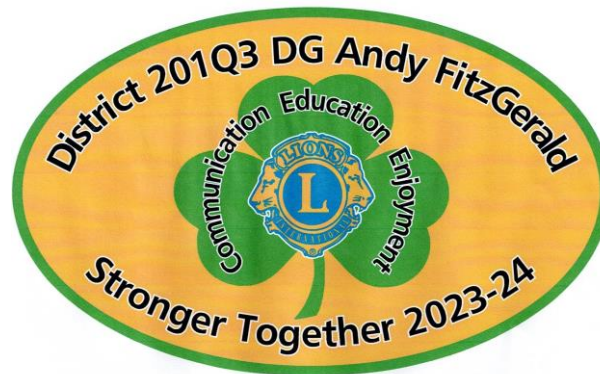




**We Serve**

## **DISTRICT 201Q3**

# **Zone Chair & Region Coordinator Manual 2023 – 2024**



**Andy FitzGerald**

District Governor

**Communication - Education - Enjoyment**  
*"Stronger Together"*

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## Introduction

Please read this manual in conjunction with the **Cabinet Officers' Manual**, which contains information on general Cabinet policy, the structure of the District and Cabinet meetings.

## Your Role

### Zone Chairs

The Zone Chair is an experienced Lion and is a vital link between the District and Clubs. You are in an ideal position to know what is happening in Clubs, how they are performing and if they need assistance.

There are three vital skills that will assist you to do this effectively:

- your capacity to build relationships and earn the trust of the President, Board and members.
- your ability to read the mood of meetings, observe behaviours and interpret data.
- your willingness to look for opportunities to praise the Club, offer formal and informal recognition, and for ideas to share across the Zone and beyond.

District has resources to assist Clubs, but we cannot impose ourselves – we must be invited (although we can offer our assistance). It is imperative that you report to Clubs what is discussed and decided at Cabinet. The Cabinet Secretary or Assistant Cabinet Secretary will send a list of key topics from Cabinet within two weeks of the meeting. You also raise matters that Clubs ask you to at Cabinet Meetings.

### Region Coordinators

The Region Coordinator has three key responsibilities

- a support person for the Zone Chairs. You will be a sounding board for the Zone Chairs and will assist with the more difficult matters as they arise and encourage them to perform their role.
- a link between the Clubs (using information the Zone Chair provides) and the Global Action Team (GAT)
- by 31 October, to arrange a Club to host Region Youth of the Year Final

### Duty Statements

The duty statements for Region Coordinators and Zone Chairs are detailed in the District Constitution. You will find at **Annexure D** statements that provide more detail and take into consideration the District Governor's priorities and expectations.

### Region Coordinator Key Deliverables

1. Maintain contact with Zone Chairs, assisting them to monitor the health of Clubs within the Zones.
2. Provide a point of contact for assistance and support for Zone Chairs.
3. Based on information provided by the Zone Chairs, engage members of the GAT to support clubs in need

4. Represent Clubs at District Cabinet if the Zone Chair is unable to attend.
5. Nominate (through the Zone Chairs) a host for the Region Youth of the Year Final, with details available by 30 October.

### **Zone Chair Key Deliverables**

1. Effective Zone and intra-Club communication processes and reporting.
2. Effective support to Zone Clubs and members.
3. Visit each Club (Lion, Club Branch, Leo) at least twice in the year. (including one visit to a Business/Board Meeting). Clubs in need may require more than two visits.
4. Stay in touch with Clubs (by visits, phone or Zoom).
5. Understand the Clubs in your Zone
6. Raise with the Region Coordinator matters that could be addressed by GAT intervention or resources.
7. Reflect on and promote successes and learnings.
8. Host or arrange Zone Meetings.
9. Represent the Clubs at District Cabinet.
10. Nominate a host for the Zone Youth of the Year Final with details available by 30 October.

<b>Club Visits</b>
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### **Take with you...**

When you visit a club, it is wise to have a copy of:

- Lions Clubs Ethics (see Cabinet Officer Manual)
- Lions Club Purposes (see Cabinet Officer Manual)
- Member induction script
- Standard District 201Q3 Constitution
- The DG's theme.

