

**LIONS CLUBS INTERNATIONAL
MULTIPLE DISTRICT 19-F
POLICY MANUAL
REVISED AUGUST 25, 2018**



THIS DISTRICT 19-F POLICY MANUAL AND ADDITIONAL SUPPLEMENTS WHICH AFFECT ALL CLUBS IN THE DISTRICT SHALL BE MADE AVAILABLE TO THE DISTRICT GOVERNOR, VICE DISTRICT GOVERNORS, DISTRICT SECRETARY, CABINET MEMBERS, DISTRICT F GLOBAL ACTION TEAM (GAT), AND ZONE CHAIRPERSONS.

**POSTED ON OUR DISTRICT F WEBPAGE
Lions District 19F**

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I ACTIVITIES

A. Programs and Projects approved as District 19-F projects on a continuing basis are:

1. LCIF
2. C.A.R.E.
3. Youth Exchange
4. Northwest Lions Foundation

B. Programs and Projects approved by District 19-F as a year to year basis are:

1. Leader Dog

PROTOCOL & COURTESIES

A. How to display the Flag:

1. When displayed at a club meeting, the flag of your Country should be placed on a staff behind the Head Table at the speaker's right. Other flags are to be placed at his/her left.
2. When displayed in the body of the room, the flag of your Country should be placed to the right of the Audience in front of the Head Table as they face the Head Table.
3. When displayed with other flags from crossed staffs, the flag of your Country should be on the left side in front of the other flags as you face the flags.
4. When a flag is displayed in a manner other than from a staff, it should be displayed flat, whether indoors or outdoors. When displayed horizontally or vertically against the wall, the union should be uppermost and to your left as you face the Flags.

II DISTRICT GOVERNOR ELECTIONS

District Governor Declaration of Candidacy and Election Procedures:

1. All candidates who meet the requirements for the office of District Governor as established by Lions Clubs International, and the MD19 Constitution and By-Laws, Article IV, Section 6, must submit their declaration of candidacy to be received by the Multiple District Office and the seated District Governor, no later than December 31st of each year.

2. If no candidate has declared in accordance with number 1 above, then a candidate may declare his/her candidacy, to be received by the Multiple District Office and the seated District Governor, 30 days prior to the District Conference.

3. If no candidate has declared in accordance with number 1, or 2 above, a properly qualified candidate may be nominated from the floor at the **Opening Session of the District F Spring Conference**.

4. If no candidate comes forth from numbers 1, 2, or 3 above, then Lions Clubs International Constitution and By-Laws, **Article VIII, Section 6, Paragraphs D, & E** shall be followed. A properly qualified candidate may be declared by the past District Governors of District F.

III

VICE DISTRICT GOVERNOR ELECTIONS

Vice District Governor Declaration of Candidacy and Election Procedures:

1. All Candidates who meet the requirements for the office of Vice District Governor as established by Lions Clubs International, and the Multiple District 19 **Constitution and By-Laws, Article IV, Section 7**, must submit their declaration of candidacy to be received by the Multiple District 19 Office, Seated District Governor, and Seated Vice District Governor, no later than December 31st. of each year.

2. If no candidate has declared in accordance with number 1 above, then a candidate may declare his/her candidacy to be received by the Multiple District 19 Office, seated District Governor, and seated Vice District Governor 30 days prior to the District F Spring Conference.

3. If no candidate has declared in accordance with numbers 1, or 2 above, a properly qualified candidate may be nominated from the floor at the opening session of District F Spring Conference.

4. If no candidate comes forth from numbers 1, 2, or 3 above, then Lions Clubs International Constitution and By-Laws, **Article VIII, Section 6, Paragraphs D, & E**, shall be followed. A properly qualified candidate may be declared by the past District Governors of District F.

5. If a Vice District Governor chooses not to run for the office of District Governor, within two years after serving as Vice District Governor, then they must be elected as Vice District Governor again to run for the office of District Governor.

IV
ZONE CHAIRPERSON ELECTIONS

A. Zone Chairpersons Declaration of Candidacy and Election Procedures:

1. All candidates who meet the requirements for the office of Zone Chairperson as established by Lions Clubs International, and the Multiple District 19 Constitution and By-Laws, **Article IV, Section 8**, must submit his/her declaration of candidacy, to be received by the Multiple District 19 office, seated District Governor, and seated Vice District Governor, no later than December 31st. of each year.

B. Every Zone Chairperson Shall:

1. Be an active member in good standing in their respective club.
2. Be an active member in good standing in their Zone.
3. Have served or will have served at the time of taking office, as President, and/or Secretary in a Lions Club for a full year, or major portion thereof, and a member of the Board of Directors for no less than two (2) additional years.
4. Be Limited to Two (2) terms consecutively.

