

Zone Chairpersons 2022-2023

Lions Club Resource Manual

district 201V6

Celebrating 75 years in Australia 1947 - 2022



DG Neil Stuart



Always.

lionsaustralia 
75 years and counting

LIONS PURPOSES

To organise, charter and supervise service clubs to be known as Lions clubs.

To coordinate the activities and standardise the administration of Lions clubs.

To create and foster a spirit of understanding among the people of the world.

To promote the principles of good government and good citizenship.

To fund and otherwise serve the civic, cultural, social and moral welfare of the community.

To assist financially, culturally, socially, and morally the disabled, disadvantaged and infirm of the community both directly and also indirectly.

To unite the clubs in the bonds of friendship, good fellowship, and mutual understanding.

To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works, and private endeavors.

LIONS CODE OF ETHICS

To show my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

To seek success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

To remember that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

Whenever a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

To hold friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

Always to bear in mind my obligations as a citizen to my nation, my state, and my community, and to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labor and means.

To aid others by giving my sympathy to those in distress, my aid to the weak and my substance to the needy.

To be careful with my criticism and liberal with my praise; to build up and not destroy.

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ZONE CHAIRPERSON ROLE

Zone chairpersons are full members of District Cabinet with pivotal roles in communication between Cabinet and individual clubs.

The role of Zone Chairperson is very important to the success of clubs, District and Lions Clubs International.

As a leader you will motivate, counsel, communicate with volunteers from all walks of life who have chosen, just like you, to serve in the world's largest service club organisation, Lions Clubs International.

By keeping District Officers informed of the club's activities and by encouraging Lions to support the District, Multiple District and International Programs, the Zone Chairperson will be able to foster the spirit of communication and unity among all Lions.

AIM

- ❖ To support the functioning of clubs within their Zone and to provide good communication channels between District and clubs
- ❖ To get clubs present at Zone meetings to read reports and only discuss relevant points
- ❖ To spend more time discussing club matters/problems
- ❖ To explain the importance of members attending incoming Club Officer Training
- ❖ Promote the participation of all members of the Lions family in the risk management program (Risk Management & Analysis, page 26).
- ❖ Insurance: all insurance enquiries should be directed to the LIONS AUSTRALIA INSURANCE PROGRAMME CONSULTANT. Note: Insurance Exclusions – persons under the age of 15 years and over the age of 89 years, but the exclusion shall not apply in respect to policy Section (4) Non-medical Additional Expenses

RESPONSIBILITIES

- ❖ To further the purposes and objectives of the Association of Lions Clubs International
- ❖ Accompany and introduce the District Governor on his/her official visits to clubs within your Zone and attend any other specific functions that the District Governor may request from time to time
- ❖ Attend all V6 Cabinet Meetings, V6 District Changeovers and V6 District AGM and Convention
- ❖ To work closely with other District Officers
- ❖ To play an active role in the formation of new clubs
- ❖ Hold three other meetings of the **District Governor's Advisory Committee** (Zone meetings) during the year

DISTRICT GOVERNOR'S ADVISORY COMMITTEE

- ❖ Each Zone Chairperson is a member of the District Governor's Advisory Committee
- ❖ The Presidents and Secretaries of the clubs in the Zone form this Committee. Often Treasurers and Membership Chairpersons are included
- ❖ The Committee serves the District Governor and Cabinet in an advisory and administrative capacity
- ❖ Zone meetings are a good place to promote inter-club cooperation, unity among clubs, exchange ideas, plan and discuss Zone projects and solve any problems

Zone Advisory Committee Duties are:

- ❖ To hold at least 3 business meetings during the Lions Year
- ❖ To assist the Zone Chairperson in making sure that every club operates efficiently according to guidelines set by the Constitution and By-Laws, both club and the broader organisation
- ❖ To act on an ideas exchange for new projects and initiatives
- ❖ To promote members attendance at District, Multiple District, and International Conventions
- ❖ To assist Zone Chairpersons in promoting club attendance at other club functions such as Anniversary/Charter Nights within the Zone
- ❖ To discuss ways of assisting weak and Status Quo Clubs
- ❖ To promote inter club functions at formal and social occasions, sporting events, commemorations, and dinners etc.
- ❖ Zone Meeting Report should be forwarded for each meeting to the Cabinet Secretary & Zone Advisory Chairman within seven days – refer Appendix 4
- ❖ To be aware of and recommend members of clubs within the Zone who you believe would be able to take on a District Cabinet role
- ❖ **Invite District Chairpersons to your Zone meetings as guest speakers, as this will help Clubs to gain knowledge of District Projects**
- ❖ To present motions on behalf of clubs in the Zone to meetings of District Cabinet
- ❖ To be informed of the activities and wellbeing of the clubs in the Zone and to suggest and implement methods for assisting all clubs in the Zone especially Clubs in Status Quo, and young clubs with problems
- ❖ **Attend a minimum of two meetings of each club in your Zone (the first within 3 months) of which one could be the District Governor visit.**
- ❖ When visiting clubs ask the President whether the club has met its financial and other obligations
- ❖ Ensure that all clubs are kept aware of the District Governor's aims and objectives and pass onto the clubs any relevant decisions from Cabinet
- ❖ Be prepared to induct new members at club visits with Induction Ceremony on hand
- ❖ Endeavour to have a basic knowledge of the various District Chairperson's portfolios. If you are unable to answer a club's question, recommend contact with the relevant chairpersons
- ❖ Club Visit Report (Appendix 2) should be completed after each club visit and forwarded within seven days to both the Cabinet Secretary and District Zone Chairpersons Team Leader.
- ❖ Monitor club performance against My LCI reporting using the club health report available from My LCI. Follow up late or incorrect returns

