



District 201C1

lions australia

Australia, Papua New Guinea, Norfolk Island



**REGION
CHAIRPERSON
MANUAL**

2011 – 2012

lions australia
we serve



Lions Clubs International Purposes

TO CREATE and foster a spirit of understanding among 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 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 endeavours.

Lions Clubs International 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 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 exist 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, 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.

Lions Clubs International Mission Statement

Our mission is to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs.



Table of Contents

Introduction	1
Definition of a Good Region Chairperson	1
What to Expect and How to Prepare for It.....	1
You Are a Member of a World Team.....	2
Responsibilities of Your Office	2
Additional Duties of the Region Chairperson.....	4
Assist the district governor... ..	4
Coordinate activities of the zone chairpersons... ..	4
Support weak, suspended and status quo clubs	5
Status Quo Clubs.....	6
Financial Suspension	6
Strong Clubs Need You Too.....	7
Submitting Membership Reports	7
New Member Induction Ceremony	8
Your Role in Starting New Clubs	10
Organization of International Headquarters	11
Report to Cabinet Form.....	14

Introduction

The duties of region chairperson vary with each country of the world and often vary within a district. The district governor has the authority to determine whether the position of region chairperson will be utilized during his/her term of office. Due to these facts, this manual contains only the fundamental policies and guidelines that apply to the position of region chairperson worldwide.

Definition of a Good Region Chairperson

- He or she is a dedicated Lion both in action and principle
- He or she is loyal to the district governor in word and deed
- He or she supports the district committee chairpersons and always remembers that the individual club is the most important unit of the association

What to Expect and How to Prepare for It

You have experienced several leadership positions as a Lion before being appointed region chairperson. Each position has prepared you for the next one. More will be expected of you as region chairperson. Your responsibilities will extend into a larger geographic area, and the number of Lions you serve will increase.

Here are some questions to answer as you assume your office:

1. Have you talked to your predecessor to learn what tasks need completion or what region matters require your prompt attention?
2. Have you talked with the district governor to get a general idea of what his or her plans will be and how you will fit into them?
3. Do you have a plan or list of projects that you would like to see accomplished before your term is up?
4. Have you taken the time to review the district constitution and by-laws?

You Are a Member of a Worldwide Team

The region chairperson is important to your region and district. The success of Lions clubs in your district depends on the performance of each club president, zone chairperson, region chairperson, first and second vice district governors and district governor. You are the link between the district governor team and the zone chairpersons and club presidents.

To further foster this sense of shared responsibility and teamwork, the Lions Clubs International Board of Directors established guidelines for several club and district awards. There are four interconnected excellence awards for district governors, region chairpersons, zone chairpersons, club presidents, and others. For more information on awards available to Lions, visit www.lionsclubs.org.

Reflecting the greater emphasis being placed on the role of region and zone chairpersons and the need to track their efforts for the purposes of approving awards, Lions Clubs International now requires all districts to register zone chairpersons and region chairpersons on the Lions Clubs International membership Web site. After logging on to the Web site, the district governor will need to define (input) the regions and zones in the district as well as assign clubs to the respective regions and zones. Then the governor will identify the Lion who will serve as chairperson for each region and zone. This action by the governor is necessary for Lions Clubs International to be able to effectively communicate with the chairpersons and to process awards. At their discretion, governors may delegate the authority to enter or modify information on regions or zones to the region chairperson.

Almost 1,350,000 Lions are bound together by a team spirit, and what each one says and does can affect all Lions. What you say and do at cabinet meetings, conventions, seminars, and in your personal visits with Lions ultimately affects the performance of your district governor. Your words and deeds help shape those of your district governor. Your actions may influence Lions throughout the world.

