



27-D1 Cabinet Committee Descriptions – 2015-16

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ALERT Chairperson

Excerpt from www.lionsclubs.org, keyword 'ALERT'

The District Governor should appoint a Lion to the position of District Lions ALERT Chairperson. This Lion should fulfill the following criteria:

- Willingness to organize a Lions ALERT plan in the event of a local emergency;
- Understanding of program parameters;
- Knowledge of Lions ALERT program resources;
- Ability to cooperate with local emergency assistance resources;
- Ability to mobilize a Lions ALERT team after an emergency has occurred;
- Understanding of Lions Club International Foundation (LCIF) resources.

The responsibilities of the District Lions ALERT Chairperson are:

- Familiarity with Lions ALERT program resources including the Lions ALERT guide (IAD 911) and the (4) checklists:
 - How to Develop a Lions ALERT Plan
 - Disaster Relief Opportunities
 - Personal Safety Checklist
 - After a Disaster Occurs
- Ability to work with local authorities in the development of a Lions ALERT plan.
- Provide a report of your committee's activities to the Cabinet Secretary & IT Chair two weeks ahead of the District Cabinet meeting so they can become part of the minutes of the meeting and be posted on the District website for informational purposes.

Before an Emergency Occurs

- Develop a District Lions ALERT plan.
- Share the plan with the multiple District Lions ALERT Chairperson.
- Encourage and promote club Lions ALERT plans.
- Organize District training classes and seminars for club Lions ALERT Chairpersons.
- Remind all Lions ALERT Chairpersons to complete an annual review of their Lions ALERT plan.

After an Emergency Occurs

- Serve as the central figure in implementing the District Lions ALERT plan. Communicate with District and multiple District leaders as well as outside agencies about the situation and the capabilities of the Lions ALERT Team.
- Assist clubs implementing a Lions ALERT plan.
- Encourage clubs to work together in the event of a natural, man-made, or healthcare emergency.
- Remind Lions ALERT team members to comply with safety regulations.
- Work with the public relations Chairperson to submit Lions ALERT news and photos to local media.
- Remind Lions to use Lions-logo signs and wear Lions-logo apparel when serving as members of a Lions ALERT team.

District Lions ALERT Chairpersons are responsible for rewarding team members with Lions ALERT awards:

- [Downloadable Certificates of Appreciation](#) are available for presentation to Lions ALERT team members.
- The Lions [ALERT Banner Patch Award](#) is available to any club or District that submits a Lions ALERT plan to Lions International Headquarters.



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Cabinet Secretary

- Further the purposes of the Association.
- Keep an accurate record of the proceedings of all meetings of the District Governor's Cabinet.
 - Record roll at the beginning of each Cabinet Meeting.
 - Forward Cabinet Meeting minutes within five days after each meeting to:
 - All members of the Cabinet.
 - IT Chair, so he/she can post to District website. Once minutes are posted, send a notification to all club presidents and secretaries that the minutes are on the District website.
 - English Language Department at Lions Clubs International, englishlanguage@lionsclubs.org
 - At the conclusion of the Lionistic year, the Cabinet Secretary/Treasurer shall forward all meeting minutes and copies of all financial records to the succeeding Cabinet Secretary. All such records shall be maintained for a period of five (5) years and brought to each Cabinet Meeting.
- Be present at and do the minutes for the budget meeting at the beginning and end of the and forward to the IT Chair to be posted online, as well.
- Monitor the membership numbers from District clubs and convey totals to the Cabinet Treasurer so that the clubs can be assessed the proper dues.
- District Convention
 - Keep an accurate record of the proceedings of all District Convention Committee meetings, as well as at the Business Meeting during the District Convention.
 - File the District Convention Report and dates with the LCI English Language Department, englishlanguage@lionsclubs.org.
 - Forward District Convention Committee minutes within five days after each meeting to all members of the Cabinet and have IT Chair post to District website. Send notification to all club presidents and secretaries that the minutes are on the District website.
 - File with LCI the District Convention Minutes within 60 days of the close of the Convention.
 - Check with the Cabinet Treasurer to make sure all dues (International, State and District) are paid before club members can be certified to vote.
- District & MD27 Conventions
 - Send out delegate roster and cards for voting at State and District Conventions.
 - Certify all delegates at District and State Conventions. Be present for certification at predetermined times set up by Elections Committee. Provide additional help as needed.
 - Work with Elections Committee to count ballots, as requested.
- Perform such other duties pertaining to the office of Secretary, and as delegated to him/her by the District Governor and the Cabinet.