- ❖ Contact your District Zone Chairpersons Team Leader quarterly to discuss the status of clubs in your Zone, including membership, attendance, service projects and any problems that they may have
- ❖ Cabinet report should be forwarded to both the Cabinet Secretary and the District Zone Chairpersons Team Leader for each Cabinet meeting before the required date
- ❖ With the support of the Youth of the Year District Chairperson, and in consultation with other relevant Zone Chairpersons, assist/organise the relevant Youth of the Year Zone final
- ❖ With the support of the Junior Public Speaking District Chairperson, and in consultation with other relevant Zone Chairpersons, assist/organise the relevant Junior Public Speaking Zone final
- ❖ Make every effort to attend District functions, including District Changeover and District AGM and Convention. Encourage Lions in your Zone to participate in District events
- ❖ To promote club representation at District, Multiple District, and International Conventions by the full quota of delegates to which clubs are entitled
- ❖ Inform the District Governor, the Cabinet Secretary and the Welfare Chairperson of any serious illness or death of a Lion or a Lions family member in your Zone
- ❖ To initiate the exchange of ideas on programs, projects, activities, and fundraising methods in clubs
- ❖ To create a good understanding within the clubs about the District, Multiple District, and International programs
- ❖ To make sure that every club within the Zone respects the various Constitutions
- ❖ To represent any club in the Zone within the District, Multiple District & Lions Clubs International
- ❖ To recommend qualified club Presidents for the Club Excellence Award (Appendix 5)
- ❖ Always inform the District Zone Chairpersons Team Leader of any problems
- ❖ Encourage clubs to call and use the Global Leadership Team & use the Club Excellence Process
- ❖ Encourage club Presidents to ask members to invite a prospective new member to an Information Night
- ❖ Encourage clubs to use one of the Global Membership and or Global Leadership team to speak at information nights
- ❖ Establish communications between Global Membership and Global Leadership Team Chairpersons and Zone Chairpersons

As a MOTIVATOR a ZONE CHAIRPERSON should:

- ❖ Recognise the efforts of club officers and offer them help
- ❖ Encourage team spirit and unity among club members
- ❖ Point out the importance of respecting other club members
- ❖ Promote enthusiasm among Lions for the club's community projects
- ❖ Encourage members of each club to participate in District events, Conventions & training
- ❖ Encourage members to accept leadership challenges

As an ADVOCATE a ZONE CHAIRPERSON should:

- ❖ Offer direction and support to clubs
- ❖ Listen to the concerns of clubs
- ❖ Provide guidance to struggling clubs and those in Status Quo
- ❖ Encourage strong successful clubs to set higher goals
- ❖ Offer amicable resolutions to misunderstandings and problems
- ❖ Inform clubs of resources available from District, Multiple District and Lions Clubs International

As a COMMUNICATOR a ZONE CHAIRPERSON should:

- ❖ Report club activities to the District Zone Chairpersons Team Leader
- ❖ Provide suggestions on how the clubs can participate in District events
- ❖ Inform clubs of District and Multiple District events and training opportunities
- ❖ Promote the objectives of the International Association of Lions Clubs
- ❖ Assist club officers in their administrative responsibilities to District, Multiple District, and the International Association
- ❖ Succession planning – who is going to succeed you as Zone Chairperson? Encourage discussion and look to identify a likely candidate



DISTRICT GOVERNOR

The District Governor represents the International Association of Lions Clubs in the District. They have the responsibility of supervising all the clubs in the district. The District Governor works together with all the Zone Chairpersons, the District Zone Chairpersons Team Leader, and the District GMT Coordinator

- ❖ To organise new clubs in the district
- ❖ To reactivate Status Quo Clubs
- ❖ To introduce rebuilding programs for struggling clubs
- ❖ To visit clubs on behalf of the District Governor when authorised to do so
- ❖ To assist with struggling clubs before Status Quo arises
- ❖ To ensure clubs are informed about District, Multiple District, and International matters

VICE DISTRICT GOVERNORS

The Vice District Governors fall under the supervision and direction of the District Governor and are the Chief Administrative officers of the District and

- ❖ It is important that the Zone Chairpersons and the Vice District Governors work together
- ❖ Vice District Governors are the Zone advisors (if applicable)
- ❖ Participate in the review of the strengths and weaknesses of the clubs in the district
- ❖ Prepare and submit to the District Governor reports on the clubs in the district upon request

DISTRICT CABINET

The District Cabinet assists the District Governor in making administrative plans and policies which affect the success of the International Association of Lions Clubs within the District.

Voting Members of the Cabinet include the District Governor, 1st Vice District Governor, 2nd Vice District Governor, Immediate Past District Governor, Cabinet Secretary, Cabinet Treasurer, Zone Chairpersons, and other Lions as specified in the District or Multiple District Constitutions.

Usually, District Project Chairpersons are included as voting members of Cabinet.

Cabinet usually meets four times a year as specified in the District Constitution.

CABINET SECRETARY & CABINET TREASURER

Both positions are very busy and responsible - providing record keeping and financial services for the district. Some of their duties include:

- ❖ Collation and circulation of Cabinet Officers reports
- ❖ Coordination and management of District correspondence
- ❖ Liaising with International headquarters on relevant matters
- ❖ Managing District records, data base and files
- ❖ Managing District accounts and finances and reporting to the District Governor and Cabinet

CLUB ADVOCATE

No other District Officer has a closer relationship with the clubs than the Zone Chairperson.

- ❖ The Zone Chairperson should work with the clubs as an advisor and can help them identify their needs
- ❖ To do so, you should regularly visit each club in your Zone, at least once in the first three months of the Lions year
- ❖ Your visits will reinforce your role as an advocate and as a resource person, and will also give you the opportunity to identify the strong clubs as well as those struggling ones where you can help

STRONG CLUBS CHARACTERISTICS

- ❖ Well organised
- ❖ Steady membership growth
- ❖ Successful fundraising projects
- ❖ Strong public relations program
- ❖ Members who are enthusiastic and take pride in their club
- ❖ Sponsor numerous service projects which meet the needs of their communities
- ❖ Pay their dues on a timely basis and seldom have overdue accounts

STRUGGLING CLUB CHARACTERISTICS

- ❖ Lack of club/Lions paraphernalia, e.g., Club Banner, Gong & Gavel, Club Charter
- ❖ Poor membership retention and/or growth. Nb. three-member membership committee.
- ❖ Do not sponsor service activities to benefit their communities
- ❖ Members of their club lack initiative, unity and are indifferent to the needs of others
- ❖ No new member orientation programs and the Lions do not attend functions sponsored by the District or Zone
- ❖ Don't pay dues in a timely manner and receive numerous overdue account reminders
THEY ARE IN DANGER OF BEING PLACED IN STATUS QUO

CLUB SUPPORT

The District Governor may appoint a Lion to assist a struggling club to regain strength.

