
DISTRICT GOVERNOR

As an International Officer of the Association, the District Governor is accountable to the International President and the International Board for the administration of the District and shall represent the Association in this District of 201 Q3.

Your duties include:

- Furthering the Purposes, Ethics and Vision of Lions Clubs International.
- Becoming familiar with the International, Multiple District and District Constitutions and Policy Minutes.
- Preparing the structure of the District Cabinet and appointing suitable Lions/Leos from within the District to fill these positions, ensuring all positions that require approval by the District Governor are entered in MyLCI, including the appointment of the Cabinet Secretary as the District Administrator.
- Attending all training sessions and completing all assignments in preparation for the position of District Governor and attending the International Convention for final training and swearing in.
- Being familiar with the provisions of the LCI District Governor's manual.
- Being the Chief Administrative Officer in the District and chairing the Annual General Meeting, Cabinet and Management Team meetings and calling special meetings.
- Leading the Global Action Team and inspiring other District officers to actively support implementation and recording of service activities, membership growth, new club organisation and leadership development.
- Arranging for a smooth transition from the Immediate Past District Governor.
- Ensuring each club in the District receives a 'goodwill' visit from either the District Governor or the 1st or 2nd Vice Governor prior to 31 December, to determine their Club's operation and whether assistance is needed and to promote involvement in District programs and the message of the International President.
- Promoting diligence at all levels in the Health and Safety aspects of all activities.
- Preparing a 'District Governor's Message' for inclusion in the monthly District Newsletter.
- Submitting a written report for Cabinet Meetings and District Convention.
- Performing such functions as may be required by the International Board.
- Attending Multiple District Council Meetings and the Multiple District Convention.
- Being an active member of the Council of Governors and taking an active part on any appointed or elected Committees.
- At the end of your term, preparing a comprehensive written report of District activities for the year, for inclusion in the District Annual Report.
- Immediately following the end of your term, placing in the hands of your successor all records that pertain to the office of District Governor.

1st VICE DISTRICT GOVERNOR

The 1st Vice District Governor's (1VDG) role is to support the District Governor and help him/her fulfil his/her obligations to Lions Clubs International. The year should also be used to prepare for your year as District Governor.

You are a member of the District Management Committee and as such have a responsibility to assist the District Governor in the good management of the District.

Your duties include:

- Furthering the Purposes, Ethics and Vision of Lions Clubs International.
- Offering support to, and furthering the goals of, the District Governor.
- Performing duties as assigned by the District Governor.
- Undertaking formal club visits as directed by the District Governor in consultation with the District Governor and 2nd Vice District Governor.
- Substituting for the District Governor at District and other functions, if required.
- Monitoring reports provided by Zone Chairs and other Cabinet Members and preparing a summary report for consideration by the Management Team, the Global Action Team Leaders and Area Managers.
- Serving as the District Governor Team's primary liaison to the District Global Membership Team (GMT).
- Maintaining regular communication with the District GMT Co-ordinator and monitor the activities of the District GMT Team.
- Liaising with the 2nd Vice District Governor, particularly in respect to his/her role as liaison to GLT.
- Attending, assisting or participating in all Club or Cabinet Officers' training sessions, workshops, or information days, wherever possible.
- Planning and preparing for the role of District Governor, including preparation of a District Plan in conjunction with 2nd VDG and 2nd VDG elect.
- Becoming familiar with the duties and responsibilities of the District Governor, as outlined in Article II Section 4 of the By-Laws of the International Constitution and By-Laws.
- Gaining a good working knowledge of the District, Multiple District and International Constitution and By-Laws, including District Policy Minutes.
- Nominating for the position of District Governor and seeking the confirmation of a majority of delegates by secret ballot at the District Convention.
- Attending training sessions as directed by the Multiple District Leadership Chair.

2nd VICE DISTRICT GOVERNOR

The 2nd Vice District Governor's (2VDG) role is to support the District Governor and help him/her fulfil his/her obligations to Lions Clubs International. The year should also be used to gain experience as you prepare for your year as District Governor.

You are a member of the District Management Committee and as such have a responsibility to assist the District Governor in the efficient management of the District.

Your duties include:

- Furthering the Purposes, Ethics and Vision of Lions Clubs International.
- Offering support to, and furthering the goals of, the District Governor.
- Performing duties as assigned by the District Governor.
- Undertaking formal club visits as directed by the District Governor in consultation with the District Governor and 1st Vice District Governor
- Substituting for the District Governor at District and other functions, if required.
- Serving as the District Governor Team's primary liaison to the District Global Leadership Team.
- Maintaining regular communication with the District GLT Co-ordinator and monitoring the operations of the Global Leadership Team.
- Liaising with the 1st Vice District Governor particularly in respect to his role as liaison to District Global Membership Team.
- Being prepared to chair any team meetings of Global Leadership Team at Cabinet Meetings and reporting back to Cabinet at the appropriate time during the meetings.
- Attending, assisting or participating in all club or cabinet officers' training sessions, workshops, or information days as required, wherever possible.
- Planning and preparing for the roles of 1st Vice District Governor and District Governor, including preparation of the District Plan in conjunction with 1st VDG and 2nd VDG elect.
- Becoming familiar with the duties and responsibilities of the District Governor, as outlined in Article II Section 4 of the By-Laws of the International Constitution and By-Laws.
- Gaining a good working knowledge of the District, Multiple District and International Constitution and By-Laws.
- Gaining a good working knowledge of District Policy Minutes.
- Nominating for the position of 1st Vice District Governor and seeking the confirmation of a majority of delegates by secret ballot at the District Convention.
- Attending training sessions as directed by the Multiple District Leadership Chair.

IMMEDIATE PAST DISTRICT GOVERNOR

The Immediate Past District Governor's role is to assist the District Governor to fulfil his/her obligations to Lions Clubs International. Use your experience and knowledge wisely to guide the District Governor through their year in office.

You are a member of the District Management Committee and as such have a responsibility to assist the District Governor in the good management of the District.

Your duties include:

- Furthering the Purposes, Ethics and Vision of Lions Clubs International.
- Offering support to and furthering the goals of the District Governor.
- Supporting all Clubs Chartered in your year as District Governor.
- Performing other duties as assigned by the District Governor.

CABINET SECRETARY

The Cabinet Secretary is responsible to the District Governor for all secretarial and administration matters within the District. The position is a demanding one which requires much time, unselfish service and dedication.

You are a member of the District Management Committee and as such have a responsibility to assist the District Governor in the good management of the District.

Your duties include:

- Being responsible for all secretarial and administration matters pertaining to the District, including all statutory requirements.
- Assisting the District Governor and arranging for the supply of bannerettes, stationery and District officers' and partners' dinner badges.
- Attending to all inward and outward correspondence.
- Keeping the District Governor and relevant District Chairs informed of items of interest.
- Co-ordinating, collating and distributing District Officers' reports and meeting agendas prior to Cabinet meetings.
- Ensuring that all copies of reports provided by the Zone Chairs and other Cabinet Officers are provided to the 1st Vice District Governor for action.
- Attending the Multiple District Convention.
- Monitoring the Monthly Membership Reporting information on MyLCI and following up with clubs who are not reporting monthly.
- Encouraging club secretaries (or club administrators) to record all necessary details for new members on MyLCI and then maintaining current, accurate membership records.
- Following up late or incorrect reports from Clubs.
- Being responsible for all administrative matters relating to District Convention.
- Ensuring that the correct procedure set down in the District Constitution and By-Laws is followed regarding Notices of Motion to come before the District Convention.
- Carrying out Accreditation at Q3 District Convention and Registration and Accreditation at Multiple District Convention.
- Maintaining up to date records of all deceased members and partners for the Remembrance Service at District Convention.
- Arranging the distribution of the District Newsletter in accordance with the requirements of Section 12 of the District Policy Minutes.
- Assisting with the delivery of Leadership training programs at club and District level, including support to Club and Cabinet Officer Forums, as required.
- Promoting MyLCI and other reporting tools and assisting Clubs and Club Secretaries with administrative matters.
- On completion of term, handing to the nominated successor all monies and records, financial and otherwise, that pertain to the office of Cabinet Secretary.