### **Be on the lookout for...**

- Clubs with quality processes from which other Zone Clubs might learn.
- 'Soft spot' Clubs that may require additional attention and/or support from Zone, Region or District levels.
- Possible Zone membership expansion opportunities (either members or new Clubs).
- A qualitative 'look behind the numbers' assessment of Zone Clubs.
- Club and Zone strengths, weaknesses, opportunities and threats – refer to GMA Process.
- People and Clubs doing a great job. Acknowledge and thank them.

### **The visit**

When preparing for your Club visit, gather whatever information you can about the Club using:

- their bulletins, newsletters, minutes and Facebook page.
- MyLCI and MyLion to find out membership changes and service activities.
- reports to Zone Meetings.
- Club Health Assessment – sent monthly from LCI

## At the meeting

- ensure you meet all Club Members.
- recognise the Club's achievements and thank them for their service.
- promote what is happening in the District or Zone.
- do not talk too long.
- explain your role if members do not understand it.
- speak with the Executive and observe interactions and business to gather the information you need to complete the Zone Chair's Visit - Report Form.

## Working with the Global Action Team (GAT)

Region Coordinators & Zone Chairs are part of the District Action Team.

Each team within the GAT (**Service, Membership and Leadership**) will have members working across the District. Teams consist of a Coordinator and other Lions. They are there to support you, and the Clubs in the Zone / Region.

They have access to a range of resources from District, Lions Australia and LCI, and will have the ear of others who can assist in their portfolio.



## Zone Meetings (District Governor's Advisory Committee)

### Who attends?

- Zone Chair as Meeting Chair.
- Club Presidents, First Vice Presidents and Club Secretaries. Club Membership Chairs, Club Service Directors and Marketing Communications Chairs should attend when information is shared that relates to their position.
- Any other Club members who wish to attend.
- A guest speaker, if arranged.

### Purpose?

- To find solutions for shared or individual problems.
- To plan and discuss Zone projects and social activities.
- To disseminate information from District Cabinet Meetings.
- To share ideas, opportunities and good practice.
- To promote attendance at District and Multiple District Conventions.
- To promote attendance at Charter Nights and other activities within the Zone and District.

### How often and when?

- At least three, preferably four, times a year.

- Ideally, these would be held close to the dates of the Cabinet meetings, but allow two weeks to receive the key messages from the Assistant Cabinet Secretary.

**Where?**

- Preferably, rotated around your Zone.

**What do we discuss?**

- Provide a report on what was discussed and decided at District Cabinet.
- Each Club presents a written report prior to the meeting, summarising their...
  - activities
  - successes
  - membership
  - challenges they are encountering. [Refer to template provided]
- Each Club will report on one item.
- You may also discuss matters from the reports of interest or benefit to the Clubs.

**Meeting organization**

- Select a time that suits most Clubs.
- Give plenty of notice.
- Have a well-organized plan for the meeting.
- Encourage participation from all members.

**Is that all we discuss?**

Depending on the time of year, you may also discuss...

<ul style="list-style-type: none"> <li>• Who will host the Zone and Regional Youth of the Year Final?</li> <li>• The Club’s plans for the year, including how they will support the DG’s theme</li> <li>• Leadership development programs</li> <li>• New member induction and orientation. Sponsor’s responsibilities towards the new member</li> <li>• Plan of action to increase and retain members</li> <li>• Paying dues</li> <li>• The importance of MyLCI and MyLion</li> <li>• Club election procedures and timing.</li> <li>• Cabinet members as guest speakers</li> </ul>	<ul style="list-style-type: none"> <li>• How the Club is tracking</li> <li>• The appointment of the Club’s nominating committee</li> <li>• Reporting new Club Officers</li> <li>• Club Officer Forums</li> <li>• Selecting convention delegates and the alternates</li> <li>• Lions Clubs International award programs and the need for the Club Secretary to order the awards on time</li> <li>• Hosting a District Convention</li> <li>• How to identify potential Cabinet Officers</li> <li>• Importance of supporting Lion Foundations and activities, and tax deductibility.</li> </ul>
--	--

**And finally**

- Send a report of the discussions to all Clubs. You may wish to nominate an attendee to take notes ((NB: We did not say Minutes).
- Complete a Zone Meeting report for the Cabinet Secretary and the Region Coordinator.