Trainings

- MD27 - District Secretary / Treasurer Training held each May at the MD27 Convention.
- LCI – www.lionsclubs.org –
 - Cabinet Secretary & Treasurers Manual.pdf
 - Role of the Cabinet Secretary – webinar – recorded

**As per 27-D1 Policy Manual - Policy 2*

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Cabinet Treasurer

- Further the purposes of the Association.
- Send out semi-annual State and District dues billing immediately upon receipt of invoices from the State Office (July & January). Keep records of clubs who are paid and inform those clubs who are not paid. Dues must be paid before a club's members can vote at Conventions. **FROM SECRETARY**
- Act as the District Convention Treasurer.
- Deposit all funds in the bank account as designated by the Cabinet. Funds should be divided into Administrative and Activities funds in two separate accounts.
- Disburse those funds only on authorization of the District Governor or Cabinet.
- Obtain bond for the faithful discharge of the duties of this office in an amount set by the Cabinet.
- Submit a budget at the first Cabinet meeting (the budget to be compiled by DG, VDG, Secretary and Treasurer) for approval by the Cabinet.
- Submit a financial report at each of the District Cabinet Meeting.
- Submit a financial report to the Cabinet on the District Convention no later than the District meeting at State Convention.
- Submit the District's books and accounts for audit whenever required by the Cabinet.
- Give the successor all monies and records, financial and otherwise, that pertain to the office of Cabinet Treasurer, immediately following the end of the fiscal year.
- At the conclusion of the Lionistic year, the Cabinet Treasurer shall forward copies of all financial records to the succeeding Cabinet Treasurer. All such records shall be maintained for a period of five (5) years and brought to each Cabinet Meeting.
- Perform such other duties pertaining to the office of treasurer and as delegated to him/her by the District Governor and Cabinet.
- Treasurer duties include: *
 - Help prepare a budget at the beginning of the DG's term of office. Submit a final District financial statement at the end of the DG's term.
 - Receive all monies from committee Chairs and clubs and deposit same into bank(s) recommended by the DG and approved by the District Cabinet. Pay out monies for obligations with the DG's written approval.
 - Maintain a month-by-month journal of all financial activities.
 - Provide the journal to the District Audit Committee at end of the DG's term.
 - Within 15 days of the conclusion of the International Convention, forward audited journal to the new Treasurer.
 - Complete Form 990 and submit to the Internal Revenue Service by November 15. (This is important a fee will be levied if not submitted.)

*As per 27-D1 Policy Manual - Policy 2 & Policy 4



Convention Chairperson - IPDG

Excerpts from www.lionsclubs.org, keyword 'District Convention Chair'

The Convention Chairperson works on behalf of the District Governor to execute a successful Convention for the Lions of 27-D1. He/She manages the Convention team to prepare, plan, produce and promote the Convention. Serves as main communication liaison between the District Governor and the Convention Committee. Responsible for transferring the planning tools and financial assets to next fiscal year's Convention team as per District Policy. As Chair, you will:

- Comply with District Convention Policies as defined in the 27-D1 Policy Manual Policy 5.
- Recruit Lions, Lioness and Leos from across 27-D1 to serve on the Convention Committee.
- Act as primary liaison with Convention Host Hotel/Facility.
- Develop & manage the Master Timeline.
- Delegates work assignments & monitors tasks for completion.
- Sets Convention Committee meeting schedule & agendas.
- Promotion
 - Educate and motivate club members to participate in Conventions at all levels of Lionism.
 - Urge clubs to appoint an active Club Convention Chairperson.
 - Communicate with clubs using all available sources such as the 27-D1 page of the Wisconsin Lion, emails, social media, 27-D1 website and visits to clubs, zone and District meetings.
 - Inform clubs of the arrangements, programs and costs of each Lions Convention.
- Serve as main 'go to' resource during the Convention.
- Future Convention Site Selection
 - Works with the District Convention Committee members to set up Convention times and dates three (3) years in advance.
- Provide a report of your committee's activities to the Cabinet Secretary & IT Chair two weeks ahead of the District Cabinet meeting so they can become part of the minutes of the meeting and be posted on the District website for informational purposes.
- Provides a complete final report at the conclusion of the Convention to the District cabinet, including profit/loss and balance sheet
- Transfers all planning, tracking and financial documents to incoming Convention Chairperson

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Community & Cultural Activities Chairperson

Excerpts from www.lionsclubs.org, keyword 'Community & Cultural Activities Chair'

The District Cultural & Community Activities Chairperson encourages clubs in the District to develop Lions Crew at Work and Lions Cultural & Community Activities projects.

Introduced in 2008, the Lions Crew at Work Program encourages clubs to undertake projects that physically enhance local facilities such as a food pantry, shelter for the homeless, shelter for domestic abuse victims, a community center, a playground or a recreational camp for disabled children.