CABINET TREASURER

The Cabinet Treasurer is responsible to the District Governor to ensure that the District financial affairs are conducted within the framework of the District budget.

You are a member of the District Management Committee and as such have a responsibility to assist the District Governor in the good management of the District.

Your duties include:

- Overseeing efficient management of all accounting and financial matters.
- Ensuring budgets are properly prepared and presented to the July Cabinet meeting.
- Liaising with Cabinet Officers to ensure budgets are respected and not exceeded.
- Preparing and distributing invoices for per capita dues from Clubs in the District.
- Following up collection of overdue fees from Clubs.
- Dispersing funds only on the authentication or ratification of District Cabinet.
- Proper control and custody of District funds.
- Administering District funds to ensure that the maximum return is received on funds that are not required for immediate use following the approval of the Management Team.
- Providing necessary reports to the District Governor and Cabinet Secretary prior to District Convention, including a list of Clubs not in good standing.
- Maintaining the financial records of the District in such a manner as to enable an independent audit by a professional auditor at any time.
- Maintaining the District Assets Register.
- Submitting a written financial report to each Cabinet Meeting and District Convention.
- Educating Club Treasurers as to correct financial management procedures and record keeping.
- Wherever possible, participating in Club Officer Forums.
- Being available to respond to queries from Clubs regarding Accounts covering International, Multiple District and District dues.
- Arranging for the financial accounts to be audited by an independent professional auditor at the end of the financial year in time to be presented to the first Cabinet meeting for the new Lions year.
- On completion of term, handing to the nominated successor all monies and records, financial and otherwise, that pertain to the office of Cabinet Treasurer.

CONSTITUTION & BY- LAWS CHAIR

(Including Incorporation, Insurance & Legal Issues)

The Constitution and By-Laws Chair is responsible to the District Governor and acts as the District reference point for constitutional and incorporation matters. The role requires a sound working knowledge of the standard Club, District, Multiple District and International Constitutions and By-Laws, as well as the State Associations Incorporation Act.

You are a member of the District Management Committee and as such you have a responsibility to assist the District Governor in the good management of the District.

Your duties include:

- Keeping abreast of State Legislation in the matters of Associations Incorporation, to assist Clubs and District Cabinet as required.
- Providing advice to the District Governor, Cabinet Officers & Clubs on matters relevant to the above as well as the Privacy Act and the Child Protection Act.
- Preparing any necessary changes and updates of the Policy Minutes for adoption at the first Cabinet Meeting in July 2019.
- Performing the duties of the Chair of the Constitution and By-Laws Sub-Committee (By-Law 111 – Section 3) and guide the District Governor and Cabinet on all matters of a constitutional nature, making recommendation for changes when necessary.
- Performing the duties of the Chair of the Nomination, Election and Convention Standing Sub-Committee (By-Law III – Section 4).
- Ensuring that all Notices of Motion put to the District Convention or Motions arising from the District Convention for the Multiple District Convention; comply with the District, Multiple District and International Constitutions.
- Ensuring that correct proceedings are followed as regards to nominations and elections for District Office.
- Providing constitutional guidance to Clubs as required or requested.
- Ensuring the Convention results are reported in the November District Newsletter.
- Assisting the District Governor with meeting procedure at Cabinet meetings and Convention.
- Promoting diligence at all levels in the Health and Safety aspects of all activities.
- Being conversant with basic principles relating to insurance but directing specific enquiries to the Insurance website or MD Insurance consultant.
- In consultation with the Cabinet Treasurer who maintains the District Asset Register, ensuring all District property is identifiable and insured.
- In conjunction with the Cabinet Secretary, maintaining control of District depositary for surplus equipment and old records.
- Directing any legal enquiries to the Lions Multiple District Legal Officer.

ASSISTANT CABINET SECRETARY

The primary role of the Assistant Cabinet Secretary is to act as Minute Secretary to the Management Committee and the District Cabinet and assist the Cabinet Secretary to undertake their secretarial and administrative duties.

You are member of the District Management Committee and as such you have a responsibility to assist the District Governor in the good management of the District.

Your duties include:

- Being responsible for the minutes of proceedings of all Management Committee Meetings, Cabinet Meetings and District Convention, including the distribution of such minutes in terms of Rule 10, Section 11 of the District Constitution and By-Laws.
- Assisting the Cabinet Secretary at the District Convention, including Accreditation of Delegates.
- Assisting the Cabinet Secretary when requested and carrying out specific tasks under his/her guidance.
- Managing the distribution of Request for Assistance referrals from Multiple District Office and reporting outcomes to Cabinet.
- Assisting with delivery of Leadership training programs at Club and District level, if required.
- Assisting in the facilitation of group breakout sessions at Cabinet Meetings and reporting on same to full Cabinet, if required.
- Assisting the District IT Communications Chair and Webmaster with the operation of the District e-mail system.
- Providing a summary of the key issues from the Cabinet meeting to Region and Zone Chairs within two weeks of the close of the meeting.

DISTRICT GLOBAL SERVICE TEAM CO-ORDINATOR

The District GST Co-ordinator is a member of the District GAT (Global Action Team). A team member will support the GST Co-ordinator. The District Governor is the DG Team liaison.

The role of the District GST Co-ordinator is to:

- promote service activities to Lions clubs.
- assist clubs to use MyLCI and MyLion and encourage Clubs to record their service activities.
- champion the Global Service Framework.
- encourage Clubs to support District and National projects and foundations.
- improve Clubs' service delivery capability.

For ongoing success of the District GAT, it is imperative that you and the other Co-ordinators and their teams consult and meet regularly in devising, developing and implementing programs vital to all aspects of service membership, Club growth and leadership throughout the District.

Your duties include:

Goal Setting

- Establishing goals and implementing an action plan incorporating the goals and objectives of the GST, in consultation with GST- MD Coordinator and District Governor.
- Working with Region GLT Coordinators to motivate club leaders to establish goals and develop club programs that enhance their service activities and impact.
- Presenting a budget to the District Management Committee and Cabinet to fund GST-D activities.
- In collaboration with District GLT Co-ordinator and GMT Co-ordinator, planning an interesting and effective display and forum at the annual Q3 District Convention.

Communication

- Communicating with GST/GMT/GLT members monthly.
- Keeping District updated on service activities and resources, including information from Multiple District.
- Publishing relevant information in the district newsletter, the district website, the District Facebook page and in other publications.
- Establishing a quarterly reporting system to foster open communication and monitor progress.

DISTRICT GLOBAL MEMBERSHIP TEAM (GMT) CO-ORDINATOR

The District GMT Co-ordinator is a member of the District GAT (Global Action Team). Team members will support the GMT Co-ordinator. The 1st Vice District Governor is the DG Team liaison.

The role of the District GMT Co-ordinator is assisting Clubs to:

- increase new membership.
- reduce losses of membership.
- promote extension via new Clubs, Chartered, Branch and Speciality Clubs.
- rebuild clubs where necessary.
- implement and improve Club care and Welfare.

Your role includes:

- managing new referrals via Newcastle.
- promoting diversity, families, women and younger people in Lions.
- monitoring retention and advising Multiple District GMT.

For ongoing success of the District GAT, it is imperative that you and the other Co-ordinators and their teams consult and meet regularly in devising, developing and implementing programs vital to all aspects of service membership, Club growth and leadership throughout the District.

Your duties include:

Goal Setting:

- Supporting district membership, extension and retention development goals prepared by the District Governor's Team.
- Implementing an action plan incorporating the objectives of the District Development Plan and reporting quarterly outcomes via the District Governor to GMT MD Coordinator.
- Promoting a District membership, extension and retention plan in accordance with the plan developed by the District Governor.
- Motivating club leaders to set goals and develop Club programs that involve membership, extension and retention skills.
- Presenting a budget to the District Management Committee and Cabinet to fund a membership, extension and retention development plan.
- In collaboration with the District GLT Co-ordinator and GST Co-ordinator, planning an interesting and effective display and forum at the annual Q3 District Convention.

