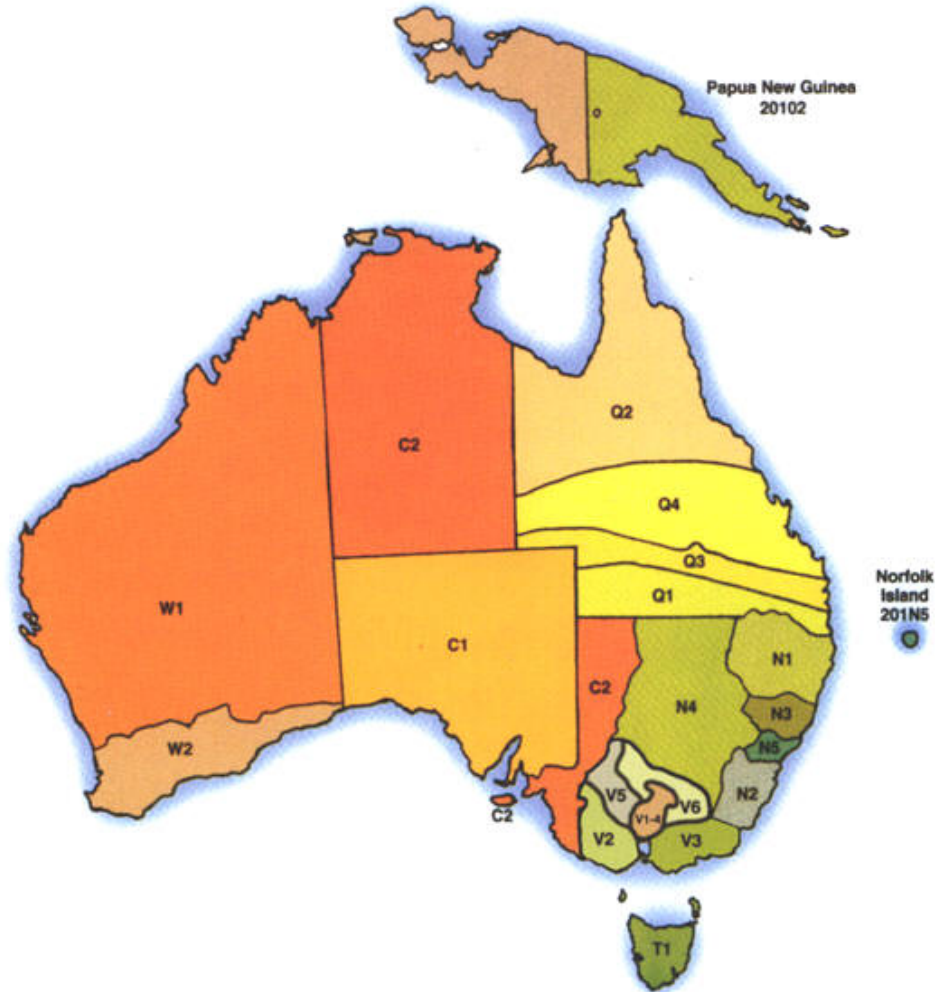




# District 201C1

lions australia

Australia, Papua New Guinea, Norfolk Island



**lions australia**  
we serve



LIONS CLUBS INTERNATIONAL



# District 201C1

lions australia

Australia, Papua New Guinea, Norfolk Island



LIONS INFORMATION BOOKLET

A GUIDE FOR NEW MEMBERS

**lions australia**  
we serve



<http://www.lionsclubs.org.au/201c1>

# FOREWORD

## WELCOME TO THE FAMILY OF LIONS CLUBS INTERNATIONAL

This booklet is designed to assist you to become familiar with the traditions and functions of your Club and to help you to better serve your Club.

**'The Things We Do'** We, as Lions should be very proud of the accomplishments of our International Association.

Lions Clubs International membership currently stands at 1.35 million in 45500 clubs in approximately 202 countries. During the year, individual Lions Clubs perform over 1500 services each day in their local areas, bringing the association to a level of service never before known.