V
VOTING

A. Club delegates will be chosen in accordance with, MD 19 Constitution and By-Laws, **Article VI, Section 7** to 10 inclusive.

B. Each club in the district, to vote, must be in good standing as outlined in **Article III, Section 2** of the Multiple District 19 Constitution and By-Laws as of December 31st of the current fiscal year.

C. The immediate Past District Governor currently serving on the Multiple District Council of Governors shall automatically become Chairperson of the District Credentials and Election Committee and shall appoint four (4) members to the committee.

VI
DISTRICT CABINET

A. The District Governor Elect should begin to establish a Cabinet from prospective candidates throughout the district immediately after being elected. All the officers sanctioned by Lions Clubs International should be filled. The District Governor Elect should take great care to see that those Lions who accept a cabinet position are willing and capable of filling the requirements of that Office. Cabinet Officers **SHOULD NOT** be handed out as a reward of thanks

for special favors. The District Governor Elect is encouraged to select cabinet members, so they are not serving more than two consecutive years in the same Cabinet position. **The exception to this rule is the District F Policy Manual Committee who will serve Three (3) year terms, the District Northwest Lions Foundation Trustee which is a Three (3) Year Elected Position by the district and serves on the District Governors Cabinet, and the Immediate Past District Governor who is an automatic member of the District Governors Elects Cabinet. He /She should serve in a position at the pleasurer of both the Immediate Past District Governor, and the District Governor Elect.**

B. After the District Governor Elect has interviewed all the candidates for the cabinet, these appointments shall be confirmed and sent to the **Multiple District office no later than the 30th of May each year for entry into the Multiple District 19 Roster.**

C. All Cabinet appointments shall be listed in the District Governors First News Bulletin sent out in the month of July each year.

D. Job descriptions for each position are found in the Multiple District 19 Policy Manual, Chapter IV.

E. No Cabinet Appointee shall hold more than one District Cabinet Office at any one time. If the person has a Multiple District 19 Foundation position, they can only serve on the Cabinet in that position.

CABINET MEETINGS

- 1.** The District Governor shall schedule their Cabinet Meetings as soon as possible after taking office and listing the cabinet positions in the July News Bulletin.
- 2.** First Cabinet Meeting should be within 30 days of the close of the International Convention. **(Aug.)**
- 3.** Second Cabinet Meeting should be 90 days after the first Cabinet Meeting. **(Nov)**
- 4.** Third Cabinet Meeting should be 90 days after the second Cabinet Meeting. **(Feb)**
- 5.** Final Cabinet Meeting should be held at the Spring Conference.

VII

ZONE MEETINGS

A. Zone Chairpersons should schedule at least three (3) Zone Meetings, within 30 days following each of the first two Cabinet Meetings. This should conform to the Zone Chairperson's Manual. The above will allow the Zone Chairperson enough time to coordinate the Zone activities with those of the District Governor and Cabinet.

B. The final Zone Meeting should be prior to the Spring Conference and should be used to see that all projects have reached their conclusion. It is also a good opportunity to get 100% attendance by all Lions Clubs and their Officers. The Zone Chairperson should also have all candidates who wish to run for Zone Chairperson declared, and present at a designated Zone Meeting fixed within the limits of practical planning for electing, either to proceed or coincide with the Spring Conference.

C. Zone Meetings are the basis of an active and successful Zone. All areas of Lionism should be discussed and promoted. A Zone Chairperson needing assistance should contact the District Governor who will assist to make Zone Meetings a Success.

VIII

DISTRICT F GLOBAL ACTION TEAM (GAT)

District F Global Action Team (GAT) is comprised of the (GLTC) Global Leadership Team Coordinator, Training Chairperson or Co-Chairperson, Facilitator Development Chairperson, Membership (GMTC) Global Membership Team Coordinator, Extension Chairperson, Retention Chairperson, (GSTC) Global Service Team Coordinator, Public Relations Chairperson

A. FACILITATOR: Seated 1st Vice District Governor will act as the Facilitator for the District F Global Action Team. Based on the input given by the team members, he/she will create the meeting agenda and set the date and place for the meetings. The seated 2nd Vice District Governor will act as Co-Chairperson for this position under the direction of the 1st Vice District Governor.