Communication:

- Communicating goals and implementation procedures to GMT Multiple District Coordinator.
- Communicating with GST/GMT/GLT members monthly to ensure exchange of information and ideas.
- Keeping District updated on new membership, extension and retention development programs and resources and publishing initiatives in the District newsletter, District website or other publications.
- Establishing a monthly reporting system to foster open communication and monitor progress.
- Submitting reports (including details of membership, extension and retention development needs) to the MD GMT Coordinator and/or Area Leader.

Training:

- Sharing membership, extension and retention development techniques, curriculum, motivation and support using the resources available from LCI.
- Motivating District Lions to develop and improve their membership, extension and retention skills.
- Advising the GMT Area Leader or MD Coordinator of any new and innovative training techniques that have been successful within the District because of their efforts.

DISTRICT GLOBAL LEADERSHIP TEAM (GLT) CO-ORDINATOR

The District GLT Co-ordinator is a member of the District GAT (Global Action Team). A team member will support the GLT Co-ordinator. The 2nd Vice District Governor is the DG Team liaison.

The role of the District GLT Co-ordinator is to provide opportunities for all Lions to develop their potential within the Lions movement. You will work with a team member to conduct information, Lions awareness and networking sessions.

For ongoing success, it is imperative that you and the District GST and GMT Coordinators (and your respective teams), consult and meet regularly in devising, developing and implementing programs vital to all aspects of service, membership, Club growth and leadership throughout the District.

Your duties include:

Goal Setting

- Supporting the achievement of the District Governor's leadership goals.
- Establishing District leadership development goals and implementing an action plan incorporating the goals and objectives of the GLT, in consultation with GLT- MD Coordinator.
- Developing and promoting a District Leadership Plan that includes recognition of District officers and individual Lions who make significant contributions to leadership development.
- Motivating Club leaders to establish goals and develop Club programs that enhance leadership skills.
- Presenting a budget to the District Management Committee and Cabinet to fund the leadership development plan.
- In collaboration with the District GST Co-ordinator and GMT Co-ordinator, planning an interesting and effective display and forum at the annual Q3 District Convention.

Communication

- Communicating with GST and GMT Coordinators, and GAT Team members at least monthly.
- Keeping District updated on upcoming and new leadership development programs and resources.
- Publishing leadership development initiatives in the District newsletter, the District website, the District Facebook page and other publications.
- Reporting activities using the LCI reporting tool.
- Identifying and encouraging potential leaders for Club and Cabinet and promoting the involvement of institute graduates in leadership responsibilities in the District and at Club level.
- Submitting Leadership Tracking Forms to Multiple District and LCI for input into the "future leader" data base.
- Maintaining a database of Institute Graduates.

Learning and development

- Motivating District Lions to develop and improve their leadership skills; promoting the Lions Mentoring Programs and adapting materials to meet local needs.
- Developing and facilitating the training of Cabinet Officers, Zone Chairs, Club Officers and other members of the District Lions family.
- Working with the District GMT Coordinator in the planning and conduct of workshops and seminars, in consultation with the District Governor, Cabinet Secretary and CBL Chair.
- Ensuring new and current member orientation and Lions awareness opportunities are facilitated with Clubs.
- Facilitating opportunities to improve and maintain the effectiveness of Certified Guiding Lions and Lions Club awareness tools (e.g. Club Quality Initiative), with assistance from the District GMT Co-ordinator.
- Sharing leadership development techniques, curriculum, motivation and support, using resources available from LCI, including promotion of Webinars and the Lions Learning Centre.

GLOBAL SERVICE TEAM (GST) MEMBER

The role of GST Members is to support the District GST Co-ordinator in many aspects of the Coordinator's role. It focusses on providing opportunities for all Lions Clubs to better serve, and to record that service.

Your duties include:

- Collaborating with the Region Chairman, Zone Chairs, GST, GMT and GLT members, to develop and execute a region plan to further the District goals in terms of membership growth, leadership development and expanding service.
- Liaising with Club Service Chairs.
- Providing resource materials to Zone and Clubs' service chairs.
- Championing the Global Service Framework.
- Promoting District and National Projects and Foundations.
- Promoting service projects that attract multi-generational participants, including the integration and leadership development of LEOs.
- Attending zone meetings, where possible.
- Reporting to the District GST Co-ordinator and providing feedback to the Zone and Region Chairs and other members of the team.
- Attending District Convention to support the GST Co-ordinator in organizing a forum and display.
- Encouraging Clubs to record their service activities.
- Assisting Clubs to use MyLCI and MyLion.

GLOBAL MEMBERSHIP TEAM (GMT) MEMBER

The role of the GMT Member is to support Clubs to increase their membership, reduce the losses of membership and where identified, build extension of new Clubs (Charter, Branch and Specialty). You will be supported by the District GMT Co-ordinator who will provide direction, resources and support.

Your duties include:

- Collaborating with the Region Chairman, Zone Chairs, GLT and GST members to develop and execute a region plan to further the District goals in terms of membership growth, leadership development and expanding service.
- Liaising with the Club Membership Chairs.
- Providing resources and strategies, training and assistance to Clubs where required to support membership growth and retention.
- Identifying areas for establishment of new Clubs and developing strategies to action formation of such clubs.
- Attending Zone meetings, where possible.
- Reporting to the District GMT Co-ordinator and providing feedback to the Zone and Region Chair and other members of the team.
- Promoting membership activities in conjunction with the Zone and Region Chairs.
- Attending District Convention to support the GMT Co-ordinator in organizing a forum and display.

GLOBAL LEADERSHIP TEAM (GLT) MEMBER

The role of the Region GLT Member is to support the District GLT Co-ordinator to provide opportunities for all Lions to develop their potential within the Lions movement.

Your duties include:

- Collaborating with the Region Chairman, Zone Chairs, GMT, GLT and GST members to develop and execute a region plan to further the District goals in terms of membership growth, leadership development and expanding service.
- Liaising with the Club Leadership Chairs (or First Vice President).
- Conducting or facilitating training and Lions awareness sessions with the support of the District GLT Co-ordinator.
- Encouraging Club officers to register and complete on-line courses via the Lions Learning Center.
- Promoting leadership development opportunities that encourage participation at all levels of the association.
- Identifying potential leaders and encouraging them to complete Lions Leadership Institutes.
- Attending zone meetings, where possible.
- Reporting to the District GLT Co-ordinator and providing feedback to the Region Chair and other members of the team.
- Attending District Convention to support the GLT Co-ordinator in organizing a forum and display.

REGION CHAIR

Region Chairs work in close co-operation with the Zone Chairs, and the District Global Action (GAT) Team. It is important that actions of these officers are based on a co-ordinated approach, which makes use of the talents and input of all.

Your duties include:

- Ensuring there is a good working relationship between yourself, and the Zone Chairs by encouraging cooperation and open communication.
- Acting as a link between the GAT and Clubs, on advice from Zone Chairs
- Encouraging your Region team to:
 - identify areas for membership growth and club expansion.
 - identify future leaders and encourage their development.
- Guiding and mentoring the Zone Chairs in your Region. Be prepared to facilitate face to face or electronic discussion sessions as required.
- Providing support for the Zone Chairs in your Region, especially when difficult issues arise.
- Attending Cabinet meetings,.
- Ensuring that you have contact with the Zone Chairs at least fourteen days prior to each Cabinet Meeting to...
 - determine if they are attending and if they are not, ensuring you are aware of specific areas of interest for consideration by Cabinet or Cabinet Officers.
 - discuss the status of each Club in their Zone, including membership, attendance, and service projects and any other perceived problems.
- Attending Club Officer Forums and other District Functions, especially those functions held in your Region.
- Being prepared to support Clubs at the request of the District Governor.
- Encouraging and assisting the Zone Chairs to...
 - promote Club Care and club self-assessment material to Clubs and encourage them to use it effectively.
 - encourage Club Members to reach their full potential as Lions by participating in Leadership Development and Training Sessions.
 - in conjunction with the District GLT, organise and present Lions Information Sessions and learning activities.
 - Encourage newer members to attend Lions Information Sessions so they may become better informed about Lions Clubs International. !
 - Actively promote the District Governor's aims and objectives including the promotion of all District projects and activities within your Region.
- Where there is serious conflict within a Club, be prepared to act as a Mediator if requested by the District Executive and report accordingly.
- Arranging a meeting between Zone Chairs and the District Governor Elect in November to discuss the health of Clubs and opportunities for expansion in your Region to assist the District Governor Elect to prepares his/her Membership Plan.