## Working with Clubs

No District Officer has a closer relationship with individual Clubs than the Zone Chair. You work as an advisor and help them identify the specific needs of their Club, as well as recognising their achievements and thanking them for contributing to Lions outcomes.

### **Strong clubs exhibit these characteristics**

- Well organised.
- Members are enthusiastic and take pride in their Club.
- Members have fun.
- A strong social aspect to the Club.
- Meetings are enjoyable and appreciated by members.
- A steady membership growth.
- They sponsor numerous service projects which meet community needs.
- Successful fund-raising projects.
- A strong public relations program.
- Dues are paid on time.
- Members participate in Club Officer Forums and other learning activities.
- Members attend Conventions and District functions.

### **Struggling clubs may exhibit the following characteristics**

- Members lack initiative, unity, and are indifferent to each others' needs.
- They have poor membership engagement, retention and/or growth.
- They do not sponsor service activities to benefit the community.
- No new member orientation programs and Club members do not attend functions promoted by the District, Region or Zone.
- They are delinquent in paying dues and receive numerous past due account notices.

### **Please remember**

- Clubs are autonomous and, while they are required to comply with certain requirements to retain their place in the Lions family, your ability to assist them will depend on the relationship you are able to develop with them.
- Be diplomatic when assisting struggling clubs.
- Listen attentively to the concerns of the members of the Club and give constructive advice.
- Do not force your will on the Club.
- Seek advice from the Region Coordinator and District Governor and advise them of your plan of action to assist.

### **When things get serious**

We hope you do not need it, but details of Clubs in Status Quo, Priority Designation and Financial Suspension are at **Annexure B**.

If you believe that these are imminent or desirable for any Club, please seek advice from your Region Chair or District Governor as soon as possible, and before taking any action.

## My LCI and MyLion

A key tool is your access to [My LCI](#) and MyLion.

MyLion and MyLCI provide access to a range of information on the Clubs in your Region or Zone. You should check out the information available on a Club prior to your visits. It is a great resource to help with your reporting.

If you have any issues or questions about using MyLCI or MyLion, feel free to contact the Cabinet Secretary (for MyLCI) or a GST Member or Coordinator (for MyLion), who will assist you.

Once you have access, you will be able to see the Clubs' service activities and their membership trends. If Clubs are not reporting, it is important that you encourage them to do so.

## Reporting

Please complete and send to the Cabinet Secretary and Region Coordinator a *Zone Chairman's Advisory Committee Report* (see Annexure A) after each Zone Meeting, and a *Zone and Region Chairman's Visit - Report Form* after each Club visit. Please use the reports on-line, as they are likely to change this year.

The Cabinet Secretary will send them to the DG Team and GAT Coordinators, who will review and decide upon any action required. Before implementing any response, they will converse with the Zone Chair and each other to ensure there is a single, coordinated response.

Region Coordinators may use these reports during their regular discussions/meetings with Zone Chairs, and to determine the need for GAT intervention or resources.

It is important that you complete these reports as honestly as possible, and trust that the information will not be broadcast more broadly than it needs to be.

If there is something too sensitive to report, please immediately phone the District Governor or your Region Coordinator, who will discuss the best way forward.

These reports (blanks) are available from the member's section of the District 201Q3 web site using the [Reports - Field Officers](#) link.

From this site, the reports can be completed online and emailed to the Cabinet Secretary, or printed, completed and scanned before being saved and sent to the Cabinet Secretary.

You will need your name, as recorded on MyLCI and LCI Membership number (as password), to access this resource

## Awards

Encourage Clubs to nominate Club and community members for awards.