It is essential that the District Governor, Vice District Governors, and Zone Chairpersons all cooperate and combine their efforts if a club rebuilding program is to succeed.

Enlist the help and support of District Officers, the club's own past officers, the sponsor club, and the District Global Membership Team.

You Can: -

- ❖ Identify & utilize a group of club members most interested in the club survival
- ❖ Complete the questionnaire "Club Excellence Process" and analyse as the answers may identify the problems
- ❖ Hold special meetings with members of the club to gain input and insight
- ❖ Capture the viewpoint of all club members possibly with an external facilitator
- ❖ Stand by the District Governor and decisions they make regarding the club

DISTRICT CHANGEOVER

Is held annually - usually end of July - to install new cabinet officers.

DISTRICT AGM & CONVENTION

Is held annually - usually mid-October.

DISTRICT GAT MEETINGS

Held four times per year, prior to the Cabinet Meeting

Other meetings held via Skype, Zoom, phone, email as required

RUNNING GOOD ZONE MEETINGS

FAILING TO PREPARE IS PREPARING TO FAIL

BE PREPARED

- ❖ First stage is the agenda
- ❖ Other things might include:
 - ❖ Research on guest speaker so you can introduce properly and have right equipment
 - ❖ Research on current District, Multiple District, and international events so you can inform clubs
 - ❖ Read previous minutes and address outstanding action items
- ❖ Prepare for problems. How would you handle things if?
 - ❖ Guest speaker doesn't turn up
 - ❖ Tail twister off sick
 - ❖ Unannounced visit from another club or VIP
- ❖ Send the agenda and the Club Reporting Form (Appendix 1) to Club Secretaries three weeks before the meeting
- ❖ Ensure Club reports are received and circulated well before the Zone meeting
- ❖ Prepare handouts as required covering important items
- ❖ Prepare well in advance for each Zone Meeting
- ❖ Invite a District Chairperson to speak with the participants at one or more of the Zone meetings
- ❖ Consider the ideas in the Zone Chairpersons Manual from Lions Clubs International and the Zone Chairpersons Tutorial available from the Multiple District 201 website in preparing each agenda

LEAD BY EXAMPLE

- ❖ Don't be late
- ❖ Moderate language
- ❖ Good humour
- ❖ Friendliness, particularly to newcomers and visitors
- ❖ Good preparation, do your homework
- ❖ Dress standard
- ❖ Be proud of club and organisation, let it show
- ❖ Discourage waffle

AGENDA

- ❖ Essential and should be prepared well before meeting
- ❖ Structure the agenda to involve the Presidents, Secretaries and Membership Chairpersons on the subjects under consideration
- ❖ A list of things to discuss
- ❖ Timing needs to be flexible but controlled to ensure finish on time
- ❖ Adjusted for things like late meals, running late, items brought forward
- ❖ Move agenda items around, drop unimportant items if pressed for time, keep a couple of simple games, tricks, jokes up your sleeve to fill in dead spots
- ❖ Ask Clubs whether they wish to undertake a Zone project
- ❖ Ask Clubs whether they wish to hold a Zone dinner meeting or a Zone social activity

TIMING

- ❖ Must start and finish on time, regardless of latecomers (including guests)
- ❖ 1 ½ hours ideal, 2 if a meal is served; not over 2 ½ hours
- ❖ Watch agenda and clock, avoid dead spots by changing agenda around
- ❖ Aim to arrive 30 minutes early for fellowship before meeting starts

LIMIT GUEST SPEAKER TIME

- ❖ Discuss time available/preferred with speaker before the meeting
- ❖ Give a “one minute” warning with the gong
- ❖ Let an interesting speaker go overtime

RESULTS

- ❖ Ensure that the minutes and action items from the meeting are distributed to Clubs within 1 week following the meeting
- ❖ Results from meetings should include:
 - ❖ Happy Lions, satisfied with meeting outcomes and duration
 - ❖ Impressed visitors wanting to return – very important for prospective members
 - ❖ Decisions made about business matters and actions completed
 - ❖ Rules of Debate applied for consistency and governance
 - ❖ Tasks delegated appropriately to members
 - ❖ Next meeting and venue organised

REPORTS

- ❖ Reports to cabinet should include
 - ❖ Projects that each club is involved with
 - ❖ Project man-hours spent and dollars raised (if that data is available)
 - ❖ Average attendance at meetings
(% of membership attending, actual numbers may be better)
 - ❖ Membership data (including new members added and members dropped)
- ❖ Complete and submit the official Zone Meeting Report (Appendix 4) within 1 week following the meeting to both the Cabinet Secretary and the District Zone Chairpersons Team Leader

DO NOT FORGET TO ATTACH A COPY OF THE AGENDA & MINUTES TO THE OFFICIAL REPORT

CONTROL DEBATE

- ❖ Learn the elements of Rules of Debate. No need for rigid application at club level, but principles must be followed
- ❖ Call for a motion as soon as it is obvious that someone wants to discuss something
- ❖ Don't let discussion float all around the room with no motion presented
- ❖ Call for seconder as soon as a motion is moved. No seconder, no motion
- ❖ Don't keep calling until someone seconds a motion. Ask once, then declare no motion if no seconder forthcoming. No seconder means nobody wants to debate the motion, and the mover didn't do his homework!
- ❖ Alternate speakers for and against, no second chance to speak
- ❖ Don't allow interjections or comments. Use the gong!
- ❖ Appoint a timer and limit debate if long winded members
- ❖ Don't stifle good humor and fun
- ❖ Allow time for members to talk to each other (during meal etc.)

