



Region Chairman Manual

Table of Contents

Introduction	1
Definition of a Good Region Chairman	1
What to Expect and How to Prepare for It	1
You Are a Member of a World Team	2
The Authority for Your Office	2
Primary Duties of the Region Chairman	3
"Assist the district governor"	3
"Coordinate activities of the zone chairmen"	4
"Stay alert to weak clubs"	5
Status Quo clubs	6
Strong Clubs Need You Too	7
New Member Induction Ceremony	7
Your Role in Starting New Clubs	8
Organization of International Headquarters	9

Introduction

The duties of region chairman 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 chairman will be utilized during his/her term of office. Due to these facts, this manual contains the fundamental policies and guidelines that apply to the position of region chairman.

Definition of a Good Region Chairman

- He or she is a dedicated Lion both in action and in principle.
- He or she is loyal to the district governor in word and deed.
- He or she supports the district chairmen and never forgets that the individual club is the most important unit in Lionism.

What to Expect And How to Prepare for It

You may have experienced several leadership positions as a Lions before being appointed region chairman. Each position prepared you for the next one. More will be expected of you as region chairman. Your responsibilities will extend into a larger geographic area and the number of Lions you serve will increase. Here are some questions to ask yourself as you assume your office:

1. Did you talk 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 year is up? (Your own calendar can help much here.)
4. Have you taken the time to review the district constitution and by-laws?

You Are a Member Of a World Team

The region chairman is important to your region and district. The success of Lions clubs in your district depends on the performance of each club president, zone chairman, region chairman, vice district governor and district governor. You are the link between the district governor and the activities of the zone chairmen and club presidents.

Over one million, four-hundred thousand Lions are bound 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. Some particular deed of yours may influence Lions throughout the world.

The Authority for Your Office

According to the International By-laws, the region chairman, if the position is utilized during the district governor's term, is subject to the supervision and direction of the district governor, and shall be the chief administrative officer in his/her region. His/her specific responsibilities shall be to:

- (1) Further the purposes and objects of this association.
- (2) Supervise the activities of the zone chairmen in his/her region and such district committee chairmen as may be assigned to him/her by the district governor.
- (3) Play an active role in organizing new clubs and in strengthening weak clubs.
- (4) Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Region Chairman Manual and other directives.

Primary Duties Of the Region Chairman

- ◆ Assist the district governor in all ways, especially in the region.
- ◆ Coordinate activities of the zone chairmen.
- ◆ Stay alert to weak clubs. Strengthen them with the help of the zone chairmen.

"Assist the district governor in all ways, especially in the region. . . "

To do the job well throughout the district, your district governor must rely on each region chairman to accomplish all of the required tasks. The duties that a governor assigns region chairmen will vary from district to district. However, the relationship between all governors and their region chairmen have one common element: trust. The governor trusts you to faithfully carry out your assignment just as those Lion leaders above the governor trust that the governor will do the job.

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

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

Primary Duties Of the Region Chairman (cont)

"Coordinate activities of the zone chairmen ..."

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

- (1) Guides rather than "bosses" them.
- (2) Becomes compatible with your district governor's overall objectives.
- (3) Prevents unnecessary duplication of service to the same people. (This can occur in dense population areas.)

To communicate effectively with your zone chairmen and to give them the benefit of your experience, meet with them regularly. Telephone conversations or letters are not a good substitute for this. When you meet, accomplish the following:

- ◆ A progress review of goals you and the district governor have set for the zone chairmen.
- ◆ A discussion of club and/or district problems.
- ◆ An oral report from each zone chairman as to what the chairman's future activities are.

If you attend zone meetings, please remember to:

- ◆ Let the zone chairman stay completely in charge. Do not interfere. You are there as an observer only.
- ◆ Use it as an opportunity to learn more about the individual clubs.
- ◆ Assess the effectiveness of the zone chairman. See where the chairman may need your help.