Details of the District Governor's Distinguished Service Award and Excellence in Service Award, normally presented during the visit by the District Governor or a member of the District Governor's Team, are available from the Cabinet Secretary and are published in the Presidents' Manual.



In addition, many Lions Foundations have awards and fellowships that Clubs (and individuals) can purchase, donating to a cause and recognising a Lion or member of the community.

## Managing Conflict

As you visit Clubs, you may identify a conflict situation. We do not expect you to be a mediator (in fact we would discourage you from taking that role).

The best way to deal with conflict is to manage in such a way that it does not occur. When visiting Clubs, you may observe the following positive behaviours...

- complying with the Lions Code of Conduct
- developing quality leadership
- regularly changing Board members
- balancing work with play
- thinking and reflecting before speaking or acting
- not playing favourites
- keeping issues in perspective
- challenging problems early on
- recognising and rewarding success
- having fun
- working as a family, not like a business.

For more detail on conflict management, please see the GLT articles written by David Olischlager at:

[http://201q3.lions.org.au/files/201q3/GLT%20ARTicle%20-%20reduce\\_Conflict\\_jan.pdf](http://201q3.lions.org.au/files/201q3/GLT%20ARTicle%20-%20reduce_Conflict_jan.pdf)

What are some signs of conflict? They include...

- Club is not achieving its goals
- Aggressive behaviour
- People are disengaged at meetings
- Attendance or membership is dropping
- Leaders insist on doing things their way
- Talking behind others' backs
- The atmosphere in the room does not feel right

If you see a conflict, make some subtle enquiries. If you think the matter is serious enough, please escalate it in accordance with District processes. <http://201q3.lions.org.au/resources>.

Lions Australia has a [Complaint Handling Procedure](#) and a [Club Grievance Procedure](#). Please speak with the Region Chair or District Governor before formally engaging with these documents.

## What about You?

Your ability to earn trust, and to build relationships, is the key to your success. If you show that you listen, understand the Club and how it works, and are willing to support their efforts, you will be made welcome.

### **As a motivator:**

- Recognise the efforts of Club Officers and offer them help.
- Encourage team spirit and unity among Club members and across the Zone.
- Promote the importance of respecting and working with other Club members.
- Encourage members to participate in District events, conferences and learning and development activities.
- Encourage members to accept leadership roles and challenges.

### **As a counsellor:**

- Offer direction and support to Clubs.
- Promote resources from the Association and the community.
- Listen to concerns.
- Offer amicable resolutions to misunderstandings and escalate more serious situations.
- Provide guidance to struggling Clubs and those in “*status quo*”.
- Encourage strong, successful Clubs to set higher goals.

### **As a communicator:**

- Advise Clubs of District and Multiple District events and training opportunities.
- Provide suggestions on how Clubs can participate in District events.
- Report the Club’s activities to District Officers.
- Promote the purposes of the International Association of Lions Clubs.
- Provide the Club a voice on District Cabinet.

### **As a mentor:**

- Communicate effectively.
- Be willing to share valuable Lions Club knowledge.
- Strive to be a respected and ethical leader and a positive role model.
- Be flexible and creative.
- Help identify and develop future Club and District Leaders.

Sometimes you must be the bearer of bad news, either to or from District. If that happens, please treat the matter with the courtesy, confidentiality and dignity it deserves.

Have a great year in this valuable role!

## Other Resources

Links to further resources are at **Annexure C**.

**ANNEXURE A - Report Formats**

**ZONE MEETING - REPORT FORM**

Meeting Location:  Date:

**Attendance:**

Club 1   
 Pres  Sec  M'ship  Other

Club 2   
 Pres  Sec  M'ship  Other

Club 3   
 Pres  Sec  M'ship  Other

Club 4   
 Pres  Sec  M'ship  Other

Club 5   
 Pres  Sec  M'ship  Other

Club 6   
 Pres  Sec  M'ship  Other

Club 7   
 Pres  Sec  M'ship  Other

Club 8   
 Pres  Sec  M'ship  Other

Lioness/Leo Clubs Represented

Visitors/Guests

**Zone Activity**

List recent Zone activity

Clubs not involved in Zone activities

**Club Function**

List any Club not holding monthly Board of Directors meetings

List any Club(s) that would benefit from a visit from District Chairman.