ZONE MEETING - GUIDELINES

- ❖ Zone Chairpersons are required to convene at least three Zone meetings of clubs
- ❖ Zone meetings are traditionally held on a weeknight with venue to be chosen by Zone Chairperson
- ❖ The first Zone meeting must be held by 1st October – which is within 90 days of the rising of the International Convention
- ❖ Zone meetings should be held wherever possible on a night not conflicting with club meetings, possibly the 5th week of a month
- ❖ The suggested timing for the Zone meetings is before a District Cabinet meeting
- ❖ Zone meeting dates should be communicated to all clubs in the Zone
- ❖ Advise the Cabinet Secretary of the Zone meeting dates when finalised

ZONE MEETING - CHECKLIST

- ❖ Select a time and venue to best suit clubs
- ❖ Have a firm meeting plan and agenda
- ❖ Appoint a Minute Secretary
- ❖ Encourage participation from everyone
- ❖ Use name tags, visual aids, projectors, flip charts, or anything else to maintain interest
- ❖ Send copies of minutes and a summary of items discussed to all clubs

Be Prepared!

SUGGESTED TIMING OF ZONE MEETINGS	DUE DATES FOR REPORTS TO CABINET SECRETARY	DATES OF CABINET MEETINGS
	By Friday 2 weeks prior to the cabinet meeting	July 31, 2022 First Cabinet Meeting - Yarrowonga
First Zone Meeting August 2022	September 16, 2022	October 2, 2022 Second Cabinet Meeting
Second Zone Meeting January 2023	February 10, 2023	February 26, 2023 Third Cabinet Meeting
Third Zone Meeting April 2023	May 5, 2023	May 21, 2023 Fourth Cabinet Meeting – to be notified

FIRST ZONE MEETING

Suggested Guidelines for topics

- ❖ Presidents and Secretaries duties
- ❖ Club's objectives for the year
- ❖ District Governor and Zone Chairperson's objectives for the year
- ❖ New member sponsors responsibilities
- ❖ New member induction and orientation
- ❖ Action plans to retain existing members and increase membership
- ❖ Club finances - importance of meeting obligations
- ❖ Importance of MyLion service and membership reporting being on time and accurate
- ❖ Possibilities of organising new clubs
- ❖ Encourage clubs to elect a three-person Membership Committee

SECOND ZONE MEETING

Suggested Guidelines for topics

- ❖ Progress review of club projects
- ❖ New Member sponsors responsibilities
- ❖ Action plans to retain existing members and increase membership
- ❖ New Member induction and orientation progress
- ❖ Club finances - are club obligations being met?
- ❖ Progress reports—new clubs, joint club programs, joint meeting attendance, etc.
- ❖ Need for nominations committee before New Year, nomination meeting and election procedures and timings

THIRD ZONE MEETING

Suggested Guidelines for topics

- ❖ Progress report—objectives, membership
- ❖ Nomination Committee appointment
- ❖ Club Officer installation ceremonies
- ❖ Completing and filing the PU101 (Club Officer Reporting Form)
- ❖ Club Officer Schools and other available material
- ❖ The Club annual financial audit
- ❖ Selecting Delegates to Multiple District Convention and International Conventions
- ❖ The awards program and the need for awards to be ordered early

CLUB EXCELLENCE AWARD

- ❖ One of the duties of the Zone chairperson is recommending clubs to receive the Club Excellence Award (Appendix 5)
- ❖ Club Secretaries initiate the award application on forms available on the Lions Clubs International Website, then hand the form to the Zone Chairperson for endorsement before it goes to the District Governor for final recommendation
- ❖ Your signature on the application indicates that you believe that the club has fulfilled all their requirements to qualify for the award
- ❖ These requirements vary from time to time. You should check the current requirements on the Lions Clubs International website.

ZONE YEAR PLANNING

Planning is vital for a satisfying and successful year

Use some sort of planning calendar and show

- ❖ Zone Meetings
- ❖ Club meetings and visits to clubs
- ❖ District Governor official visits to clubs
- ❖ District Cabinet meetings
- ❖ Convention - District (Numurkah, October 8 & 9, 2022), Multiple District (Gold Coast April 28 - May 1, 2023) and International
- ❖ Club Charter anniversaries and other special occasions
- ❖ Deadlines for PU101s, My LCI, District newsletter (the V6 Roar), Lion magazine items, Convention submissions etc.
- ❖ Club Officers Training and other workshops
- ❖ Club & District changeovers

REMEMBER: FAILING TO PLAN IS PLANNING TO FAIL.

PREPARING FOR ZONE MEETINGS

Identify Items for Agenda

- ❖ Items from previous Cabinet meeting
- ❖ Relevant items listed in the Zone Chairperson's manuals and tutorials
- ❖ Items relevant to the operation of the clubs, District & District Convention
- ❖ Request reports (see Appendix 1) from club Presidents 2 weeks prior to meeting

Seek Suitable Venue for Meeting

- ❖ Ensure suitable size and comfort for the number attending
- ❖ Ensure sufficient heating or cooling if needed

Consider Inviting a District Chairperson to each meeting

- ❖ Invite a District Chairperson to make a presentation for a specified time.
- ❖ Invitations are especially applicable to the first and second Zone meetings

Prepare Agenda

- ❖ Send out agenda and Club Reporting Form 3 weeks before meeting
- ❖ List items identified as relevant - see above
- ❖ One agenda for each club (in case they forget to bring their own)
- ❖ Specify date, time, and venue
- ❖ Request clubs to provide copies of specified information for each meeting
- ❖ If possible, distribute minutes by email – copies can then be on-forwarded
- ❖ Prepare handouts covering any important items

Conduct Zone Meeting

- ❖ Ensure minutes of meeting are recorded
- ❖ Seek involvement of Presidents, Secretaries, Membership Chairpersons & others
- ❖ Ascertain what clubs are doing/plan to do
- ❖ Keep effective control of the meeting
- ❖ Make attendees feel that the meeting was worthwhile and thank for attendance

Prepare Minutes of Meeting

- ❖ Ensure minutes are true and accurate
- ❖ Highlight action items agreed

Distribute Copies of Minutes to Clubs

- ❖ One set of minutes for each club to the Secretary
- ❖ If possible, distribute minutes by email – copies can then be on-forwarded
- ❖ Follow up on items requiring action