Responsibilities of Your Office

According to the International By-Laws, the region chairperson is subject to the supervision and direction of the district governor and shall be the chief administrative officer in the region, when the position is utilized during the district governor's term. Specific responsibilities of the region chairperson include:

1. Further the purposes of this association
2. Supervise the activities of the zone chairpersons in the region and such district committee chairpersons assigned to the region chairperson by the district governor
3. Play an active role in membership development, including the organization of new clubs and the strengthening of clubs in the district

4. Play an active role in leadership development at the club level
5. Visit a regular meeting of each club in the region at least once while in office and report findings to the district governor
6. Visit a regular board of directors meeting of each club in the region at least once while in office and report findings to the district governor
7. Endeavor to have every club in the region operating under a duly adopted club constitution and by-laws
8. Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in the region are entitled
9. Carry out such official visitations to club meetings and charter nights as assigned by the district governor
10. Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairperson Manual and other directives or by the district governor

Additional Duties of the Region Chairperson

Assist the district governor in all areas of district operations, especially in region matters

To be effective throughout the district, your district governor must rely on each region chairperson to accomplish all of the required tasks. The duties that a governor assigns region chairpersons will vary from district to district. However, the relationships between all governors and their region chairpersons have one common element: trust. The governor trusts you to faithfully carry out your assignment just as those Lions leaders above the governor trust that the governor will do his/her job.

Some of the tasks your governor may ask you to do include:

- Motivate your zone chairpersons
- Make official club visits on the governor's behalf, if requested
- Give timely reports to the governor on situations in the region
- Advise the governor as to what action you have taken or are about to take
- Give a brief, concise region report at the district cabinet meeting, allowing the zone chairpersons to give the specific club information
- Help supervise several district committees
- Report your club visitations on a timely basis
- Assist the district leadership development chairperson to organize and conduct seminars for district and club officers
- Assist with the planning and implementation of the district convention and other district meetings

Coordinate activities of the zone chairpersons

Zone chairpersons are important links that connect Lions, you, and your district governor. When you are reporting to your governor on the status of clubs in your region, no one can give you more timely or complete information than your zone chairpersons. One of the greatest challenges of your job is coordinating the many duties of your zone chairpersons. This must be done in a way that:

- Guides rather than "bosses" them
- Is compatible with your district governor's overall objectives
- Prevents unnecessary duplication of service to the same people

To communicate effectively with zone chairpersons and to give them the benefit of your experience, meet with them regularly. Telephone conversations or letters can be an alternative, if meetings are not possible. When you meet, accomplish the following:

- A progress review of goals you and the district governor have set for the zone chairpersons
- A discussion of club and/or district problems
- An oral report from each zone chairperson on his or her current and future activities

If you attend zone meetings, please remember to:

- Let the zone chairperson be in charge
- Use it as an opportunity to learn more about the individual clubs
- Assess the effectiveness of the zone chairperson

Support weak, suspended, and status quo clubs

An important aspect of your position is to strengthen declining clubs and reactivate suspended and status quo clubs with the help of the zone chairpersons. A cancelled club, though most likely not the fault of any one Lion, is nevertheless a concern that must be shared by Lions leaders - among them the region chairperson. Your part in preventing club cancellation is staying alert to signs of vulnerability. If you notice a club in need of support, immediately advise the zone chairperson and assist in strengthening that club. The sooner you act, the easier it will be to strengthen or reactivate the club!

Here are some signs that indicate a club may need special attention:

- Low attendance and declining membership
- No service or community activities are conducted by the club
- A general lack of enthusiasm or pride for club activities
- New members are not being recruited
- Failure to pay dues on time
- Monthly Membership Reports are not submitted for three consecutive months

Only by having up-to-date knowledge of clubs in your region, can you recognize these signs of fragility. You acquire this knowledge by:

- Personally visiting the clubs
- Attending zone meetings and talking to the zone chairpersons
- Reading copies of club bulletins

- Receiving clubs' Monthly Membership Reports
- Asking the governor to share the information in monthly Club Account Recap report
- Checking clubs' membership increase/decrease

Here are the most widely used steps taken by region chairpersons to help a declining club; each of them must be taken tactfully:

1. Investigate the problem area to determine its cause
2. Candidly discuss your findings with the club's officers
3. Offer solutions for correcting the problem. You may want to confer first with the zone chairperson and the district governor

