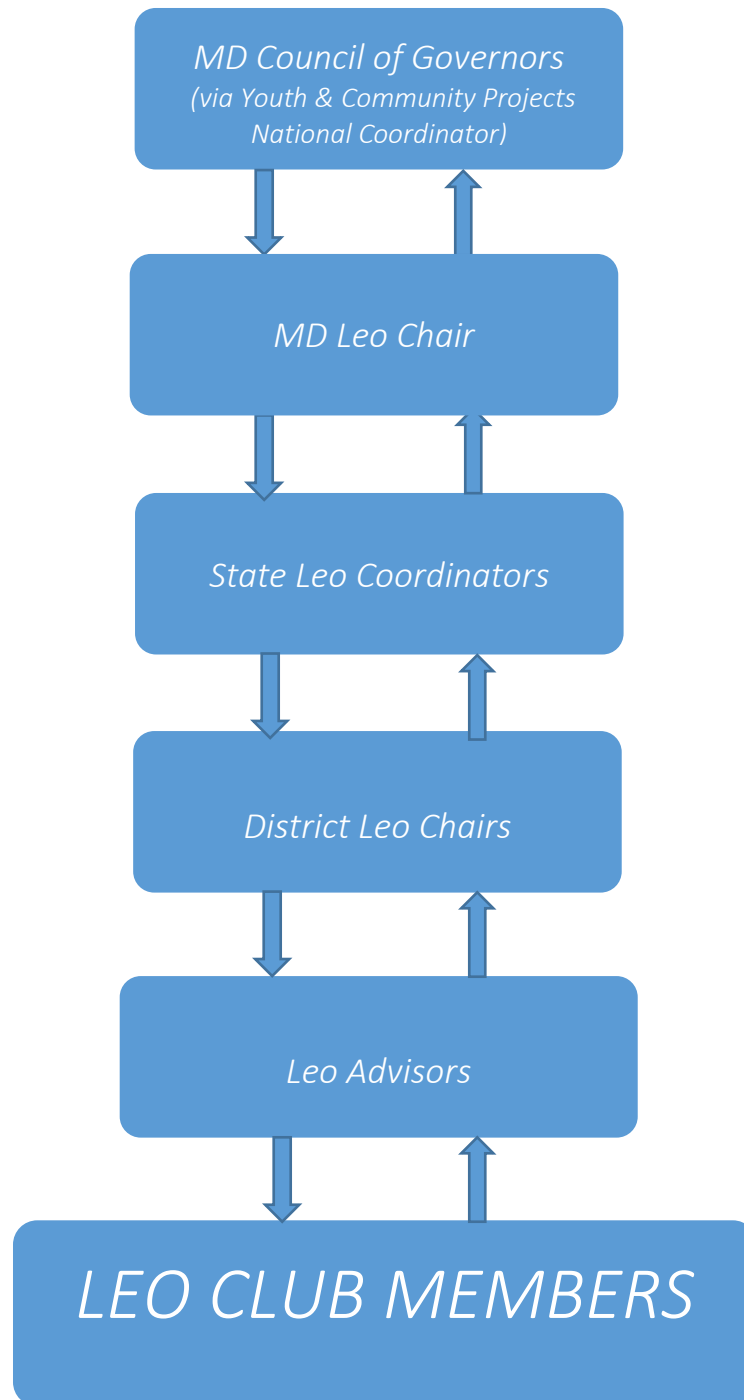




# **Leo Club Advisors & Leo Chairmen**

***A brief outline of the roles and responsibilities of  
Lions with Leo portfolios in MD201***

## ORGANISATIONAL STRUCTURE



This simple diagram represents the organisational structure of the Leo club program in Australia, which is designed to provide support, guidance and encouragement to the Leo club members.

Each level in the hierarchy should report to the level above, and provide leadership, support and guidance to the level below.

**Communication must be a two-way street, so that all levels are informed and can work effectively together for the betterment of Leo Clubs in MD201.**

## Leo Club Advisor

The Leo Advisor is appointed by the sponsoring Lions Club, and it is very important that a suitable person is given this very important role. Some Lions Clubs appoint a 'team' of Lions who share the Leo Advisor role.