ZONE CHAIR

The Zone Chair is the first point of reference for Clubs. You are the Clubs' link to Cabinet. Zone Chairs must keep in regular contact with all Clubs in their Zone and encourage two-way communication with Club members.

You will also work with Global Action Team members (GAT – Service, Membership and Leadership) to assist Clubs in your Zone. Please make use of your Region Chair's experience and knowledge, should difficult issues arise or to discuss any matters regarding any of your Clubs.

You will hold at least three Zone meetings (District Governor's Advisory Committee meetings) during the year. Consider including a 'fun' element into these meetings to give Club members another reason to attend. Invite District Chairs as Guest Speakers as this will help Clubs to gain knowledge of District Projects.

Your duties include:

Supporting Clubs

- Visiting each Club in your Zone at least twice during the year. If possible, arrange for one visit to be a Board or Business Meeting. Clubs experiencing difficulties may require extra attention and additional visits if necessary
- Raising opportunities for GAT assistance to Clubs with the Region Chair
- Ensuring that Clubs are kept aware of the District Governor's aims and objectives.
- Keeping your Clubs informed of all relevant decisions from Cabinet.
Encouraging Clubs to be aware of Club Care and resources for self-assessment programmes (e.g., Club Quality Initiative) and to use them effectively.
- Having a general knowledge of the various District Chairs Portfolios and promoting District projects and activities. If you are unable to answer a Club's question, follow up with the relevant Chair, then notify the Club of the answer.
- Being prepared to induct new members during your visits. Prepare an Induction Ceremony and carry it with you on all visits.
- Promoting diligence at Club level in the Health and Safety aspects of all activities by encouraging the appointment of Club Safety Officers.
- Discuss with the Region Chair matters that may benefit from GAT intervention or resources

Reporting

- Providing written reports of Zone meetings to the Cabinet Secretary and Region Chair, immediately following the meeting. The Cabinet Secretary will forward the reports to agreed officers in the District and include the Zone Chair.
- Completing the Cabinet Officer's Report Form (including any written reports from Clubs) immediately after Club visits and forwarding them promptly to the Cabinet Secretary and Region Chair.. The Cabinet Secretary will forward the reports to agreed officers in the District and include the Zone Chair.
- Ensuring that Clubs submit Monthly Membership Returns on time, and enter activities into MyLion.
- Follow up late or incorrect returns as requested by the Cabinet Secretary and overdue District, Multiple District and International accounts, as requested by the Cabinet Treasurer.

- Contacting your Region Chair regularly to discuss the status of the Clubs in your Zone, including membership, attendance, service projects and any challenges they face (and whether the GAT may be able to assist)

• **Relationship Building**

- Assisting the District GLT Coordinator when Leadership and Training sessions are held in your Zone.
- Endeavouring to have Clubs within your Zone arrange a social function and/or project encouraging participation of most Club members.
- Encouraging Lions and Leos in your Zone to participate in District events.
- Informing the District Governor and the Cabinet Secretary of any serious illness, or the passing, of a Lion, Leo, or a Lions family member in your Zone.

Development

- Encourage Club Members to reach their full potential as Lions, by participating in Leadership Development and Training Sessions.
- In conjunction with the District GLT, organise and present Lions Information Sessions and learning activities.
- Encourage newer members to attend Lions Information Sessions so they may become better informed about Lions Clubs International.

Planning

- Identifying possible areas for new Club or Club Branch formation or concept and special interest club formation.
- Organising the Youth of the Year Zone final. Dates and host clubs to be set by 31 October.
- Advising details of Zone Meetings and other Zone Activities to '*Out and About*' and encouraging Clubs to use '*Out and About*' and the District Marketing Chair.
- Being available in November each year to participate in a meeting with your Region Chair and the District Governor Elect to discuss the health of Clubs and opportunities for expansion in your Zone to assist the District Governor Elect to prepare his/her Membership Plan for their year.

DISTRICT PORTFOLIO CHAIRS

GENERAL RESPONSIBILITIES:

- Attending the Cabinet Officer Forum, all Q3 Cabinet Meetings, Q3 District Changeover and Q3 District Convention.
- By the end of June 2021, submitting an Action Plan stating your goals and the steps/actions to be taken to achieve these goals. Your goals will be based around the goals of the District and your role responsibilities.
- Submitting written reports for Cabinet Meetings to the Cabinet Secretary by the due date. These reports are based on the Goal Statements and Action Plans.
- Working as part of a team – sharing ideas and giving assistance to the other portfolio chairs as required.
- Liaising with the Global Service Team (GST) Co-ordinator and member. Being prepared to discuss any challenges which may arise.
- Carrying out the responsibilities of your Portfolio.
- Promoting your Portfolio through the District Newsletter and the District Website or by information sent to Clubs. Ensuring all Clubs are up to date with developments.
- Co-ordinating the distribution of promotional material associated with your Portfolio.
- Being prepared to visit Clubs / Zones as a Guest Speaker on your Portfolio.
- Arranging an interesting display at District Convention.
- When visiting Clubs, note those Presidents, Past Presidents, and other Club members who show leadership ability and possible interest in taking up a position on Cabinet. Advise the District Governor Elect or Vice District Governors of these.
- At the end of the Lions Year, providing a summary report to your successor and handing over any relevant information / materials.

Remember that Lions are involved in numerous and diverse projects. Please be tolerant of Clubs who choose not to be involved with a project associated with your Portfolio.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) INTERNATIONAL UNDERSTANDING & TWINNING

Lions Clubs International Foundation

The role of the LCIF Chair is to promote the Foundation to Clubs throughout the District. This is a three-year appointment agreed by the District Governor's Team.

Your duties include:

- Ensuring all Clubs have appointed an LCIF Coordinator and entered onto MyLCI.
- Overseeing the implementation of the LCIF strategies within the District.
- Ensuring that members are aware of the purpose, operation and guidelines of the Foundation and its importance to Lions Clubs International.
- Ensuring that all Clubs are aware of grants that are available through the Foundation.
- Providing newsletter articles on LCIF and good news stories from the District.
- Strongly encouraging Clubs to give financial support to the LCIF Campaign 100.
- Encouraging Clubs to award Melvin Jones Fellowships.
- Arranging for a booth to promote LCIF using the educational materials available.
- At Cabinet meetings, reporting on fundraising progress and success stories. Also provide updates on the LCIF grant program.

International Understanding

The Chair's role in the International Understanding area is to encourage all Lions throughout the District to meet the first of the Lions Clubs International Purposes:

- ◆ *'To create and foster a spirit of understanding among the people of the World.'*

Your duties include:

- Ensuring that members are aware of the ways they can meet this purpose.
- Encouraging attendance at National and International Conventions.
- Encouraging involvement in National and International projects.

Twinning

The Twinning Chair's role is to raise awareness of this Project by newsletter and website articles and visits to Clubs and Zones.

Your duties include:

- Contacting Clubs which are already involved in some form of Twinning and discussing their experiences, as their comments and advice may be beneficial to other Clubs.
- Publishing their stories on the Web Site and in the District Newsletter.

DISTRICT LEO CHAIR

DISTRICT LEO CHAIR:

The role of the District Leo Chair is to promote and encourage the spread of Leo Clubs within our District and to provide on-going support to Leos Clubs and sponsoring Lions Club Leo Advisors.

