06.** If there is no speaker against the motion, it may be put to the vote immediately.

**3.07.** No person shall speak more than once on a question, but a motion and an amendment are considered different questions. A member, therefore, who has spoken to a motion, may speak again to an amendment.

**3.08.** If an amendment is moved and debated, the mover of the original motion is given right of reply. Before a vote is taken on the first amendment.

**3.09.** If a member feels more time or more investigation is needed provision is made in these rule for the debate and the subsequent decision to be deferred. [ See under Formal Motions, p .40]

#### **4.0 Amendments**

Amendments are the main cause of confusion at meetings, as members, and even the chairman, can easily lose the thread of the debate.

The golden rule is one step at a time and common sense suggests only *one* amendment at a time.

In matters of a complex nature, it helps if every member has a copy of the motion in front of him/her.

The simple rules governing amendments are: -

**4.01.** An amendment must not be a direct negative to the motion. [The simplest way to negate a motion is to vote against it and indicate your intention and reason for doing so in the course of the debate.]

**4.02.** An amendment is an alteration to the wording of the motion. It may leave out certain words, change words, or add certain words, but the basic intention of the motion must remain and the amended motion must stand up to common sense interpretation.

**4.03.** More than one amendment may be made to the original motion but amendments to amendments are not permitted.

**4.04.** A motion may contain several elements such as a basic purpose or intention, a method, a time, a place and a cost. While maintaining the basic purpose of or intention, any or all of the elements may be altered singly or collectively.

**4.05.** The wording of a motion may be amended to assist common sense interpretation of its intent.

**4.06.** Further amendments [plural] may be foreshadowed to indicate a direction for debate, and the chairman in his wisdom, may decide the order of debate to ensure continuity.

**4.07.** After debate, each amendment must be voted upon, and if passed, the amended motion becomes the motion.

**4.08.** The mover of an amendment has no right of reply.

**4.09.** When all required amendments are in position, the amended motion is known as the "Substantive Motion", and this must be finally voted upon to become a resolution of the club.

## **5.0 Voting**

**5.01.** Voting by proxy is not permitted.

**5.02.** An affirmative vote shall consist of a simple majority of the members present, provided they constitute a quorum.

**5.03.** A quorum shall consist of a simple majority of members in good standing [more than half the members of the club must be present.]

**5.04.** The President or Chairman has one vote only, which must be exercised at the same time as the members vote. Under our constitution, the president does not have a casting vote. In any tied vote, he/she must maintain the status quo.

**5.05.** If a motion is passed it becomes a resolution.

**5.06.** Most resolutions require some action to be taken. Before the matter is closed, the president must ensure that responsibility for such action is clearly defined and delegated.

## **6.0 Point of Order**

No speaker shall be interrupted except on a "point of order", when he shall sit down until the President or Chairman, whose decision shall be final in such matters, settles the point of order.

## **7.0 Formal Motions**

When a debate is becoming tedious, time consuming or perhaps heated, or when a member feels more investigation is required, or more pressing business is on the agenda, several options are available in the form of formal motions as follows.....

### **7.01. The Closure**

"I move that the motion be now put". This motion has priority, if accepted by the chairman, and terminates discussion, if passed.  
No seconder is required.

**7.02.**           Adjourn the Meeting

"I move that the meeting be adjourned until...." This motion terminates the meeting and applies to motions and amendments under discussion. A seconder is required.

**7.03.**           The Previous Question

"I move that the question be not put now". This motion prevents a vote being taken and shelves the motion for that meeting. It applies to motions, not amendments, and requires a seconder.

**7.04.**           Proceed to Next Business

"I move that the meeting proceeds to the next business". A seconder is required.

**7.05.**           Adjourn the Debate

"I move that the debate be adjourned". A seconder is required.

**7.06.**           Lie on the Table

"I move that the question lie on the table until            " Defers the matter to a more convenient time, which may be later in the same meeting or later. A seconder is required.

**7.07.**           Raise the Motion from the Table

"I move that motion [description] be raised from the table". Raises the motion, which was previously laid on the table and reintroduces it to the meeting. The President or Chairman should have the secretary read the motion and then invite speakers to the motion. A seconder is required.