B. MEMBERS: The District Governor is the head of the District F Global Action Team (GAT) and the members will be the 1st Vice District Governor as (GAT) Team Facilitator with the 2nd Vice District Governor as Co-Chairperson under the direction of the 1st Vice District Governor. Leadership (GLTC), Extension Chairperson, Membership (GMTC), Service (GSTC), Public Relations Chairperson, Retention Chairperson. The District Governor Elect shall appoint the members of the District F (GAT) Team when they come due, with exception for the 1st and 2nd Vice District Governors. All appointments shall be for One (1) year term. Applications for these appointments shall be presented to the District Governor Elect on or before April 30th of each year. If there are no applications by that date, The District Governor Elect with the assistance of the existing (GAT) members, will make the appointments. The District Governor may replace any (GAT) Team Member if they are not performing their duties up to standard. The 1st Vice District Governor will determine the standards. The District Governor Elect has the final decision.

C. MEETINGS:

1. Regularly scheduled meetings of the District F (GAT) Team will be held. A District F (GAT) Team member, or a person selected by the team will take minutes at the meetings.

2. There will be scheduled District D, E, & F Kick Off meetings in May or June, and District D, E, & F Half Time meetings in January, or February with the Multiple District 19 (GAT) Team. Dates, Times and locations will be determined by the sponsoring District each year. Sponsorship for these meetings is on a rotating basis.

D. REIMBURSEMENT FOR KICK-OFF AND HALF TIME MEETINGS:

1. District F (GAT) Team Members may be reimbursed for some of their expenses to attend regular meetings and special meetings of the District F (GAT) Team as per MD19 Rules of Audit. Others such as the Facilitator Development Chairperson, Training Chairperson, Zone Chairpersons, etc. may be reimbursed only if approved by the District F Cabinet prior to the said District F (GAT) Team meetings. The District F Cabinet will set the amount of reimbursement and who shall receive the reimbursement for those other than District F (GAT) Team Members.

GLOBAL LEADERSHIP TEAM COORDINATOR (GLTC)

A. NAME: GLOBAL LEADERSHIP TEAM COORDINATOR (GLTC)

B. PURPOSE: THIS IS A ONE (1) YEAR APPOINTMENT AND THIS POSITION HAS A THREE-FOLD PURPOSE.

1. To have a vision for the District and look for new ideas and programs to bring to the Leadership Team of District F, to improve the growth and direction of our organization.

2. To oversee the development of leadership skills in the offices and members of Lions Clubs within District 19-F. Under the Leadership portfolio, a Training Chairperson will provide classes to teach the necessary skills to the District, Zones, and Club Officers. Together the Leadership and Training Chairpersons will also provide leadership enhancement programs such as Team Building, Conflict Management and Motivation, etc.

3. Recognize excellent clubs, Zones, and District leadership at special Lions functions and events throughout the year. Oversee the activities and efforts of the Facilitator Development Chairperson, whose position is also under the Leadership portfolio, to provide outstanding and contemporary Seminars, and Speakers for the District Spring Conference, and District events.

The Lion assuming this position will hold no other District Offices that would compete with the energy and time requirements of his/her one (1) year term.

C. SELECTION PROCEDURE: This is a One (1) year appointment in accordance with Lions Clubs International. The District Governor Elect will review any applicants from the District for this position. The District Governor Elect has the final decision for this position. If no candidates apply, then the District Governor Elect will make this appointment.

D. QUALIFICATIONS: A LION IN GOOD STANDING WHO HAS:

1. Demonstrated leadership abilities above the club level.
2. Demonstrated the ability to set clear goals and work to their completion.
3. Work closely with other team members.
4. Be able to make a presentation in front of a group.
5. Demonstrate the ability and desire to work with the Multiple District (GAT) Team.
6. Demonstrate the willingness to attend District F (GAT) Team meetings, and the District Governor's Cabinet Meetings.
7. Demonstrate enthusiasm and motivation to do a good job.

E. GENERAL RESPONSIBILITIES:

1. Develop good working relationship with District Team Leaders.
2. Communicate on a regular basis with District Team Leaders.
3. Participate with the District F (GAT) Team to develop and promote programs for Leadership growth in District F.
4. Attend MD19 D, E, & F Kick-Off and Half Time Meeting to develop and set District Leadership Goals.
5. Oversee the activities of the Training Chairperson and the Facilitator Development Chairperson, who fall under the Leadership Coordinator (GLTC) portfolio.
6. Utilize material provided by Lions Clubs International, Multiple District 19, or develop material, specifically for the needs of District 19F.

FACILITATOR DEVELOPMENT CHAIRPERSON

A. NAME: FACILITATOR DEVELOPMENT CHAIRPERSON

B. PURPOSE: To work with and assist the District Global Leadership Team Coordinator (GLTC) with an emphasis on those areas identified under General Responsibilities.