**Meeting Activity**

Guest Speaker/Cabinet Officer

Other Speaker and topic

Other Matters to report

**Next Meeting**

Next Advisory Committee Meeting will be held at,  Date

# CLUB REPORT FOR ZONE MEETING

<b>NAME OF CLUB:</b>	<b>ZONE:</b>	<b>ZONE CHAIR:</b>
<b>Date of Report:</b>	<b>Report Submitted by:</b>	
<p><i>Provide information to update the Zone Chair in the areas of Service, Membership &amp; Leadership. Include comments on the progress of goals and/or strategies being implemented to achieve goals; any successes and challenges etc.</i></p> <p><i>[Prompts in blue are a guide only and is not an exhaustive list. Include any information deemed appropriate that you wish to share.]</i></p>		
<p><b>MEMBERSHIP</b></p> <p><i>What is currently happening (or planned) in your club to grow membership?</i></p> <p><i>What is happening to “engage” current members?</i></p> <p><i>What’s working? What’s not?</i></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>SERVICE</b></p> <p><i>Outline projects being undertaken over the next few months with respect to:</i></p> <ul style="list-style-type: none"> <li>• <i>Global Causes</i></li> <li>• <i>Local/District</i></li> <li>• <i>Community Service Projects</i></li> <li>• <i>Fundraising</i></li> </ul> <p><i>How is your club going with reporting on MyLion?</i></p> <p><i>Does your Club have a Service Chair? If so, who is it?</i></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>LEADERSHIP</b></p> <p><i>What are you doing for orientation of new members?</i></p> <p><i>What are you doing to broaden existing members knowledge of Lions/leadership development?</i></p> <p><i>How does the Club encourage members to take on leadership positions - Succession Planning?</i></p> <ul style="list-style-type: none"> <li>• <i>Attending conventions</i></li> <li>• <i>Club Officer forums</i></li> <li>• <i>Online courses through Lions Learning Center</i></li> <li>• <i>Institutes</i></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>ISSUES/CHALLENGES:</b></p> <p><i>Are there any matters you would like to raise at Zone Meeting for discussion and consideration?</i></p> <p><i>What do you need from District Cabinet/Officers?</i></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>EVENTS/FUNCTIONS COMING UP THAT YOU WISH TO PROMOTE/SHARE:</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>OTHER GENERAL INFORMATION</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	



# Lions District 201 Q3 Field Officer Report 2023-2024

Reported by			
Club visited			
Date of visit			

<b><u>Membership</u></b>	current	--	members present	--
Growth/Loss for this Club year	--	prospective members		--
Comments				

### **General comments on Club Officers**

President	
Secretary	
Treasurer	
Other	






### **Your impression of this meeting**

*Please highlight or bold the response that best describes your opinion*

- You may choose more than one response
- If you select an item marked with an asterisk, please comment on the reason and any suggestions to help in developing a strategy to assist the club (does not imply District will move in). The comments box is at the end of this section, and will expand to accommodate your comments
- Note what impressed you about this club's operation

Meeting structure was	excellent		good		average		poor*	
Meeting followed a pre-issued agenda	yes		no					
The atmosphere was	enthusiastic		happy		relaxed		apathetic*	
Information (eg correspondence, Board decisions) presented to members was	too detailed					well explained		
	explained when asked*					glossed over *		
Business was handled	efficiently			disorganised*			poorly*	
Members appeared	enthusiastic		happy		unhappy*		disinterested*	
The President managed this meeting well	yes		no*					
Please comment on an asterisks and other matters								