Introduced in 2000, Lions Cultural and Community Activities encourages clubs to undertake cultural projects that foster local customs such as concerts, theater productions, art exhibits, and handicrafts.

As the Community & Cultural Activities Chairperson, you will need to:

- Be familiar with the [Lions Crew at Work](#) and [Lions Culture](#) programs.
- Provide project [suggestions](#).
- Remind project chairpersons to showcase the Lions logo on project publicity. This includes a Lions logo sign at the project site and the wearing of Lions logo apparel by project participants.
- Work with the public relations chairperson to submit photos and articles to the local media.
- Be familiar with the [Lions Club Policy Statement on Cultural Activities](#).
- Nominate one club within the District for the [Lions Club Community and Cultural Activity Banner Patch Award](#).
- Provide a summary report to successor.
- Provide a report of your committee's activities to the Cabinet Secretary & IT Chair two weeks ahead of the District Cabinet meeting so they can become part of the minutes of the meeting and be posted on the District website for informational purposes.

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Diabetes Awareness & Action Chairperson

Excerpts from www.lionsclubs.org, keyword 'Diabetes Awareness'

More than 382 million worldwide have diabetes, and the number of people with diabetes is increasing in every country. Diabetes is a leading cause of blindness, amputations, kidney failure, heart attacks and stroke, and early death. The International Diabetes Federation estimates that by 2035 there will be 592 million living with the disease.

- Organize diabetes service projects and activities in your area by becoming a diabetes Chairperson in your club or District. Motivate clubs to undertake service projects that:
- Support efforts leading to the control and treatment of diabetes and its complications.
- Promote diabetes awareness, education and prevention.
- Provide programs and assistance to underserved children and adults who are living with diabetes.

The District Diabetes Chairperson is appointed by the District Governor. By working together, Multiple District, District and Club Diabetes Chairpersons can organize effective service projects to help fight diabetes in their communities.

Diabetes Chairperson Responsibilities

- Encourage clubs to participate in the following diabetes-related events:
 - Diabetes Awareness Month (November)
 - World Diabetes Day (November 14)
 - World Sight Day (second Thursday in October)
 - Diabetes Alert Day (third Tuesday in March)
- **Encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI.**
- Provide a summary report to successor.
- **Provide a report of your committee's activities to the Cabinet Secretary & IT Chair two weeks ahead of the District Cabinet meeting so they can become part of the minutes of the meeting and be posted on the District website for informational purposes.**

Set goals:

- Evaluate the effectiveness of current club-level and District level vision projects.
- Develop goals and an overall District action plan.
- Submit the plan for the District Governor's or council Chairperson's approval.

Communicate goals & project ideas:

- Inform clubs through the District website & social media, stories in the *Wisconsin Lion*, e-mails, letters, phone calls or personal visits.

Incorporate new project ideas contributed by clubs:

- Encourage clubs to share news of their diabetes projects.
- Avoid duplication of local, regional or national programs.
- Work with local healthcare professionals to determine community needs and provide the most appropriate services.

Arrange seminars and workshops for Club Chairpersons:

- Provide educational resources and information on diabetes awareness, prevention and control.
- Invite health care professionals, such as doctors, nurses or certified diabetes educators as speakers to help motivate clubs to participate.
- Discuss projects that can provide outreach to underserved populations who are at high risk for diabetes or living with the disease.

Solicit feedback:

- Find out how the District can further support clubs in planning diabetes projects.



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Report diabetes projects to the District Cabinet and to the local media:

- Share news about diabetes projects with the Multiple District or District Public Relations Chairperson.
- Submit stories and photos via the Lions Clubs International [social media](#).

Online Resources

A variety of resources are available to assist you in your role as diabetes Chairperson:

- 25 Project ideas for Diabetes Awareness and Action ([iad475](#))
- Diabetes program brochure ([iad472](#))
- [Strides: Lions for Diabetes Awareness Program](#) is a highly visible event that can engage and empower your community in the fight against diabetes.
- [Community resources](#), including publications, educational DVDs and co-branded publications with the National Diabetes Education Program (USA).
- [Special days and events](#), such as [diabetes screenings](#), Diabetes Awareness Month and the Sharing the Vision Global Service Campaign can help to mobilize clubs throughout the District.
- [LCI partners and professional diabetes organizations](#) can provide additional information and resources to enhance community awareness and action.
- Additional resources include:
 - [LCI board policy – Chapter I](#): Section E
 - [Lions recreational camps](#) for people with diabetes
 - [Service dog schools](#)
 - [Diabetes Awareness Newsletter](#)
 - [LCI Service Activities webinars](#)
 - [Newswire](#)
 - [Lions Learning Center](#)
 - [Public Relations Tools](#)

LCIF Grant Funding

Learn more about the Diabetes Core 4 Grant Program and the SightFirst Grant Program.