Complete Report Form for District

- ❖ Complete the sections as required, including list of attendees
- ❖ Attach a copy of the minutes to the "Zone Meeting Report," send completed report form to the District Zone Chairperson Team Leader and Cabinet Secretary

CLUB VISITS - GUIDELINES

- ❖ A Zone Chairperson is expected to make at least two official visits to each club in his/her Zone during their term of office
- ❖ Use the proposed dates for the official visits to clubs by the District Governor for planning
- ❖ Make an official report on each club visited immediately after each visit
- ❖ The suitability of the proposed dates for the visits must be agreed with the clubs by making direct contact with the clubs. Refer to “Club Visits Dates” to work out potential dates for visiting the clubs
- ❖ It is important to make clubs aware that when the District Governor and/or the Zone Chairperson makes an official visit to a club, they are to be a guest(s) of the club
- ❖ Zone Chairpersons must prepare in advance for their official visit to any club
- ❖ Make brief notes of the points you wish to cover during your presentation and do not feel embarrassed to refer to them
- ❖ Plan to be on time to enable you to speak with the President, Secretary and other club members before the meeting commences. Aim to get to know the club and its members
- ❖ Following your introduction by the President or Dinner Chairperson, stand to make your presentation
- ❖ Be courteous to your audience and always try to be positive
- ❖ It is a good idea to commence your presentation by praising the club for some recent activity they have undertaken
- ❖ It is also a good idea to tell the club members at the start of your presentation that you have “x” number of subjects to raise
- ❖ At the end of your presentation, do not forget to ask if there are any questions
- ❖ Don't forget to thank the club for having you at their meeting
- ❖ As soon as practical after the visit, complete a “Club Visit Report” and send it to the Cabinet Secretary
- ❖ There is to be no guest speaker at the meeting when the District Governor makes his/her official visit to a Club
- ❖ Clubs will be given the opportunity to express their wish as to whether the District Governor's visit should be a "Partners' meeting", a “normal club meeting” or some form of combined/visitation meeting
- ❖ The Zone Chairperson normally introduces the District Governor at each official visit to a club in the Zone
- ❖ Observe Lions protocol when introducing the District Governor. Attached to these guidelines is a copy of Lions Official Protocol (see page 25)

PREPARING FOR CLUB VISITS

Agree dates of Official Visits to Clubs

- ❖ Propose visitation dates to clubs
- ❖ Seek agreement of each visitation date with the respective club
- ❖ When dates are agreed, confirm in writing – see “Club Visit Dates”
- ❖ Enter visitation dates in diary, phone, wall planner, etc.
- ❖ Ensure clubs are fully aware of official visitations
- ❖ Send copy of program of visitation dates to clubs
- ❖ Be flexible, e.g., if a club finds that an agreed date needs to be changed

Contact Club 2 Weeks before Date of Visit

- ❖ Ensure that the agreed date for a visit is in the club program
- ❖ Advise the club President of any requirements for your visit
- ❖ Ask the club President about recent club successes and activities
- ❖ Ask the club President if there are any matters for you to raise

Prepare Presentation for Visit to Club

- ❖ Identify club activities that are worthy of praise
- ❖ Identify important matters to include in presentation
- ❖ Compile brief notes for use in presentation.
- ❖ Prepare copies of any information for distribution to the club.

Make Official Visit

- ❖ Before visit check with President or Secretary that arrangements are still OK
- ❖ Arrive in plenty of time to join pre-meeting fellowship
- ❖ Ensure that you are appropriately seated and introduced
- ❖ Make an effective presentation - content and style
- ❖ Seek any questions from club members
- ❖ Record any follow up actions required
- ❖ Be helpful to Club President, Secretary, and club members
- ❖ Thank club President and members for their hospitality

Complete Visit Report

- ❖ Fill out visit report within 1 or 2 days of a club visit
- ❖ Include comments that will be useful to recipients of the report
- ❖ Send completed report to the Zone Advisor and Cabinet Secretary

Follow Up any Matters Arising from Visit

- ❖ Contact relevant person(s), e.g., Cabinet Secretary, a specific Cabinet member
- ❖ Use experience of visit in preparing the report to next Cabinet Meeting



APPENDIX 1 – CLUB REPORTING FORM (SAMPLE)



CLUB REPORT FOR ZONE MEETING

Club Name		Current Membership	
Other Membership Info			
Annual Dues			

Project Completed since the last Zone Meeting:
Ongoing Projects
Upcoming Events or Projects
Donations made since last Zone Meeting

Please fill in and email this form to your Zone Chairperson at least 2 weeks prior to the next Zone Meeting. Thank You

APPENDIX 2 – PRE-CLUB VISIT REPORTING FORM (SAMPLE)



MD 201V6 ZONE CHAIRMAN'S REPORT
PRE-CLUB VISIT REPORTING FORM

Club Name		Zone	
Club Name			
ZC visitation dates			
DG Visitation Date & Time			
Place of Visit			
	NAME	CONTACT NUMBER	
PRESIDENT			
SECRETARY			
TREASURER			
MEMBERSHIP CHAIR			
1ST VICE PRESIDENT			

SIGNATURE PROJECTS	
1	
2	
OTHER ACTIVITIES	
1	
2	
3	
4	
OTHER DETAILS	
CLUB POSTAL ADDRESS	
CLUB ROOM ADDRESS	
CONTACT NAME	
CONTACT PHONE	
EMAIL	
CLUB WEB PAGE	
CLUB FACEBOOK PAGE	

APPENDIX 3 – CLUB VISIT REPORTING (SAMPLE)



MD 201V6 ZONE CHAIRMAN'S REPORT
CLUB VISIT REPORTING FORM

Club Name				
Club Visit (please tick)	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input type="checkbox"/> Fourth
Date of Visit			No of Members present	
President:				
Place of Visit				
Meeting Type				

Please choose from each menu - the item that best describes the category. If the item is marked with an asterisk, please comment on the reason to help in developing a strategy for action to assist the club.

