



We Serve

DISTRICT 201Q3

Cabinet Officer Manual 2022 – 2023



Graeme Emery

District Governor

“Outback to Ocean - Together as One”

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Where There's a Need, There's a Lion



DISTRICT GOVERNOR'S WELCOME

Firstly, thank you for your support and involvement, by taking on leadership roles this year, whether at Club or District Levels, it is important that we work together as one. This will enable us to maximise our achievements in overcoming change within our organization or any other challenges that maybe forthcoming.

It is up to you as a Cabinet member, along with your colleagues, to promote good Club health and member engagement to maintain our District in a sound and stable position.

These forums are about understanding your roles, sharing information, receiving updated information on policies and initiatives, changes from Lions Clubs International, and most of all meeting fellow Lions, networking and forming new friendships.

This Manual has been put together to assist you in your new role, however there are other resources available on the Lions Clubs International and Lions Clubs Australia websites to assist you with your Role.

The biggest challenge given to all Districts this year by Lions Clubs International is to implement a Five-Year Plan. This is to give our District stability and direction into the future, hopefully stopping the continued chopping and changing from year to year, and to help improve our relationship between Clubs and District.

My theme this year is: **OUTBACK TO OCEAN – TOGETHER AS ONE**



Explanation:

Outback to Ocean indicates the vastness of our District

Together as One - Over many years, Lions have shown and proven what we can achieve, when we join Together as One.

It is essential that we all work **TOGETHER AS ONE**. A united team will always achieve success and overcome any challenge that may be put in front of us.

After a couple of years of turmoil, I and my team are looking forward to working with you and bringing positivity back to our lives.

Take care and stay healthy

Lion Graeme Emery
District Governor



CABINET POLICY – GENERAL

District Governor

The District Governor is the District's Executive Officer, elected at the annual District Convention to serve a one-year term and is accountable directly to the Lions Clubs International Board of Directors.

As an International Officer of Lions Clubs International, the District Governor is responsible for carrying out the duties as stated in the International Constitution and By-Laws.

The District Governor sits on the Council of Governors, comprising District Governors from all Australian Districts (Multiple District 201) and a Council Chair who is elected from the pool of Governors from the previous 3 years.

District Cabinet

The District Cabinet is the body of individual Lions elected in accordance with the District Constitution, or appointed by the District Governor, to assist him/her carry out his/her responsibilities to Lions Clubs International, Multiple District and to assist, promote and coordinate the community service efforts of Lions and Leo Clubs throughout the District.

The District Cabinet is the deliberative body assisting the District Governor in the formation of administrative plans and policies affecting Lionism within the District.

Support for District Officers

Where a District Officer feels the need for advice, he or she should seek assistance from:

- if a Zone Chair – the Region Chair
- if a member of the Global Action Team – their coordinator
- if a member of the Management Team or other Cabinet member - the District Treasurer, Secretary, Constitution and By-Laws Chair or District Governor.

Should a Cabinet Officer or other Lion become aware of a situation that may cause detriment to the organization and they consider it cannot be resolved or confirmed without investigation or mediation (e.g., potential fraud, bullying, conflict within a Club), they should provide a verbal or written report to the Zone Chair, Region Chair or District Governor outlining:

- the facts of the matter
- any evidence they may have
- names of people affected
- possible outcomes from the issue, and
- any other relevant information.

If a matter is raised with the District Governor or Management Team (either directly by the Lion or jointly with the Region Chair), they may appoint a Lion to assist in resolution of the issue.

This Lion will:

- thoroughly investigate the situation
- formulate a concise submission which covers both sides of any argument or controversial matter.
- present these findings and a recommendation to the appropriate person(s) for decision.

District Committees

District Cabinet Chairs have the right to form their own Committees. Such committees shall not undertake any specific duties until:

- the Chair has consulted with the District Governor, and
- the Chair has received the approval of the District Governor and/or Cabinet.

Communication

Clear communication between Cabinet Members and the District Governor is of the utmost importance. It is also vitally important that good communication is maintained with Clubs and with specific Club Chairs.

To ensure an appropriate flow of information, we ask that emails or other correspondence from a District Officer:

- relating to District Lions business, visits or activities with bodies outside the District, be copied to the Cabinet Secretary.
- to a Club, be copied to the Zone Chair and Cabinet Secretary.

If the Cabinet Secretary or District Governor writes to a Club, they copy in the Zone Chair where appropriate.