Status Quo Clubs

Status quo is a temporary suspension of the charter of a club. When a Lions club is unable to function properly, the district governor, in consultation with the vice district governors and zone chairperson, may recommend to Lions Clubs International that the club be placed in status quo. Similarly, Lions Clubs International may determine the need to place a club in status quo in cases such as when it drops all of its members. Clubs in status quo are retained for a period not to exceed 90 days in order to permit them to evaluate and solve their problem. Many times these clubs may have made an irrevocable decision to disband or may be merging with another club. In other cases, the clubs can be saved. Making the determination whether the club can be saved and working with those that can, should be a top priority and receive your urgent attention.

Financial Suspension

The most common reason clubs have their charters suspended is for the lack of timely payments to the association. This is known as "financial suspension", although many Lions still refer to it erroneously as status quo.

A club may automatically be "suspended" if its account with Lions Clubs International has a past due balance of over US\$1,000, or US\$20 per member, whichever is less, beyond 150 days. Once suspended, the club must pay the outstanding balance in full, or offer a payment plan to the Finance Division at International Headquarters, within 90 days, to avoid automatic charter cancellation. Working with the district governor team and zone chairpersons closely and promptly could prevent unnecessary charter cancellations of the suspended clubs within the district.

Strong Clubs Need You Too

A Lions leader, such as a region chairperson, can never assume that just because a club is very strong today that it will not need help tomorrow. It became strong and maintained its strength not only because of the constant efforts of club leaders, but also because of constant vigilance and care by district officers. No club is ever so strong that it does not need to have its activities encouraged. Also keep in mind that a strong club can be your best resource for helping a declining club.

When you visit any club, make sure that it has these six elements; no club can be successful without them:

1. A major service activity that the community needs and wants
2. A major fund-raising project in which the community will participate and to which the community will contribute
3. Good public relations within the club and in the community
4. Well-planned and organized meetings to be held regularly with good programming and a well-organized board of directors and committees
5. Team spirit
6. A membership growth and development program that includes a meaningful induction ceremony and immediate orientation and involvement of the new members

Submitting Membership Reports

Every Lions club uses the Monthly Membership Report (MMR) - (C-23-A) form to report monthly membership changes. The report is submitted to International Headquarters either by mail, fax or online through a password-protected membership site on the association's Web site. Requests for passwords or questions can be directed to wmmr@lionsclubs.org.

Paper reports (MMR) must be received by Cabinet Secretary by the 21st of the current month. Electronic versions of the Monthly Membership Report, or WMMR (Web Monthly Membership Report), must be filed by 12:00am Central Standard Time, by the day listed of the current month. Refer to the Quick Reference Guide located on the Web site for answers to any questions <https://www3.lionsclubs.org/docs/quickreferenceguide.pdf>.

A chart of the dates that a report can be filed is shown below:

<u>Month</u>	<u>MMR</u>	<u>Reporting</u>	<u>WMMR Reporting</u>
July		July 1 - July 21	July 1 - July 21
August		August 1 - August 21	August 1 - August 21
September		Sept 1 - Sept 21	Sept 1 - Sept 21
October		Oct 1 - Oct 21	Oct 1 - Oct 21
November		Nov 1 - Nov 21	Nov 1 - Nov 21
December		Dec 1 - Dec 21	Dec 1 - Dec 21
January		Jan 1 - Jan 21	Jan 1 - Jan 21
February		Feb 1 - Feb 21	Feb 1 - Feb 21
March		March 1 - March 21	March 1 - March 21
April		April 1 - April 21	April 1 - April 21
May		May 1 - May 21	May 1 - May 21
June		June 1 - June 21	June 1 - June 21

As a club makes changes to their membership online, the changes occur automatically. Changes can continue to be made online throughout the month. The report is cut off on the last day of each month, and no further changes can be made for that month. Additional changes must be included in the next month's report. Either the paper or electronic Monthly Membership Report must be submitted each month even if there are no changes in membership.