Awards

District and Multiple District Chairpersons and clubs can receive awards in recognition of their service for Diabetes Awareness and Action:

- On behalf of the Association, the Council Chairperson and District Governor may present an award to the [Multiple District Diabetes Chair](#) or [District Diabetes Chair](#) who has shown outstanding leadership in furthering the Diabetes Awareness and Action Program by meeting the multiple District or District award criteria, respectively.
- On behalf of the Association, the District Governor may present the [New Horizons Award in Diabetes Education](#) to the one club in the District that has demonstrated the most outstanding work in the area of diabetes education within the community.
- A Lions club that has organized and conducted a Strides event and reported this activity through the MyLCI online Service Activity Report (select the “Strides Walk” category) will receive a free Strides Banner Patch Award from the Association. [Learn more](#) about this award.



Election Chairperson

Lions Clubs International District Elections Guidelines (LG 23 EN)

General Principles Regarding Elections:

All elections should be guided by the provisions contained in the respective club, district and International Constitution and By-Laws, or by any rules of procedure adopted by the respective club or district for elections or by local statute or common law. Otherwise, all questions of order or procedure should be determined in accordance with Roberts' Rules of Order Newly Revised, as revised from time to time.

District Governor/Vice District Governor Election Procedures

- These election guidelines are a summary of the Standard Form District Constitution and By-Laws, International Constitution and By-Laws and Roberts Rules of Order, Newly Revised. One should first consult their respective District Constitution and By-Laws and any adopted rules of procedure to determine the appropriate procedures to follow.
- **Nomination Committee:** The District Governor appoints the Nomination Committee at least sixty (60) days prior to the district convention. The Nominating Committee should consist of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time of their appointment hold any district or international office. *(Standard Form District By-Laws, Article III, Section 1)*
- **Intent to run for election:** Any qualified individual seeking the office of district governor/vice district governor must file his/her intention to run in writing with the Nominating Committee on the date set by the Nominating Committee along with evidence of qualifications as set forth in the International Constitution and By-Laws. *(Standard Form District By-Laws, Article III Section 2)*
- **Qualifications/Nominations:**
 - The individual must meet the qualifications set forth in the International By-Laws. Other than those qualifications described in the International By-Laws, no additional qualification may be required.
 - It shall be the nomination committee's responsibility to review the qualifications of each nominated candidate and rule on the eligibility of the same. *(Standard Form District Convention Rules of Procedure, Exhibit A, Rule 4(a))*
 - Good standing must be demonstrated at the time the District Nominating Committee reviews the qualifications of the candidates.
 - If no nominations are received from qualified candidates, nominations for the office may be made from the floor of the Convention. *(Standard Form District By-Laws, Article III, Section 3)*
 - A candidate may withdraw from the contest at any time prior to the issuance of the final report of the Nominations Committee. *(Standard Form District Convention Rules of Procedure, Exhibit A, Rule 4(b))*
 - A nominated candidate is allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration. *(Standard Form District By-Laws, Article III, Sections 2 & 3)*
 - **Eligibility to Vote:** Certified delegates in accordance with the delegate entitlement provisions contained in the International Constitution and By-Laws are entitled to vote. In addition, each past president and Past International Director of the Association shall be entitled to full delegate privileges independent of the delegate quota of his/her club. Each District may, by express provision in its respective Constitution and By-Laws, grant full



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delegate status to each Past District Governor who is a member of a club in such District independent of the club delegate quotas.

- **Election Committee** - Prior to the Convention, the District Governor shall appoint, and designate the chairperson of, an Elections Committee consisting of three (3) members. The Election Committee shall be responsible for preparation of materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The Committee's decision shall be final and binding. (*Standard Form District Convention Rules of Procedure, Exhibit A, Rule 7*)
- **Form of Ballot:**
 - The District Governor/Vice District Governor election shall be conducted by a secret written ballot, even if only one candidate is running for office.
 - Unless otherwise provided in the respective District Constitution and By-Laws or adopted rules, in elections, "for" and "against" spaces or boxes should not be used. They are applicable only with respect to votes on motions. An election, in effect, is a vote on filling a blank, and a voter can vote against one candidate only by voting for another who has been nominated or by writing in the name of another candidate.
- **Required Votes:**
 - **Majority Vote:** The District Governor/Vice District Governor candidate is required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.
 - **Valid Vote:** Unless otherwise provided in the respective District Constitution And By-Laws or adopted rules, votes that are to be counted to determine majority are votes cast from individuals legally entitled to vote including legal and illegal votes, but excluding blanks and abstentions.