**Club Activities**

<b>Which Global Causes does the Club support?</b> [Mark with an X]							
Childhood Cancer 	<input type="checkbox"/>	Diabetes 	<input type="checkbox"/>	Environment 	<input type="checkbox"/>	Hunger 	Vision 
Are they reported in MyLion?							
<b>Does this club have a programme of other service activities?</b>							
Yes	<input type="checkbox"/>	As they arise	<input type="checkbox"/>	No	<input type="checkbox"/>		
Please list:							
What other projects does this club do?							
How does this Club raise funds?							
<b>Does this club have a membership engagement, education and growth strategy?</b>							
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Please describe:							

<b>Has the club a programme of social activities?</b>					
Yes	<input type="checkbox"/>	As they arise	<input type="checkbox"/>	None	<input type="checkbox"/>
Please list:					

**Other**

<b>While we acknowledge all Clubs may benefit from visits by District Chairs, are there any specific Chairs you suggest visit this Club?</b>					
<b>Comment on the Club image within the community eg. road signs, parks, Lions signage etc.</b>					
<b>Have dues been paid?</b>			Yes	<input type="checkbox"/>	No
<b>If no, please offer reason</b>					
<b>What does the club do well – what does it celebrate?</b>					

<b>Lion/s you consider would be future leaders (please provide information)</b>					
<b>What challenges does the Club face, and how can District assist?</b>					
<b>Any other comments and/or recommendations</b>					

*Please send the completed report to our Cabinet Secretary [cabsec.Q3@lions.org.au](mailto:cabsec.Q3@lions.org.au) and your Region Coordinator*

## **ANNEXURE B - CATEGORIES OF CLUBS IN CRISIS**

It is not always smooth sailing for Clubs and there are some categories that you need to be aware of.

If you believe that a Club in your Zone/Region may be at risk of **status quo** or **financial suspension**, or may benefit from designation as a **Priority Club**, please seek advice from your Region Chair or District Governor as soon as possible, and before taking any action.

### **PRIORITY CLUB DESIGNATION**

Priority club designation allows members of the District Governor Team (the District Governor, First Vice District Governor or Second Vice District Governor) to make up to two additional club visits to the Club funded by the District Governor budget. This designation does not change the status of the Club nor change the Club's rights or obligations and is designed to provide support to Clubs that need additional attention.

Priority Clubs automatically include all Clubs that have been chartered over the previous 24 months, Clubs in status quo or financial suspension and Clubs that have been cancelled over the previous 12 months and could be reinstated.

The District Governor may request priority designation for five additional clubs. To request priority designation for Clubs that are not newly formed, recently cancelled, in status quo or financial suspension as noted above, the District Governor must indicate why additional support is necessary, provide a plan outlining the needed activities and assign a Guiding Lion to the Club.

The plan must be approved by the Club, the District Governor, and the First Vice District Governor and then submitted to the District and Club Administration Division. These Clubs must continue to pay dues and fulfil the responsibilities of a Lions Club or may risk being placed in financial suspension and cancelled. If measurable progress is not made within six months, these Clubs may lose their priority designation.

A Club is considered to have achieved success when it has reached the goals set by the Club when priority designation was granted. More than five additional Clubs may be given a priority designation with the approval of the District and Club Service Committee.

### **STATUS QUO CLUBS**

Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions Club.

When a District Governor feels it would be the best interest of the Club to be placed in status quo, he/she makes such recommendation to headquarters before December 31. The recommendation form must be also signed by the 1<sup>st</sup> Vice District Governor and the Zone Chair. The same procedure is required when the Club is ready to be released from *status quo*.

While a Club remains in status quo, the Zone Chair should offer support and encouragement to Club members by:

- a) Holding meetings to discuss the future of the Club and ways to reactivate the Club.
- b) Making sure the Club reports its status to the District Governor.
- c) Encouraging the Club to pay its outstanding balance if a debt exists.

- d) Assisting members to recruit new members.

At the same time, the Zone Chair must make sure the status quo Club is not involved in following activities:

- a. Conducting service activities and fundraising activities.
- b. Participating in District functions and seminars.
- c. Endorsing or nominating a candidate for District, Multiple District and International office.
- d. Submitting the Monthly Membership Report.
- e. Sponsoring new Clubs, including Leo and Lioness Clubs.