You name any humanitarian cause and you can be sure, some where in Australia, or somewhere on this planet, Lions are doing it!

So my fellow Lions, next time somebody asks what do Lions do? Proudly tell them. We do more than just serve.

We are part of the greatest humanitarian service force that has ever existed.



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### Official Lions Logo's



**My Personal Notes**

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## The History of Lions Clubs International

### Abbreviated History at a Glance:

- 1917: Association Founded in Chicago, Illinois, USA on June 17 by businessman Melvin Jones.
- 1920: Association became International with the formation of the first club in Canada.
- 1925: Helen Keller challenges Lions to become her “knights of the blind in the crusade against blindness.”
- 1931: First Club in Latin America chartered.
- 1945: Association helps form the Non Government Organisations section of the United Nations.
- 1947: First Club in Australia chartered. (Lions Club of Lismore NSW)
- 1948: First Club in Europe chartered.
- 1953: First Clubs in Asia and Africa chartered.
- 1987: First International Service Organization to admit female Members
- 1990: Campaign Sight First launched, and still provides funding for preventative blindness programs to millions worldwide through LCIF, (Lions Clubs International Foundation).
- 2005: Campaign Sight First II launched.

## USEFUL INFORMATION (and where to find it)

There are many avenues for you to get information about Lions and listed below are some of them.

### Websites:

LCI	<a href="http://www.lionsclubs.org">http://www.lionsclubs.org</a>
MD201	<a href="http://www.lionsclubs.org.au">http://www.lionsclubs.org.au</a>
District 201C1	<a href="http://www.lionsclubs.org.au/201c1">http://www.lionsclubs.org.au/201c1</a>
ALDAF	<a href="http://www.lionsclubs.org.au/aldaf">http://www.lionsclubs.org.au/aldaf</a>
ALF	<a href="http://www.lionsclubs.org.au/alf">http://www.lionsclubs.org.au/alf</a>
Hearing Dogs	<a href="http://www.hearingdogs.asn.au/">http://www.hearingdogs.asn.au/</a>
LEOS	<a href="http://www.lionsclubs.org.au/leos">http://www.lionsclubs.org.au/leos</a>
Lions Pins	<a href="http://www.lionsclubs.org.au/alptc">http://www.lionsclubs.org.au/alptc</a>
Lions Quest	<a href="http://www.lionsclubs.org.au/lions-quest">http://www.lionsclubs.org.au/lions-quest</a>
Mobility Found:	<a href="http://www.lionsclubs.org.au/alcmf">http://www.lionsclubs.org.au/alcmf</a>
Youth Exchange	<a href="http://www.lionsclubs.org.au/ye">http://www.lionsclubs.org.au/ye</a>
Youth of the Year	<a href="http://www.lionsclubs.org.au/yoty">http://www.lionsclubs.org.au/yoty</a>

Multiple District 201 Australian Lions Directory. Issued to all Lions from their Club. Available in hard copy or CD ROM and paid for from your annual dues. Lists all Australian Clubs, where and when they meet and contact details. Lists District and Multiple District Officers and contacts.

MD201 Club Administration Manual is available for downloading from this website.

“Look Forward with Pride.” (50 years of Lions in Australia) Hard cover book by Past International President, Judge Brian Stevenson, available from Australian Office.

Brochures, posters and information on all of the various Multiple District projects and activities of Lions is available from Australian Office and your District Chairmen.

They are only a phone call or email away and are very willing to assist with any queries.

## **CONVENTIONS**

There are three Conventions held annually and these are a great opportunity for Lions to meet other Lions, exchange ideas, and see the policies and programs being discussed and formulated. Some officers are elected by delegates for the ensuing year and social functions and fellowship makes attendance a great experience.