## MEETING PROCEDURES: A QUICK GUIDE TO ACCEPTANCE OF MOTIONS & AMENDMENTS & DEBATE.

	To do this	You say This	May you interrupt the speaker?	Is a seconder needed?	Is your motion debatable ?	Is your motion amenable ?	Vote Needed
1	Introduce new business for discussion	"I move that..... ....."	No	Yes	Yes	Yes	Yes
2	Amend a motion	"I move that the motion be amended by ....."	No	Yes	Yes	No	Yes
3	End debate on a matter for a vote.	"I move that the question be now put".	Yes	Yes, unless the Chairman declares otherwise	No	No	Yes
4	Suspend debate on a matter for the, present meeting	"I move that the meeting proceed to the next business.	No	Yes	No	No	Yes
5	Suspend debate on a matter either indefinitely or until later in the meeting.	"I move that the question lie on the table"	No	Yes	Yes	No	Yes
6	Re-introduce debate on a matter lay on the table.	"I move that the question of ..... be now raised from the table".	No	Yes	Yes	No	Yes
7	Adjourn debate on a matter until a later time or later meeting	"I move that debate on this matter be adjourned until"	No	Yes	Yes	Yes	Yes
8	Adjourn a meeting.	"I move that this meeting adjourn until"	No	Yes	Yes	Yes	Yes
9	Ensure that a matter is placed on the agenda for a later meeting	I wish to give notice of motion to be moved [when] that"	No	No	No	No	No
10	Draw attention to a breach of procedure.	"Point of order. [Eg.] "There is no quorum present Mr Chairman".	No	No	No	No	No
11	Strike out or cancel a motion previously passed.	"I move we rescind the motion that	"No	Yes	Yes	No	Yes
12	Withdraw a motion.	"I request leave to withdraw the motion"	No	No	Yes	No	Yes
13.	Have a matter investigated further.	"I move we refer this matter to a committee:	No	Yes	Yes	Yes	Yes

## INDUCTION CEREMONIES

The Induction of a new member is very important. For most of us, it is a once in a lifetime experience and ought to be treated as such.

Any ceremony demands the attention of the whole club. The best way to see that this happens is to ensure that what is said and done is worth the attention of the whole club.

Before you begin, decide where you, the sponsor, and the inductee will stand. Make sure you have a visual focus to back up your presentation.

Many Lions like to involve the inductee's partner in the ceremony, by having him/her join the group before the club. This, depending on circumstances, of course, is a good idea, provided you give the partner an active role.

Copies of the standard induction ceremony are readily available, and form a good basis for your planning. However, when Lions have heard the same format for twenty or more years, it tends to lose some of its ability to hold the audience's attention. You should not be afraid to vary the program to suit the needs of a particular club, a particular situation. For example, it may be appropriate to shorten the format for a re-joining Lion, inducting a number of new members at the same time may suggest different wording. At the same time, it is essential to keep the main purpose and its message clearly in focus. Copies of two experienced Lions' induction ceremonies follow.....

## NEW MEMBER INDUCTION.

Would ..... And Lion ..... come forward.

On behalf of the officers and members of this club, let me say how important your induction is because you represent the beginning of a new era for the Lions Club of ..... Not that you are expected to do it all by yourself, but because you will bring with you new ideas, and new ways of tackling old ideas. Membership of Lions is by invitation and we are delighted that you have been invited and accepted the invitation to be a member of this club and Lions International.

Membership is a privilege. You are about to join the world's largest and most active service organisation, 1.4 million people in countries on every continent.

You will have read the Ethics and Objects of our Association and you know that membership of Lions entails definite obligations. Lions International is not a social or political organisation. It is a group of people banded together to do the things that you and I cannot do alone. The quality of our outcomes depends on our unity. The strength of our organisation depends on our individuality.

You have seen how Lions Clubs serve their communities, and those who are blind, sick, stricken and handicapped. This humanitarian work would not be possible unless men and women were willing to give their time and effort. Any member will tell you that this requires work, some of which you will be asked to do. Lionism is a cooperative effort in which every member takes a share of the load so that the burden on others may be less heavy.

There are rewards too.....

The fellowship and company of some of the nicest people in town.

The opportunity to work with other committed men and women.

The opportunity to help provide solutions to community problems.

The opportunity to assume a leadership role.

The opportunity to practise old skills and develop new ones in areas of planning, organising, or public speaking.

In addition, to add another dimension to your social life.

You are about to become a part, and an important part, of the Lions International story.

I now ask you to read the oath of acceptance.

I do hereby accept membership in the Lions Club of ..... knowing that such

Membership obliges me to participate in all functions of the club. To the best of my ability I will abide by the Lion's code of ethics, attend meetings regularly, accept such assignments as are given me and contribute my share to the programs of my club, district, and Lions International.