## **REACTIVATION OF STATUS QUO CLUB**

Within 90 days after being placed in status quo, the following steps must be taken for the Club to be released from status quo:

- a. Pay all outstanding balances in the Club's account and submit the proof of the payment to headquarters.
- b. The Club must have a minimum of ten members.

## **FINANCIAL SUSPENSION OF CLUBS**

A Lions Club can be suspended automatically if it has an outstanding balance in their International account of more than US\$1,000 or US\$20 per member, whichever is less, over 120 days old.

A suspended Club can be reactivated within 90 days by paying the outstanding balance in full. If not, the charter of the Club can be cancelled automatically after the suspension period of 90 days.

Suspended Clubs can hold meetings to discuss the future of the Club and to identify actions to take to regain an active status. However, the Club cannot be involved in the following activities:

- a. Conducting service activities and fund-raising activities.
- b. Participating in District functions and seminars.
- c. Endorsing or nominate a candidate for District, Multiple District or International Office.
- d. Submitting the Monthly Membership Report.
- e. Sponsoring new Clubs, including Leo and Lioness Clubs.

Quite often, non-payment is not totally due to lack of funds. There are times when Club officers are ill or away and fail to make payments on time. No matter what the reasons may be, it is the responsibility of each Lions Club to pay its per capita dues on time.

An important duty of the Zone Chair is to ensure that all Clubs in the Zone are in good status with their accounts. The Zone Chair may check the financial status of a Club by contacting the Cabinet Treasurer or accessing the status of the Clubs financial commitment to LCI via My LCI.

For more information see [https://temp.lionsclubs.org/EN/pdfs/bpm\\_ch05.pdf](https://temp.lionsclubs.org/EN/pdfs/bpm_ch05.pdf)

## **OTHER**

If a Club is struggling but does not qualify for one of the above categories, you may consider asking the DG to appoint Rebuilding Lions (formally or informally), or they may care to nominate a Lion to troubleshoot a particular issue (e.g., financial management).



## **ANNEXURE C – Useful Links**

<a href="http://lions.org.au/">District 201Q3 - Australia (lions.org.au/)</a>	District 201Q3	<b>District 201Q3 website</b>
<a href="http://members.lionsclubs.org/EN/districts/zone-region-chairperson.php">http://members.lionsclubs.org/EN/districts/zone-region-chairperson.php</a>	Lions Clubs International [LCI]	<b>Zone and Region Chair page on LCI website</b>
<a href="http://www.lionsclubs.org/resources/EN/pdfs/da100.pdf">http://www.lionsclubs.org/resources/EN/pdfs/da100.pdf</a>	Lions Clubs International [LCI]	<b>Zone Chair Manual</b>
<a href="https://lionsclubs.org/v2/resource/download/79863799">https://lionsclubs.org/v2/resource/download/79863799</a> leads to Zone Chair Manual	Lions Clubs International [LCI]	<b>Region Chair Manual</b>
Access via MyLion <a href="https://app.mylion.org">https://app.mylion.org</a>	Lions Clubs International [LCI]	<b>Lions Learning Center</b>
<a href="http://lionsclubs.org.au/members/resources/">http://lionsclubs.org.au/members/resources/</a>	Lions Australia	<b>Resources for managing a Club</b>
<a href="http://201q3.lions.org.au/resources">http://201q3.lions.org.au/resources</a>	District 201Q3	<b>District resources, including Officer Manual and Constitutions</b>
<a href="http://lionsclubs.org.au/wp-content/uploads/2013/10/Code-of-Conduct.pdf">http://lionsclubs.org.au/wp-content/uploads/2013/10/Code-of-Conduct.pdf</a>	Lions Australia	<b>Lions Club Code of Conduct</b>
Single access to <a href="#">MyLion</a> and <a href="#">MyLCI</a>	Lions Clubs International [LCI]	<b>MyLion</b>
<a href="http://members.lionsclubs.org/EN/resources/mylci.php">http://members.lionsclubs.org/EN/resources/mylci.php</a>	Lions Clubs International [LCI]	<b>MyLCI</b>
<a href="http://201q3.lions.org.au/resources">http://201q3.lions.org.au/resources</a>	District 201Q3	<b>District Conflict Resolution Program</b>
<a href="http://201q3.lions.org.au/files/201q3/GLT%20ARTicle%20-%20reduce_Conflict_jan.pdf">http://201q3.lions.org.au/files/201q3/GLT%20ARTicle%20-%20reduce_Conflict_jan.pdf</a>	District 201Q3	<b>David Olischlager article on conflict management and reduction</b>
<a href="https://lionsclubs.org.au/members/resources/#pr">https://lionsclubs.org.au/members/resources/#pr</a>	Lions Australia	<b>Media release and child photo release forms</b>
<a href="http://lionsq3.org.au">Child Safe - District 201 Q3 (lionsq3.org.au)</a>	District 201Q3	<b>Q3 Child &amp; Youth Risk Management Strategy</b>
<a href="https://lionsclubs.org.au/about/governance/constitutional-policy-resources/md201-child-safe-policy-resources/">https://lionsclubs.org.au/about/governance/constitutional-policy-resources/md201-child-safe-policy-resources/</a>	Lions Australia	<b>MD Child Safe Policy</b>