Voting at the District Convention:

According to the section of the Lions Clubs International Constitution and By-Laws that governs voting at an annual District Convention:

- Each chartered club must be in good standing in order to vote.
- In any case, each new and existing club is entitled to at least one delegate and one alternate. Each club is entitled to one delegate and one alternate for each 10 members who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of Lions Clubs International, of the first day of the month last preceding that month during which the District Convention is held. The major fraction referred to in this section shall be five or more members.
- One vote is allowed for each certified delegate present in person on each election and question submitted.
- Hold certification at the District Convention.
- Shall oversee voting at the District Convention.

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Environment Chairperson

The District Environment Chairperson encourages clubs in the District to implement Lions Green Team projects such as community clean-up, tree planting, recycling and environmental education. The Chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the Association's website.
- Identify appropriate Lions Green Team projects for the District.
- Meet with Lion leaders to develop a coordinated Lions Green Team plan for the year.
- Encourage clubs to participate in the Annual Lions Environmental Photo Contest. Insure that the selected District photo is submitted to the Council Chairperson by January 15.
- Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources and solicit feedback and suggestions.
- Encourage clubs to appoint an Environment Chairperson.
- Keep the Governor and the International Office informed of District activities.
- Provide a summary report to successor.
- Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.

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Hearing Preservation, Awareness & Action Chairperson

Hearing conservation and work with the deaf became a major Lions activity in 1971. The program name was updated to Hearing Preservation, Awareness & Action thereby broadening the Lion's base of service.

Chairperson Duties

- Become familiar with the Information for Hearing Chairpersons section on the Association's website.
- Connect with Lions hearing Chairs worldwide via the LCI Google Group for hearing Chairpersons.
- Consult and coordinate with the Multiple District Hearing Chairperson to maximize the outreach of the District's and multiple District's action plan for the program.
- Utilize current resources and information gathered from official Associations for people who are deaf or hard of hearing.
- Implement a District plan of action for a public education and awareness program to understand the needs of persons with hearing and/or speech impairments with the goal of improving their quality of life.
- Encourage support of schools, rehabilitation centers, hearing ear dogs and support services for persons who are deaf or hard of hearing.
- Encourage support of recreational camps for the deaf and hard of hearing persons.
- Participate in the Lions Hearing Aid Recycling Program (HARP).
- Cooperate with schools, professional organizations and agencies in organizing and conducting hearing screenings for children and adults.
- Encourage clubs to conduct a community needs assessment to determine the needs of people who are deaf or hard of hearing.
- Visit clubs and suggest appropriate activities such as:
 - Organizing screenings to detect hearing loss
 - Participating in Lions Hearing Aid Recycling Program
 - Providing volunteer assistance or financial support to a hearing ear dog school
 - Inviting a hearing professional to speak at a club meeting about hearing loss prevention
- Keep the District Governor informed of District activities; encourage clubs to report their hearing projects in the Service Activity Report within MyLCI.
- Provide a summary report to successor.
- Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.

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Honorary & Advisory Chairperson

The District Governor may appoint a District Governor's Honorary Committee composed of past District Governor's who are members in good standing of clubs within the District. This Committee meets when and as called upon by the District Governor. It acts under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this committee attends meetings of the Cabinet when requested by the District Governor.

Chairperson Duties

- Promote harmony through the District.
- Perform duties as requested by the District Governor.
- Meet when called upon by the District Governor to do so.
- Take problems assigned by the Governor and recommend solutions after careful study.

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Information Technology Chairperson

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each District is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

Chairperson Duties

- Create and maintain the District's home page.
- Establish a communication system through e-mail between members and other clubs.
- Assist clubs in submitting their Monthly Membership Report, Service Activity Report and assigning current year and next year officers via MyLCI.
- Show clubs how to obtain the Association's official publications, newsletters, directories, and many other Lions information materials through the Internet.
- Develop the District's record-keeping system on the computer.
- Work on other innovative projects.
- Monitor club websites and publications for use of official logos only.
- Remind clubs with websites that only members should have access to member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse website.
- Work with the MD27 PR/Technology Committee and the Association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.
- **Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.**

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International Relations Chairperson

The International Relations Chairperson's role is to encourage clubs to participate in activities in support of the third Purpose of Lions Clubs International: "to create and foster a spirit of understanding among the peoples of the world."

Chairperson Duties

- Become familiar with the information for Chairpersons section on the Association's website.
- Identify appropriate projects for the District.
- Facilitate participation in:
 - International club twinnings
 - Lions Day with the United Nations
 - International Relations Month (October)
- Meet with Lion leaders to develop a coordinated plan for the year. Work with LCIF and the youth and camp exchange Chairpersons, whenever requested.
- Visit clubs. Explain the importance of International programs.
- Keep the Governor and the International office informed of District activities.
- Provide a summary report to successor.
- Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.