You are now a member of the Lions Club of .....

Lion ..... will you present Lion ..... his/her membership badge.

I would like to remind all Lions of the responsibilities that Lion ..... as a new member sponsor has undertaken.

He/she will;

Make Lion ..... Feel welcome by introducing him/her to those Lions he/she does not already know.

Provide him/her with information about the club, its officers and its constitution.

See to it that Lion ..... Is immediately involved in club activities.

Be ready to answer questions about Lionism, and encourage Lion..... to discuss those problems that may occur with a view to finding a solution.

Assist Lion ..... to develop into an outstanding Lion.

Let me be the first to congratulate you and welcome you into the International Association of Lions Clubs.

President Lion ..... Would you, on behalf of the club, present?

Lion ..... 's certificate of membership and New Member Kit.

Now, I ask all members of the Lions Club of ..... To come forward to greet their new member.

I do hereby accept membership in the Lions Club of ..... knowing that such membership obliges me to participate in all functions of the club. To the best of my ability I will abide by the Lions' Code of Ethics, attend meetings regularly, accept such assignments as are given me and contribute my share to the programs of my club, district, and Lions International.

## **INDUCTION OF MARK BENNETT**

This shows how an induction ceremony can be personalised through the application of local knowledge, or a little research. The names of Lions and the club have been included quite deliberately.

An induction ceremony to welcome another new member to the fellowship of the Lions Club of Donnybrook is a great way to start the evening.

Lion Barry (Green, as sponsor Lion, would you please escort Mark Bennett forward.

Membership of a Lions Club is by invitation.

Lion Secretary Bryce, has the Board of Directors received and approved the membership application in accordance with the constitution and by-laws of this club?

Mark, on behalf of the officers and members of the Lions Club of Donnybrook, thank you for attending tonight. You have been invited to become a member of this club, and Lions Clubs International.

This is a special occasion - for many reasons. And I'd like to start by congratulating you, Lion Barry, on your initiative, inviting a new resident to a Lions meeting is the best possible way to meet community minded people in the town.

Mark owns and runs "Benson's Chainsaw Centre" - and celebrates his first anniversary in Donnybrook on 4th July.

I believe this club is very fortunate indeed to be gaining a new member who is a successful farmer and businessman. Mark's administrative skills, gained from many years on vestry committees and synod - as well as his presidency of the Pastoralists & Graziers, Fire Brigade and the Ravensthorpe Arts Council, will be most beneficial to Lions. He has also been a farmer representative on the WA Drought Committee. Mark, you miss out on the "squeezy" & cosy moments in the old doughnut van, but you'll not only be taught the intricacies of doughnut making, but get to serve in the big, new van!

Mark, you are about to join the world's largest and most active service club organisation. We have 1.4 million service minded people, in 42000 clubs, in 181 countries or geographical locations around the world.

Lions Clubs International has a proud and rich history, dating back to 1917, when founder Melvin Jones from Chicago, formed the first Lions Club over 80 years ago. Nearly 82 years of Lionism! The expansion and growth of Lionism has continued steadily, and with this growth, humanitarian service.

Our past is history; and today we are asking you to help us carry the torch of Lionism. To build a brighter future for everyone:

We ask you "TO SERVE".

Mark, you have expressed a desire to join with this club, and with Lions Clubs International. I now ask you to pledge your obligation of membership.

[See annexure 1.]

I now call on Lion Barry Green.

Lion Barry, you have sponsored Lion Mark into this club. You are aware of the duties of a Lion. Will you undertake to see that your new member is properly informed of his duties and obligation to the club? In addition, will you assist him to become a useful member of the club in every way?

Thank you. Will you now affix the Lions lapel badge?

I will now ask President Lion Ian to present to Lion Mark a copy of the code of ethics and a new member's kit, and a certificate of membership.

Lion Mark, in acknowledgment of your acceptance of the objects and ethics of Lionism, it is now my privilege and pleasure, on behalf of Lions International, to formally welcome you to full membership of the club, and to extend to you a sincere welcome from the directors and members.

Lions, Ladies, partners and guests:

May I present to you Lion Mark Bennett, the newest member of Lions Clubs International **in the world**.

Will you please give Lion Mark a **real Lions welcome**?

Annexure 1.

**MEMBERSHIP PLEDGE.**

**I hereby accept membership of the Lions Club of .....**

**Knowing that such membership obligates me to participate in all functions of the club.**

**To the best of my ability I will abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as**

**Are given me and contribute my share to the program of my club, district and Lions Clubs International.**

Annexure 2.