## **ANNEXURE D**

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### **DUTY STATEMENT - ZONE CHAIR**

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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 are a member of the District Global Action Team members (DAT – Service, Membership and Leadership) to assist Clubs in your Zone. You will play an integral role in leading/assisting clubs through the GMA (Global Membership Approach) process to:

- Achieve membership growth and club expansion
- Identify future leaders and encourage their development
- Expand opportunities for new service projects across the region

You will hold at least three Zone meetings (District Governor's Advisory Committee meetings) during the year. In each zone, the zone chairperson and the presidents, vice presidents and secretaries of the clubs within the zone will compose the District Governor's Advisory with the zone chair as chairperson. Your first zone meeting should be held within 90 days after the adjournment of International Convention. 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.

You will be required to attend Cabinet meetings and attend Cabinet Officer forums and specific training for zone chairpersons.

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
- Ensuring that Clubs are kept aware of the District Governor's aims and objectives.
- Keeping your Clubs informed of all relevant decisions from Cabinet.
- 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.

#### **Reporting**

- Providing written reports of Zone meetings to the Cabinet Secretary and Region Coordinator, 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 Coordinator. 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 Coordinator regularly to discuss the status of the Clubs in your Zone, including membership, attendance, service projects and any challenges they face (and whether the DAT may be able to assist)

## Relationship Building

- 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

- Guiding clubs in the development of action plans to achieve membership growth, develop future leaders and expand service opportunities.
- 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.



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## DUTY STATEMENT - REGION COORDINATOR

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Region Coordinator is a member of the District Global Action (DAT) Team and will work in close co-operation with the Zone Chairs. 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.
- 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.
- Acting as a link between the DAT and Clubs, on advice from Zone Chairs
- Actively promote the District Governor's aims and objectives including the promotion of all District projects and activities within your Region
- Being prepared to support Clubs at the request of the District Governor.
- Attending Cabinet meetings and Cabinet Officer/forums/training days
- Attending Club Officer Forums and other District Functions, especially those functions held in your Region.
- In conjunction with DAT Coordinators, assist your Region team to understand and support the GMA (Global Membership Approach) process to:
  - achieve membership growth and club expansion.
  - identify future leaders and encourage their development.
  - expand opportunities for new service projects across the region
- Encouraging and assisting the Zone Chairs to play an active role in:
  - Organising new clubs and strengthening weak clubs in the region to achieve membership growth and expansion
  - Supporting leadership initiatives by informing Lions within the region about leadership development opportunities at zone, district or multiple district and encourage attendance at Information Sessions to become better informed about LCI.
  - Promoting Global Causes initiatives and service opportunities in the region, district and multiple district
- 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 problem
- Organising the Youth of the Year Region final. Dates and host clubs to be set by 31 October.