

# **INTERNATIONAL ASSOCIATION OF LIONS CLUBS**



## **DISTRICT A15 CABINET & COMMITTEE APPOINTEE JOB DESCRIPTIONS RESOURCE DOCUMENT**

**[May 2017]**

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## **1. DOCUMENT OVERVIEW**

### **1.1. PURPOSE**

This document describes and outlines the purpose, performance goals, and reporting criteria for each position described herein. Appointments are at the discretion of the District Governor. Lions appointed to Cabinet, Committee, Committee Chairperson and/or Coordinator positions should refer to this document in order to understand their role in serving the District in that capacity.

### **1.2. REVISION REQUIRMENTS**

By January of each year, holders of these positions are asked to make experience based revision suggestions to the District Governor Elect. Each year the District Governor Elect should review this document, suggested revisions and where new positions are created and endorsed by the voting cabinet, ensure that this document is updated to meet any necessary changes.

## **2. GENERAL DOCUMENT DESCRIPTION, OVERVIEW AND STRUCTURE**

### **2.1. PURPOSE**

- To assist the District Governor in seeking out appropriate people to fulfil the positions listed in this document.
- To assist those recruited by the District Governor in understanding the role they have taken on.
- To encourage each Club President to appoint a club chair to each of the noted Activities Committees within the clubs.
- To promote programs by and among the clubs in the District

### **2.2. SELECTION**

- Each year the Governor shall appoint, subject to the approval of the Cabinet, a Coordinator for groups of related Committees and a Chairperson for each Committee and/or Subcommittee along with a Cabinet Secretary and Treasurer.
- Unless otherwise stipulated, initial appointments shall be for, but not limited to, a three-year extendable term.

### **2.3. GENERAL POSITION REQUIREMENTS**

- Knowledge and/or experience with the activity
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **2.4. PERFORMANCE GOALS**

- The Cabinet Secretary, Cabinet Treasurer, Committee Chairs, Members and Coordinators shall keep informed of initiatives promoted by Lions Clubs International with the assistance of the Multiple District Chairperson where appropriate.
- Committee Chairs, Members and Coordinators shall serve as the Liaison between the District and their District Lions Clubs
- All Chairpersons and Coordinators are encouraged to prepare an article for the bi-monthly District Newsletter to promote the benefits of their activities to the Lions of the District
- Committee Chairs, Members and Coordinators shall prepare materials promoting the committee's goals.
- The Cabinet Secretary, Cabinet Treasurer, Committee Chairs, Members and Coordinators shall maintain accurate records and retain correspondence which will be provided to their successors

- The Cabinet Secretary, Cabinet Treasurer, Committee Chairs, Members and Coordinators shall provide a written report of activities for regularly scheduled cabinet meetings and forward those reports where appropriate to the Multiple District Chairperson

## **2.5. REPORTING CRITERIA**

- Written Cabinet Reports will normally be submitted to the Cabinet Secretary and all members of the Voting Cabinet by the Committee Chairs or where applicable the Coordinator as well as the relevant MDA Committee Chair.
- Coordinators and Chairpersons will be available at each Cabinet Meeting to answer any questions.

## **2.6. RESPONSIBILITY FOR SUPERVISION**

- Each Coordinator and Chairperson will be supervised by and report to a specific Cabinet Officer

### **3. CABINET POSITIONS**

#### **3.1. CABINET SECRETARY<sup>1</sup>**

##### **3.1.1. PURPOSE**

To carry out all responsibilities as laid out in the District A15 Constitution, District A15 By-Laws, District A15 Policy Manual and any other duties as may be assigned by the District Governor

##### **3.1.2. SELECTION**

- By January 1<sup>st</sup> of each year, and no later than July 1<sup>st</sup> of each year, the first Vice District Governor (incoming District Governor) in consultation with the incoming Vice District Governors shall endeavour to appoint an individual to serve as Cabinet Secretary in the coming year. The January 1<sup>st</sup> deadline is necessary to ensure that where a transition is to occur the transition process can be devised and implemented immediately in preparation for the coming year.
- This appointment shall normally be for, but not limited to, a period of three years subject to annual review and agreement by the incoming District Governors.
- Where a change in appointment is contemplated, every effort to avoid doing so in the same year as the Cabinet Treasurer shall be made.