**SPONSOR'S PLEDGE.**

**I will undertake to see that our new member is properly informed of his duties and obligations to this club.**

**I will also assist him to become a useful member of the club in every way.**

**Note:** Whatever form your induction ceremony takes it is important to have a copy of any pledge or response you wish the inductee or sponsor to make available for them to read.

## **INSTALLATION OF CLUB OFFICERS**

Probably the most important event on the club calendar is the Annual Installation of Club Officers or Changeover. It is of particular importance to those who are beginning a year in office, but we should also remember its importance to those who are completing a year in office.

It is an opportunity to recognise the successes of the year being completed and to give credit to those who made those successes possible.

Unfortunately, in clubs which have been in existence for several years, it is not unusual to hear complaints about Changeover nights being "boring". This criticism seems to overlook the people involved and concentrate on the mechanics of the process. Never the less, where the feeling exists, it is up to the Installing Officer to make changes to the ceremony, providing, of course, that the general purpose and dignity of the ceremony are not lost.

The standard ceremony is readily available, and most District Officers will have a copy. On the following pages are samples of ceremonies modified to suit particular circumstances. If each club is different, perhaps each Installing Ceremony should be different!

## AN INSTALLATION CEREMONY

Introductory remarks could include congratulations to the club on major successes from the year just completed. This may lead to favourable comments on the outgoing board's leadership. Contrary to some people's belief, it is human to appreciate praise. In any case, we are inclined to undervalue the work of others. You can usually pick up information about the club's good work by listening, or a quick perusal of the reports on the night. However, it is preferable to obtain the names of outgoing and incoming boards well before the night. Check pronunciation of names, if in doubt!

It is a constitutional requirement to open the formal part of the ceremony by asking.....

Secretary ..... Have the incoming officers been elected in accordance with the Constitution of Lions Clubs International?

The members of the board are then called forward in the following order. Make sure you have room for them all where others can see them without difficulty

Lion ..... Lion Tamer.

Lion ..... Will be in charge of and responsible for the club's property.

Lion ..... Tail Twister.

Lion will be asked to impose and collect fines, promoting good humour and laughter, with the occasional hint of embarrassment.

Lion ..... Membership.

Lion ....., with his committee will do all he can to care for the present membership, to prevent the loss of members, and to increase membership.

Lion.....

Lion.....

Lion.....

Lion .....

Directors.

Two of these Directors will serve a year in this position. The others have two years to serve. They assist in formulating and executing the policies of the club.

Lion ..... [1st] Vice Presidents.  
Lion ..... [2nd]  
Lion ..... [3rd]

These Lions also have a role in formulating and executing club policy. They oversee the functioning of club committees as requested by the President. They also act for the President, as required, in his absence.

Lion ..... Treasurer.

The Treasurer is custodian of club funds.

Lion ..... Secretary.

The Secretary attends to correspondence, keeps minutes of club and board of directors meetings, and submits monthly MMR reports to the Cabinet Secretary.

The Secretary is also a member of the District Governor's Advisory Committee.

Lion ..... President.

Lion ..... , your club president is your chief executive officer, presiding over all meetings. The President appoints all committees, and, assisted by the Vice Presidents ensures that they function effectively. He, too, is a member of the District Governor's Advisory Committee. All of you depend on his leadership and planning. It is the president who holds you together; who keeps the club as a united team.

The installing Officer then addresses the whole board, as follows. There is a message for club members too!

Each member of the Board of Directors has his or her specific task.

They have, too, collective responsibilities.

The Board of the club must ensure that:

Policies established within the club are adhered to and properly carried out new business and policies of the club are considered and shaped, first, by the board it controls all finance and expenditure.

All activities and administration programs run strictly to prepared budgets.

The Board members are not figureheads! They constitute the executive of the club!

The President is the head, and the Board of Directors are the heart of the Lions Club of .....

However, remember nothing happens without the support of you, the members.

Now, would Immediate Past President Lion ..... present President Lion ..... with the gavel, and his President's badge, the symbols of office.

President Lion ..... , As your first duty, in your new office, would You present Immediate Past President Lion ..... with his Past President's Badge.

The advantage I have in doing this job is that I get to be the first to congratulate you, Lion President ..... on your new position. May it give you the pleasure and satisfaction you deserve.

Would you all stand and show your support for this, the board of Directors of the Lions Club of.....