Your duties include:

- Being an active member of the Global Membership Team. +
- Becoming familiar with the Leo program resources and materials available from LCI and/or Lions Australia and providing current information to Lions Clubs that request it.
- Promoting both School and Community based Leo Programs as a youth activity of Lions Clubs, where young people can contribute to their communities by conducting civic and social activities in the true spirit of Lionism.
- Promoting and publicising Leo Clubs via the District Newsletter and District Website.
- Encouraging Clubs to sponsor a Leo Club – Alpha and Omega Leo Clubs.
- Investigating viable extension possibilities within the District, and encouraging Clubs to sponsor an Alpha or Omega Leo Club, school or community based.
- Visiting Clubs in targeted areas to discuss all aspects of extension and encouraging them to take up the challenge.
- Having Leo Formation Kits available.
- Ensuring that the Insurance rules governing Leo Clubs are fully understood by all Clubs in the District.
- Maintaining regular contact with Leo Clubs in our District and visiting each Club at least once during the year.
- Contacting Lions Clubs Leo Advisors offering encouragement and maintaining communication with them.
- Establishing a District Leo Advisory Sub-Committee to act as a sounding board for issues affecting Leos and provide them with a means to raise any issues relating to the operation of Leos within the District. This sub-committee shall include at least one of the District Leo Club Advisors.
- Encouraging Leos to attend Leo Conferences, District and MD Convention.
- Arranging a display at the District Convention, involving District Leos.
- Arranging the District Leo of the Year Final.
- Preparing and presenting a segment at Club Officer Forums and Cabinet Officer Forums.
- Encouraging graduating Leos to consider joining a Lions Club.
- Mentoring the Assistant to the District Leo Chair.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

DIABETES AWARENESS

Be aware of LCI commitment and policy in respect to Diabetes and familiarise yourself with the relevant page on LCI Website titled "Information for Diabetes Chairpersons" www.lionsclubs.org

Your duties include:

- Promoting diabetes awareness, education and prevention.
- Promoting national diabetes activities (eg Lap the Map)
- Liaising with relevant state or national diabetes educational bodies to source up to date material, advising on causes and treatment of diabetes.
- Encouraging Clubs to share details of their diabetes projects and recording these activities on MyLion.
- Working with local community health care professionals to determine community needs and provide the most appropriate services.
- Providing educational resources and information on diabetes awareness, prevention and control.
- Sharing news, stories and photos about diabetes projects with the District Marketing Chair.
- Arranging an interesting display at the District Convention.

VISION including LIONS EYE HEALTH PROGRAMME (LEHP)

Your role is to raise awareness of and participation in the Sight projects being conducted by LCI, Multiple District 201 and District 201 Q3.

Your duties include:

- Becoming familiar with all the vision loss and eye health organisations within the District which could provide resource materials and assistance for Lions' Sight projects.
- Encouraging all Clubs to be involved with at least one Vision project and share their ideas.
- Promoting Vision as one of LCI's Global Causes and familiarizing yourself with the relevant page on the LCI website titled "*Information for Vision Chairpersons*".
- Liaising with the National LEHP Committee to promote its resources to Clubs.
- Encouraging Clubs to
 - Become an LEHP participating Club
 - promote all Sight related projects including LEHP within their local Community by placing relevant brochures at suitable venues. (Arrange for the supply of brochures to Clubs).
- Contacting various Community Groups that may have a particular interest in LEHP. Be prepared to address such groups, and/or send them information.
- Circulating any new promotional materials.
- Arranging an interesting display at the District Convention.
- Encouraging Clubs to report their Vision projects on MyLion.

HUNGER

Your role as District Hunger Chair is to raise awareness and promote opportunities to address hunger in communities within the District. Be aware of LCI commitment to Hunger as a Global Cause and familiarise yourself with the relevant page on the LCI website titled "*Information for Hunger Chairpersons*".

Your duties include:

- Encouraging all Clubs to be involved with a "Hunger" service project.
- Promoting existing projects. Explore and encourage new projects.
- Identifying organisations which are already mobilised in this area to discuss how Lions might support, expand, or compliment their ongoing work. Assessing where there are gaps in the services provided.
- Contacting government and other organisations to learn more about the needs in our communities.
- Sharing Club successes to encourage others to emulate them.
- Actively promoting the cause within the District by offering yourself as a guest speaker to Clubs and Zones, and through the District Newsletter and District Website.
- Encouraging Clubs to report their hunger projects on MyLion.
- Arranging an interesting display at District Convention.

ENVIRONMENT

The role of the Environment Chair is to encourage and promote an awareness of the need to protect the environment. Be aware of the LCI commitment to Environment as a Global Cause and familiarise yourself with the relevant page on the LCI website titled “*Information for Environment Chairpersons*”.

Your duties include:

- Encouraging Clubs to be actively involved in some aspects of environment and conservation.
- Promoting national environmental programs such as *Clean Up Australia Day*.
- Promoting the value of existing projects such as tree planting and encouraging the development of new environmental projects.
- Identifying organisations which are working on environmental issues and discuss how Lions might support, expand, or compliment their work. Assess where there are gaps in the services provided.
- Contacting government and other organisations to learn more about the needs in our communities.
- Assisting Clubs in identifying and supporting new project initiatives.
- Ensuring Clubs are reporting their environment service projects on MyLion.
- Actively promoting the cause within the District by offering yourself as a guest speaker to Clubs and Zones, and through the District Newsletter and District website.
- Arranging an interesting display at the District Convention.

Environmental Photo Contest

Your duties include:

- Promoting the Lions Environmental Photo Contest including through the District Newsletter and the District Website.
- In conjunction with the District Governor, identifying a theme for the competition and encouraging Lions to enter a photograph.
- Ensuring Lions are aware of the rules governing the Contest and the theme for the current year.
- Arranging for the judging of entries.

CHILDHOOD CANCER [including the AUSTRALIAN LIONS CHILDRENS CANCER RESEARCH FOUNDATION (ALCCRF)]

The role of the Australian Lions Childhood Cancer Research Foundation Chair is to raise awareness and promote the Foundation to Clubs within the District.

Be aware of the LCI commitment to Childhood Cancer as a Global Cause and familiarize yourself with the relevant page on the LCI website titled "*Information for Childhood Cancer Chairpersons*".

Your duties include:

- Ensuring members are aware of the purpose, operation and guidelines of the Foundation.
- Strongly encouraging Clubs to provide financial support to the Foundation.
- Actively promoting the Foundation to Clubs within the District by visits and through the District Newsletter and District Website.
- Encouraging all Clubs to be involved with a "Childhood Cancer" service project and to report these projects on MyLion.
- Contacting government and other organisations to learn more about the needs of local children with cancer and their families.
- Identifying organisations within the District that are already mobilised in this area and assessing where there are gaps in the services provided.
- Arranging an interesting display at District Convention.

AUSTRALIAN LIONS FOUNDATION (ALF)

The role of the ALF Chair is to promote the Foundation to Clubs throughout the District.

Your duties include:

- Ensuring members are aware of the purpose, operation and guidelines of the Foundation.
- Ensuring all Clubs are aware of awards that are available through the Foundation.
- Preparing a display at annual District Convention, in conjunction with other portfolio Chairs.
- Liaising with the Chair of the Foundation and respective Trustees.
- Strongly encouraging Clubs to give financial support to the A.L.F..
- Encouraging Clubs to submit grant applications to the Foundation for projects of any size.

AUSTRALIAN LIONS CHILDREN'S MOBILITY FOUNDATION

AUSTRALIAN LIONS CHILDREN'S MOBILITY FOUNDATION (ALCMF)

The role of the ALCMF Chair is to raise awareness of the Australian Lions Children's Mobility Foundation and encourage support from Clubs in our District.