##### **3.1.3. GENERAL POSITION REQUIREMENTS**

- Above average facility with Microsoft Office or an equivalent software application
- Good working knowledge of the District A15 Constitution, District A15 By-Laws, District A15 Policy Manual
- Facility with the District email system
- Proven experience with the general duties associated with the secretarial role
- Above average communication skills
- Proven collaborative skills

##### **3.1.4. PERFORMANCE GOALS**

- See the current District A15 Constitution, By-Laws and Policy Manual documents
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring Cabinet Secretary responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.
- Meet with the outgoing Cabinet Secretary, and Governors elect to review operational expectations and receive all relevant supporting materials no later than June 30<sup>th</sup> of the transition period.

##### **3.1.5. REPORTING**

- See the current District A15 Constitution, By-Laws and Policy Manual documents
- Submit suggested edits to this document to the First Vice District Governor (District Governor Elect) by January of each year.

##### **3.1.6. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>1</sup> Last Revised June 2017

## **3.2. CABINET TREASURER<sup>2</sup>**

### **3.2.1. PURPOSE**

To carry out all responsibilities as laid out in the District A15 Constitution, District A15 By-Laws, District A15 Policy Manual and any other duties as may be assigned by the District Governor

### **3.2.2. SELECTION**

- By January 1<sup>st</sup> of each year, and no later than July 1<sup>st</sup> of each year, the first Vice District Governor (incoming District Governor) in consultation with the incoming Vice District Governors shall endeavour to appoint an individual to serve as Cabinet Treasurer in the coming year. The January 1<sup>st</sup> deadline is necessary to ensure that where a transition is to occur the transition process can be devised and implemented immediately in preparation for the coming year.
- This appointment shall normally be for, but not limited to, a period of three years subject to annual review and agreement by the incoming District Governors.
- Where a change in appointment is contemplated, every effort to avoid doing so in the same year as the Cabinet Secretary shall be made.

### **3.2.3. GENERAL POSITION REQUIREMENTS**

- Average facility with Microsoft Office or an equivalent software application
- Familiarity with standard accounting practices and the chosen District accounting software.
- Knowledge of the District A15 Constitution, District A15 By-Laws, District A15 Policy Manual Facility with the District email system
- Proven experience with the general duties associated with the treasure's role
- Above average communication skills
- Proven collaborative skills

### **3.2.4. PERFORMANCE GOALS**

- See the District A15 Convention Policy Manual
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring Cabinet Treasurer responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.
- Meet with the outgoing Cabinet Treasurer, and Governors elect to review operational expectations and receive all relevant supporting materials no later than June 30<sup>th</sup> of the transition period.
- Completion of the Certified Guiding Lion program and the Club Quality Initiative Facilitators courses would be an asset.

### **3.2.5. REPORTING**

- See the current District A15 Constitution, By-Laws and Policy Manual documents
- Submit suggested edits to this document to the First Vice District Governor (District Governor Elect) by January of each year.

### **3.2.6. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>2</sup> Last Revised June 2017

### **3.3. ZONE CHAIR<sup>3</sup>**

#### **3.3.1. PURPOSE**

- Act as a responsible member of the voting executive of the district and as the Chief Administrative Officer in the Zone.
- Promote the various programs, goals and projects of the District and Association.
- Perform other functions and acts as may be required by the International Board of Directors outlined in the district officer manuals and other directives.
- Carry out such other duties as may be assigned by the District Governor.

#### **3.3.2. SELECTION**

- The Zone Chairs shall be elected at the annual District Convention or appointed thereafter by the DGE if there are no candidates for election, for a 1-year term.

#### **3.3.3. GENERAL POSITION REQUIREMENTS**

- Have served as a club president and as a member of the board of directors of a Lions club for no less than two additional years.

#### **3.3.4. PERFORMANCE GOALS**

- The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the Chief Administrative Officer in the Zone.
- See the current District A15 Constitution, By-Laws and Policy Manual documents.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring Zone Chair responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.
- Remain current and make use of all relevant District and LCI provided resources including the District provided email account for or all email communication related to this role and MyLCI in the understanding and evaluation of the Zone's club activities as well as their strengths and possible weaknesses.
- Be aware of, share information about and support the activities of all the clubs in the zone.
- Assist clubs in the identification of their needs with regard to strengthening club operations.
- Working with the entire GMT/GLT team, access the resources and personnel that can be brought to the aid of the Zone's clubs in strengthening their operations, should they so choose.
- Completion of the Certified Guiding Lion program and the Club Quality Initiative Facilitators courses would be an asset.