Primary Duties Of the Region Chairman (cont)

**"Stay alert to weak clubs. Strengthen them
with the help of the zone chairman"**

A cancelled club, though most likely not the fault of any one Lion, is nevertheless a mark of failure that must be shared by Lion leaders, among them the region chairman. Your part in preventing club cancellation is staying alert to signs of weakness. If you notice a weak club, immediately advise the zone chairman and assist in strengthening that club. Remember, the sooner you act the easier it will be to strengthen or rebuild that club!

Here are some signs that indicate a club is ailing:

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

But only by having a timely knowledge of clubs in your region can these signs of weakness be known to you. You acquire this timely knowledge by:

- **Personally visiting the clubs.**
- **Attending zone meetings and talking to your zone chairmen.**
- **Reading copies of club bulletins.**
- **Reading copies of the Monthly Membership Reports (C-2 3 -A).**

Here are the most widely used steps taken by region chairmen to help a weak club. Each of them must be taken tactfully.

- **Investigate the problem area to determine its cause.**
- **Candidly discuss your findings with the club's officers.**
- **Offer solutions for correcting the problem. You may want to confer first with the zone chairman and the district governor. In extreme cases, you should suggest to the district governor that a Rebuilding Lion Program be established for the club.**

Status Quo Clubs

When a Lions club is unable to function properly, the district governor recommends to Lions Clubs International that it be placed on status quo. This is a temporary suspension of the club charter. The club is retained for a period of not to exceed 90 days to permit it to evaluate and solve its problem. These clubs should have your top priority and urgent attention. However, because the zone chairman in most instances will be involved deeply with the status quo club, all that may be required from you is advice. Please be sure to offer your services.

Strong Clubs Need You Too

A Lion leader, such as a region chairman, 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 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 source in helping a weak 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 both inside and outside the club.
- (4) Good meetings. This means comfortable meeting places, good meals at a fair price, effective greeters and interesting programs.
- (5) Team spirit.
- (6) A membership growth and development program that includes a meaningful induction ceremony and immediate orientation and involvement of the new member.

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. But 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, and the members being inducted are welcomed by the entire membership.
- ◆ Explain what will be 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.
- ◆ Explain sponsor's responsibilities.
- ◆ Welcome new member into Lionism 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?" They respond --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?" They respond --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 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

Your Role In Starting New Clubs

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

- (1) Meet your district extension chairman and learn more about this Lion's job.
- (2) Obtain from your district governor the publication "New Club Extension" (LA-2 5).
- (3) Discuss with the zone chairman and district extension chairman the list you have made of known Lion communities in your region.
- (4) Encourage clubs in your region to start 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.
- (6) 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.
 - ◆ It is given advice when needed or requested; advice that does not interfere with the club's activities and leadership.

Your district governor may call on you to hold an orientation seminar for new members or officers in your region. If the governor does, 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

Club Supplies and Distribution Division

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

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

Directs the administration of districts and clubs worldwide, including the implementation of the association's official languages. Issues 100% District Governor Award and Club President Excellence Award.

Extension and Membership Division

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

Information Technology Division

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, keypunch, unit record equipment and the preparation of financial, statistical, inventory and membership reports. (Web Page: www.lionsclubs.org)

International Activities and Program Planning Division

Directs diverse operations in researching, planning and developing activities 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

Responsible for all leadership programs, seminars, conferences, curriculum and publications at the international, multiple district, district and club levels.

Legal Division

This division is 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. It also resolves other questions raised at any level of the Lions organization under the various constitutional and parliamentary authorities.

Organization Of International Headquarters (Cont)

Public Relations and Production Division

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

Responsible for overall production and manufacturing phases of English and Spanish editions of THE LION Magazine and all published literature emanating from the association. The division is also responsible for computer typesetting and interface systems. (Web Page: www.lionsclubs.org)

Finance Division

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.

Lions Clubs International Foundation

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