### **INTERNATIONAL CONVENTION:**

Held in June or early July it constitutes the Annual General Meeting of the Association where voting is taken on constitutional amendments, election of board members, seminars, business sessions and the parade of nations. This procession is a march of all the delegates and Lions from all over the world and takes many hours to pass one point. It truly is a great experience to see the colourful displays and uniforms.

### **MULTIPLE DISTRICT CONVENTION:**

Held in May each year in a Capital City or major Provincial City in Australia, this event is also a great experience. The Change over of District Governors and election of Council Chairman together with seminars, forums and social events are conducted over four days. Many lasting friendships with Lions from all over Australia can be made at these annual events.

### **DISTRICT CONVENTION: (NOTE: Program differs between districts)**

This meeting is very similar to the MD Convention. The Vice District Governor is elected, district projects and activities are discussed and awards are made to Clubs.

Conducted over a weekend the Convention format usually starts Friday evening with a flag raising ceremony or procession, opening ceremony, entertainment and an informal reception where everybody meets and makes new friends.

Saturday business session, forum, lunch, followed by a keynote speaker. Ladies tour and a dinner dance or ball in the evening.

Sunday remembrance ceremony, business and reports, guest speaker and presentation, followed by a wind up BBQ lunch and goodbyes.

Some Clubs arrange a mini bus to make the weekend away at Convention for their members and partners a real fun experience!

## **The International Association**

### **THE ASSOCIATION'S NAME:**

The official name of the Association is "The International Association of Lions Clubs" or simply "Lions Clubs International"

### **MISSION STATEMENT:**

To create and foster a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.

**MOTTO:** The Lions motto is "We Serve". It was adopted at the 1954 International Convention, after being selected from more than 6,000 suggestions from members worldwide.

**SLOGAN:** Liberty, Intelligence, Our Nation's Safety. It was adopted at the 1919 International Convention.

**OFFICIAL COLOURS:** Purple and gold were chosen when the association was founded in 1917. The purple represents loyalty to country, friends, to one's self and to the integrity of mind and heart. It is the colour of strength, courage and dedication to a cause. Gold symbolises sincerity of purpose, liberality in judgement, purity in life and generosity in mind, heart and commitment to mankind.

**OFFICIAL EMBLEM:** The current lion emblem logo was adopted in 1919. Today, Lions worldwide are recognised by it. It consists of a gold letter "L" on a circular purple (or blue) field. Bordering this is a circular gold area with 2 Lion profiles facing away from the centre. The Lions face both past and future - showing both pride of heritage and confidence in the future. The word "Lions" appears at the top and "International" at the bottom. Always wear your Lions emblem pin proudly and remember, since it is a registered trademark in most countries, it may never be used for commercial or fundraising purposes without prior permission from the legal division at International Headquarters.

**INTERNATIONAL FELLOWSHIP AND UNDERSTANDING:** It may appear that the language barrier may make this almost impossible. International understanding and friendship is a matter of spirit rather than language. Lions throughout the world communicate with one another through club activities that create and foster a spirit of understanding between peoples of the world and share the fellowship of the pin of service they all wear.

## The Lions Clubs Purposes and Ethics

You may be confused if you compare the Purposes that your club uses and the Purposes that are printed in material issued by the International Office.

This is because the Purposes for use in Australia were recently altered to comply with "politically correct" terminology referring to afflicted persons as disabled rather than handicapped.

The fourth Purpose therefore reads "TO ASSIST financially, culturally, socially and morally the disabled, disadvantaged and infirm of the community etc.

The Lions Clubs International Purposes are a guide for the conduct of clubs. The Lions Code of Ethics is a guide for the conduct of Lions Members, and provides us with a reminder of our obligations to each other and to our fellow citizens.

### LIONS CLUBS INTERNATIONAL PURPOSES (Australian Version)

**TO CREATE** and foster a spirit of understanding amongst the peoples 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 bond 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 endeavours.