#### **3.3.5. REPORTING**

- See the current District A15 Constitution, By-Laws and Policy Manual documents
- Submit suggested edits to this document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **3.3.6. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>3</sup> Last Revised June 2017



### **3.4. REGION CHAIR<sup>4</sup>**

*Note that beginning with the 2017/18 Lions Year, the duties of the GMT Club Success Team Coordinator, Section 6.2 and Membership and Club Growth Team Leader, Section 6.3 are to be carried out by the Region Chairs as members of the GMT/GLT Team.*

#### **3.4.1. PURPOSE**

- Act as a responsible member of the voting executive of the district and as the Chief Administrative Officer in the Region.
- Promote the various programs, goals and projects of the District and Association.
- Perform other functions and acts as may be required by the International Board of Directors outlined in the district officer manuals and other directives.
- Carry out such other duties as may be assigned by the District Governor.

#### **3.4.2. SELECTION**

- Where the DGE has elected to utilize the position of Region Chair, the Region Chairs shall be elected at the annual District Convention or appointed thereafter by the DGE if there are no candidates for election, for a 1-year term.

#### **3.4.3. GENERAL POSITION REQUIREMENTS**

- Have served as a club president and as a member of the board of directors of a Lions club for no less than two additional years.

#### **3.4.4. PERFORMANCE GOALS**

- If the position is utilized during the District Governor's term the Region Chairperson subject to the supervision and direction of the District Governor shall be the Chief Administrative Officer in the Region.
- See the current District A15 Constitution, By-Laws and Policy Manual documents
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring Region Chair responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.
- Remain current and make use of all relevant District and LCI provided resources including the District provided email account for or all email communication related to this role and MyLCI in the understanding and evaluation of the Region's club activities as well as their strengths and possible weaknesses.
- Working with the Zone Chairs and the entire GMT/GLT team, assist in the provision of the resources and personnel that can be brought to the aid of the Region's clubs in strengthening their operations, should they so choose.
- Identify opportunities to charter new clubs
- Encourage outreach to new members
- Promote the use of Club Excellence Process (CEP) for all clubs
- Promote resources/programs to clubs
- Engage Lions in community service projects and identifying new service opportunities
- Promote service activity report
- Encourage use of Member Satisfaction Guide
- Foster healthy clubs to maintain and engage membership and assist in the rebuilding of struggling clubs
- Promote resources/programs to clubs.
- Completion of the Certified Guiding Lion program and the Club Quality Initiative Facilitators courses would be an asset.

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<sup>4</sup> Last Revised June 2017

**3.4.5. REPORTING**

- See the current District A15 Constitution, By-Laws and Policy Manual documents
- Submit suggested edits to this document to the First Vice District Governor (District Governor Elect) by January of each year.

**3.4.6. SUPERVISION**

Reports to and is supervised by the District Governor.

## 4. ADMINISTRATIVE COMMITTEES

### 4.1. CONSTITUTION AND BY-LAWS COMMITTEE <sup>5</sup>

#### 4.1.1. PURPOSE

This Committee shall be responsible for the District Constitution and By- Laws. The Committee will keep By-Laws current and in proper alignment with that of Lions Clubs International.

#### 4.1.2. SELECTION

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

#### 4.1.3. GENERAL POSITION REQUIREMENTS

- Must have experience with writing and promulgating governing documents
- Above average facility with Microsoft Office or an equivalent software application
- Be knowledgeable and familiar with the current Lions International Constitution and By-Laws.
- Be knowledgeable and familiar with the current Lions International Standard Form Multiple District Constitution and By-Laws.
- Be knowledgeable and familiar with the current District Constitution and By-Laws.
- Be knowledgeable and familiar with the current Multiple District Constitution and By-Laws.
- Be knowledgeable and familiar with *Robert's Rules of Order*