# INSTALLATION

CHAIRMAN

PRESIDENT

PDG.

Lions, it is not my intention to brief each of the incoming club officers in all of their duties as by now they would have received reams of information from International and District on each particular portfolio.

In addition to which they have a wealth of experience within the club to draw on should they need advice?

Secretary.....have those Lions to be installed been duly elected in accordance with the International requirements?

I will now call each of the incoming board officers forward to take the affirmation of their respective offices.

**Lion Tamer** Lion .....You are the custodian of the club's property

\*\*It is your responsibility to ensure that your meeting venues are correctly attired for your president, including flags, banners, gavel and gong\*\* You will assist the Tail Twister in his duties and act as assistant greeter when required.

**Tail Twister** Lion .....Yours is a very important portfolio for much of the harmony and fellowship within this club will depend on your ability to draw the members together by creating interesting, lively meetings \*\* Remember it is important that you fine for fun, not for funds.

**Directors.** Lions .....&.....1 Year.  
Lions .....& .....2 Years.

You each have a great responsibility within this club. With the President and Treasurer and other members of your board you will formulate policy and shape all business for the club during the following year.

**Membership Chairman.** Lion .....  
Your task is to lead the clubs membership team \*\* attend all board meetings \*\* attend the DGAMs in your zone \*\* and attend district membership meetings as required. Always pay close attention to your current members, as we should never lose a good Lion.

**Vice Presidents.** Lion .....[1st] Lion .....[2nd]

Lion .....[3rd]

Your positions provide the support that will make the president's busy year an enjoyable one. \*\* You will substitute for your president, as required at all regular and special club, dinner and board meetings, and you will oversee such committees as he may appoint. \*\*

**Bulletin Editor.** It is worth noting that some clubs include their bulletin editor as a board member. This may be a suitable point at which to induct him/her.

**Treasurer.** Lion ..... You are the custodian of the club funds. \*\*

You will regularly deposit them in such bank accounts as directed by your board \*\* You will provide regular statements for both board and general club meetings \*\* and will keep the president advised of all matters relating to club funds and late membership fees \*\* You will also be required to arrange an audit of the club's accounts prior to convention for the District Governor, and will pay all accounts, including international and district dues as required.

**Secretary.** Lion ..... Yours is one of the most important tasks in the club \*\* You will receive all correspondence addressed to the club and you must ensure that all club members are kept fully aware of its content \*\* You are the president's right hand and will become the liaison between our International Association, our District Cabinet and the club \*\* You will prepare the club's MMR Reports on time, keep all the club records, including minutes of each meeting, and membership records \*\* You will attend the DGAMs in your zone with your president and membership chairman, etc.

**Immediate Past President.** Lion ..... Whilst your year as chief executive officer of this club is now closing you have a great responsibility to the club, and more especially, to the incoming president \*\* in addition to becoming the club's official greeter you are required to provide full support at all times to your new president.

**President.** Lion ..... Your club has honoured you by electing you to be its chief executive officer \*\* You will appoint committees to carry out various tasks under the supervision of your vice presidents and will be an ex officio member of all those committees \*\* You are required to attend the DGAMs in your zone and all board and dinner meetings of your club \*\* at the end of your year you will be required to give an account of yourself and history will judge your stewardship comparing it with past and future presidents \*\* So plan now and always remember, lead well and others will follow.



## ATTENDANCE AND MAKEUP REQUIREMENTS

**1.0** Members are expected to attend club meetings regularly. Members whose attendance is unsatisfactory may forfeit their membership in accordance with Article VI of the Standard Club Constitution.

However, in our changing society, there are many members whose attendance will suffer because of altered work conditions and other factors. The responsibility for letting the club know why he/she is not attending rests with the individual member. The Club Membership Committee also has a duty to make contact with absent Lions. There may be support the club can provide, although frequently the best that can be done is to be understanding of the member's situation.

### **1.0 Make Up Rules**

Should be understood by all members. Absence from a regular meeting of your Lions Club may be made up within the time limit of 13 days prior and 13 days following the date of the meeting missed, through attendance at any of the following:

- [a] Meeting of any other Lions Club, regular or special.
- [b] Meeting of member's home club board of directors.
- [c] Duly constituted meeting of a standing committee of members club.
- [d] Any meeting scheduled by or sponsored by the member's home club.
- [e] Zone meeting [DGAM]
- [f] International, Multiple District or District Convention, or any other recognised Lions meeting.
- [g] The office of Lions Clubs International when in Chicago, or any District or State Office, outside the country of which the visiting Lion is a member.

