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INTRODUCTION

Your role as zone chairman is very important to the association. As a leader you will motivate, counsel, and communicate with volunteers from all walks of life who have chosen, just like you, to be members of clubs which belong to one of the world's largest service organization, the International Association of Lions Clubs. By keeping the district officers informed of the clubs' activities and by encouraging the clubs to support district, multiple district, and international programs, the zone chairman will be able to foster a spirit of communication and unity among all Lions.

As a motivator a zone chairman should:

- Recognize the efforts of the club officers and offer them help
- Promote enthusiasm among Lions for their club's community service projects
- Encourage team spirit and unity among club members
- Point out the importance of respecting other club members
- Encourage members of each club to participate in district events, conferences, and training
- Encourage members to accept leadership challenges

As a counselor a zone chairman should:

- Offer direction and support to clubs
- Inform clubs of resources available from the association and the community
- Listen to the concerns of the clubs
- Offer amicable resolutions to misunderstandings and problems
- Provide guidance to weak clubs and those on status quo
- Encourage strong successful clubs to set higher goals

As a communicator a zone chairman should:

- Inform clubs of district and multiple district events and training opportunities
- Provide suggestions on how clubs can participate in district events
- Report the club's activities to district officers
- Promote the objectives of the International Association of Lions Clubs

THE ZONE CHAIRMAN'S RESPONSIBILITIES

A zone chairman is the district administrative officer representing his/her zone. He/she under the direction of the district governor or region chairman is accountable to them. The zone chairman should refer to Article VI, Section 5 (d) of the By-Laws in the International Constitution and By-Laws. The responsibilities of the zone chairman are:

- To further the purposes and objectives of the International Association of Lions Clubs
- To work closely with all the district officers
- To attend all regularly scheduled meetings of the district as provided for in the district constitution
- To serve as chairman of the zone's District Governor's Advisory Committee and hold three meetings annually
- To visit regularly the meetings of each club in the zone within the first quarter of the term in office and to report these visits to the region chairman (or the vice district governor if there is no region chairman)
- To meet with the region chairman (or vice district governor if there is no region chairman) bi-monthly to review and discuss the status of the clubs in the zone
- To be informed about the activities and the well-being of all the clubs in the zone and to suggest and implement methods for assisting all the clubs within the zone, especially clubs on status quo, young clubs, and clubs with problems
- To initiate the exchange of ideas on programs, projects, activities, and fund-raising methods in the clubs
- To create a good understanding within clubs about the district, multiple district, and international programs
- To make sure that every club within the zone respects its constitution and by-laws
- To promote club representation at international, multiple district and district conventions by the full quota of delegates to which clubs are entitled
- To represent any club in the zone which has a problem with the district, the multiple district, or international headquarters
- To recommend qualified club presidents for the Club President Excellence Award and sign the application form
- To perform other functions and duties as required by the district constitution as well as the International Board of Directors and policies which affect the success of the International Association of Lions Clubs within the district.

DISTRICT ORGANIZATION

THE DISTRICT CABINET assists the district governor in making administrative plans and policies which affect the success of the International Association of Lions Clubs within the district. The voting members of the cabinet are the district governor, the immediate past district governor, the vice district governor, the region chairmen, the zone chairmen and the cabinet secretary and the cabinet treasurer (or the cabinet secretary/treasurer), and other Lions as specified by the district or multiple district constitution and by-laws. The cabinet holds four meetings annually.

THE DISTRICT GOVERNOR represents the International Association of Lions Clubs in the district. He/she has the responsibility of supervising all the clubs in the district. It is imperative that the zone chairman work together with the district governor:

- To organize new clubs in the district
- To introduce the Rebuilding Lion Program to weak clubs
- To visit clubs on behalf of the district governor when authorized to do so
- To disseminate information to the clubs about district, multiple district and international matters

THE VICE DISTRICT GOVERNOR, under the supervision and the direction of the district governor, is the chief administrative assistant to the district governor. It is important that the zone chairman and the vice district governor work together:

- To participate in the review of the strengths and weaknesses of the clubs of the district
- To prepare and submit to district governor reports on the clubs in the district when requested

THE REGION CHAIRMAN (Optional position) supervises zones within the region. The region and zone chairmen should work together to ensure the growth and success of the clubs in the zone. Together they must monitor and discuss:

- The status of each club
- The programs being conducted by each club in the zone
- The membership growth and attendance of each club in the zone

CABINET SECRETARY-TREASURER (OR SECRETARY AND TREASURER) is responsible for the district finances and record keeping. Some of the duties are:

- To send copies of the minutes of the cabinet meetings to international headquarters
- To send copies of the minutes to all the cabinet members
- To receive copies of the reports from the zone chairmen and other district officers for review by the district governor and the cabinet
- To manage district accounts

THE DISTRICT COMMITTEE CHAIRMEN, working with the governor and cabinet members, provide information to clubs and promote district and international programs. The association recognizes 20 district chairmen, but the governor can appoint other district chairmen as deemed necessary.