#### 4.1.4. PERFORMANCE GOALS

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Bring forward to the Cabinet, recommendations on how changes to the Lions International Constitution and By-Laws, Lions International Standard Form Multiple District Constitution and By-Laws, District Constitution and By-Laws and/or Multiple District Constitution and By-Laws should be handled and implemented.
- Receive proposed amendments to the Constitution and By-Laws via the Cabinet Secretary 60 days before the winter cabinet meeting, report and make recommendations on those proposed amendments at the winter cabinet meeting in order that Cabinet may send them back for further review in the next Lions year, reject the amendment or send the proposed amendments to the convention for action.
- Ensure that District Constitution and By-Laws changes needed to bring these in line with the LCI Multiple District Standard Constitution and By-Laws and/or the LCI Constitution and By-Laws, are made in accordance with the District's own rules (i.e. in the case of the District) by a general vote at the convention.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring Region Chair responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

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<sup>5</sup> Last Revised January 2017

#### **4.1.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the Winter cabinet meeting of each Lions year
- Submission of an annual report of successes and suggestions prior to the final Convention cabinet meeting of the year
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.

#### **4.1.6. SUPERVISION**

Reports to and is supervised by the District Governor.

## **4.2. CONVENTION HOST<sup>6</sup>**

### **4.2.1. PURPOSE**

To plan and host the annual District A-15 Convention

### **4.2.2. SELECTION**

See the District A15 Convention Policy Manual

### **4.2.3. PERFORMANCE GOALS**

- See the District A15 Convention Policy Manual
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **4.2.4. REPORTING**

- See the District A15 Convention Policy Manual
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **4.2.5. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>6</sup> Last Revised January 2017

### **4.3. CONVENTION ADVISORY & SITE SELECTION<sup>7</sup>**

#### **4.3.1. PURPOSE**

- To oversee convention site selection in accordance with District Constitution and Policy requirements
- To ensure that the District Convention Host Committees carry out the requirements of the Constitution and By-Laws and the policies of the District

#### **4.3.2. SELECTION**

See the District A15 Convention Policy Manual

#### **4.3.3. PERFORMANCE GOALS**

- See the District A15 Convention Policy Manual
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

#### **4.3.4. REPORTING**

- See the District A15 Convention Policy Manual
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **4.3.5. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>7</sup> Last Revised January 2017

#### **4.4. DISTRICT BULLETIN AND MDA MAGAZINE LIAISON<sup>8</sup>**

##### **4.4.1. PURPOSE**

The coordination, promotion and publication of; the District Newsletter, Governor's Notes, Club Bulletin Contest

##### **4.4.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

##### **4.4.3. POSITION REQUIREMENTS**

- Media or Publication Experience
- Experience with Club Bulletins
- Email, file attachment and possibly File Transfer Protocol facility

##### **4.4.4. PERFORMANCE GOALS**

- Available to attend the District Convention.
- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Prepare materials promoting the Committee's goals.
- Encourage cooperation between various Publication Chairpersons or Committees and other organizations working in the same field.
- Cause to be published in the Multiple District "A" publication known as "The LION Magazine" activities and events of interest to the Clubs in the Multiple District
- Encourage all club presidents to appoint a Bulletin editor by explaining the benefits of having a proper medium of communication between the members of the club, the District officers etc.
- Encourage club members through their bulletin editors to submit items for publication, including service activities and donations as a result of those activities on a regular basis. Club events can also be advertised by submitting posters and other related documents.
- Provide all District Clubs with information regarding the rules of the bulletin contest.
- Judge the Club Bulletins in accordance with the Bulletin Contest Rules
- Encourage cabinet and committee chairs to contribute items explaining the benefits of International and District programs and projects etc. to the District membership.
- Produce a District Bulletin Regularly
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

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<sup>8</sup> Last Revised January 2017

#### **4.4.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.

#### **4.4.6. SUPERVISION**

Reports to and is supervised by the District Governor.