1.01. A member, who is forced to miss meetings through illness, shall be granted attendance credit, upon presenting acceptable evidence of his illness.

1.02. A Lion who is assigned, or finds it necessary, to perform occupational duties for an extended period in a place from which he cannot readily attend a Lions meeting, may be granted, at the discretion of the board of his/her club a make-up for meetings missed.

1.03. A Lion that is forced to miss meetings because of military service, jury duty, elected government position, or other statutory requirements shall be given credit for the meetings missed.

1.04. Make-ups are not granted automatically. At all times it is the responsibility of the member to claim the make-up.

- 1.05. Each member is also allowed make-ups for two meetings per year for annual holidays.
- 1.06. District Officers will be granted make-up credit for all of their own club meetings.

## **2.0 Lion At Large**

There is no provision for leave of absence under our constitution. There is, however, a special classification of Member at Large. [See article 3, section [2] page 4 of the Standard Club Constitution] Lion At Large may only be extended to a member who has moved from the community, or who, because of health or other legitimate reason, is unable to attend meetings. It is the policy of Lions Clubs International that this classification should be reviewed every six months, and only renewed under extenuating circumstances.

A member at large shall not be eligible to hold office or vote in District or International Meetings or Conventions, but shall pay such dues as his/her club may charge. These shall include District, Multiple District and International dues.

## **DISTRICT GOVERNOR -JOB DESCRIPTION**

The District Governor is the representative of Lions International within the district for the year in office. They must ensure that the programmes within the District are run in accordance with the constitutions of International, Multiple District and District W2.

### **DUTIES;**

1. Act as chief executive officer.
2. Further the objects of LCI.
3. Supervise the organisation of new Lions Clubs.
4. Preside over cabinet meetings.
5. Select a Cabinet, allocate duties, see that these officers are correctly trained and support them and their portfolios.
6. Set goals and objectives for the year which are compatible with the overall goals and long range planning of the district? The goals must be achievable and given to the Lions members of the district in such a way that the Lions support them.
7. Promote the International President's goals for the year.
8. Visit clubs and encourage Lions to promote a positive image of their clubs, district and Lions International.
9. Preside over the District Convention and in consultation with the host club see that the Convention is well organised and satisfying to the Lions members who attend.
10. To represent the District at Multiple District Council Meetings and Conventions. To relay back to the members such information acquired at these meetings, which is relevant to Lions members and to convey to such meetings the wishes of the Lions members of the District.
11. Represent District in the wider community and at all times behaves in a manner, which brings credit on the Lions of the district and Lions Clubs International.
12. See that no members of cabinet, especially the Cabinet secretary, are overburdened

## **VICE DISTRICT GOVERNOR - JOB DESCRIPTION**

1. In the absence of the District Governor, preside over district meetings, and deputise at official functions *and, when requested, other events.*
2. Take an active part in the running of District projects and foundations by serving on boards and committees as required.
3. As Chairman of the MERL committee, run four meetings a year and provide assistance in the development of new clubs, membership and leadership within the District. Members of that committee to be the VDG, Ass Cab Sec (takes the minutes), District Chairmen Membership, Extensions, Leadership, DG.
4. Take an active role in the administration of the District gaining an understanding of the District, Multiple District and International.
5. Provide leadership and guidance to other cabinet officers and be the first contact for Regional managers and Zone Chairman.
6. To assist with the hospitality provided to official guests of this District, particularly at Convention.
7. To be a member of the Leadership, Membership and Extension committees. Chair the informal "Breakfast for all" at District Convention.
9. Conduct the Closing Ceremony at the Convention.
10. Organise the material for the District Officer's Manual for the DC Publications.
11. Collate Cabinet Officer and Foundations information for Multiple District Directory.
12. Do a report for each Cabinet meeting.
13. Write an article for each West Lion and DG's Newsletter. In your articles, supply knowledge about some aspect of Lions in regard to organisation at any level, district, multiple district and international. Topics need to have relevance to what is going on now, not too heavy. Longer articles for West Lion, smaller for DG's Newsletter.
14. Send out a monthly Backchat in the Cabinet Officers mailing or email, to Regional Managers and Zone Chairmen. Include, news you want them to have, solutions to problems that could arise at their level, general information on ZC or RM duties, which they may need. Both sides of an A4 sheet-