When addressing Clubs, please do not use abbreviated terms (acronyms) such as MD for Multiple District, PDG for Past District Governor or LCIF for Lions Clubs International Foundation, as they are a source of confusion to newer members. Please give their full titles unless you have explained them.

Reporting

A District Officer, other than a Zone Chair, who attends a Club meeting does not need to complete a report on the conduct of that meeting.

However, if you choose to, (or if you are a Zone Chair), you will find the report in the District website (<https://www.lionsq3.org.au/index.php/infocentre/>) under Cabinet Manuals / Zone Report Form.

When you have completed the report, please email it to cabsec.q3@lions.org.au and the Cabinet Secretary will forward it on, as appropriate.

The Cabinet Secretary may ask the assistance of Zone Chairs to follow up Clubs that need a reminder on the importance of ensuring that their inputting their “Monthly Membership” details into MyLCI each month and recording their “Service Activities” into MyLion each month.

Your portfolio reporting obligations are covered later in this manual.

Finance

No District Officer shall commit the District to any financial or other commitment without the prior approval of the District Governor and/or Cabinet.

Appeals from outside of Lions

District Officers should report to the DG any instance where a Club or Clubs has been approached to conduct a fund-raising appeal/project on behalf of an organisation (excluding fundraising appeals from an approved District 201 Q3, Multiple District 201 or Lions Clubs International program / project).

Such fund-raising appeals/projects may require the approval of the District Governor or Cabinet before proceeding.

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DISTRICT 201Q3 (2022-2023)

Management Team

District Governor Graeme Emery	1st Vice District Governor Andy FitzGerald	2nd Vice District Governor Richard Williams	Immediate Past District Governor Steve Hood
Cabinet Secretary Barbara Matthews	Cabinet Treasurer John Whitby	Constitution & By-Laws Chair PDG Norm Alcock	Assistant Cabinet Secretary Jenny Tate

Global Action Team (GAT)

Global Membership Approach District Leader (GMA)

Mark Bates

Global Membership Team (GMT)	Global Leadership Team (GLT)	Global Service Team (GST)
GMT District Co-ordinator Alan Brooks	GLT District Co-ordinator PDG Donna Hedges	GST District Co-ordinator Debbie Williams
Team Members PDG Greg Rollason, Alice Cunningham, Lauren Sankey	Team Members PCC Rodd Chignell, Tara Grant	Team Members Chris Sang, Helen Johnston
VDG1 (DG Team Liaison)	VDG2 (DG Team Liaison)	DG (DG Team Liaison)

Region Teams

Region 1 Glen Shipway		Region 2 John Broad		Region 3 PDG Bruce Unwin	
Zone 1 Chair Aileen Knowles	Zone 2 Chair Roger Henderson	Zone 5 Chair Roland Sjollega	Zone 6 Chair Wendy Chignell	Zone 9 Chair Dugi Wilson	Zone 10 Chair Stuart Matthews
Zone 3 Chair Narelle Gluer	Zone 4 Chair Maryann Bisdee	Zone 7 Chair Lyn Pysden	Zone 8 Chair Chris Sang	Zone 11 Chair Lisa Gourley	Zone 12 Chair Diane Hobson

Service Projects & Foundations

Global Causes	Diabetes Gail Jones	Hunger Jenny Tate	Vision Geoff Moor
	Environment Debbie Williams	Childhood Cancer PDG Norm Jensen	
International Foundations & Programs	Lions Clubs International Foundation (LCIF) Kevin Hedges		LEO Program Kay Liddle
	Recycle 4 Sight - Australia Geoff Moor	Lions Quest Skills	Peace Poster Di Unwin
National Foundations & Projects	Australian Lions Foundation (ALF) Peter Boge		
	Youth of the Year Narelle Gluer	Youth Exchange & Camps Geoff Moor	
	Australian Lions Children's Mobility Foundation (ALCMF) Richard Williams		Lions Hearing Dogs Dell Emery
	Australian Lions Children's Cancer Research Foundation (ALCCRF) PDG Norm Jensen		
	Lions Eye Health Program (LEHP) Geoff Moor	Australian Lions Wellness Foundation (ALWF) Chris Symonds	
	Junior Public Speaking Competition	Emergency Medical Information Book	
	Lions Disaster Relief Australia Project		Need for Feed
	Lions Cakes & Mints – Fundraising PDG Kaye Smith		
Foundations/Projects with Licences to Seek Funds	Lions Prostate Cancer Research, Treatment & Support PDG Norm Jensen		
	Lions Cord Blood Foundation		Operation Smile
	Lions Australia Spinal Cord Foundation (ALSCF)		