Your duties include:

- Promoting the Foundation to the Clubs within the District through use of the District Newsletter and the District Website.
- Encouraging Clubs to give direct financial support to the Foundation. Inform Clubs that donations of \$500 and \$1,000 in undesignated funds can be recognised with Awards.
- Encouraging Clubs and Zones to sponsor a child in their area.
- Providing information on the large variety of mobility aids available, including the Hart Walker.
- Assisting Clubs with the investigation or understanding of the sponsorship process.
- Acting as a liaison officer between the State Trustee and the Clubs of this District when funding is being sought to assist a child family with the purchase of a mobility aid.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

LIONS PROSTATE CANCER RESEARCH, TREATMENT AND SUPPORT

The Lions Prostate Cancer Liaison Officer's role is to raise awareness of this Project and other prostate cancer research fund raising activities by newsletter and website articles and visits to Clubs and Zones.

Your duties include:

- Ensuring members are aware of the information on the M.D. Website.
- Ensuring printed resources are readily available for distribution to Clubs.
- Actively promoting the aims of the Lions Prostate Cancer Awareness Project.
- Actively promoting the services provided by the Prostate Cancer Foundation of Australia and encouraging Clubs to support related fundraising activities.

AUSTRALIAN LIONS DRUG AWARENESS FOUNDATION LIONS QUEST PROGRAM

AUSTRALIAN LIONS DRUG AWARENESS FOUNDATION (ALDAF)

The role of the ALDAF Chair is to promote the Australian Lions Drug Awareness Foundation and its projects to the Clubs in our District.

Your duties include:

- Raising awareness of the Australian Lions Drug Awareness Foundation within Clubs.
- Actively promoting its aims, programs and publications.
- Encouraging new Clubs to become members of ALDAF and so maintain our District's 100% membership record.
- Encouraging Clubs to become actively involved in drug education and prevention programs, especially in local communities.
- Encouraging Clubs to promote and support counselling and rehabilitation programs.

LIONS QUEST ARCHIVE -not a portfolio this year

The role of the Lions Quest Chair is to promote the program to both Clubs and Schools throughout the District to increase the acceptance and use of the program in Schools. Lions Quest is a comprehensive, positive, youth development program.

Your duties include:

- Raising awareness within our Clubs of the Lions Quest Skills Program and actively promoting its aims, programs and publications.
- Attending Club and Zone meetings where possible to promote the program.
- Encouraging Clubs to financially support the Lions Quest Foundation.
- Promoting the benefits of the program to the youth of our communities.
- Encouraging Clubs to promote the program to schools in their areas.
- Encouraging Clubs to help finance the introduction of the skills program at their local schools.
- Generating publicity about Lions Quest activity in the District in consultation with the Public Relations and Promotions Chair.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

YOUTH OF THE YEAR

The role of the Youth of the Year Chair is to encourage Clubs to participate in the Youth of the Year Program, to encourage and develop leadership, confidence and self-esteem in the young people who participate.

Your duties include:

- In conjunction with the District Governor, formulating District Goals which are consistent with the goals of the MD Committee.
- Actively promoting the Program and encouraging participation by all Clubs.
- Conducting training and information seminars with Club, Zone and Region Chairs.
- In conjunction with the Cabinet Treasurer, preparing a budget for the Youth of the Year Program for approval by District Cabinet.
- Liaising with Club Chairs re the conduct of the Club level competition, ensuring that all aspects of the Contest are carried out in the correct manner.
- Advising and assisting Zone Chairs and Clubs in conducting the Zone and Region Finals.
- Seeking nominations from Clubs to host the District Youth of the Year District Final and, in consultation with the District Governor, deciding on the venue.
- Being responsible for the organisation and promotion of the District Final, working in conjunction with the host Club.
- Liaising with the Cabinet Treasurer regarding budget for the District Youth of the Year final.
- Distributing all materials necessary for the running of the contest.
- Encouraging all Lions, especially from the sponsoring clubs, to attend various levels of the Program.
- Encouraging District support for the contestant who progresses to the State and National Finals.
- Attending the State Final and, if possible, Multiple District Final.
- Arranging an interesting display at District Convention.
- Ensuring the Clubs are aware of the need to include the name of the national sponsor in any press release.
- Arranging for the Clubs to forward copies of any publicity received to you for on forwarding to Multiple District Chair.
- Assisting with arrangements for travel, accommodation and itinerary for the State Winners' Tour, if the National Winner is from District 201Q3.
- Arranging the involvement of the corporate sponsor in activities within the District.
- Providing Cabinet Reports to the relevant State Coordinator.
- Maintaining the District's participation data and submitting it to the National YOTY Chair after the District Final.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

LIONS CHRISTMAS CAKES AND MINTS

Lions Christmas Cakes

The primary role of the District Lions Christmas Cakes and Mints Chair is to increase the sales of Christmas Cakes and Christmas Puddings.

Your duties include:

- Actively promoting the sales of Christmas Cakes and Christmas Puddings through the District Newsletter and the District website.
- Urging all Clubs to be fully involved in this Project.
- Encouraging all Clubs to increase their sales by providing examples of successful cake programs from other Clubs / Districts.
- Liaising with successful Club Cake Chairs to ascertain their various methods of sale, successful outlets etc., and sharing this information throughout the District.
- Handling enquiries and complaints from Clubs, referring these on as appropriate.
- Informing the District Governor and the Cabinet Secretary of Christmas Cake sales issues and end of year sales results.
- Co-ordinating the Cake Decoration Competition at District Convention.
- Arranging an interesting display and promotion at Convention.
- Assisting the Multiple District Christmas Cake Chair to ensure that all Clubs involved in the program meet their financial requirements. It is especially important that all Club payments are finalised by the deadlines set by the Multiple District Chair, to ensure that the District receives its maximum rebate from the program.

Lions Mints

The primary role of the Lion Mints Chair is to increase the overall sales of Lions Mints throughout the District.

Your duties include:

- Actively promoting the sale of Lions Mints through the District Newsletter, the District website and Club visits.
- Urging all Clubs to be involved in the project.
- Promoting the benefits of Lion Mints to Clubs that are not involved.
- Encouraging Clubs to increase their sales by providing examples of successful mint programs from other Clubs / Districts.
- Liaising with successful Club Mints Chairs to ascertain their various methods of sale, successful outlets etc., and share this information throughout the District.
- Encouraging Clubs to regularly service their mint outlets to ensure their point-of-sale material is kept in good condition and that the boxes are kept well filled.
- Handling enquiries and complaints from Clubs, referring these on as appropriate.
- Arranging an interesting display at Convention.

YOUTH EXCHANGE PROGRAM INTERNATIONAL YOUTH CAMP

Youth Exchange

The role of the Youth Exchange Chair is *“to create and foster a spirit of understanding among the peoples of the world”* through the Youth Exchange Program.

Your duties include:

- Actively promoting the Youth Exchange Program throughout the District by Club visits, the District Newsletter and District Website.
- Setting goals for the District and formulating plans to accomplish those goals.
- Encouraging Clubs to become involved in both Nominating and Hosting, providing Clubs with all necessary documents and promotional material, and advising clubs on possible methods of seeking Outward Exchangees.
- Encouraging Clubs to ensure that Outward Exchangees are suited to the Program and are fully aware of their responsibilities when overseas.
- Receiving Application and Indemnity forms from Clubs, reviewing and forwarding to the Program Chairs.
- Procuring Host Families, taking responsibility for screening these (e.g. Blue Card), and ensuring they are suitably thanked after the exchange period.
- Liaising with Host Families during the exchange period to ensure no difficulties are being encountered by either party and offering guidance and support to Host Families at all stages of the process.
- Keeping the Cabinet Secretary and the District Governor advised of the location of the Exchangees while they are in our District.
- Organising orientation sessions for Outward Exchangees.
- Encouraging Clubs to nominate students to attend an International Youth Camp within Australia, as an alternative experience.
- Liaising regularly with the MD Youth Exchange Chair and Program Chairs.
- Contacting returning Exchangees and advising the MD Program Chair of any concerns they may have faced while abroad.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

International Youth Camps

The role of the International Youth Camps Chair is to promote and conduct a youth camp (Camp Krokodile) within our District for overseas Youth Exchangees and selected young Australians, and to promote Overseas Youth Camps to youth in our District.