## **4.5. ELECTIONS AND CREDENTIALS COMMITTEE<sup>9</sup>**

### **4.5.1. PURPOSE**

- To ensure that each delegate to the District Convention is properly qualified to vote in accordance with the Constitution and By Laws
- Shall be responsible for the supervision of the Voting at the District Convention in accordance with the Constitution and By-Laws

### **4.5.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **4.5.3. PERFORMANCE GOALS**

- See the District Constitution and By-Laws
- Prepare a list indicating the number of Voting Delegates and Alternate Delegates each Club is entitled to, using data provided by LCI, prior to the annual District A12 Convention.
- Provide each Club with the appropriate number of Voting Delegate and Alternate Delegate slips.
- Prepare ballots for the annual election of Officers at the District A12 Convention as well as ballots concerning any C &BL and/or other issues to be voted on at said convention.
- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Each Year the District Governor is required to appoint representatives from his/her district to assist the credentials desk during the District Convention.
- Each Year the District Governor is required to appoint representatives from his/her district to man the polling stations during the District Convention.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **4.5.4. REPORTING CRITERIA**

- See District Constitution and By-Laws
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.

### **4.5.5. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>9</sup> Last Revised January 2017

**4.6. HONORARY COMMITTEE<sup>10</sup>**

All Past District Governors meet twice a year chaired by the Immediate Past District Governor and will offer advice when and where asked for.

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<sup>10</sup> Last Revised January 2017

## **4.7. INFORMATION TECHNOLOGY CHAIRPERSON<sup>11</sup>**

### **4.7.1. PURPOSE**

Maintenance of, management of and provision of instructional materials for all District technologies including but not limited to; domain name registration, web site maintenance, forum maintenance, email and social media.

### **4.7.2. SELECTION**

- Appointed by the Governor and Cabinet to an unlimited term subject to annual review.

### **4.7.3. POSITION REQUIREMENTS**

- Experience and facility with Web design and the currently employed site software
- Facility with the currently employed email system
- Facility with the currently employed service provider's site maintenance software
- Facility with current social media platforms

### **4.7.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Receive and review all requests for inserts and links on the District website;
- Support and encourage opportunities for various Committees to use the website to promote their activities
- Ensure annual domain name registration
- Maintain and develop support documents for the use of technology applications available to the members
- Provide assistance to Club's Cabinet and Committee Chairs throughout the District regarding online communications, Social Media, Online Presence
- Maintain access controls for those portions of the web site restricted to members only
- Maintain user and group accounts on the District system
- Maintain the A15 Web & Communication Policy
- Ensure that District Web sites comply with the International W3 Accessibility Standard for Blind People, low vision and others requiring or using assistive devices.
- Provide for and maintain social media links on the District website as requested
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

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<sup>11</sup> Last Revised January 2017

**4.7.5. REPORTING CRITERIA**

- Provide a written report for regularly scheduled cabinet meetings Report to Cabinet in the Lions year as required.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

**4.7.6. SUPERVISOR**

Reports to and is supervised by the 1<sup>st</sup> Vice District Governor.

## **4.8. NOMINATION COMMITTEE<sup>12</sup>**

### **4.8.1. PURPOSE**

To receive nomination papers and ensure eligibility of all candidates for Voting Cabinet

### **4.8.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **4.8.3. PERFORMANCE GOALS**

- Refer to the District A15 By-Laws
- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **4.8.4. REPORTING**

- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **4.8.5. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>12</sup> Last Revised January 2017

**4.9. POLICE CHECK GATEKEEPER<sup>13</sup>**

See the District A15 Volunteer Screening and Police Check Policy document.

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<sup>13</sup> Last Revised January 2017

## **4.10. PROTOCOL AIDE FOR THE INTERNATIONAL GUEST <sup>14</sup>**

### **4.10.1. PURPOSE**

To host and accompany the International Guest and their companion throughout the A15 Convention.

### **4.10.2. SELECTION**

- A Past International Director, Past Council Chair or a Senior Past Governor
- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **4.10.3. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Arrange to meet and greet the International Guest upon arrival
- Arrange transportation for the International Guest upon arrival/departure and during the Convention when necessary
- Arrange for refreshments and flowers to be placed in the International guest's room prior to arrival
- Ensure that a suitable gift has been selected by the District and presented by him/her at the Convention Banquet after the International Guest's speech.
- Ensure that the needs of the International Guest are met during the Convention.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **4.10.4. REPORTING**

- Following the convention, submit any suggestions or recommendations to the following year's convention committee.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **4.10.5. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>14</sup> Last Revised January 2017

## **4.11. PR – CLUB VISITS LIAISON<sup>15</sup>**

### **4.11.1. PURPOSE**

To act as the liaison for official club visits between the District Governor and the Clubs of District A-15.