WORKING WITH CLUBS

No other district officer has a closer relationship with the individual clubs as does the zone chairman. He/she should work with the clubs as an advisor and help them identify the specific needs of a particular club. To do so, a zone chairman should visit each club in the zone. The zone chairman's visits will reinforce his role as a counselor and as a resource person, and will also give him/her the opportunity to identify the strong clubs as well as the weak clubs.

Strong clubs exhibit these characteristics:

- They are well organized
- They have members who are enthusiastic and take pride in their club
- They have a steady membership growth
- They sponsor numerous service projects which meet the needs of the community
- They have successful fund-raising projects
- They have a strong public relations program
- They pay their dues on a timely basis and seldom have past-due accounts

Weak clubs exhibit the following characteristics:

- The members of the club lack initiative, unity, and are indifferent to each others' needs
- They have poor membership retention
- They do not sponsor service activities to benefit the community
- They have no new member orientation programs and the Lions do not attend functions sponsored by the district, region or zone
- They are delinquent in paying their dues and receive numerous past-due account notices
- They face the possibility of being placed on status quo

Diplomacy is most important when assisting weak clubs. Creating unity and harmony among club members may help the club become stronger. Identifying the main problems, listening attentively to the concerns of the members of the club, giving constructive advice will bring stability and strength to the weak clubs.

THE CLUB REBUILDING PROGRAM can assist clubs which are considered to be weak by the zone chairman and the district governor. The goal of this program is to improve the status of these clubs and avoid status quo. The following steps are suggested to rebuild a club:

- Consult the region chairman (or the vice district governor if there is no region chairman) and district governor about the weak clubs. If the district governor decides to initiate the Club Rebuilding Program, he appoints a rebuilding Lion. It is essential that the zone chairman, region chairman (or the vice district governor if there is no region chairman), and district governor coordinate their efforts when a club is in the rebuilding stage. It is also important that each one of the above officers work closely with the rebuilding Lion.
- Enlist the assistance of district officers, including the district committee chairmen, the sponsor club and the club's past officers. A rebuilding Lion can benefit from their knowledge and experience.
- Investigate the club's entire situation by getting everyone's viewpoint.
- Identify a group of club members who are most interested in the survival of the club and enlist their help.
- Complete the questionnaire *How are Your Ratings?* (ME-15) (available upon request from international headquarters) pertaining to the club. The information might help you determine some of the reasons for the weakness of the club.
- Hold special meetings with the members of the club to gain information and input on club functions.
- Stand by the district governor and the decisions he makes as to the status of the club.

THE DISTRICT GOVERNOR'S ADVISORY COMMITTEE

The zone chairman serves as chairman of the zone's District Governor's Advisory Committee, which comprises the club presidents and club secretaries (and club treasurers where appropriate). The committee serves the governor and the cabinet in an advisory and administrative capacity.

The committee's duties are:

- To hold at least three business meetings during the fiscal year
- To assist the zone chairman in making sure that every club operates efficiently according to the guidelines set by the constitution and by-laws
- To promote the attendance of club members at the annual district, multiple district and international conventions
- To assist the zone chairman in promoting club attendance during charter nights within the zone
- To plan and discuss zone projects
- To discuss ways of assisting weak clubs
- To cooperate with the zone chairman in promoting various functions for the clubs in the zone such as inter-club meetings, special functions observing district governor month, installation of club officers, induction of new members, and ceremonies honoring Key members and participating in sport tournaments, banquets and celebrations. The Advisory Committee Meeting presents the ideal occasion during which the zone chairman can promote and encourage unity among clubs. It also provides an opportunity to exchange ideas about club operations and to solve problems, if any.

A fourth meeting, or zone social, can be held during April or May as an occasion to honor a present or past district officer(s). Advisory Committee Meetings can be reported to the district governor using DA-ZCM Form, a sample of which is shown in the back of this manual.

The following is a check list to help the zone chairman in planning successful meetings:

- Select an evening when the majority of the clubs can be represented and mail notices well in advance

- Appoint a reporting secretary, have a firm plan for the meeting, make check lists
- Use name tags, visual aids, overhead projectors
- Encourage participation from all those who attend
- Following the meeting, mail copies of the minutes to all club presidents, plus a summary of the items discussed. Clubs may want to use this information for their bulletins

FIRST ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for discussion during the First Advisory Committee Meeting (in September):

- The duties of the club presidents and the secretaries
- The club's objectives for the year, including those of the district governor and the zone chairman
- The association's international program
- The leadership development programs
- The sponsor's responsibilities towards the new member
- New member induction and orientation
- Plan of action needed to increase and retain members
- Club finances
- The rules of the Club President Excellence Award
- The importance of the Monthly Membership Reports and their timely submission



SECOND ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for the Second Advisory Committee Meeting (in November):

- Progress review of the club presidents' objectives and goals
- The sponsor's responsibilities toward the new member
- Plan of action needed to increase and retain members
- New member induction and orientation
- The club finances

THIRD ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for the Third Advisory Committee Meeting (in March or April):