## **CABINET SECRETARY - JOB DESCRIPTION**

1. Control of all incoming correspondence to the District and custodian of the District postal facilities. Receive and action as appropriate all correspondence in a timely and efficient manner. Any correspondence pertaining to the District Governor or other Cabinet officers should be forwarded on without undue delay.
2. Receipt of all the MMR'S information and then forwarding the information to Lions Clubs International after they have been processed by the MMR Chairman. with other items such as completed transfers, DGAM reports, minutes of all meetings, cabinet officer reports and President's Excellence awards, as required.
3. Receive convention delegate and remembrance forms.
4. Process all club requests from clubs for LCIF and ALF Awards.
5. Record all minutes at 2nd, 3rd and 4th Cabinet meetings, Executive Management meetings and Convention.
6. Receive of all notices of motion and nominations for District convention and forward a copy to CBL Chairman for checking.
7. Compile Convention handbook to printer ready stage.
8. Arrange printing of delegates voting cards for District convention.
9. Provide regular monthly mailing service to all clubs and cabinet officers. Club mailing 26th of each month, cabinet 2 days later. District Governor , Zone Chairmen, Regional Managers, and Vice District Governor to also get club mail out material.
10. Receive and distribute cabinet reports. A complete set of cabinet reports should be in the hands of each cabinet officer at least two weeks before the cabinet meeting. This can be either paper or electronic media.
11. Control the registration of and issue of delegates voting cards at District and Multiple District conventions.
12. Attend the Cabinet secretaries meetings held in conjunction with the council meetings.
13. Collate Club Officers and incoming Cabinet Officers for MD Directory.
14. Do a report for each cabinet meeting.
15. . Maintain a close liaison with the District Governor in all matters relating to the smooth operation of District.

## **CABINET TREASURER - JOB DESCRIPTION**

1. Controls the expenditure of the District in accordance with the decisions of cabinet.
2. In consultation with the District Governor, sets out a proposed budget for the year, which he will present, if possible, at the shadow cabinet meeting.
3. Assist Cabinet Officers with the preparation of portfolio budgets.
4. Conducts quarterly reviews of the budget to see if adjustments need to be made.
5. Pays accounts, as they fall due, provided cabinet has made prior approval.
6. Provides recommendations on proposed expenditure, which was not considered in the budget.
7. Presents a balance sheet for each cabinet meeting.
8. Presents accounts for ratification at each cabinet meeting.
9. Forwards to clubs accounts for district, multiple district and international dues.
10. Follows- up non-payment of accounts by clubs, also asks for assistance from the Region and Zone Chairman in this area.
- 1 1. Provides advice to clubs and District on financial matters.
12. Supplies advice to clubs and District on insurance matters and if in doubt contacts the MD representative.

## **REGIONAL MANAGERS - JOB DESCRIPTION**

The Region Manager is a vital link between District and clubs, between zones in the region and between clubs in the region.

The Region Manager is a manager and a coordinator. To manage and coordinate the region requires a person who is pro-active, a person who keeps in touch, one who knows what is happening at all levels.

The Region Manager will be required to:

1. Assist the Membership and Extension Chairmen by being a pro-active member of the MERL Team.
2. Keep contact with the clubs in your Region.
3. Keep contact with your Zone Chairman.
4. Write a report for each (four) cabinet meeting.
5. Attend each cabinet meeting.
6. Attend the four executive management meetings.
7. Attend District Conventions.
8. Organise your Regions Incoming Officer Forum.
9. Organise your Region Final for the National Australia Bank Youth of the Year Quest.
10. See that at least one club in your Region has an article in each West Lion. These articles do not need to be long. A clear photo with about two hundred (200) words is ideal.

Region 1 and Region 2 Managers.

Co-ordinate the Lions display at the Wagin Woolarama.

# **ZONE CHAIRMAN - JOB DESCRIPTION**

The Zone Chairman position is the most rewarding on Cabinet. You are dealing with clubs and the members of those clubs on a personal basis. You build lasting friendships, you see the results of your actions, and experience the rewards of your endeavours.

The Zone Chairman needs to:

1. Visit each club two (2) times, once in each six (6) months.
2. Conduct three (3) District Governor's Advisory Meetings. Reports on these meetings must be forwarded to Cabinet Secretary, on the appropriate form, by 30th September, 30th November, 30th March.
3. Write a report for each Cabinet Meeting (there are four).
4. Attend each Cabinet meeting.
5. Keep regular contact with your Region manager.
6. Attend District Convention.