<p>Meeting Structure Action Required / Comments:</p>
<p>Meeting Atmosphere Action Required / Comments:</p>
<p>Business was handled Action Required / Comments:</p>
<p>Is correspondence properly presented to the club Action Required / Comments:</p>
<p>Members of the Club appeared Action Required / Comments:</p>
<p>Is the club involved in any District Projects? <i>Mints, Cakes, Youth of the Year, JPS, Hearing Dogs, etc.</i> If yes, how many? Action Required / Comments:</p>
<p>Did the club have representation at (please tick all that apply): <input type="checkbox"/> District Convention <input type="checkbox"/> MD Convention <input type="checkbox"/> District Training <input type="checkbox"/> Zone Events Action Required / Comments:</p>

<p>Are regular Board of Directors Meetings held each month: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Action Required / Comments:</p>	
<p>Does the Club do Fundraising activities? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>List some of the activities.</p>	
<p>Does the Club participate in Service Activities within their Community?</p> <p>List some of the activities.</p>	
<p>Does the club run social activities for members and/or community members? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments / List some of the activities:</p>	
<p>Punctuality of meeting, start, flow of meeting and finish:</p>	
<p>Does the club have any Membership Growth / Development plans: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>	
<p>How was your visit received by club members?</p>	
<p>Are there any potential cabinet members in the club, comment as appropriate.</p>	
<p>Any other comments or recommendations?</p>	
<p>Zone Chairperson:</p>	<p>Zone:</p>

Please send the completed form to your Team Leader as soon as possible after a club visit.

APPENDIX 4 – ZONE MEETING REPORT (SAMPLE)



MD 201V6 ZONE CHAIRMAN'S REPORT
ZONE MEETING REPORTING FORM

Zone Chairman	
Date of Meeting	
Meeting Location	
Number Present	

Agenda Topics (*attach a copy when returning report if possible*)

Comments

Motions for Cabinet (*Zone Chairperson will present at next Cabinet meeting*)

Attendance

Club	Pres Yes/No	Sec Yes/No	Treas Yes/No	Memb Ch Yes/No	Other (number)

Please send the completed form to your Team Leader as soon as possible after a club visit.

LIONS OFFICIAL PROTOCOL

Protocol is about showing respect to your guests, officials, and distinguished Lions. At its heart, it is ensuring that respected individuals are announced and introduced. At many Lions functions distinguished Lions are announced at the commencement of the function, and further introductions use a shortened form, announcing only the most senior guests, e.g., “District Governor, Club President and Lions all.”

AUSTRALIAN CUSTOM

Within Australia, it is normal to recognise the most senior person present first, and so on, in direct contradiction of the official Lions Clubs International policy.

DON'T OVERDO PROTOCOL: Protocol is about showing respect to guests, however overdoing protocol with continued, long-winded introductions is not necessary, and boring for all those present. Once the official protocol is given thereafter an abbreviated protocol recognising the chair and most senior Lion or guest and then all others present, e.g., District Governor, Club President and Lions all.

Finally, please recognise that the world won't end if protocol is given incorrectly. All Lions try to do their best and Lions is about learning and stepping out of our comfort zone.

RISK MANAGEMENT & ANALYSIS

Policy Statement taken from Lions Australia Risk Management Manual MD201

(Please refer to the manual re: insurance requirements, common Lions risks & ways to control them, & what to do in an emergency)

Lions Clubs International Multiple District 201 is committed to ensuring a safe and healthy workplace for members of the Lions family, volunteers, and other people by eliminating or minimising the risk of injury to people and the risk of damage to plant and equipment.

This Multiple District will comply with the requirements of the State Workplace Health and Safety Acts. We will achieve this by following relevant legislation and adopting a risk management strategy of:

- Identifying hazards
- Assessing risks
- Deciding on control measures
- Implementing those controls
- Monitoring that the controls are effective.

Lions Clubs International Multiple District 201 is committed to providing:

- A safe work environment
- Suitable and safe equipment
- Information, instruction, training, and supervision to ensure competence and safety.

We will also ensure that:

- Equipment is maintained
- There are safe systems of work for all workers and volunteers
- Chemicals are used safely.
- Executives will take reasonable precautions and exercise proper diligence to comply with safety obligations.

Through the Multiple District Risk Management each District Safety Coordinator and all members of the District Cabinets, Lions Clubs International Multiple District 201 promote the participation of all members of the Lions family in the risk management program.

All members of the Lions family and volunteers have obligations under each of the State Government's Workplace Health and Safety Acts and are encouraged to follow the district's safety directions to minimise risk. We also have a common law "Duty of Care" toward all our fellow human beings.

Together we can ensure that no one is adversely affected by our activities, and everyone can go home from a Lions function in the same condition that they left home.

RISK ANALYSIS

Assessing the risk is a simple 4 step process that needs to be carried out separately for each and every project or activity, and the assessment needs to acknowledge the capabilities of the people involved in the project e.g., the age and dexterity of the people. You may need to assess the risk differently for different age people.

Once you have assessed the risk and generated a risk score, undertake the appropriate level of amelioration of the risk.

RISK ANALYSIS

Step 1 – Perform a risk analysis of the activity or project to identify any risks, however unlikely or simple, that could arise with the project.

Step 2 – determine the frequency for each individual risk for the project or activity, assess how likely the risk is to actually occur using the scale below. For the frequency use whole numbers only.

Frequency Description

- 1 Occurs no more than once every 10 years
- 2 Occurs no more than once every 5 years
- 3 Occurs no more than once a year
- 4 Could occur each time the project or activity is run
- 5 Likely to occur each time the project or activity is run

Step 3 – Determine the consequence for each individual risk for the project or activity, assess the consequence should the risk occur. For the consequence use the table below and use whole numbers only. Assessment should be the worst possible outcome of the risk e.g., for tripping over a cord the consequence should be based on the assumption of broken bones.