PLEASE NOTE: A club cannot file future reports months ahead. If a month's report is missed, the transaction should be included in the next month's paper submission or entered into WMMR.

New Member Induction Ceremony

You may be called upon to induct new members. The induction of new members into a local Lions club may vary with the customs and activities of the club and district. Nevertheless, all inductions should bring dignity and importance to the ceremony and be performed by a well-respected Lion.

The following is a suggested agenda for an induction ceremony:

- Give a brief history of the International Association of Lions Clubs
- Present a short history of the club and its current activities
- Stress that membership is by invitation only, and the members being inducted are welcomed by the entire membership
- Explain what is expected of the new members, such as regular attendance, time given to club projects, etc.
- Administer the oath (suggestions follow)
- Present new member kit and describe contents, or ask the sponsoring Lion to do so

- Explain sponsor’s responsibilities
- Welcome new member(s) into the association on behalf of club and district

Suggested Oath No. 1

“Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask you to repeat after me:

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

“You are now member(s) of the Lions club of _____. Your sponsor(s) will now place upon your lapel(s) the Lions emblem, which signifies this membership.”

(Sponsor(s) pin buttons on lapels of new member(s).)

Suggested Oath No. 2

“Since you have expressed a desire to affiliate with this club and with Lions Clubs International, I now ask that you respond to my words with a simple “I do” or “I will.”

“Do you hereby accept membership in the Lions club of _____, knowing that such membership obligates you to participate in all functions of the club?”

—I do—

“To the best of your ability, will you abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given to you and contribute your share to the programs of your club, district and Lions Clubs International?”

—I will—

“You are now member(s) of the Lions club of _____. Your sponsor(s) will now place upon your lapel(s) the Lions emblem which signifies this membership.”

(Sponsor(s) pin buttons on lapels of new member(s).)

Closing Statement

“Fellow Lion(s), wear that emblem constantly, with pride. Let me congratulate you and welcome you into the greatest of all service club organizations . . . The International Association of Lions Clubs. On behalf of the club, I now present you with this new member kit; it contains your official certificate of membership and other material that will help you get a good start as a Lion. We are all proud and happy to have you as member(s) of the Lions club of _____
_____.”

Your Role in Starting New Clubs

Locating one community in your region that could benefit greatly by having a new Lions club is a giant step in helping with the growth of Lions clubs. Once you have done this, here are the steps you can take to help create a new club:

1. Meet your district extension chairperson and learn more about this Lion’s job
2. Secure information and materials, such as the New Club Extension Kit, from the Membership Programs/New Clubs & Marketing Department at International Headquarters
3. Discuss with the zone chairpersons and district extension chairperson the list you have made of communities in your region that could benefit from a Lions club
4. Encourage clubs in your region to sponsor new clubs and offer your assistance
5. Once a club has been chartered, you will also share a responsibility in caring for the new club. Make sure the following actions are taken with the new club:
 - Its officers and members are fully oriented in Lionism
 - The club is frequently visited by experienced Lions
 - The club receives advice and guidance when needed

Your district governor may call on you to conduct an orientation seminar for new members or officers in your region. If the governor makes this request, you can obtain excellent guidelines for organizing and conducting these orientation sessions from the Extension and Membership Division, as well as the Leadership Division at International Headquarters.

Organization of International Headquarters

International Headquarters is accessible to all clubs. The staff at headquarters is ready to assist Lions with their quest for information, supplies or answers to their questions. Clubs can visit the Lions Clubs International Web site, www.lionsclubs.org.

The website is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

Club Supplies and Distribution Division

E-Mail: clubsupplies@lionsclubs.org

Markets and distributes club supplies and manages purchasing and mailing operations. Coordinates departments that promote, bill, procure, ship and inventory Lions club supplies throughout the world.

Convention Division

E-Mail: convention@lionsclubs.org

Develops, manages and coordinates all major activities and assignments relating to the international convention and International Board of Directors meetings.