<b>MJF</b>	Melvin Jones Fellow, (an award purchased from LCI for US\$1000, bestowed on individuals for significant service to Lions or their communities and a means of funding the International Foundation)
<b>PCC</b>	Past Council Chairman
<b>PDG</b>	Past District Governor
<b>PID</b>	Past International Director
<b>DISTRICTS</b>	C: South Australia N: New South Wales Q: Queensland T: Tasmania V: Victoria W: Western Australia.
<b>1st-2nd VDG</b>	1st—2nd Vice District Governor
<b>VGE</b>	Vice Governor Elect
<b>YOY</b>	Youth of the Year
<b>ZC - RC</b>	Zone Chairman - Region Chairman

There may be other acronyms applied to projects, activities, or Officers in your particular District. If in doubt please ask your President or Secretary

### Lioness Clubs and Leo Clubs

Prior to 1975 almost all Lions Clubs enlisted the support of their Lions Ladies in the form of auxiliaries. These groups of ladies assisted their partners on Lions projects and raised funds with other activities to support the Lions Club. They could not however, have sole control over those funds, and they could not invite any other citizens to join them. Lioness Clubs were introduced as a project of their sponsoring Lions Club, and are able to invite other persons to join them. They are also able to run their own Administration and Activities bank accounts and disperse those funds to needy causes of their choosing. They must operate under the Constitution of Lions Clubs International. Their motto, "We Serve Too"

**LEO CLUBS:** Leo Clubs are a project of a sponsoring Lions Club and provide an opportunity for young people between the ages of 15 and 28 to become better citizens, to run projects and activities for community service and to build their character through fellowship and social gatherings. Their meetings and activities are supervised by their sponsor club.

**LEO** stands for Leadership, Experience and Opportunity. They may be formed in the Community, Secondary Schools, Colleges, Church groups etc Some Leos go on to become Lions.

## INITIALS AND ABBREVIATIONS

The following acronyms are often used by Lions and are found in many internal Lions publications and reports. They can be confusing to new Lions.

### **ACRONYM    MEANING**

<b>ALF</b>	Australian Lions Foundation, (A fund to provide emergency grants for local disaster relief, building projects etc and funded by donations from clubs, Christmas Cake sales, fellowships and bequests.)
<b>MD201</b>	Multiple District of Australia
<b>ALCMF</b>	Australian Lions Children's Mobility Foundation, (A fund to provide walking aids for disabled children, funded by club donations bequests and special projects)
<b>ALDAF</b>	Australian Lions Drug Awareness Foundation, (A fund producing brochures and learning programs for schools and general public awareness.)
<b>CAB SEC</b>	Cabinet Secretary
<b>CC</b>	Council Chairman (Multiple District)
<b>DC</b>	District Chairman
<b>DG</b>	District Governor
<b>GLT-GMT</b>	Global Leadership/Membership Team
<b>ID</b>	International Director
<b>IPDG</b>	Immediate Past District Governor
<b>LCI</b>	Lions Clubs International
<b>LCIF</b>	Lions Clubs International Foundation, ( similar to ALF, but provides grants, emergency disaster relief and major building projects worldwide)
<b>LEHP</b>	Lions Eye Health Project
<b>MD</b>	Multiple District
<b>M&amp;A</b>	Membership & Activities report (superseded)
<b>MMR</b>	Monthly Membership Report
<b>LAR</b>	Monthly Lions Activities Report

## **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.

**TOO SEEK** success and 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 own 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 service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

**ALWAYS** 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, labour 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.