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Leo Club Chairperson

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities. Leo Club Chairpersons contribute to the success of their Districts through the promotion, development and continual support of Leo Clubs. Appointed at the District and Multiple District level, Leo Club Chairpersons serve a three-year term during which they encourage Leos and Leo Club advisors to bring new energy, inspire fresh ideas for service and grow the Leo Club Program.

Chairperson Duties

- Provide encouragement, coaching and motivational aids for all Lions who are actively involved in Leo Club extension and development activities.
- Become familiar with the fundamental principles and procedures for sponsoring a Leo Club.
- Review the Leo Club Chairperson section on the Association's website.
- Promote and publicize the Leo Club Program within the District.
- Encourage Lions Clubs to sponsor Leo Clubs.
- Become familiar with Leo resources and materials available from International Headquarters.
- Provide current information to Lions Clubs that request it.
- Contact advisors of new Leo Clubs to offer encouragement.
- Maintain communication with advisors of existing clubs.
- Conduct two leadership development seminars at the beginning of the fiscal year – one for Leo advisors, the other for Leo Club officers.
- Serve as non-voting member of the Leo District Council (if one has been established).
- Serve as the official liaison between the Lions District Cabinet and the Leo District Council.
- Keep the District Governor and International office informed of the progress of the Leo Club Program in the District, and report to the Lions District Cabinet all resolutions of the Annual Leo District Conference.
- Encourage graduating Leos to consider joining a Lions Club; work closely with Leos and Leo Club advisors in the District to ensure that graduating Leos are aware of the many incentives and options available to former Leos who become Lions.
- Meet regularly with the Multiple District Leo Club Chairperson, if one exists.
- **Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.**
- Promote and encourage Leo attendance at the Annual District Convention Meeting, and help plan functions for Leos.
- Provide the District Governor with the names of Leo club officers each June.

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Lions Services for Children Chairperson

Adopted in 2003, the mission of the Lions Services for Children Program is to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and Internationally. The District Lions Services for Children Chairperson assists clubs to provide aid to children.

- Chairperson Duties
- Become familiar with the Information for Lions Services for Children Chairpersons page on the Association's website.
- Connect with children's Chairpersons worldwide via the LCI Google Group for Lions Services for Children Chairpersons.
- Communicate with Lions worldwide on Lions Children First Facebook page.
- Participate in the Reading Action Program to increase literacy in your District.
- Encourage clubs to organize a project for International Literacy Day (September).
- Become familiar with the Lions Services for Children Symposium Program and the procedure to apply for children's symposium expense assistance from Lions Clubs International.
- Become familiar with the Lions Children First Program which offers support and resources for hands-on service projects for children in need. Promote this program to the clubs.
- Learn the nature and scope of the health and education needs of children within the District.
- Network with educators, government agencies, health care organizations and other individuals involved with serving children in need.
- Encourage clubs to conduct community assessments to identify children's health and education needs and partner with professional organizations and agencies to enhance or develop programs.
- Encourage clubs to invite health and education specialists and community leaders as Lions meeting speakers.
- Encourage clubs to involve community leaders in projects for children.
- Work with the District Public Relations, Sight, Hearing, and Diabetes Chairpersons to generate publicity about Lions' services for children projects.
- Along with your fellow District Chairpersons, encourage clubs to participate in service projects during global service action campaigns, such as "Sharing the Vision" (October) and "Relieving the Hunger" (December/January).
- Keep the gGovernor informed of District activities; encourage clubs to report their Services for Children activities in the Service Activity Report within MyLCI.
- Provide a summary report to successor.
- Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.

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Peace Poster Contest Chairperson

The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the District for this Annual Contest that challenges young people to think about peace and express what it means to them.

Chairperson Duties

- Become familiar with the Lions Clubs International rules for participation in the Peace Poster Contest. Rules are in Policy 6 of the District MD27-D1 Policy Manual
- Prepare a presentation about the Contest for clubs in the District to encourage them to participate.
- Serve as a resource person for clubs that have questions about the Contest.
- Promote participation in the Contest at District Conventions.
- Work with the District Governor to conduct the District judging.
- Follow up with the Council Chairperson to make sure the District's entry was received in time.
- Work with participating Club Chairpersons to properly publicize their winning entry on the local level.
- Serve as a liaison between the District and Lions Clubs International for different aspects of the Contest.
- Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.

3/23/15



Public Relations & Lions Information Chairperson

This Chairperson is responsible for providing guidance and support to club public relations chairpersons, publicizing District activities to the community and informing Lions of District activities. The PR Chairperson also serves on the Multiple District Public Relations Committee. It is suggested that a Past District Governor serve in this position.