C. SELECTION PROCEDURES: This is a One (1) year appointment to coincide with the District Global Leadership Team Coordinator's (GLTC) team. The Global Leadership Team Coordinator (GLTC) will review the applications for this position and make recommendations to the District Governor Elect of the best qualified candidate for the position. The District Governor Elect has the final decision. If no candidates apply, then the District Governor Elect will make this appointment.

D. QUALIFICATIONS: A LION IN GOOD STANDING WHO HAS:

1. Demonstrated leadership abilities above the club level.
2. A proven track record in arranging, promoting and overseeing workshops, seminars, and other forms of leadership events.
3. A knowledge of proper protocol with regards to International guests, election procedures, etc.
4. Effective interpersonal skills.
5. Respect and credibility within the district.
6. The ability to give an effective presentation before a group.
7. The willingness to take direction and guidance from the Global Leadership Coordinator, District Governor, Vice District Governor, and District F Global Action Team (GAT) Team members.

E. GENERAL RESPONSIBILITIES:

1. Work with the District F Conference Chairperson to arrange for workshops and seminars as well as presenters, and moderators for the District Spring Conference, and special events.
2. Arrange for Officer Training within the District when needed.
3. Promote by example and training, good protocol with regards to International guests, and election procedures, etc.

4. Assist the District Governor and the District F Conference Chairperson in the selection of speakers and seminars for the Spring Conference, or special events.

The Lion assuming this position will hold no other District office that would compete with the energy and time requirements of his/her one (1) year term.

TRAINING CHAIRPERSON OR CO-CHAIRPERSON

A. NAME: TRAINING CHAIRPERSON OR CO-CHAIRPERSON:

B. PURPOSE: To work with and assist the District F Global Leadership Coordinator (GLTC) with an emphasis on those areas identified under General Responsibilities.

C. SELECTION PROCEDURES: This is a One (1) year appointment to coincide with District F Global Leadership Team Coordinator (GLTC) team. The Global Leadership Team Coordinator (GLTC) will review the qualifications of the candidates applying and recommend to the District Governor Elect the name of the strongest candidates. This could be a Co-Chair position. One candidate for the Eastern side of our District, and one candidate for the Western side of the District. The final decision will be made by the District Governor Elect. To provide for a smooth transition, the outgoing Training Chairperson will serve as an advisor and resource person to the new appointee. If no candidates apply, then the District Governor Elect will make this appointment.

D. QUALIFICATIONS: THIS POSITION REQUIRES A LION OR LIONS IN GOOD STANDING WHO HAS:

1. Demonstrated leadership abilities above the club level.
2. A proven track record in developing curriculum and training.
3. Effective interpersonal skills.
4. Respect and credibility with the Multiple District 19.
5. The ability to give an effective presentation before a group.
6. The willingness and temperament to take direction and guidance from the District F Global Leadership Team Coordinator (GLTC).

E. GENERAL RESPONSIBILITIES:

1. Assist in the development of curriculum and training of the Zone Chairpersons, elected Club Officers, and lions in the understanding of the duties of their office and the development of their leadership potential.

2. With the assistance of the Zone Chairpersons, set up Club Officer Training classes no later than June 30th each year for, (**Presidents, Secretaries, Treasurer's, Tail Twisters, Lion Tamers, Membership Chairpersons, and Club Board of Directors.**) This training should take place within the Zone Chairpersons Zone for the newly elected club officers. The date, time, and location shall be determined by the Zone Chairperson of each Zone.

3. Work in cooperation with Lions Clubs International to provide the necessary training for strengthening and developing leadership skills on the district level.

The Lions assuming this position of Training Chairperson, or Co-Chairperson, will hold no other district office that will compete with the energy and time requirements of their One (1) year term.

EXTENSION CHAIRPERSON

A. NAME: EXTENSION CHAIRPERSON:

B. PURPOSE: To further the extension of Lions Service in District F through the formation of new Lions Clubs.

C. SELECTION PROCEDURES: This is a One (1) year appointment in accordance with Lions Clubs International. The Global Leadership Team Coordinator (GLTC) will review the qualifications of the candidates applying and recommend to the District Governor Elect the name of the strongest candidate. The District Governor Elect has the final decision on this appointment. If no Candidates apply, then the District Governor Elect will make this appointment.