## The Association Structure

### HOW THE ASSOCIATION IS ORGANIZED:

The individual Lions Club is the most important unit of your association. As an individual, you belong to the Club. It is the Club that belongs to the Association. This means that when it comes time to elect International Officers and Directors, or to amend or change the International Constitution and by-laws it is the club that casts the necessary votes through its authorised delegates. Every Lions Club in good standing is entitled to at least one delegate or alternate to vote at the International Convention, regardless of the number of members it has. Most clubs are entitled to more than one vote, since the constitution provides for one delegate and alternate for every 25 members or greater fraction thereof. Delegates are appointed by the Club's board of directors or elected by the membership. At the International Convention, the delegates elect the International Officers and directors who will act for them during the fiscal year (July 1-June 30)

### AT INTERNATIONAL LEVEL:

INTERNATIONAL PRESIDENT

1st. VICE PRESIDENT .ADMINISTRATIVE EXECUTIVE . 2nd. VICE PRESIDENT

ASSOCIATION TREASURER.....IMMEDIATE PAST PRESIDENT

(EXECUTIVE COMMITTEE)

32 INTERNATIONAL DIRECTORS

\*\*\*\*\*

**INTERNATIONAL HEADQUARTERS:** With a staff of approximately 290 full time employees and located in Oak Brook, Illinois, USA the headquarters serves as the association's central administrative and information source. Eleven operating divisions divide the administrative responsibilities of International Headquarters. They are Club Supplies and Distribution, Convention, Information Technology, District and Club Administration, Executive Services, Extension and Membership, Finance, International Activities and Program Development, Leadership, Legal, Public relations and Production. For more information visit the Lions Clubs International Website @[www.lionsclubs.org](http://www.lionsclubs.org).

## Facts and Figures (Where does my Membership dollar go?)

Membership in a Lions club is not expensive when compared to other groups, sporting clubs, and the like. It relates to less than \$3.00 per week (this will vary depending on the structure of your club) Naturally this does not include meal or drinks costs at dinner meetings and social events but there is no requirement that members must eat or drink at these functions.

When a member first joins a club there is a joining fee set by the Club of around \$60.00 to cover the International fee for new members, new member kit and dinner badge etc. The amount of the joining fee will vary between Clubs.

Yearly dues, around \$ 130.00 (once again this will vary between clubs) covers International Dues, Multiple District (Australia) dues which include Public Liability insurance, Australian Lion magazine subscription, Multiple District Directory, etc. etc. District dues which include administration expenses (postage, printing of district newsletter, District Convention administration costs, District Officer manuals etc,) and finally, club administration expenses including printing and postage, fidelity bonding for treasurer and club officers, club newsletter, regalia, etc. etc.

Each club is billed for these dues according to the number of members in the club and the amount levied by Multiple District and District is directly related to the overall number of Lions in the respective areas. Therefore the more Lions, the cheaper the per capita charge. ***Lets all find more members to keep our dues down!***

Unfinancial members cost us all and they may be dropped from membership for non payment of dues.

There are other expenses a club may have to cover such as fund raising equipment insurance, voluntary levies for International, Multiple District and District projects but these are usually met from the club's activities account.

Each club will have at least two accounts. An Administration account, which is funded by members' dues and by subsidies from club social events, and an Activity account that is funded from public moneys or government grants and ***on no account can these moneys go to the benefit of the members!***

You may notice many of your fellow members wearing different badges and award pins on special occasions. Ask them about these pins and how they are awarded.

### **Attendance requirements and Awards**

Members are required to regularly attend their club meetings and to participate in Club activities, bearing in mind that family and work commitments take priority.

### **LION AT LARGE:**

This special leave of absence can only be extended to members who, because of health or other reason such as work commitments, are unable to attend meetings. This classification is only extended for good reason and is reviewed every 6 months. Members who have moved away permanently and do not take steps to transfer to a Lions Club in the new area may be dropped from membership.

### **AWARDS:**

Lions may qualify for various awards, as recognition for a job well done. Some of these awards are:-

- 100% President. 100% Secretary 100% Treasurer
- President's Appreciation. Appreciation Certificates. Key Member awards.

### **KEY MEMBER AWARDS:**

Membership keys are awarded to Lions who introduce new members into the Club and are issued after the new member has stayed in the club for one year and a day.

Keys are numbered 2, 5, 10, 15, etc, in increments of 5. These prestigious awards recognise the key people in our organization, those who are building our clubs.