Chairperson Duties

- As the District's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons.
- Handle the public relations for the District, including news releases to all media, and edit or assist in the preparation of the District bulletin.
- Motivate clubs to promote continuous public relations programs in each community.
- Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication.
- Encourage representation at District and International Conventions.
- Assist club public relations chairpersons with presenting relevant information about Association programs.
- Provide advance notice to clubs of the District Governor's visit with biographical information and photographs.
- Arrange publicity for visits of International Officers, Directors and other dignitaries within the District.
- Store and account for District-owned property such as publications, audio/visual materials, etc.
- Inform club public relations chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities.
- Encourage the use of website and social media by clubs.
- Work with clubs to provide District and International with information and projects that come under Cultural & Community Activities.
- Provide a report of your committee's activities to the cabinet secretary two weeks before the district cabinet meeting so they can become part of the minutes of the meeting and on the district website for informational purposes.

3/23/15



Reading Action Program Chairperson

The District Governor may appoint a Reading Action Program Chairperson. This Chairperson works with clubs in the District to set up a Reading Action Program within their community. It acts under the direction of the District Governor in the promotion of reading throughout the District, in coordination with guideline set forth from Lions Clubs International. The Chairperson of this committee attends meetings of the Cabinet, as well as issuing a report on progress in the District.

Chairperson Duties

- Promote Reading Programs throughout Clubs in the District.
- Perform duties as requested by the District Governor.
- Meet with individual clubs to help set up a Reading Action plan in their club and community.
- Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.

3/23/15



27-D1 Cabinet Committee Descriptions – 2015-16

Sergeant at Arms

Chairperson Duties

- The Sergeant at Arms is responsible for the property and paraphernalia of the District, including flags, banners, gong, gavel, song books, etc.
- He/she puts each item in its proper place before every meeting and returns the items to the proper storage area after each meeting.
- He/she see's that those present are properly seated and distributes bulletins, favors and literature as required at Cabinet meetings.
- He/She assists in crowd control at the District & State Conventions, and assists with the elections at those events, as well.

3/23/15



Sight Preservation, Awareness & Action Chairperson

The mission of the Program is to provide programs and assistance to aid people who are blind or have low vision, work towards reversible blindness and eliminate preventable blindness.

Chairperson Duties

- Become familiar with the information for Sight Chairpersons section on the Association's website and LCI's sight partnerships with professional organizations.
 - Connect with Lions Sight Chairs worldwide via the LCI Google Group for Sight Chairpersons.
- Promote awareness of the Lions Eye Health Program.
- Collaborate with local health care and blindness professionals to help develop and implement training and educational programs for presentation at club meetings.
- Utilize expertise and advice of people who are blind or have low vision.
- Encourage work with the blind, such as support for and participation in:
 - Mobility training
 - Rehabilitation programs
 - Education
 - Social and recreational services
 - Lions recreational camps for the blind and visually impaired
- Conduct public awareness campaigns, which can involve community organizations, local businesses and schools.
- Consider the opportunities to utilize LCIF grant funding for a qualifying District sight project.
- Stimulate club and District activities to **prevent blindness**, including:
 - Vision, glaucoma, cataract and diabetic eye disease screenings. Help to organize a community screening event and provide assistance to local health care professionals and/or organizations, as needed, on the screening day. Participate in the Lions Eye Health Program (LEHP) to promote eye health and blindness prevention.
 - Collection and distribution of used eyeglasses for the Lions Eyeglass Recycling Program.
 - **Support of community eye banks and/or Lions Eye Banks.**
- Encourage clubs to partner with professional organizations and agencies in developing programs to aid people who are blind or have low vision.
- Encourage club and District participation in annual Lions sight events, such as Lions Sharing the Vision Campaign, Lions World Sight Day, International White Cane Day, Lions Eye Bank Week, Helen Keller Day and World Diabetes Day.
- Promote club awareness of the opportunity to earn the annual "Club Excellence in Effort" award.
- Develop District goals and report your plans and accomplishments to the District Cabinet.
- Promote awareness and support of the LCIF SightFirst program.
- **Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.**



27-D1 Cabinet Committee Descriptions – 2015-16

Tail Twister

He/She promotes harmony, good fellowship, and enthusiasm in the meetings through appropriate stunts, games and the judicious imposition of fines on Cabinet members.