District and Club Administration Division

E-Mail: districtadministration@lionsclubs.org

Supports the effective management of clubs, zones, regions, districts and multiple districts. Supports the Coordinating Lion Program. Provides translation and interpretation services in the association's official languages. Administers non-financial club status quo, releases and cancellations. Processes single club transfers, redistricting, and club mergers. Issues the District Governor, Region Chairperson, Zone Chairperson, Club President Excellence and Service Awards.

Extension and Membership Division

E-Mail: extension@lionsclubs.org

Directs the plans, programs, and the internal and field operations to achieve membership growth through new clubs, new members and retention programs.

Finance Division

E-Mail: finance@lionsclubs.org

Manages the association's resources, i.e., people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments.

Information Technology Division

E-Mail: it@lionsclubs.org

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, data entry, unit record equipment and the preparation of financial, statistical, inventory and membership reports.

International Activities and Program Planning Division

E-Mail: programs@lionsclubs.org

Directs diverse operations in researching, planning and developing activity-related materials. Also coordinates the activities information flow from the clubs and districts to the respective board committees and implements board directives on activity programs.

Leadership Division

E-Mail: leadership@lionsclubs.org

Assesses needs and identifies opportunities for new leadership development initiatives and tools; develops and implements leadership development programs designed to strengthen the association by enhancing the quality of Lions leadership through systematic, high-quality learning opportunities.

Legal Division

E-Mail: legal@lionsclubs.org

Responsible for the legal operations of the association, which includes annual corporate tax information returns; registering and maintaining trademarks, service marks and copyrights; maintaining and administering the association's worldwide liability, property and accident insurance programs; incorporation of clubs in the district; endorsement and certification of international candidates; and constitution amendment procedures. Resolves other questions raised at any level of the Lions organization under the various constitutional and parliamentary authorities.

Lions Clubs International Foundation

E-Mail: lcif@lionsclubs.org

Responsible for administration of the foundation, including promotion, investment management, execution of grants and liaison with trustees and board of directors.

Public Relations and Communications Division

E-Mail: pr@lionsclubs.org

Coordinates and integrates communication programs encompassing public relations, internal and external communications, and LION Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials.

REPORT TO CABINET - DISTRICT 201-C1

PORTFOLIO :

AGENDA No:

CHAIRMAN :

CABINET MEETING DATE :

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THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

REGION CHAIRMAN'S CLUB VISITATION REPORT

First Second Third Fourth Club Visit [tick one]

Region Chairman:

Region: Zones

Date of Visit:

At:

Number Present:

Meeting Type:

Dinner

Committee

Board

Please place a **X** that best fits the category. If the item marked with an asterisk, please make a comment on the reason to assist in developing a strategy for action.

The structure of the meeting was:

Excellent well conducted good average poor *

The atmosphere of the meeting was:

Optimistic enthusiastic happy all right apathetic *

Business was handled

Organised efficiently all right disorganized poorly *

Members of the club appeared

Enthusiastic happy satisfied unhappy * disinterested *

Is the club involved in Multiple District projects (Youth of the Year, Mints, Cakes and Hearing Dogs etc.) ?

More than two two one none*

Did (Will) the club have representation at

MD Convention Dist Convention Dist Training Zone Events

Is correspondence properly presented to the membership of the club?

Yes (some circulated) Passed to VP's Selected by Sec None presented

Are regular Board of Directors Meetings held each Month

Yes No If No, how often?

Has the Club a program of Fundraising Activities?

Yes (well balanced Community / Other) No (Haphazard) None Planned

Has the Club a program of Service Activities?

Yes As they arise None

Has the Club a program of Social Activities?

Yes As they arise None

Comment on the punctuality (start & finish) and flow of the Meeting.

Comment on the Membership Growth and Development Plans.

Comment on how you were received as a member of Cabinet.

List any potential Cabinet Members in the Club.

Any other Comments and / or Recommendations:

Send the completed form to: Cabinet Secretary as soon as practicable after the Club Visit.



We Serve

The International Association of Lions Clubs

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