Your duties include:

- Promoting Camp Krokodile on District, National & International Websites.
- Liaising with the organisers of other International Youth Camps and the MD Youth Exchange Chair to ensure our camp fits into the National schedule.
- Preparing a program of activities suitable for overseas Youth Exchangees.
- Preparing a budget to cover the camp, for approval by District Cabinet.
- Chairing the Camp Krokodile Committee for a 12-month period, including the appointment of a Camp Registrar and other members of the District (especially members of Leos Clubs within the District) who express an interest in being involved with the Camp.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

LIONS HEARING DOGS

Your role is to raise awareness of and participation in the Hearing Dogs projects.

Your duties include:

- Encouraging Clubs to provide financial support for Lions Hearing Dogs Inc.
- Liaising with the Hearing Dogs Centre at Verdun to select Clubs to sponsor dogs.
- Informing the selected Club of its responsibilities as Sponsor and providing a copy of the required Assessment Form.
- Encouraging Clubs to identify schools for the Hearing Dogs '*Sound Systems for Primary Schools*' Program.
- Encouraging Clubs to promote all Hearing related projects, including the Hearing Dog Project, within their local Community by placing relevant brochures at suitable venues. (Arrange for the supply of brochures to Clubs.)
- Contacting various Community Groups that may have a particular interest in Hearing Dogs. Be prepared to address such groups, and/or send them information.
- Circulating new promotional materials.
- Representing District Q3 on the Queensland Hearing Camp Committee, if required.
- Encouraging Clubs to support the Hearing Camp financially.
- Arranging an interesting display at District Convention.

LIONS MEDICAL RESEARCH FOUNDATION (LMRF)

The role of the Lions Medical Research Foundation Chair is to raise awareness and promote the Foundation within Clubs of the District.

Your duties include:

- Ensuring that members are aware of the purpose, operation and guidelines of the Foundation.
- Strongly encouraging Clubs to support the Foundation financially with its fundraising campaigns during the year and through donations and awarding Professor Ian Frazer Awards and Ray Phippard Fellowships.
- Attending, and encouraging others to attend, the Annual General Meeting of the Lions Medical Research Foundation and other events organised by the Foundation e.g. Information Session & Tour of the Translational Research Institute (TRI).
- Promoting the Researchers funded by the Foundation and their fields of research.
- Identifying suitable Lions to act as Ambassadors for the Foundation.
- Arranging information displays as the need arises, including the District Convention.

YOUTH IN SEARCH

The role of the Youth In search District Officer is to support the Youth In search Program through the conduct of weekend camps for troubled youth. Youth in our community are a valuable resource and it is important that our camps provide a friendly and caring environment to facilitate the Program.

Your duties include:

- Facilitating the personal development of disadvantaged youth by way of Youth In search Camps.
- Liaising with community youth workers and youth prepared to participate in the Program.
- Forming a committee of interested Lions to assist in running the camps.
- Arranging all accommodation, transport, food and Love Wraps for the camps.
- Maintaining regular contact with the Youth In search operators to ensure our facilities and services meet their requirements.
- Communicating with Clubs in the District and encouraging their involvement and financial support for the Program and offering advice and guidance to Clubs on how these funds will be utilised.
- Being actively involved, in conjunction with the appointed representatives of Districts 201Q1 and 201Q4, in the administration of the Multiple District Youth In search Project.
- Submitting a written annual budget for presentation at the July Cabinet Meeting.
- Preparing a detailed budget for each camp prior to obtaining funding and completing a financial report following each camp.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

LIONS PEACE AND FIRE POSTER COMPETITIONS

The role of the District Fire & Peace Poster Competitions Chair is to support the operation of the Competitions across Q3 District by encouraging Club participation.

Fire Poster

The Fire Poster Chair's role is to promote the Fire Poster project to clubs and communities in the District.

Your duties include:

- Promoting the project throughout the Clubs within the District by visits, and through the District Newsletter and District Website.
- Promoting the program to the wider community, focusing on primary schools.
- Serving as a resource person for Clubs that have questions about the contest.
- Working with participating Club Chairs to publicise their winning entry at the local level.
- Arranging for the District judging of the entries and presentations.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies, and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

Peace Poster

The Peace Poster Chair 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.

Your duties include:

- Promoting the project throughout the Clubs within the District by visits and through the District Newsletter and District Website.
- Promoting the program to the wider community, focusing on primary schools.
- Serving as a resource person for Clubs that have questions about the contest.
- Working with participating Club Chairs to publicise their winning entry at the local level.
- Arranging for the District judging of the entries and presentations.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

LIONS CAMP DUCKADANG LIAISON

The role of the Lions Camp Duckadang Liaison District Officer is to provide on-going liaison between District Cabinet and the Board of Directors of Lions Camp Duckadang. Cabinet must be kept up to date with all matters pertaining to the Camp.

Your duties include:

- Advising Clubs on the operations of the project, including working bee weekends.
- Encouraging Clubs to support the project, especially at the annual appeal.
- Providing written reports to the District Governor on a regular basis.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

LIONS YOUTH EMERGENCY ACCOMMODATION CENTRE

The role of the District LYEAC Liaison District Officer is to be the liaison between the LYEAC (Pine Rivers) Committee and District Cabinet.

Your duties include:

- Representing the Q3 District on the LYEAC (Pine Rivers) Committee.
- Advising Clubs on the operations of the shelter.
- Encouraging Clubs to financially support this District project.
- Provide regular reports to the District Governor.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

CHILDREN OF COURAGE AWARDS

The role of the Children of Courage Awards Chair is to promote the Awards throughout the District and encourage Clubs to conduct local Awards Ceremonies.

Your duties include:

- Promoting the Children of Courage Awards to Clubs within the District, by visits and through the District Newsletter and District Website.
- Assist Clubs and/or Zones to conduct an Awards ceremony.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

CONVENTION CHAIR 2021

The role of the 2021 Convention Chair is to ensure that the District Convention at Eatons Hill is organised in accordance with our District Constitution and By-Laws, Policy Minutes and Convention Guidelines.

Your duties include:

- Presiding over meetings of the Convention Organising Committee, which should consist of a Chair, Secretary, Treasurer and five committee members who will be Chairs of the various sub-committees.
- Ensuring that the sub-committees are set up and function properly.
- Ensuring all committee members carry out their duties as allocated.
- Keeping all members fully informed of actions that have been taken.
- Ensuring that minutes of all Convention meetings are sent to the Cabinet Secretary and District Governor.
- Liaising closely with the Convention Standing Committee which has been appointed to work with the Convention Organising Committee in an advisory capacity.
- Liaising regularly with the District Governor to ascertain his/her requirements and wishes.
- Ensuring that the Organising Committee is aware that all suggestions and ideas must be approved by the Convention Standing Committee, acting on behalf of the District Governor.
- Ensuring that the Convention Organising Committee works within the budget approved by District Cabinet.
- Ensuring District Officers have accurate and up to date information on all aspects of the Convention. Ask District Officers to promote Convention at Club visits.
- Creating opportunities to promote the Convention.
- Attending Zone meetings to promote the Convention.
- Providing articles promoting the Convention for the District Newsletter and District Website.
- Arranging for the Webmaster to create a Convention website, connected to the District Website and maintaining current information to ensure that Lions members are kept up to date on Convention happenings.
- Developing a process to survey members attending the Convention and reporting the results to the District Governor, Management Team, Cabinet and the Convention Chair.
- Ensuring the audited financial statement for the Convention is tabled at the February Cabinet meeting.

CONVENTION CHAIR 2022

The role of the 2022 Convention Chair is to ensure that planning for the District Convention is commenced and is in accordance with Q3 District Constitution and By-Laws, Policy Minutes and Convention Guidelines.