A Leo Advisor needs to have a passion for youth and the ability to establish a good working relationship with the members of the Leo Club - based on trust, respect and shared appreciation of the need for youth to create their own opportunities and build their leadership skills through practical experience.



### The Leo Club Advisor is a:

- mentor, helping Leos achieve their goals
- motivator, encouraging Leos to perform service and take leadership roles
- counsellor, providing guidance when necessary
- liaison between the Leos and the sponsoring Lions club
- service role model, sharing the compassionate nature of community service.

### The Leo Club Advisor is NOT:

- a member of the Leo club – the Advisor does not have a vote at club meetings, and should only enter the discussion when invited, or when guidance is necessary.
- in charge of the Leo club – the Leos are responsible for running their own club and making their own decisions. The Advisor only intervenes when invited, or when guidance is necessary.

### Responsibilities of a Leo Club Advisor:

- oversee the initiation and ongoing development of the Leo club
- ensure new Leos receive new member materials and are suitably inducted
- attend each Leo Club and Board meeting
- ensure club officers are properly elected and receive training so they can carry out their duties effectively
- empower Leos to run their own club (with guidance, not control)
- promote and support Leo club activities
- assist Leo club to meet regulatory requirements (finances, reporting)
- oversee compliance with Child Safety regulations
- keep sponsoring Lions club informed about Leo club progress
- report to District Leo Chair each quarter on the progress of your Leo club
- recognise Leos for their achievements
- encourage graduating Leos to become Lions

**Contact your District Leo Chair if you need support.**

## District Leo Chair

The District Leo Chair is appointed by the District Governor to serve a one-year or three-year term – a three year term is highly desirable as it allows the Chairman to provide the best support and guidance for Leo Clubs. Make sure your District Governor has advised LCI of your appointment so you have access to MyLCI database and receive important communications.



The District Chair should be a leader, motivator and resource person for the Leo program in the District. Ideally, the Chair will bring energy, enthusiasm and fresh ideas to help grow the Leo program, and assist Leo Advisors and sponsoring Lions clubs.

The District Chair is responsible for the promotion, development and support of Leo clubs, as well as liaison, compliance and reporting. He/she should establish clearly defined goals (in consultation with the District Governor and State Coordinator) and a detailed plan to achieve these goals.

### **Promotion:**

- publicise and promote the Leo club program throughout the District
- provide photos and articles to be featured in Lions newsletters, magazines and website/social media sites
- seek opportunities to present at district, zone & club meetings
- set up a Leo display at District Convention
- liaise with District Governor to hold a Leo/Youth forum at District Convention
- encourage Leos to attend Leo Conferences and Lions Conventions

### **Development and growth:**

- set goals for the growth and development of the Leo program in the District
- apply for a District budget to cover costs likely to be incurred
- conduct research to identify areas of possible Leo club extension
- provide encouragement, resources and coaching for Lions Clubs interested or involved in forming new Leo clubs
- actively support new club formation and attend new club information and charter nights where possible
- follow up to ensure that new Leo clubs are receiving appropriate training and support
- work with the Leo Club Advisors to ensure that graduating members of each Leo Club are encouraged to transition within Lions (Alpha-Omega-Lions).

### **Training and support:**

- conduct annual training for Leo Club Advisors and Leo Club officers in the District
- stay informed about State, MD & LCI Leo initiatives, and pass on all relevant communication to Leo Club Advisors
- oversee child protection procedures in clubs that sponsor Alpha Leos
- recognise excellent service – recommend awards and acknowledgement for outstanding Leos or Leo Advisors

**Leo Participation ‘beyond the club’:**

- encourage each Leo Club to have an entrant in the District Leo of the Year contest
- conduct annual Leo of the Year judging to select a District winner – see MD website for criteria and entry forms
- organise for the District Leo of the Year winner to attend State Leo of the Year judging
- ensure that the costs of the Leo of the Year program are included in your District budget
- encourage Leos to attend joint projects, social functions, training days, conventions etc
- encourage Leos to submit an entry in the annual Leo Club Project of the Year contest.