- The appointment of the club's nominating committee
- The filing of the PU-101 reports (Club's Officer Reporting Form)
- The club officer installation ceremony
- The club officers schools
- The audit of the club funds
- The selection of the convention delegates and the alternates for the district, multiple district and international conventions
- The Lions Clubs International award programs and the need for the club secretary to order the awards on time from headquarters
- Progress report on organizing new clubs and promotion of attendance at charter night

PLANNING THE YEAR

A model zone chairman's calendar is provided for you in this manual. Important Lions Clubs International programs and events could be written on the calendar and the clubs in the zone informed. The zone chairman's calendar of events can include additional events, such as:

- Region meetings
- District Governor's Advisory Committee Meetings
- Club meetings to attend
- Bi-monthly meetings with the region chairman (or vice district governor if there is no region chairman) and other zone chairmen
- District conventions and conferences
- Multiple district conventions and conferences
- International Convention
- Club officers schools
- Other special events to attend





CLUB PRESIDENT EXCELLENCE AWARD

The zone chairman is one of the district officers who must recommend club presidents for the Club President Excellence Award. The zone chairman may consult, at the district governor's discretion, the region chairman about the recommendation. The district governor must also approve the recipient who was recommended for the award.

The official application for the Club President Excellence Award is included in the club secretary supplies. Club secretaries should complete the application. The application should be signed by the club secretary, the region or zone chairman, and the district governor. Signatures of the respective officers certify that the club president has met all the requirements for the award. The completed and signed application must be submitted to International Headquarters within 30 days after the close of the international convention.

A club president must fulfill the following requirements to qualify for the Club President Excellence Award:

1. The club shall comply with the association's constitution and by-laws as well as the policies of the International Board of Directors and shall refrain from any action encouraging unauthorized uses of the name, goodwill, emblem, the marks "Lions," "Lions Club," "Lioness," "Leo," "Lions International" or "Lions Clubs International" and other insignias of this association.
2. The club shall conduct at least one major service activity during the year in line with the international program.
3. The club shall accomplish at least one of the following:
 - (a) A net increase in membership for the year (death and transfers not counted.)
 - (b) Sponsorship of at least one Lions club.
 - (c) Qualifying for the Club Retention Award.
4. The club shall have no unpaid balances of over US\$50.00 owing to the international headquarters as of March 31st of the fiscal year.
5. The club shall have submitted to international headquarters the following reports by the specified due dates:
 - (a) Monthly Membership Report (M/M Report)
 - 10th of the following month (USA)
 - 15th of the following month (Canada)
 - 20th of the following month (All others)
 - (b) Annual Activities Report (A-1 Form)
 - 30th of June
 - (c) Annual Club Officers Report (PU-101 Form)
 - 15th of May (USA/Canada)
 - 31st of May (All others)
6. The president shall attend the following Lions meetings during the year:
 - (a) At least two zone meetings
 - (b) Club Officer's school
 - (c) District, multiple district, or international convention

In case of emergency, a representative of the club president may attend on behalf of the club president.

7. The president shall certify that all new members are properly indoctrinated and involved in service activities or committee work.
8. The club shall conduct a club retreat during the year.

The application form (DA-1 Form) for this award must be filled in, signed by the zone chairman as well as the district governor, and sent to International Headquarters by July 31 of the following year after the club president's term is completed. Faxes are acceptable.

If approved, the award shall be sent to the district governor for presentation.

NO REQUEST FOR REVIEW OF AWARD ELIGIBILITY SHALL BE CONSIDERED UNLESS RECEIVED BY INTERNATIONAL HEADQUARTERS WITHIN 12 MONTHS AFTER THE COMPLETION OF THE CLUB PRESIDENT'S TERM OF OFFICE

**ZONE CHAIRMAN'S REPORT
ADVISORY COMMITTEE MEETING**

Meeting held at (city) _____ Date _____ Time _____ Adjourned _____ p.m.

Clubs at meeting

(1) _____	Pres. Secy.	(2) _____	Pres. Secy.	(3) _____	Pres. Secy.
(4) _____	Pres. Secy.	(5) _____	Pres. Secy.	(6) _____	Pres. Secy.
(7) _____	Pres. Secy.	(8) _____	Pres. Secy.	(9) _____	Pres. Secy.
(10) _____	Pres. Secy.	(11) _____	Pres. Secy.	(12) _____	Pres. Secy.

Clubs not represented _____

Were all subjects on agenda discussed? _____ If not, which were not? _____

Are all clubs in the zone carrying on activities? _____ If not, name those that are not _____

Which clubs have not established a set of objectives for this year? _____

Are regular board of director meetings held at least monthly in all clubs? _____

If not, give the name of the club or clubs and the reasons given by the officers _____

Is each club's list of speakers available to the zone advisory committee? _____

Next Advisory Committee Meeting will be held at (City) _____ Date _____

Other matters to report: _____

Signed _____ Zone No. _____ Region No. _____ District No. _____
Zone Chairman

**Send a copy of this report to the district governor and the region chairman.
Retain a copy in the zone chairman's file.**