### **4.11.2. SELECTION**

The District Governor shall select the PR Chairperson annually.

### **4.11.3. GENERAL POSITION REQUIREMENTS**

- Knowledge and/or experience with the activity
- Good communication skills.
- Good computer skills.

### **4.11.1. PERFORMANCE GOALS**

- To co-ordinate the District Governor's, 1st and 2nd Vice District Governors official visits to all the Clubs in the District. This to be accomplished by forwarding a letter of notice, suggested protocol procedure, and a brief biography of the visiting dignitary; and forwarding confirmation from the clubs back to the District Governor, 1st VDG, and 2nd VDG. To relay specific club requests to the District Governor, 1st VDG, and 2nd VDG; and help to resolve issues that may arise (such as date changes).
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **4.11.2. REPORTING**

- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **4.11.3. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>15</sup> Last Revised January 2017



## **4.12. RESEARCH & LONG RANGE PLANNING CHAIRPERSON<sup>16</sup>**

### **4.12.1. PURPOSE**

To draft and/or review document proposals as may be referred by Cabinet.

### **4.12.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.
- The members of this Committee shall have served successfully as District Governor or as members of voting cabinet

### **4.12.3. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- The Members of this Committee should meet as required in order to deal with any items concerning the District which fall within this committee's mandate.
- Research and/or revise Job Descriptions of the various District Committees and District Officers.
- Research and prepare subject matter reports vital to the betterment of Lionism for the District, District Secretary and Treasurer, relative to the operations of the Multiple District.
- Assist Officers and Cabinet and/or its officers to obtain professional advice when deemed necessary or as requested by the Governor or Cabinet
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **4.12.4. REPORTING**

- Report as directed by the Governor or Cabinet on the progress of this committee and present its recommendations.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **4.12.5. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>16</sup> Last Revised January 2017

## **4.13. SOCIAL MEDIA CHAIRPERSON<sup>17</sup>**

### **4.13.1. PURPOSE**

To assist with the media functions of the District by maintaining a presence on Facebook, Twitter and similar venues

### **4.13.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.
- Must have Social Media Experience

### **4.13.3. PERFORMANCE GOALS**

In cooperation with the Information Technology Chair

- Maintain a presence on Social Media
- Be available to assist, but not provide, Clubs with their social media presence.
- Ensure that District Web sites comply with the International W3 Accessibility Standard for Blind People, low vision and others requiring or using assistive devices.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **4.13.4. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **4.13.5. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>17</sup> Last Revised January 2017

## **5. DISTRICT PROGRAMS & ACTIVITIES**

### **5.1. DIABETES AWARENESS CHAIRPERSON<sup>18</sup>**

#### **5.1.1. PURPOSE**

To work in partnership with the Multiple District Diabetes Awareness Chairperson and A15 Club Diabetes Chairpersons maintaining open communication, exchanging information, and seeking recommendations

#### **5.1.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

#### **5.1.3. POSITION REQUIREMENTS**

- Knowledge and/or experience with diabetes activity
- Knowledge and/or experience with the District governance.
- Good communication skills.
- Good Computer skills.

#### **5.1.4. PERFORMANCE GOALS**

- Serve as the liaison between the District, Multiple District and the Canadian Diabetes Association (CDA) and other related agencies.
- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Support efforts leading to the control and treatment of diabetes and its complications
- Promote diabetes awareness, education and prevention
- Provide programs and assistance to underserved children and adults who are living with diabetes
- Encourage each Club of the District to appoint a Diabetes Awareness Chairperson.
- Pro-actively identify opportunities to present displays, seminars, workshops etc.
- Continuously motivate Club Chairpersons to promote and support programs and activities related to Diabetes
- Maintain accurate records and retain correspondence, which will be provided to his/her successor.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

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<sup>18</sup> Last Revised January 2017

**5.1.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Provide a written report of activities and progression of goals prior to each Cabinet meeting
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

**5.1.6. SUPERVISION**

Reports to and is supervised by the 2<sup>nd</sup> Vice District Governor.