**Liaison and reporting:**

- maintain regular contact with Leo Club Advisors and encourage them to report to you (at least quarterly) on the progress of their Leo clubs
- keep an up-to-date listing of all clubs in the District and the number of members in each (check against MyLCI records)
- advise State Coordinator IMMEDIATELY a new club is formed or a club is closed down
- report to the Lions District Cabinet (quarterly) on the status of the Leo Clubs in the District, and any initiatives being undertaken
- report to the State Leo Coordinator (quarterly) on the status of Leo Clubs in the District, and any initiatives being undertaken
- Quarterly reports to State Coordinator are due in March, June, September and December
- A full membership audit is conducted once a year (in March)

**Forming a Leo District:**

- When there are 6 or more officially certified Leo clubs in a Lions district, the District Governor can approve the formation of a Leo district. The territorial boundaries of the Leo district must match those of the sponsoring Lion district. All Leo districts must follow the guidelines contained in the [Standard Leo District Constitution](#).
- The District Leo Chairman may serve as a non-voting advisor to the Leo District Council (if one exists) or to the State Leo Council (if the executive members are in your district).

***Contact your State Leo Coordinator if you need support.***

## State Leo Coordinator

The State Leo Coordinator is appointed by the MD Council of Governors for a three-year term. Vacancies are advertised on the Lions Australia website, and applications are submitted to the MD office.



The MD Leo Chair and the six State Leo Coordinators make up the MD Leo Committee which is responsible for overseeing the promotion, development and support of the Leo club program in the Multiple District.

The State Coordinator is an active member of the MD Leo Committee, and a leader, motivator and resource person for the Leo club program in their home State.

### Promotion:

- publicise Leo success stories, and encourage District Chairmen to send material through
- assist with the Leo display, Leo of the Year judging and any other Leo activities at MD Convention
- encourage District Chairs to have displays and Leo Forums at District Conventions
- post items of interest on the Leo Clubs Australia Facebook page.

### Development:

- set goals for Leo membership and extension within the State, in conjunction with District Governors and District Leo Chairs
- work with the District Governors and District Leo Chairs to promote Leo membership and extension
- actively support new club extension and attend new club information and charter nights where possible

### Support:

- implement or support the annual training for District Leo Chairs
- encourage training of Leo Advisors and Leo Officers throughout the Districts
- provide advice, assistance and resources to District Leo Chairmen as required
- recognise excellent service – recommend awards and acknowledgement for outstanding Leos or District Leo Chairs
- hold an annual State Conference (if practicable) for Leos, their Advisors and District Chairmen to come together for training and discussion of progress and issues

### Leo of the Year:

- set dates for completion of Leo of the Year judging in the Districts across the State, and encourage all Districts to be involved
- conduct a State Final for Leo of the Year before the end of March each year.
- assist the State winner with arrangements to attend the MD Convention

- If the State entrant becomes the national winner, the State coordinator will assist with arranging the prize, if requested by the MD Leo Chairman.

### **Meetings and reporting:**

- be an active contributing member of the MD Leo Committee
- attend all MD Committee meetings and follow up any matters requested in a timely manner
- attend annual MD Lions Convention and assist with all Leo activities
- keep an up-to-date listing of all Leo Clubs and membership figures in the State
- encourage all District Chairs to report quarterly on the status of the Leo club program and any initiatives undertaken.
- report to the MD Leo Chairman quarterly on the status of the Leo club program in the State and any initiatives undertaken.

***Contact the MD Leo Chair if you need support.***



# MD Leo Chair



The MD Leo Chair is appointed by the MD Council of Governors for a three-year term. Vacancies are advertised on the Lions Australia website, and applications are submitted to the MD office.

The MD Leo Chair and the six State Leo Coordinators make up the MD Leo Committee which is responsible for overseeing the promotion, development and support of the Leo club program in the Multiple District.

The MD Leo Chair has ultimate responsibility for the success of the Leo club program across the Multiple District. He/she is responsible for leading the MD Leo Committee, setting goals and providing the motivation and resources necessary for these goals to be achieved.