### **KEY**

is the magical word in a sense for it is an instrument to open a closed door, and because of its' deep significance, is presented to our key Lions who have accepted the challenge to strengthen our Clubs and the Association.

\* \* \* \* \*

### **AT MULTIPLE DISTRICT LEVEL:**

(Australia) When a district becomes too large, it is sub-divided along geopolitical lines to form 2 or more sub districts. Each sub-district is identified by it's own letter and/or number. When there is more than one sub-district in a defined area, these districts form a 'multiple district'. Each multiple district has its own constitution, based on the standard form constitution provided by Lions Clubs International. These constitutions may be amended by a vote of the delegates to the multiple district convention, provided these amendments do not conflict with the provisions of the International Constitution or International Board Policies. Each multiple district supervises the administration of its own affairs, and may choose Officers, hold meetings, administer funds and authorise expenditures as provided in the multiple district constitution and by-laws.

### **Multiple District Council:**

#### **Council of Governors:**

20 District Governors (19 from 2007/8) and Council Chairman (an immediate Past District Governor elected by the District Governors).

#### **Executive:**

Council Chairman; Executive Officer; Treasurer; Legal Officer.

#### **Management Group:**

Executive (as detailed above) plus the Managers of (a) Membership Services Committee (b) Youth and Community Projects Committee and (c) Marketing Committee. (Note: The Executive Officer is also Chairman of the Administration Committee.) The Council currently meets 4 times during the Lions year, generally 3 times in Sydney and once at the national (MD) convention venue. These meetings determine policy, consider national projects and events, receive reports from the national committee managers, and deal with any business arising from district and multiple district conventions.

### **NATIONAL OFFICE:**

The executive officer and staff of 6 manage the national office, situated in Newcastle NSW.

All club supplies, directories, lion magazines, mints, cakes and administration matters are coordinated through this office

**STRUCTURE AT DISTRICT LEVEL:**

**DISTRICTS:** Within Australia Lions Clubs are part of a district, constitutionally a district is to comprise a minimum of 35 clubs that have a combined total of 1250 or more members.

**District Governor:** The District Governor serves as the chief administrative officer for the district. He or she is elected to serve a one-year term at the district convention. The new governor takes office at the close of the international convention. The district governor's responsibilities include representing the association in the district, supervising district officers, representing the district on the council of governors, supervising the organization of new Lions clubs and presiding over district meetings. The District Governor will generally visit every club in the district at least once during his term of office.

**1st Vice District Governor:** The first vice district governor, subject to the supervision and direction of the district governor, shall be chief administrative assistant to the district governor. His/her specific responsibilities shall be to:

1. Further the purposes of this association.
2. Play an active role in membership development including extension of new clubs and leadership development within district
3. Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office.
4. Perform such administrative duties as may be assigned by the district governor
5. Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor.

**2nd Vice District Governor:** The second vice district governor is subject to the supervision and direction of the district governor. His/her specific responsibilities shall be to:

1. Further the purposes of this association.
2. Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
3. Perform such duties as assigned by the district governor, including assisting the district retention chairperson.
4. Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.

**BENEFITS OF MEMBERSHIP:**

No Lion may benefit financially from their membership in a Lions Club. There are, however, many personal rewards from membership in a well managed Lions, Lioness, or Leo Club. You become part of a close knit group of like minded citizens who enjoy fellowship and have opportunities to learn leadership skills, make friends all over the country, and gain the satisfaction of accomplishing humanitarian assistance to the needy that could not be achieved as an individual. Your lapel badge can open many doors when travelling any where in the country. . Fellow Lions family members are willing to assist in times of need or can welcome you into their homes or to Club meetings when abroad. Many long-term personal relationships between strangers have started simply because we share the affinity of our badge of service.

\* \* \* \* \*

**Your Club History**

Every Lions Club has a sponsoring Lions Club. The sponsor Club finds suitable prospective members in that community and, with the assistance of the District Extension Chairman, arranges for the 20 or more prospective members to assume the various Club Officer positions and conducts the new Club's formation meeting.