D. QUALIFICATIONS: A LION IN GOOD STANDING WHO HAS:

1. Demonstrated leadership ability above the club level.
2. The ability to do a presentation before a group.
3. The willingness to communicate with the District, and Multiple District Global Action team.
4. The willingness to attend MD19 D, E, & F Kick-Off and Half Time Meetings each year.
5. The willingness to attend the District Governor's Cabinet Meetings.
6. The willingness to commit the time and resources to reach goals for Extension.

E. GENERAL RESPONSIBILITIES:

1. All club categories to include Campus Clubs, Club Branches, New Century, Monarch, etc. should be under the direction of the Extension Chairperson. The Extension Chairperson may appoint an assistant as needed.
2. Participate as a member of the District F Global Action Team (GAT) to develop and promote programs for the growth of the District. This will involve regular scheduled meetings with this team. This position falls under the Portfolio of the District F Global Membership Team Coordinator (GMTC).
3. Participate in the annual D, E, & F, Kick-Off and Half Time Meetings with the Multiple District 19 Global Action Team (GAT) team to set attainable goals and help in achieving those goals.
4. Identify those areas that can be targeted for the expansion of new Lions Clubs.
5. Know the proper procedure to follow for extending new clubs and reporting new clubs to Lion Clubs International and Multiple District 19 Office once they are organized.
6. Work as a Guiding Lion with the newly formed Club or appoint a qualified Guiding Lion to work with the Newly formed Club.

The Lion assuming this position will hold no other District office that would compete with the energy and time requirements of his/her One (1) year term.

GLOBAL MEMBERSHIP TEAM COORDINATOR (GMTC)

A. NAME: GLOBAL MEMBERSHIP TEAM COORDINATOR (GMTC):

B. PURPOSE: To help Lions Clubs better serve their communities through provisions of advice and enthusiasm related to, Retention of present members and attracting new members.

C. SELECTION PROCEDURES: This is a One (1) year appointment in accordance with Lions Clubs International. The Global Leadership Team Coordinator (GLTC) will review the qualifications of the candidates applying and recommend to the District Governor Elect the name of the strongest candidate. The District Governor Elect has the final decision for this appointment. If no Candidates apply, then the District Governor Elect will make this appointment.

D. QUALIFICATIONS: A LION IN GOOD STANDING WHO HAS:

1. Demonstrated leadership abilities above the club level.
2. Sponsored more than two members.

3. An understanding of the Lions Clubs International, and the Multiple District 19 Constitution and By-Laws, and a knowledge of the MD 19 and District F Policy Manual.
4. The ability to present a presentation in front of a group.
5. The willingness to attend the District Governor's Cabinet Meetings.
6. The willingness to attend MD 19 scheduled D, E, & F Kick-Off and Half Time Meetings.
7. The willingness to encourage membership growth in District F.

E. GENERAL RESPONSIBILITIES:

1. Participate as a member of the District F Global Action Team (GLT) team to develop and promote programs for the growth of the District. This will involve regular scheduled meetings with this team.
2. Participate in the Annual D, E, & F Kick-Off and Half Time Meetings with the Multiple District 19 Global Action Team to set attainable goals.
3. Educate and assist Clubs Membership Chairpersons, District Governor, and the 1st and 2nd Vice District Governor on those methods which are available to them to be used toward increasing and retaining members.
4. Utilize material provided by Lions Clubs International, Multiple District 19 or develop material of a similar nature.
5. Coordinate and provide leadership training skills for strengthening and development of membership.
6. Develop realistic and achievable District F Membership goals.
7. Develop a networking program of communications with guidelines which would assist and enhance the efforts of various Club and Zone Membership Chairpersons.

The Lion assuming this position will hold no other district office that would compete with the energy and time requirements of his/her one (1) year term.

GLOBAL SERVICE TEAM COORDINATOR (GSTC)

NAME: GLOBAL SERVICE TEAM COORDINATOR (GSTC)

A. PURPOSE: The Global Service Team Coordinator (GSTC) is the service program expert who ensures that their District achieves their goals as set for their area. Working with the district coordinators and help remove barriers that impede progress. At the Club level, have the drive and determination to inspire and empower clubs to be successful in maximizing beneficiaries served.

B. SELECTION PROCEDURE: This is a One (1) year appointment in accordance with Lions Clubs International. The Global Leadership Team Coordinator (GLTC) will review the qualifications of the candidates applying and recommend to the District Governor Elect the name of the strongest candidate. The District Governor Elect has the final decision for this appointment. If no candidates apply, then the District Governor Elect will make this appointment.