Your duties include:

- Establishing a Convention Organising Committee which should consist of a Chair, Secretary, Treasurer and five committee members who will be Chairs of the various sub-committees.
- Liaising with the 1st Vice District Governor and the Convention Standing Committee (when appointed) on all aspects of the Convention.
- Ensuring minutes of all Convention meetings are sent to the Cabinet Secretary, District Governor and 1st Vice District Governor.
- Familiarising yourself with the District 201Q3 Convention Manual and Policy Minutes.
- Arranging an interesting display at the 2021 Convention
- Preparing a five-ten minute presentation at the 2021 Convention.
- Ensuring District Officers are regularly updated, following the conclusion of the 2021 Convention.
- Preparing a Budget in accordance with District Policy.

DISTRICT NEWSLETTER EDITOR

The role of the District Newsletter Editor is to produce a monthly newsletter for the Q3 District. The Newsletter is to include a variety of articles of interest to membership across the District and as an avenue for the promotion of Club activities and good news stories from the District when they occur. The principal aim of the Newsletter is to promote and create a favourable image for the association to members and their communities across the Q3 District.

Your duties include:

- Producing an informative monthly Newsletter for the Q3 District
- Encouraging Clubs to submit good news articles for inclusion in Newsletter
- Being familiar with media contacts and sources.
- Working closely with District Chairs to arrange publicity for their projects and/or special days when requested, ensuring they are properly publicised.
- Liaising with the IT Chair and Webmaster to ensure Lions projects, events etc. are being promoted/publicised through social media, district website and emails.
- Assisting Clubs in promotion of anniversaries, special events etc. and encourage the use of local media and the District Newsletter.
- Liaising with the Cabinet Secretary and IT Chair and Webmaster to ensure that the newsletter is sent to Clubs and Newsdirect subscribers and is added to the District website.
- Promoting subscription to Newsdirect
- Maintaining and distributing “Out and About” communications on a regular basis
-

MARKETING CHAIR

The role of the Marketing Chair is to promote Lions, District Lions and Lions Australia activities.

Your duties include:

- Encouraging District Cabinet Officers and Clubs to work in conjunction with the Marketing Team to provide information for upcoming events or projects in a timely manner.
- Posting information on social media, YouTube & *Out and About* calendar of events. This information is also utilized for media releases.
- Promoting District, National & International projects in a timely manner through all promotion channels.
- Creating and circulating a yearly Public Relations Planner to the incoming District Governor & Cabinet Officers and requesting them to populate it with anticipated media-worthy activities and projects.
- Using this information to create a timely Public Relations Plan for each nominated activity. This plan to be vetted by the appropriate Cabinet Officers and given approval by the District Governor.
- Working collaboratively with our District Newsletter Editor, Social Media Officer & Webmaster.
- On Day 6 of each month, supplying summary statistics relating to the previous month's Public Relations activities to our District Governor and other Cabinet Officers

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- Being familiar with media contacts and sources.
- Working closely with District Chairs to arrange publicity for their projects and/or special days when requested, ensuring they are properly publicised.
- Liaising with the IT Chair and Webmaster to ensure Lions projects, events etc. are being promoted/publicised through social media, district website and emails.
- Assisting Clubs in promotion of anniversaries, special events etc. and encourage the use of local media and the District Newsletter.
- Liaising with the Cabinet Secretary and IT Chair and Webmaster to ensure that the newsletter is sent to Clubs and Newsdirect subscribers and is added to the District website.
- Promoting subscription to Newsdirect
- Maintaining and distributing "Out and About" communications on a regular basis
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WEBMASTER AND IT

The role of the IT Chair and Webmaster is to maintain the District Website and to facilitate the use of electronic communication between all levels of the Lions organisation to achieve efficient communication and reduce costs.

Your duties include:

- Co-ordinating and maintaining the District 201 Q3 Website.
- Providing different levels of access for the Public, Members and Cabinet Officers.
- Promoting and facilitating the use of electronic communication between Lions throughout the District. Promoting the benefits of registering for the “*Announce*” service and ensuring that all Clubs know when the District Newsletter is added to the website each month.
- Developing and promoting ways for District Cabinet to reduce communication costs by utilising appropriate technology, including maintenance of a dedicated role email system.
- Encouraging Clubs and Cabinet members to contribute items to the District Web site.
- Raising awareness of IT among District Members by providing briefings on relevant technologies to District Officers. This could be a training session at Cabinet meetings, Club Officer Forums and Cabinet Officer Forums, or a help service for members.
- Providing technology assistance and support to District Officers, when requested.
- Promoting support to Clubs to develop a professional looking website.
- In conjunction with the Social Media Officer, maintaining a District Facebook Page to project our image to the wider community.
- Encouraging use of other social media to promote Lions projects and programs.
- In conjunction with Social Media Officer, liaising with the Marketing & Communications Chair to promote Lions projects, events, special days etc. through social media and electronic communications.

SOCIAL MEDIA OFFICER

District Support Position

The role of the Social Media Officer is to maintain the District Facebook page, in consultation with the Marketing & Communications Chair and the Webmaster.

Your duties include:

- Maintaining the District Facebook page.
- Working with the IT Chair and Webmaster and Marketing & Communications Chair to ensure that all procedures are in place to make the best use of social media to promote the activities of the District and Clubs within the District.
- Making yourself aware of ways in which Lions Clubs International, Lions Clubs Australia and Lions Clubs in Australia use social media.
- Promoting the use of social media at all levels of the District and working with the District Newsletter Editor to provide regular articles on the use of social media.
- Providing advice to Cabinet, Clubs and members about the best ways to use social media.

EMERGENCY SERVICES LIAISON

The role of the Emergency Services Liaison Chair is to liaise with Emergency Services and co-ordinate any response required by Lions of our District.

Your duties include:

- Acting as a Liaison officer with the SES and other emergency service organisations.
- Establishing a skills and equipment database suitable for responding to emergencies.
- Determining a realistic role for Lions in responding to emergency and disaster situations.
- Acting as the immediate contact point for emergencies and maintaining a register of Clubs and personnel who are available to assist Emergency Services.
- Liaise with clubs to collate information about emergency relief projects undertaken.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

DISASTER RELIEF LIAISON

Your duties include:

- Overseeing and investigating requests for help for victims of natural disasters such as cyclones, floods, drought, bushfires and the like within the District.
- Recommending to the District Governor whether to establish an appeal to aid the victims of a particular disaster, bearing in mind appeals that may have been instigated by Multiple District or Lions International.
- Encouraging Clubs to donate funds or specific items of need to aid disaster relief efforts.
- Liaising with the District Governor to determine the needs of those requiring assistance and where possible, working in conjunction with a single entity/agency to distribute aid within a specific area.
- Liaise with clubs to collate information about disaster relief projects undertaken.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

DISTRICT CLUB SAFETY OFFICER

The role of the Club Safety Chair is to ensure that Clubs understand their responsibilities in relation to Health and Safety issues.

Your duties include:

- Promoting to all District Clubs the necessity of appointing a skilled and responsible Lion as 'Club Project Safety Officer'.
- Encouraging Clubs to incorporate a Risk Management Policy into their Club Policy Minutes.
- Assisting Clubs to develop safety procedures for regular and special projects by preparing and maintaining a District Safety Manual to be placed on the District Website.
- Maintaining knowledge of new safety requirements and advising Clubs accordingly.

PROJECT LIAISON OFFICERS **District Support Position**

The role of the Project Liaison District Officer is to provide ongoing liaison between District Cabinet and the project organisation.

Your duties include:

- Advising Clubs on the operations of the project.
- Encouraging Clubs to support the project.
- Coordinating support from Lions Clubs for the project.
- Providing a written report to the District Governor following major events of the project

Current Liaison Officers are for Camp Quality and White Cane. The District Governor or District Cabinet may remove or add others at their discretion.

Cabinet Officers with Youth Project roles or whose portfolios involve children will ensure that all those working on their Project comply with the MD and District Child Safe Policies and all Lions and volunteers involved in those projects have a current Positive Notice Blue Card.

DISTRICT HISTORIAN & RECORDS **District Support Position**

Your duties include:

- Sourcing, storing and maintaining electronic records of the District.
- Providing interesting articles for the District Newsletter on past events with current relevance.
- Giving guidance to Club historians.