Consequence Description

- 1 Very minor – no interruption to activity
- 2 Minor – e.g., persons affected need minor first aid treatment. Little interruption to project or activity
- 3 Moderate – e.g., persons affected cannot continue with project or activity – Person needs first aid or medical attention. Project can continue
- 4 High – e.g., person needs hospitalisation or serious medical treatment. Project or activity must be stopped
- 5 One or more deaths

Step 4 – Determine the risk score Risk score: Consequence score + Frequency score

For example: frequency of 1 and consequence of 2 gives a risk score of $1+2 = 3$

RISK SCORING

- 1-3 Take steps to minimise or eliminate the risk e.g., remove tripping hazards
- 4-6 Take steps to minimize or eliminate the risk e.g., remove tripping hazards. Continually monitor and record any occurrences of the risk and consequences. Appoint a risk manager to the project with the authority to terminate the project or activity
- 7-8 Redesign the activity or project to remove or reduce the risks. Do not run the project or activity until the risks have been eliminated or reduced to an acceptable level.
- >8 Abandon the activity or project or ensure that the people at risk in the project do not take part e.g., older people do not lift weights or go into areas or activities that require agility that they may not have

APPENDIX 5 – CLUB EXCELLENCE AWARD APPLICATION (SAMPLE)



Lions Clubs International

2021-2022

CLUB EXCELLENCE AWARD APPLICATION

Date: _____

Club Name: _____ Club Number: _____ District: _____

2021-2022 Club President's Name: _____

Member Number: _____ Email Address: _____

1. MEMBERSHIP

- Achieved a net growth of: _____ or Chartered new Lions club, Leo Club or Club Branch

Name of club, or branch: _____

2. SERVICE

- Contributed to LCIF
- Started a new service project. *Consider one of our Global Causes!*
- List Three projects/events reported by the club:

1. _____

2. _____

3. _____

3. LEADERSHIP & ORGANIZATIONAL EXCELLENCE

- Club is in Good Standing: Not in Status Quo or Financial Suspension. District dues paid and no unpaid balance with LC greater than US\$50 outstanding 90 days or more.
- Reported Club Officers to LCI
- Key Officers participate in one or more of the following leadership training events. Select all that apply:
- District
- Multiple District
- International
- Webinars
- Lions Learning Center
- Improvement opportunities can be identified with tools such as the *Club Quality Initiative, Your Club, Your Way!* and *Build a Vision for Your Club*

Improvements include: _____

4. MARKETING AND COMMUNICATION

- The club has publicized its service activities through local media or social media. Choose all that apply:
- Facebook
- Instagram
- Twitter
- Billboards
- Presentation Groups
- Local Paper
- Radio
- Club Website
- Posted or Distributed Flyers
- Other _____

2021-2022 District Governor Signature*: _____ District: _____

Member Number: _____ Date: _____

Due by: August 31, 2022

Send to: clubexcellenceaward@lionsclubs.org or fax to (630) 468-6828

Awards Mailed to: 2022-2023 District Governors

*If sent from district governor's registered email, it qualifies as signature on applications submitted electronically.

Request for review of award eligibility from a disqualified club will be considered only if received at International Headquarters within 12 months after completion of the fiscal year, provided that the original application form is already filed at LCI.



Lions Clubs International

District and Clubs Administration

Lions Clubs International

300 W. 22nd St.

Oak Brook IL 60523-8842 USA

www.lionsclubs.org

DA-CEA 3/21 EN

LIONS FOUNDATIONS

When it comes to club disbursements, clubs may choose to do so on a sliding scale of 70% (local community donations), 20% (national donations including **Australian Lions Foundation or ALF**) and 10% (International donations being **Lions Clubs International Foundation or LCIF**).

Other than the two main Lions Foundations (LCIF & ALF) that clubs should consider when making their funding distributions at the end of during each Lions year, two others to consider are the **Victorian Lions Foundation (VLF)** & our own **V6 Foundation**.

Website information: <https://lionsclubs.org.au/foundations/>

Lions Clubs International Foundation (LCIF)

Our Foundation handles many & varied causes from international disasters & humanitarian needs right down to local Lions club requests. Founded in 1968 the LCIF mission is to support the efforts of Lions clubs & partners in serving communities locally & globally, giving hope & impacting lives through humanitarian service projects & grants. Over 50 years LCIF has awarded US\$1 billion through more than 13,000 grants focusing on four core areas: vision, youth, disaster relief & humanitarian programs.

Funds that our Lions clubs donate to LCIF stay in Australia & LCIF Australia is only as strong as those who support it. Every donation made helps Lions in Australia provide greater service to those who need it the most. Personal donations to the LCIF Australia are tax deductible within Australia. Each donation is crucial to the LCIF Australia mission of global humanitarian service. When we make donations to LCIF we should ask that these monies where possible are credited to one of Lions most prestigious awards, the Melvin Jones Fellowship. US\$1,000 contribution from a club or individual may buy a Melvin Jones award. There are five general areas of giving to choose from when contributing: Area of Greatest Need, Disaster, Sight, Measles vaccines, and Youth. Donations can be made to specific programs, such as Lions Quest, or area specific disaster relief, however these donations are not eligible for MJF recognition.

To build a future promising even greater service impact, LCIF introduced Campaign 100: LCIF Empowering Service in July 2018. The objectives: to increase service impact in vision, youth, disaster relief & humanitarian efforts, fight diabetes, & make important progress in Lions global causes of childhood cancer, hunger & the environment. Campaign 100 was to span three years (due to Covid 19 the campaign has been extended through June 2022) & sought to raise US\$300 million.

Australian Lions Foundation (ALF)

The Foundation is a very worthy recipient of Lions Clubs donations & support. The Foundation that was formed in 1981 provides financial assistance & support, in times of disasters/emergencies & for community welfare projects.

Grants include:

- Emergency, Disaster Recovery, Compassionate, Special Purpose, General Purpose & Diabetes.

To apply for a grant from ALF, a Lions club has to be a member of ALF - it only costs \$1.00.

Awards associated with this Foundation are: William Tresise Award \$2,000, Ian Stockdale Award \$1,000, James Richardson Award \$500 & Community Service Award \$250

Website information: <https://lionsclubs.org.au/foundations/australian-lions-foundation>

Victorian Lions Foundation (VLF)

Formed in 1986, the VLF is a combined project of the Australian “V” Districts. These encompass the State of Victoria & the southern part of New South Wales. The primary role of the foundation is to support the development of health & welfare programs for these Lions Clubs Districts.