C. GENERAL RESPONSIBILITIES:

- 1 Develop and execute an annual district action plan that will monitor progress toward service goals.
- 2 Work with the District F Global Action Team (GAT) to further initiatives focused on leadership development, membership growth, and expanding humanitarian service.
- 3 Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- 4 Communicate regularly with the (GAT), and the clubs to ensure that they are aware of available LCI and LCIF Service Programs, Partnerships, and Grants.
- 5 Serve as a resource and content expert for regional in-service project implementation; prioritizing those aligned with Centennial Service Challenge (CSC) campaigns and LCI forward Service Framework Initiatives. Promote the continued execution of Centennial Community Legacy Projects (FY 2017/18).
- 6 Encourage District F Global Action Team (GAT) to promote service projects that attract multi-generational participants, including the integration of Leos.
- 7 Increase LCIF Coordinator collaboration at the district and club level to maximize LCIF resource utilization and fundraising engagement. Monitor LCIF Grants given in our District.

D. QUALIFICATIONS: A Lion in good standing who has:

1. Demonstrated Leadership abilities above the club level.

2. Sponsored more than two (2) members.
3. An understanding of the qualifications for the different types of membership and the MD19 and Lions International Dues structure.
4. Demonstrated leadership skills in speaking, organization, setting goals and participating as a team player.
5. Demonstrated being open-minded to new ideas.
6. The ability to commit personal time and resources to reaching goals for membership service.
7. The ability and desire to communicate with District Coordinators, and Chairpersons.
8. The willingness to attend District Cabinet Meetings, Global Action Team (GAT) Team meetings, and Conferences to encourage membership service.
9. Demonstrated previous experience at managing service projects to completion.

The Lion assuming this position will hold no other district office that would compete with the energy and time requirements of his/her One (1) year term.

PUBLIC RELATIONS

A. NAME: PUBLIC RELATIONS CHAIRPERSON:

B. PURPOSE: To encourage the dissemination of accurate information regarding Lions Clubs Object, Lions Code of Ethics, Lions Motto, service activities of Lions Clubs, and various projects of Lions Clubs and their membership both local and worldwide.

C. SELECTION PROCEDURES: This is a One (1) year appointment in accordance with Lions Clubs International. The Global Leadership Team Coordinator will review the qualifications of the candidates applying and recommend to the District Governor Elect the name of the strongest candidate. The District Governor Elect has the final decision for this appointment. If no Candidates apply, then the District Governor Elect will make this appointment.

D. QUALIFICATIONS: A LION IN GOOD STANDING WHO HAS:

1. Demonstrated leadership ability above the club level.

2. Demonstrate the ability to communicate in advertisements and announcements. Writing and preparing flyers, etc. and working with the clubs in District F in all areas of Public Relations.
3. The willingness to attend District F Cabinet Meeting.
4. The willingness to attend MD 19 scheduled D, E, &F Kick-Off and Half Time Meeting.
5. The ability to present a presentation in front of a group.
6. The willingness to work in a group setting and work with an open mind for new ideas.

E. GENERAL RESPONSIBILITIES:

1. Participate as a member of the District F Global Action Team (GAT) to develop and promote programs for the leadership growth of District F. This will involve regular scheduled meetings with this team.
2. Provide information regarding the importance of the history and organizational structure of Lionism and the significance of our Motto, "We Serve". Promote the proper recognition, use and respect for our Lions Clubs International Emblem.
3. Assist in the training of Lions Clubs Officers, Zone Chairpersons, District Governors, Vice District Governors, for the development of programs to promote their activities within their communities and District F. Utilize materials provided by Lions Clubs International, Multiple District 19, and develop materials which are applicable to our own situation.
4. Provide articles and pictures to the Lions Magazine and the Multiple District 19 Board Crossing to promote, our Zones and our Clubs activities, in District F.
5. Encourage Convention, and Conference attendance, club visitations, club brochures and bulletins, and the interchange of club bulletins.

The Lion assuming this position will hold no other District office that will compete with the energy and time requirements of his/her One (1) year term.

RETENTION

A. NAME: RETENTION CHAIRPERSON:

B. PURPOSE: To work with and coordinate information with the Global Membership Team Coordinator (GMTC) to identify true reasons of Lions resignations, and to seek means to prevent drops in cases which may be prevented by finding solutions of common simple problems.

C. SELECTIONS PROCEDURES: This is a One (1) year appointment in accordance with Lions Clubs International. The Global Leadership Team Coordinator (GLTC) will review the qualifications of the candidates applying and recommend to the District Governor Elect the name of the strongest candidate. If there are no candidates for this position, it is the duty of the District Governor Elect to appoint a person for this position. The District Governor Elect has the final decision.