The new Club begins to carry out Service and Activity Projects under the watchful eye of a Guiding Lion from the sponsor Club to ensure they function properly according to the Lions Clubs Constitution. In due course, (usually 3 or 4 months after formation), the new club is presented with it's Charter Certificate by the District Governor, at a formal dinner attended by the Sponsor Club and many Lions from other Clubs in the District and beyond.

The Members of the new Club are **Charter Members**. Does your Club still have any Charter Members? If so ask them about their Charter Night and to tell you about the Projects and Activities your Club has done over the Years.

**Which Lions Club sponsored your Club? How long ago?**

Clubs celebrate their Charter Anniversary with a special dinner each year.

Your club banner will probably have various patches, badges and items such as *New Club Sponsor, Best Bulletin Award, Convention Host or District Governor Home Club, etc. etc.* These are awarded by your District usually for outstanding Club achievements. Ask your Club to explain them.

**Membership Director (Club Care ):** The membership director serves as chairman of the membership committee. Responsibilities include development of membership growth programs, recruitment and retention strategies (Club Care) and preparation and conduct of orientation sessions for new members.

**ELECTIONS:** All club officers are elected annually. DIRECTORS however, are elected every other year. The process begins with nominations of club officers and directors in March. The president appoints a nominations committee and the candidates for club office are presented to the members at this nominations meeting. Nominations may be made from the floor. Elections are held in April annually and the successful candidates' term of office begins on July 1st. To ensure continuity in the quest for new members, the election of membership committee is a little different. The club elects a 3 person membership committee which includes a vice chairman and a chairman who automatically becomes a director on the board. After the first year, only the chairman/director moves off the board and the vice chairman moves up to chairman/director. The remaining committee member becomes vice chairman and a new Lion is elected to fill the vacancy.

### Membership

**WHAT IT MEANS TO BE A LION:** Lions are men and women dedicated to serving those in need, whether in their own community or around the world. Membership provides an opportunity to meet and work with other individuals in a spirit of fellowship, striving toward a common goal of helping those in need. Through their mutual concern of others, members have the opportunity to improve both their local and world communities and develop valuable personal and professional skills. New members are expected to give freely of their time and energy whenever possible. They are expected to attend club meetings regularly, be available for committee assignments, be knowledgeable about the aims and Purposes of Lions and to support their club officers. New Members are the 'Lifeblood' of every Club. Equally important as lending a hand to club service activities is participating in the growth of your Lions club. *Someone offered you the privilege of serving your fellow man and it is your responsibility to share that privilege.* Recruiting new members into your club ensures there will be a continual influx of enthusiastic members to share the load of serving those in need.

**Cabinet Secretary:** The cabinet secretary is appointed by the governor and assists the governor with the day-to-day administration of the district. Tasks include keeping records of the membership status of clubs and collating information on each club's activities from their MMR's & MAR's (monthly membership and monthly activity reports), and handle all district correspondence, along with many other administrative and recording responsibilities.

**Cabinet Treasurer:** Prepares district budgets for administrative and project expenditures for the fiscal year. Manages all accounting and financial matters, Maintains the district account books and arranges annual audit to comply with the constitution.

**Region Chairmen:** This position is optional depending on the number of clubs in the district. The region chairman supervises the zone chairmen and has other responsibilities include the supervision of district committees and assisting the clubs with membership, extension and district projects such as Youth of the Year judging and inters club meetings etc.

**Zone Chairmen:** These officers are probably the most important link the members and their clubs have with the organisation. They are usually appointed from immediate past club presidents who have demonstrated good leadership during their term as president, and have the desire to become more involved outside the sphere of their own clubs' operations. They are required to visit the clubs in their zone and provide assistance to clubs in all matters. They are members of the district cabinet and are required to Chair regular zone meetings as part of the district governor's advisory committee.