## **Leadership:**

- establish a vision for Leos in MD201 and gain support for this vision
- encourage initiative and 'big picture thinking' in the MD Leo Committee
- promote new initiatives that will improve some aspect of the Leo program
- be a passionate advocate for the Leo program
- identify potential members for the MD Leo Committee and the LCI Leo Advisory Panel, and encourage them to apply when vacancies arise

## **Organisational:**

- establish a framework for the effective operation of the MD Leo Committee
- call meetings, prepare agenda, have minutes completed and distributed in a timely manner
- delegate responsibilities as necessary and follow up to ensure tasks are completed as required
- prepare an annual budget for the MD Leo program and manage expenditure of allocated funds

## **Promotion of Leos:**

- be responsible for the content of the Leo section of the MD201 website
- provide material for publication in each issue of the Australian Lion magazine
- encourage Leos and associated Lions to send photos and stories through for promotional purposes
- manage the preparation and publication of Leo promotional materials (banners, brochures etc)
- manage the Leo display, Leo of the Year judging and any other Leo activities at MD Convention
- attend Leo conferences and Lions District conventions (when invited) to promote the Leo club program
- work with State Coordinators to promote Leos
- post items of interest on Leo Clubs Australia Facebook page



### **Development of Leo clubs:**

- set annual and long-term goals for Leo membership and extension within the Multiple District
- work with the State Coordinators, District Governors and District Leo Chairs to promote Leo membership and extension
- provide advice and resources as required for those involved in extension activities
- actively support new club formation and attend new club information and charter nights where possible

### **Support:**

- provide training and guidance for State Coordinators so they can carry out their duties effectively
- assist State Coordinators in delivering training to District Chairs, Advisors and Leos (if required)
- ensure Leos have the opportunity to be actively involved in MD Lions Convention – through a Leo Conference (if practicable) or a Youth Forum
- recognise excellent service – recommend awards and acknowledgement for outstanding Leos or Lions involved in the Leo program

### **Leo of the Year:**

- attend to all matters connected with the annual conduct of the National final of the Leo of the Year – timing, venues, judges, programs, equipment etc
- liaise with YOTY committee re joint social function
- encourage all State Coordinators to have an entrant in the national final
- manage the arrangements for all prizes (State finalists, Public Speaking Winner and Overall Winner)
- accompany the National LOTY on promotional trips (if requested)
- liaise with previous winner to attend following MD Convention as guest speaker (and reserve judge)

### **Meetings and reporting:**

- chair all MD Committee meetings and follow up any matters in a timely manner
- encourage all State Coordinators to report quarterly
- keep an up-to-date listing of all Leo Clubs and membership figures
- report quarterly to the MD Youth & Community Projects National Coordinator on the status of the Leo club program and any initiatives undertaken.
- attend and participate in Youth Committee meetings as requested
- attend annual MD Lions Convention and manage all Leo activities

### **LEO RESOURCES:**

LCI website: <https://www.lionsclubs.org/en/discover-our-clubs/about-leos>

Lions Australia website: <https://lionsclubs.org.au/activities/youth/leos/>

## Leo Calendar & Date Claimers

July	LCI International Lions Convention and Leo-Lion Forum  New Club and District officers take up positions – make sure they are entered in MyLCI.
August	Leo Club Excellence Award - apply to LCI if club met the award criteria in the previous year
<b>September</b>	<b>Quarterly Report due</b> – club reports to District Chairman; district reports to State Coordinator
October	<i>Leo Club Membership Month</i>
November	Leo October Membership Growth Award – apply to LCI if club met award criteria
<b>December</b>	<b>Quarterly Report due</b> – club reports to District Chairman; district reports to State Coordinator  <i>International Leo Day (5 December)</i>
January	Melvin Jones' birthday (13 January) - World Wide Week of Service
February	District Leo of the Year judging to be completed Leo Club Project of the Year entries due
<b>March</b>	<b>Quarterly Reports due</b> – club reports to District Chairman; District reports to State Coordinator MD Leo of the Year nomination to LCI for International Award State Leo of the Year judging to be completed  Elections for next year's office bearers  <b>PU101 form to be returned to District</b> – with details of office bearers for next year's Lions directory
April	<i>Leo Club Awareness Month</i>
May	MD201 Lions Convention & Leo Forum/Workshop  <i>National Leo of the Year judging</i> <i>Announcement of Leo Club Project of the Year</i>
<b>June</b>	<b>Quarterly Reports due</b> – club reports to District Chairman, District reports to State Coordinator  Handover function (with sponsoring Lions Club?)