D. QUALIFICATIONS: A LION IN GOOD STANDING WHO HAS:

1. Demonstrated leadership ability above the club level.
2. An understanding of the Lions Clubs International, and Multiple District 19 Constitution and By-Laws, and the Multiple District 19, and District F Policy Manual.
3. Demonstrate leadership skills in speaking, organization, goal setting, and team playing.
4. An open mind for new ideas.
5. Be willing to commit personal time where required.
6. Be willing to attend meetings or appoint a representative to attend in his/her place.

E. GENERAL RESPONSIBILITIES:

1. Participate as a member of District F Global Action Team (GAT) to develop and promote programs for the growth of District F. This will involve regular scheduled meetings with District F. Global Action Team (GAT), and the clubs in District F to achieve Membership and Retention goals.
2. Work in harmony with Lions Clubs International, Multiple District 19 Retention Chairperson, District F Global Action Team (GAT), and the clubs in District F to achieve Membership and Retention goals.

3. Assist clubs in District F on methods which are available to them to use toward increasing and retaining membership.
4. Utilize material provided by Lions Clubs International, Multiple District 19, and/or develop your own material of similar nature.
5. Develop realistic and achievable District Retention goals.
6. Develop and pass on networking and communication programs with guidelines which will assist and enhance the efforts of future Retention Chairpersons for positive membership growth.
7. Coordinate and provide leadership skills for strengthening and development of Retention.
8. Attend Multiple District 19 scheduled D, E, & F Support Team Kick-Off and Half Time Meetings.

The Lions assuming this position will hold no other District office that would compete with the energy and time requirements of his/her One (1) year term.

IX CONTEST & AWARDS

- A. The District will participate in Contest & Awards as developed by Multiple District 19. Club officers should read and understand the Contest & Awards Rule Book. Start immediately to build up a good Contest & Awards program.
- B. At their discretion, the District Governor may have additional Contests & Awards.
- C. **DISTRICT LION OF THE YEAR:**
 1. The District F Lion of the Year shall be awarded to a Lion who, during his/her year of service has shown outstanding leadership abilities, is dependable, willing, enthusiastic, and is dedicated to the Lions Motto, WE SERVE.
 2. The award shall be presented at the District F Spring Conference each year.
 3. The District Contests run each fiscal year, July 1st through the month prior to the District F Spring Conference.

4. Candidates for District Lion of the Year are selected from resumes sent by the clubs to the District Governor no later than two months prior to the Spring Conference each year. The District Governor will select a committee which will submit their selection to the District Governor no later than one month prior to the Spring Conference.

5. If there are no eligible candidates, this award does not have to be presented.

D. PEACE POSTER FRAMING

1. Peace Poster Framing will be handled by the District Contest and Awards Chairperson with a limit of \$50.00 for the framing.

**X
SPRING CONFERENCE**

THE DATE OF THE DISTRICT F SPRING CONFERENCE SHALL BE IN THE MONTH OF MARCH IF AT ALL POSSIBLE. IT IS HOPED THAT THE DISTRICT GOVERNOR WILL BE ABLE TO COORDINATE WITH OTHER DISTRICTS IN THE MULTIPLE DISTRICT 19 SO THAT CONFERENCE DATES DO NOT CONFLICT WITH EACH OTHER. THE AVOIDANCE OF CONFLICTS WILL ALLOW THE COUNCIL CHAIRPERSON, EXECUTIE SECRETARY TREASURER, AND OTHER DISTRICT GOVERNOR'S TO ATTEND AS MANY SPRING CONFERENCES AS THEY MAY CHOOSE.

A. CONFERENCE SITE SELECTION:

1. The District Governor Elect shall call for bids at the close of the Spring Conference.

2. Bids must be received by the District Governor Elect no later than April 30th of the year of his/her election.

3. The Conference Chairperson, and the Conference site shall be selected by the District Governor Elect, no later than May 1st. of the year of his/her election.

4. One club shall be designated as the Host Club, and other clubs in the area may join in with the Host Club in sponsoring the Conference.

5. As soon as the City and the Host Club are selected, the facilities such as hotel, motels, and meeting rooms must be reserved, and meal arrangements for the Conference put in Place.

B. CONFERENCE COMMITTEE: Members of the Host Club and/or combined committee taken from the clubs in the city area or zone.