Assist the Region Manager in seeing that the clubs in your Zone publicise their projects by a photo and/or short article in the West Lion.

## **DISTRICT CHAIRMAN - JOB DESCRIPTION**

All District Chairmen are salesmen; they sell a product (cakes or mints); they sell a function (hospitality or convention); they sell a foundation (district, multiple district or international); they sell an idea (public relations, youth exchange).

A District Chairman need to:

1. Know about their product.
2. Enthusiastically promote their product.
3. Remember, just as they have the right to sell; customers, the clubs, have the right not to buy.
4. Write a report for each cabinet meeting (four reports).
5. Attend each cabinet meeting.
6. Attend the Incoming District Officer Forum.
7. Write a report for the District Convention Booklet, which covers what has happened in their portfolio since the last District Convention.
8. Attend the District Convention.
9. Communicate information about their portfolio to the clubs by-
  - (a) Notices in monthly club mail - outs.
  - (b) Visiting clubs.
  - (c) Speaking at DGAM'S.
  - (d) Writing articles for the West Lion.
  - (e) Setting up displays or making presentations at District Convention.

All Chairmen have the right and are expected to promote their product vigorously.

No Chairman shall undermine someone else's product.

No customers are obliged to buy a product.

# **CONVENTION CHAIRMAN JOB DESCRIPTION**

## **OVERALL RESPONSIBILITY**

Responsible for the efficient planning for the organisation, promotion, and budgeting of the District Convention in Albany in accordance with the guidelines laid down in the District Convention Handbook.

### **SPECIFIC DUTIES**

- 1 Selection and chairman of Convention Organising Committee and overseeing of all convention subcommittees.
- 2 Regular progress reporting through District Cabinet meetings.
- 3 Regular contact and progress updates to the District Governor, the District Governor Elect and Cabinet Secretary.
- 4 Oversee treasury and finances including submission of a comprehensive budget to cabinet. The budget should be submitted to the Cabinet Treasurer for approval before submission to the Cabinet. The budget should be submitted to the Cabinet meeting in February of year that the convention is happening.
- 5 Promotion of convention to all clubs within the District. A major promotion should be conducted at the District convention before their convention. This promotion should have as much information as possible about the organisation to date, including venues, functions, accommodation and tourist facilities attractions within the area.
- 6 Close monitoring of the convention before their convention to gain a full understanding of the requirements of hosting a District Convention.
- 7 At all times remember that it is the District's convention and the organising committee operates under the direct instructions and authority of the District Governor and the Cabinet.
- 8 A final debriefing session with the previous Convention Chairman to include recommendations.

# DISTRICT CHAIRMAN MEMBERSHIP

## JOB DESCRIPTION

Your responsibility is two-pronged. Get new members. Improve retention of members. To do this you will have to work with Extension and Leadership Chairmen.

1. Assist clubs to gain new members.
2. Produce for clubs an orientation programme for new members, that can be carried out at club level.
3. Produce for clubs a document setting out a variety of strategies Membership Chairmen can use to educate all club members, not only the new in Lions matters.
4. Assist clubs with failing or low numbers by:
  - (a) Identifying the reason for the fall.
  - (b) Suggest ways, applicable to the club, of attracting new members.
  - (c) Where there is no chance of a member increase, assist members to facilitate running the club with reduced numbers.
5. Continue to work to improve retention.
6. Attend the MERL meetings, three (3) a year
7. Write an article for each West Lion on membership, creating in the article the self interest for all lions to help with retention of members and the further expansion of our membership.

## **DISTRICT CHAIRMAN EXTENSIONS**

1. Form at least one (1) new club in the 2005-2006 Lions Year.
2. Continue to investigate areas of population growth and start work on other areas so that there are clubs ready to form in the 2006-2007 Lions year.
3. Establish Branch clubs in areas that full clubs cannot be set up. Liaise with the previous Extension chairman and continue his program in relation to the starting of clubs etc.
4. Work with the Leadership Chairman to see that newly formed clubs are given in their first six (6) months the training sessions as outlined in Lion Ian Sampson's paper (attached). Continue to keep in touch with these new clubs to ensure their continued enthusiasm and if necessary arrange for the Leadership Chairman to organise programmes and presenters.
5. Work with Membership and Leadership Chairmen.
6. Be part of the MERL Committee.
7. Attend the MERL meetings.
8. Write at least one article in the West Lion about starting a new club and possibly outlining what Branch and New Generation clubs are.

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