**District Chairmen:** These officers comprise the balance of the district cabinet and are appointed by the district governor to supervise and maintain the multiple district, district, and club projects with the assistance of the region and zone chairmen. The number of chairmen depends on the various activities and projects carried out in the district and these officers can be called upon to be speakers at clubs and assist clubs with these various activities.

**AT CLUB LEVEL:**

Club Officer Roles (Note: The following information is meant to be a guide only and the roles may vary from club to club)

Lion Tamer \* Imm. Past Pres.\* Secretary \* Treasurer \* Tail Twister

1<sup>st</sup>. V.Pres. 2<sup>nd</sup>. V.Pres. 3<sup>rd</sup>. V.Pres

Membership Director

\* Director (2yr) Director(1yr) Director(1yr) Director(2yr)

(Directors or Vice Presidents supervise committees)

Administrative Committees .....Activities and Project Committees

Finance  
Membership  
Programme  
Constitution & By-Laws  
Leadership Development  
New Member Orientation

Youth Services  
Leo Club  
Parks & Gardens  
Special Projects  
Health & Welfare  
Sight & Hearing  
Conservation  
Bulletin  
Public Relations

International Relations / Twinning  
Lioness Club Liaison

etc, etc, etc.

**PRESIDENT**

**Clubs create committees to suit their individual community activities and club administrative requirements depending on club size.**

**THE COMMITTEE SYSTEM OF MANAGEMENT**

Club programmes and activities are originated and led by committees under the direction of a committee chairman. The president generally appoints the chairman and committee members. There are two general classifications of club committees: Administrative and Activities based. The Chairmen of each committee will call periodic meetings to plan and coordinate club functions and projects. They are supervised by the club directors and may often attend board meetings to report progress and make recommendations to the board. New members will be appointed to various committees according to their interests and talents. This ensures their interest in club projects, activities and programs and brings new ideas to the club. Committee meetings may be held before or after regular business meetings or on other occasions at the club meeting rooms or members homes.

**Club Officer Roles**

(Note: The following information is meant to be a guide only and the roles may vary from club to club)

**OFFICERS AND BOARD OF DIRECTORS:**

A Lions Club is governed by a board of directors, normally consisting of a president as chief executive officer, immediate past president, three vice presidents, a secretary, treasurer, a Lion Tamer, tail twister, four or more directors, and a membership director. Officers are elected annually for a term coinciding with the association's fiscal year (July 1 to June 30). Directors are elected for two-year terms. Meetings of the board are usually held once a month.

**President:** The President serves as the CEO and presides at all meetings of the club and the board. The president issues the call for regular and special meetings in accordance with the club's constitution and by-laws or procedures, plans the agenda and ensures that the status of each committee activity is reported. It is also the responsibility of the president to see that regular elections are duly called, noticed and held. The president cooperates with, and is an active member of the district governor's advisory committee of the zone in which the club is located.

**Immediate Past President:** The immediate past president, along with other past presidents, serves as official greeter of members and their guests at club meetings and represents the club in welcoming new people into the community served by the club.

**Vice Presidents:** In the event that the president should be unable to perform duties of office for any reason, the vice president next in rank occupies the position and performs the duties with the same authority as the president. Each vice president, under the direction of the president, oversees the functioning of various committees of the club.

**Secretary:** Under the supervision and direction of the president and board of directors, the secretary acts as a liaison officer between the club and both the district and International headquarters. Responsibilities of the secretary include submitting reports, maintaining club records and issuing financial statements to the club members.

**Treasurer:** The treasurer is responsible for all club financial matters. Duties include receiving all monies and paying club obligations, maintaining financial records, preparing financial statements and submitting financial reports.

**Lion Tamer:** The Lion Tamer serves as custodian of club property (such as banners, flags, gong and gavel etc.), serving as a sergeant at arms during meetings and distributing materials at meetings.

**Tail Twister:** The Tail Twister serves to promote harmony, good fellowship and enthusiasm at club meetings through judicious imposition of fines on members, and with games and stunts to make meetings more enjoyable.