District Projects	Qld & Northern NSW Lions Medical Research Foundation (LMRF) David Eades		
	Lions Youth Emergency Accommodation Centre (Pine Rivers) Inc [LYEAC] Christine Schofield		
	Lions Camp Duckadang PDG Greg Rollason		Camp Krokodile
	Youth Insearch Ray Mogridge	Children of Courage April Lindel	Fire Poster Di Unwin
	District Convention 2022 Tara Grant		District Convention 2023 Maryann Bisbee
Marketing & Communications			
Marketing Chair David Eades	Newsletter Editor PDG Beverley Bates	Webmaster & IT Communications Graham Foote	Social Media Richard Williams
Other Positions			
Club Safety Coordinator Garry Bates		Disaster Relief & Emergency Services Liaison Rob Hobson	
*District Historian & Records Bob McGreevy		Child Safety Officer PDG Donna Hedges	
* Camp Quality Kevin Williams			



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DISTRICT TEAM

Management Team (District Executive)

The District Executive provides the financial, administrative and constitutional leadership for Cabinet and the District.

Global Action Team

The Global Action Team consists of three groups. Each group comprises a Coordinator and a team member.

GST, GMT and GLT members work with the Club Service Director, Membership Chair and First Vice President (as Leadership Chair). Zone and Region Chairs will also identify areas for support and development.

- **Global Service Team (GST)**

The Global Service Team will champion the service framework of Lions Clubs International (LCI) as well as promoting our National and District service projects/foundations to maximize impactful service, action, and growth. They also provide support to Clubs when recording service hours.

- **Global Membership Team (GMT)**

Promotes ideas, tools, and strategies to assist clubs to increase membership by recruiting new members, engaging and retaining existing members and starting new Clubs and Club Branches.

- **Global Leadership Team (GLT)**

Helps people grow into Lionism by promoting International, Multiple District, District, Club, and individual learning activities. Works with Clubs to develop leadership and Lions Information Sessions throughout the year.

Region and Zone Chairs

Zone Chairs provide an important link between the District and Clubs. They host the District Governor's Advisory Committee (Zone Meetings) and encourage Clubs to share ideas, assist each other with challenges, discuss projects and identify opportunities to work and socialize together. They assist Clubs with any questions or issues that may arise.

Zone Chairs provide a flow of information between Clubs and the District Cabinet. They identify potential leaders and Club best practice.

If they identify a Club that would benefit from assistance from the Global Action Team, they discuss it with their Region Chair who will engage the GAT

Region Chairs will work with, and support, Zone Chairs and the Global Action Team in the performance of their roles.

You will find further details about these roles in the *Zone and Region Chair Manual*.

Global Causes Chairs

Our District has appointed a Chair for each of the five LCI global causes – Vision, Environment, Hunger, Childhood Cancer & Diabetes Awareness. These officers with the support of the GST will promote the Global Causes and encourage Clubs to get involved with such projects at a local level.

Service Portfolios

We have a number of other service portfolios to promote international, national and district priorities – refer to listing on pages 7&8. Portfolio Chairs will work with Clubs and the GST to support these projects.

In some cases, the portfolio chair will encourage Clubs to support the cause (eg by running an activity and/or financially).

In other cases, they will encourage Clubs to participate in a District or national activity within their portfolio (e.g. Youth of the Year or Australia's Biggest Barbeque).

Global Membership Approach (GMA)

Commencing this year (2022-2023), our District has committed to participate in a process known as the "Global Membership Approach" to support districts worldwide to increase membership growth and retention.

The Global Membership Approach follows a four-step process: Build a Team, Build a Vision (a 5 year Strategy!), Build a Plan and Build Success.

The Global Membership Approach combines a strategic approach and a set of resources for district teams to utilize to develop membership by:

- Rejuvenating districts with new clubs
- Revitalising clubs with new members
- Re-motivating existing members with fellowship and exciting service

Designated teams within the GAT structure will be organized to focus on achieving these three objectives.

A new cabinet position (GMA Support Lead) has been created to drive this GMA process under the direction of the District Governor. This position will manage the process by working with the DG Team, the GAT Coordinators, Team leaders and Region/Zone Chairs on plan development, implementation and accountability.

Marketing and Communications Sub-Committee

This sub-committee is responsible for promoting who we are and what we do in the community; ensuring information flows within and from our District to promote/publicise Lions projects and events through social media, District and Club websites, the District newsletter, press coverage etc.