Duties

- No fine shall exceed an amount of \$1.
- The tail twister may not be fined except by the unanimous vote of all Cabinet members present.
- All monies collected by the tail twister shall be turned over to the Secretary/Treasurer.
- He/She will help in collecting raffle prizes for the Cabinet Meetings and sell raffle tickets to Cabinet members before the meeting starts and hold such raffle when its time.
- He/She will help in the collection of raffle prizes for the Governors Raffle at the District Convention and sell raffle tickets to Lion Members during Friday hospitality night and hold such raffle when its time.

3/23/15



Youth Chairperson (Lions Opportunities for Youth)

This Chairperson is responsible for overseeing the Lions Opportunities for Youth Committee that coordinates all youth-related activities in the District. Members of the committee include Leo Club, Youth Camp and Exchange, and Peace Poster Contest Chairpersons. The committee may also include Chairpersons of other youth activities sponsored at the District level. It is suggested that the vice District Governor and, if applicable, the Leo District president, serve on the Lions Opportunities for Youth Committee.

Chairperson Duties

- Become familiar with the various youth programs in your District such as Leo Clubs, Youth Camps And Exchange, Peace Poster Contest, Scouts, Special Olympics, scholarships, etc.
- For additional information, visit the LCI website at www.lionsclubs.org and keyword search “youth development.”
- Provide a forum for Youth Activities Chairpersons to exchange and coordinate activities.
- Encourage Lions Clubs in the District to support youth activities.
- Provide guidance to the club and District-level Lions Opportunities for Youth committees.
- Promote youth awards available from Lions Clubs International, including the Leo of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo District/Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Award.
- **Provide a report of your committee’s activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.**

3/23/15



Youth Camp and Exchange (YCE) Chairperson

The Lions International Youth Camp and Exchange Program is conducted by Lions who have an interest in promoting International relations and sponsoring a youth activity.

Chairperson Duties

- Review past District Youth Camp and Exchange activities.
- Formulate and implement a plan to accomplish Camp and Exchange goals.
- Become familiar with the Youth Camp and Exchange Program policies outlined in the LCI Board Policy Manual and ensure that all YCE activities in the District are conducted in compliance with these policies.
- Become familiar with the Chairperson and Camp Leader sections on the Association's website.
- Encourage clubs in the District to participate in Youth Camp and Exchange.
- Consider District sponsorship of a Lions International Youth Camp.
- Establish Exchange programs with Lions Districts in other countries.
- Screen host families and youth applicants.
- Help organize Camp accommodations and activities with camp leaders.
- Organize cultural and program orientation to sponsored participants and host families.
- Ascertain that all youth traveling abroad have the necessary travel documents and are adequately insured;.
- Keep the District Governor and the International Office informed of District Camp and Exchange activity.
- Provide a report of your committee's activities to the Cabinet Secretary two weeks before the District Cabinet meeting so they can become part of the minutes of the meeting and on the District website for informational purposes.

3/23/15



Zone Chair Responsibilities

As Zone Chair, you are the first line of support for three to five clubs. You will provide support to the club president and others as necessary, attend at least two club meetings and be the primary liaison between the clubs, District, State and International. Your job is to ensure the timely and appropriate flow of information to and from the clubs.

Job Duties:

- Act as the Primary Liaison between your clubs and the District.
- Club Support
 - Club Visits
 - Attend at least 2 club meetings for each of your clubs - one before November 1, the other after January 1.
 - Be prepared to make a three minute presentation during club visits.
 - Remind your clubs to submit their monthly membership and activity reports by the last day of the month. Follow up on MyLCI to remind clubs to get the reports in.
 - Conduct a Zone meeting within two weeks of each of the first three Cabinet meetings.
 - Conduct induction or installation ceremonies, present awards as requested.
 - Identify grassroots Lions projects for DG awards to recognize during his/her club visit.
- District Activities
 - Attend District Cabinet meetings and Zone Chair meetings (4x/year).
 - Assist with the planning & attend the officer training meeting in your area.
 - Assist with the arrangements for Cabinet meetings (when asked).
 - Assist with extension (new club) activity in your zone.
 - Submit a written (e-mailed) report to the DG & Cabinet Secretary at least two weeks before the District Cabinet Meeting. This should include what clubs in your zone have been doing since the last Cabinet meeting.
 - Find your replacement and consider bringing him/her on as a co-Chair to provide hands-on training and leadership continuity.
 - Identify grassroots Lions for Cabinet level positions.
 - Use your budgeted funds appropriately. Mileage to club meetings, zone meetings, and Cabinet meetings are legitimate uses of funds as well as postage for mailings. Budget \$75.
 - Work closely with the appropriate VDG to keep him/her abreast of issues in your Zone's clubs or events in the zone that the VDG might consider attending.
- Send a report to the DG, VDG, GMT/GLT leaders with names of attendees, District Cabinet people attending and a brief note on the zone meeting itself. This should be done within five days after your zone meeting