C. DUTIES OF THE CONFERENCE CHAIRPERSON:

1. A suggested budget shall be submitted to the District Governor and the Cabinet in detail showing all expenditures anticipated.
2. Have one person responsible to approve expenditures. (Conference Chairperson)
3. Price for the meals shall cover only the actual cost of the meal plus tax and gratuity.
4. Get firm cost figures for printing programs, flowers, decorations, public address systems, rentals, badges, awards, postage, etc.
5. Cost of meeting rooms. Most hotels do not charge for these rooms. Check before preparing budget.
6. Cost of extra entertainment should be approved by the District Governor and the Conference Committee.
7. Determine cost of all complimentary tickets, rooms, meals, etc.
8. Cost of gifts for International Guest and Spouse.
9. No soft drink or alcoholic beverages are to be provided.
10. All expenses for the District Governor's/Vice District Governor's hospitality room are the responsibility of the District Governor and the Vice District Governor.
11. It shall be the responsibility of the Spring Conference Chairperson, or Convention Chairperson to turn in a detailed written financial report to the District 19F Cabinet and District Governor within 60 days of completion of a said Conference or Convention.

D. INFORMATION NEEDED BY MD19 OFFICE IMMEDIATELY AFTER CONFERENCE:

1. A list of all club officers in attendance. (Presidents & Secretaries)
2. Financial Statement.
3. A list of the winners of the Contest & Awards.
4. Name and addresses of all Zone Chairperson Elects.
5. Name and address of District Governor Elect.

6. Name and address of Vice District Governor Elect.

When booking a conference into a hotel, the Conference Chairperson should get up at least five free rooms for special guests. Don't be afraid to ask for other needed free items. Rooms for the District Governor and spouse, Conference Chairperson and spouse, International Guest and spouse, Council Chairperson and spouse, Executive Secretary Treasurer and spouse, as well as meal tickets for all functions, shall be furnished free gratis. Rooms for the visiting District Governors are not to be complimentary. A guest registration fee can and should be charged. A Lions Registration fee must be charged, and/or some other means established to provide the necessary funds to make the Conference self supporting.

XI

RECORDS

The District Governor will keep good records and pass them on to their successors prior to or at the Banner Passing Ceremony.

Pass on the Cabinet Minutes, Financial Statements, and other information from Lions Clubs International, so the incoming District Governor can review them and make their selves familiar with each club. It is also suggested that you provide a brief review of each club. Let the new District Governor know who the workers are and where they are located. Don't expect your successor to know everything there is to know about the District.

XII

DISTRICT GOVERNORS PERSONAL PIN

A. The District Governor's Personal Pin is a pin of recognition. The District can pay (out of Escrow Account) up to two pins per club and one pin for each District Governor's Cabinet Members. A maximum of \$250.00 will be allowed from the District.

XIII

PAST DISTRICT GOVERNOR'S PIN & PLAQUE

CHECK LIST FOR REIMBURSEMENT OF THE PAST DISTRICT GOVERNORS PIN & PLAQUE BEING PAID OUT OF DISTRICT ACCOUNT:

A. The following items must be completed before he/she receives the PDG Pin & Plaque.

- 1. The District Governor's Banner must be embroidered by the outgoing District Governor with the incoming District Governor's Name, Home Club, and year of service. This Banner is to be presented to the incoming District Governor at the first Cabinet Meeting.**

2. Awards to the (District, Clubs, and Individuals) presented at the Multiple District 19 Fall Annual Convention, must be presented by the immediate Past District Governor or his/her Designee.

3. All Conference expenses and District Expenses from the prior year must be paid in full, with exception of last-minute items being presented at the first Cabinet meeting of the new incoming District Governor.

4. All District Records must be passed on to the New District Governor before or at the first Cabinet Meeting.

When all items have been completed as deemed done by the incoming District Governor, then the District Governor will review and order the Past District Governor's Pin & Plaque. The Past District Governor's Pin and Plaque are to be presented at the first Cabinet Meeting.

B. The Past District Governor's Pin and Plaque are to be ordered from the Lions Clubs International Lions Clubs Supplies Store.

1. Past District Governor's Pin: # FGJWLS Tack B14PDGJ.

2. Past District Governor's Plaque: #016525 Dist. Gov. Plaque F435DS.

Note: This will be paid for from the Districts Operations or Escrow Account if funds are available.

XIII REVIEW

The District F Policy Manual should be reviewed by a three-member review committee. Each District Governor will appoint one new member to the review committee who will be consented to by a simple majority of the District Cabinet at their first Cabinet Meeting. Each member of the review committee will serve a three (3) year term. This committee will rotate such as the first member one (1) year (Chairperson), Second member Two (2) years, and the third member Three (3) years.

The Policy Manual may be reviewed each year and must be reviewed every three (3) years. Amendments to the Policy Manual will be presented to the District Governor's Cabinet for consideration. A simple majority of the voting members present at any Cabinet Meeting is needed to amend the District F Policy Manual.