CABINET MEETINGS

Meeting Dates

There will be four cabinet meetings during the year, on dates to be determined by the District Governor and Management Team. We have indicative dates at page 16 of this manual and will confirm them during the year.

Cabinet Meeting Protocols

Before Cabinet

- ◆ Note Cabinet Secretary's emails
- ◆ RSVP and submit reports on time
- ◆ Read reports
- ◆ Conversations / preparations re agenda
- ◆ Locate the venue / GPS
- ◆ BYO coffee cup and water bottle.

During Cabinet

- ◆ Positive participation
- ◆ Identify yourself and your Club when speaking
- ◆ Active listening
- ◆ Be respectful, encouraging, supportive
- ◆ Mobiles off or silent
- ◆ Mentor new Cabinet Officers.

After Cabinet

- ◆ Share key messages with your Club, Zone, Region
- ◆ Information / outcomes – clarify, concise, to the point
- ◆ Undertake any jobs / responsibilities – follow up actions
- ◆ Involve your Club where possible – emphasize the positive relationship with Cabinet
- ◆ Support District projects.



Reporting

At the beginning of each Lions year, Cabinet officers will be asked to write an Action Plan, focusing on three or four goals to be achieved in their respective role/s over the next 12 months. These action plans will need to be submitted to the Cabinet Secretary prior to the first Cabinet meeting in July. An Action Plan template will be provided and discussed at the Cabinet Officer Forum to input your goals and strategies.

For the second and third Cabinet meetings, you will report on your progress/outcomes towards achieving your planned goals. Another template will again be provided to input your progress etc. Reports need to be submitted to the Cabinet Secretary by the due date, prior to each meeting.

The report for the fourth Cabinet Meeting will cover your year's activities and will form part of a District report to be presented to the annual convention (with updates for activities occurring following the report's submission).

The Action Plans and Progress Reports will be collated and circulated electronically to all members of the Cabinet. If you do not complete your report by the due date, you will be responsible for promulgating it to Cabinet Members.

It is important to take the time to read reports before attending cabinet meetings – refer to Meeting Protocols.

Social aspects

District pays for morning/afternoon teas & lunches for District Officers.

The host Club will organise a social activity for the Saturday evening. District Officers, their partners and local Lions are welcome to attend. Costs are at the expense of the persons attending.

Saturday lunch is provided for members of the District Management team and for Zone/Region Chairs who have participated in the morning's Zone/Region forum (if held).

On Sunday morning, the host club may arrange an outing for partners, at the expense of those attending.

Partners are welcome to attend the Sunday lunch, at their expense.

What to wear to cabinet meetings?

You can order District shirts and jackets by contacting ALE Clothing Company, Toowoomba – details from Cabinet Secretary. They are a District shirt, so others in your club may care to order them (especially the jackets, which may complement their club polo shirt).

It is not compulsory to wear a District shirt. Please wear what you feel is comfortable. Smart casual is suitable for the Saturday evening function, unless otherwise advised.

CHILD SAFE POLICY

Queensland legislation requires organisations such as Lions Clubs which fall within the Blue Card System to implement strategies to ensure the safety and protection of children/youth whom the Lions Club engages with through their projects, functions and events and comply with the applicable statutory requirements.

Clubs and Districts need to establish their own procedures consistent with this policy and the legislative arrangements in their jurisdiction. This is not an option for Clubs or Districts if they have projects involving young people. Penalties can apply if statutory requirements are not met.

Lions Australia has adopted a Child Safe Policy which aims to protect children and young people whilst they participate in Lions MD 201 youth programs.

For more information, please refer to:

(<https://lionsclubs.org.au/our-governance-structure/md201-child-safe-policy-resources/>)

Q3 District has developed a model “*Child & Youth Risk Management Policy & Procedures*” for all clubs to adopt which incorporates both the Qld legislative requirements and Lions Australia expectations. A copy of this document will be made available to all Lions Clubs and can be downloaded from the District website.

CHILD SAFE POLICY & CHILD SAFE OFFICER (CLUB & DISTRICT)

The President of every Lions Club which has children/youth participating in any of its projects, functions or activities shall ensure the Club has a designated position of Club Child Safe Officer and that a Lions member is appointed/assigned to perform the duties of this role.