Attached to this foundation is the Wyn Tyquin Award \$500.

Website information: <https://www.victorianlionsfoundation.org.au>

The VLF does not give donations to other organisations, bodies, or individuals. Funds are designated to those groups shown below:



SKIN CANCER SKIN CHECK UNIT AND AWARENESS PROGRAM
LIONS CLUBS DISTRICTS OF VICTORIA AND
SOUTHERN NEW SOUTH WALES



V6 District Foundation

The V6 Foundation was established in 1996. This foundation is for our own District Lions and District Clubs. Community members approach their local Lions club for assistance usually for emergency grants – house fires or medical emergencies or the like. The club then forwards a “Letter of Request” to the V6 Foundation Secretary who then contacts the V6 Directors for approval for the request. Approval is usually very quick and mostly within 24 hours. Funds are then sent to the Lions club where the aid is needed, and it is then up to the club to use this money to assist the family.

Clubs can donate to this Foundation whenever they wish and like all other Foundations are encouraged to donate regularly. When donating, clubs may specify that their donation goes to disaster recovery.

The award associated with this foundation is the Chris August Award and costs \$500.

Other Lions Foundations:

There are several other Lions foundations that include: Australian Lions Childhood Cancer and Research Foundation (ALCCRF), Lions V Districts Cancer Foundation (LVDCF), Australian Lions Children’s Mobility Foundation (ALCMF), Australian Lions Wellbeing Foundation (ALWF), Lions Alzheimer’s Foundation, Lions Australia Diabetes Foundation and The Follow Your Dream Foundation.

APPENDIX 6 - NEW MEMBER INDUCTION CEREMONY (SAMPLE)



NEW MEMBER INDUCTION CEREMONY

We are about to begin the ceremony which will welcome new members to the Lions Club of _____ and Lions Clubs International.

This is a most important occasion for the new members and the Club, and I am honoured to have been asked here tonight.

Secretary _____, could you bring forward the candidates and the sponsors please?

Secretary _____, has the board of Directors approved the applications of the candidates for induction as members of this club?

I express our pleasure that you have accepted the invitation to become members of this club.

Lions Clubs – a Quick History

Lions was started in Chicago Illinois in 1917 under the leadership of our founder Melvin Jones. It quickly expanded into Canada and Mexico and then other countries.

The first club in Australia was formed in Lismore in 1947 by Bill Tresise.

Today, we have over 1.3 million Lions in 210 different countries. In Australia we have approximately 1200 clubs and 24,000 Lions. In this District we have _____ Clubs and _____ members.

The Lions Club of _____ has a proud history of service having chartered on __/__/__. It is a very successful club within the local community and the wider community of Lions.

I am positive that these members will do their best to make you welcome.

Becoming a Lion signifies your acceptance that you will embody the purposes and ethics of Lions Clubs International,

and at this stage I would ask _____ to read the ethics.

Since you have expressed a desire to affiliate with this club and Lions Clubs International, I will now administer the oath of membership and ask that you respond to my words with a simple "I will, or I do".



In the presence of its members, do you hereby accept membership in the Lions Club

of _____, knowing that such membership obliges you to participate in the functions of the club?

I DO

To the best of your ability, will you abide by the Lions code of ethics, attend regular club meetings when you can, accept such assignments and tasks that are given to you, so you can contribute your share to the Club, the District and Lions Clubs International?

I WILL

Your sponsor _____ will now present you with the Lion's badge which signifies your membership.

AFFIX lapel badge

I would now like your sponsor _____ to respond to my words with a simple I WILL as I outline the many obligations of a sponsor.

_____ it is your responsibility as a sponsor to:

- Make _____ feel welcome and ensure that he/she is introduced to all members.
- Provide _____ with information about the club, its board, its constitution and by-laws.
- Ensure that assignments are given quickly, enabling _____ to become an active Lion.
- Be ready to assist _____ in any way, regarding club matters and assist him/her to develop into an outstanding Lion.

_____ will you accept this responsibility?

I WILL



On behalf of the Club, I now present you with your official certificate of membership, your name badge and a new member's kit.

We are all proud and happy to welcome you as a new member of the Lions Club of

_____, so _____, please wear your badge with pride.

All members are now welcome to come up and greet _____

USEFUL LINKS & RESOURCES

District 201V6 Website - <https://201v6.lions.org.au/>

Log in for more member only information (use your name and member number to log in)

All the forms show in this document are downloadable from the 201V6 website – under ‘Your District’ then “District Information Book” – scroll down to “Zone Chairpersons” –

<https://201v6.lions.org.au/district%20book>

District 201V6 Facebook Page - this page is our public page – information on our district and Lions in general is posted and shared here.

www.facebook.com/201V6Lions

District 201V6 Members-only Facebook Group – a private group used to share information between clubs/members.

<https://www.facebook.com/groups/676430540448974/>

District 201V6 Instagram – a public account linked to our public Facebook & Twitter pages – where information on membership and Lions information is shared for members and the public to see.

[@lionsdistrictv6](https://www.instagram.com/lionsdistrictv6)

District 201V6 Twitter - a public account linked to our public Facebook and Instagram pages – where information on membership and Lions information is shared for members and the public to see.

[@201_v6](https://twitter.com/201_v6)

Lions Australia Website – Member Resources Page – You will find lots of resources and links here for clubs and club officers

<https://lionsclubs.org.au/members/resources/>

Lions International Website – Member Resources Page – lots of resources on this website – logos, manuals, guides, etc. *Tip – bookmark any pages that you find you may want to return to easily!*

<https://www.lionsclubs.org/en/resources-for-members/resource-center>

Lions International – Zone Chairpersons information – a wealth of information for your role as Zone Chairperson – some will be useful, some may not. Download forms, eBooks, etc.

<https://www.lionsclubs.org/en/resources-for-members/resource-center/global-membership-approach/region-zone-chairperson>