Duties of the **Child Safe Officer (CSO)** include:

- Keeping a record of all members and volunteers who hold Blue Cards, and the date they expire.
- Reminding members when they need to apply for a Blue Card (allowing processing time).
- Keeping a record of members and volunteers who do NOT have a Blue Card and ensuring Committee Chairs for projects dealing with children are aware, so do not allocate them tasks which require a blue card.
- Taking steps to link a member’s Blue Card from another organization to your Club.
- Cancelling or unlinking a Blue Card if a member leaves the Club.
- Signing Blue Card application forms – if you do, please make sure the applicant is aware it is an offence for a disqualified person to apply for a Blue Card (point 4 of the declaration you will sign).
- Ensure members have an understanding of the Child Safe Policy and Lions Australia Child Safe Policy and this is revisited annually
- Complete Child Safe Incident Reports when there have been breaches of the policy

LIONS CLUBS INTERNATIONAL

Mission Statement

- ◆ **To empower volunteers** to serve their communities, meet humanitarian needs, encourage peace, and promote international understanding through Lions clubs.

Vision Statement

- ◆ **To be the global leader** in community and humanitarian service.

Purposes

- ◆ **To Organize**, charter, and supervise service clubs to be known as Lions clubs.
- ◆ **To Coordinate** the activities and standardize the administration of Lions clubs.
- ◆ **To Create** and foster a spirit of understanding among the peoples of the world.
- ◆ **To Promote** the principles of good government and good citizenship.
- ◆ **To Take** an active interest in the civic, cultural, social, and moral welfare of the community.
- ◆ **To Unite** the clubs in the bonds of friendship, good fellowship, and mutual understanding.
- ◆ **To Provide** a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- ◆ **To Encourage** service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works, and private endeavours.

Code of Ethics

- ◆ **To Show** my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.
- ◆ **To Seek** success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.
- ◆ **To Remember** that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.
- ◆ **Whenever** a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.
- ◆ **To Hold** friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.
- ◆ **Always** to bear in mind my obligations as a citizen to my nation, my state, and my community, and to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labor and means.
- ◆ **To Aid** others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.
- ◆ **To Be Careful** with my criticism and liberal with my praise; to build up and not destroy.

DATES TO NOTE in 2022-2023

Club Officer Forums	Wamuran – Corinda	4-5 June 2022
	Chinchilla – Crows Nest	11-12 June 2022
International Convention	Montreal, Canada	24-28 June 2022
District Changeover	Caboolture	23 July 2022
Cabinet Meeting 1	Deception Bay	24 July 2022
MD Council Meeting	Cairns	20-22 September 2022
ANZI Pacific Forum	Cairns	23-25 September 2022
Q District Conventions	Q3 Caloundra Q1 Calamvale Q2 Cairns Q4 Mundubbera	23- 25 September 2022 4-6 November 2022 4-6 November 2022 28-30 October
Cabinet Meeting 2	TBA	12-13 November 2022
MD Council Meeting	Sydney	20-22 January 2023
Cabinet Meeting 3	TBA	4-5 February 2023
Regional Lions Leadership Institute (RLLI)		
Advanced Lions Leadership Institute (ALLI)		
MD Council Meeting	Gold Coast	24-26 April 2023
MD Convention	Gold Coast	28 April – 1 May 2023
Cabinet Meeting 4 / Shadow Cabinet	TBA	TBA
International Convention	Boston, Massachusetts	7-11 July 2023

EMAIL ADDRESSES - FORWARDERS

<i>Type of Address</i>	<i>Address</i>	<i>Who Gets the Email</i>
All Clubs (Lions & Leos) within the District	club@lionsq3.org.au	All Club Presidents & All Club Secretaries of every Club in the District [Webmaster adds club president, Club Secretary and club email address (if existing). Club can arrange to add or delete addresses]
Individual Club	Examples: roma@lionsq3.org.au brisbane-bunya@lionsq3.org.au	President & Secretary of that Club
Announce	announce@lionsq3.org.au	An opt-in mail service – for information that may be of interest to a wide variety of Lions
District Newsletter	newsdirect@lionsq3.org.au	Anyone who subscribes to have the District Newsletter sent electronically into their inbox
Cabinet	cabinet-2022-2023@lionsq3.org.au	For all cabinet officers
Cabinet Secretary	cabsec.q3@lions.org.au	Barbara Matthews
Zone Chairs	zone@lionsq3.org.au	All Zone & Region Chairs
Zones	Examples: zone1@lionsq3.org.au zone8@lionsq3.org.au	Goes to all Clubs in that Zone + Zone Chair + Region Chair