## **5.2. ENVIRONMENT CHAIRPERSON<sup>19</sup>**

### **5.2.1. PURPOSE**

To plan and coordinate District environmental projects and serve as the liaison between the District and MD'A' on environment projects sanctioned by Lions Clubs International.

### **5.2.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.2.3. POSITION REQUIREMENTS**

- Experience in Lions Clubs environmental activities.
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.2.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Encourage the clubs of the District to appoint an environmental project chair
- Continuously motivate District Officers and Clubs to encourage participation in the District Environmental projects
- Update clubs on environmental activities in the District.
- Seek out and encourage opportunities to present Displays, Seminars, Workshops etc. regarding this activity at all possible forums held at appropriate Lions functions and elsewhere
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **5.2.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Provide a written report of activities and progression of goals prior to each Cabinet meeting.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **5.2.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor.

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<sup>19</sup> Last Revised January 2017

## **5.3. HEARING AND SPEECH ACTION<sup>20</sup>**

### **5.3.1. PURPOSE**

To plan and coordinate District Hearing and Speech Action programs and serve as the liaison between the Lions of the District and agencies concerned with the needs of hearing impaired in our communities.

### **5.3.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.3.3. POSITION REQUIREMENTS**

- Experience in the needs of the hearing impaired.
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.3.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Continuously motivate District Officers and Clubs to support projects and services aimed toward the hearing impaired.
- Motivate within the District through club presidents so that meaningful Hearing Conservation programs are conducted.
- Seek out and encourage opportunities to present Displays, Seminars, Workshops etc. regarding this activity at all possible forums held at appropriate Lions functions and elsewhere
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Ensure that all needed supplies are maintained and that the hearing equipment is calibrated annually or as necessary.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **5.3.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Provide a written report of activities and progression of goals prior to each Cabinet meeting.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **5.3.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor.

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<sup>20</sup> Last Revised January 2017

## **5.4. LIONS CLUB INTERNATIONAL FOUNDATION CHAIRPERSON<sup>21</sup>**

### **5.4.1. PURPOSE**

To promote the programs of the LCIF to the clubs of the District

### **5.4.2. Selection**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.4.3. POSITION REQUIREMENTS**

- Experience in the activities of LCIF.
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.4.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Encourage each club president to appoint a LCIF chair
- Continuously motivate District Officers and Clubs to support LCIF.
- Ensure that the Lions of the District are aware of the humanitarian actions of LCIF around the world.
- Seek out and encourage opportunities to present Displays, Seminars, Workshops etc. regarding this activity at all possible forums held at appropriate Lions functions and elsewhere
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **5.4.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Provide a written report of activities and progression of goals prior to each Cabinet meeting
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **5.4.6. SUPERVISION**

Reports to and is supervised by the Immediate Past District Governor.

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<sup>21</sup> Last Revised January 2017

## **5.5. LIONS FOUNDATION OF CANADA CHAIRPERSON <sup>22</sup>**

### **5.5.1. PURPOSE**

To work in partnership with the Multiple District LFC Chairperson and the A15 Clubs to maintain open communication, exchange of information, and seek recommendations and donations

### **5.5.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.5.3. POSITION REQUIREMENTS**

- Knowledge and/or experience with LFC activity
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.5.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- To ensure that the Lions Clubs of the District are aware, of the programs and services provided by LFC.
- To encourage each Club to adopt the LFC as a major sponsorship.
- To strive, on an ongoing basis, to maximize his/her familiarity with the LFC Programs, activities and, where feasible, visit the various LFC sites and their facilities for this purpose.
- To facilitate the arrangement, where feasible, in co-operation with the Ontario Director and LFC staff, for an annual visit to LFC Headquarters by District Clubs. The purpose of the visit would be to enable Clubs to become more familiar with the facilities, programs and personnel through tours and presentations by LFC staff and the Ontario Director.
- To work in partnership with the Multiple District LFC Chairpersons by setting goals and maintaining open communication for the exchange of information devoted to the enhancement of the availability of LFC services throughout the District and support for LFC fund raising programs.
- To maintain accurate records and retain correspondence which will be provided to the successor.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

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<sup>22</sup> Last Revised January 2017



**5.5.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Provide a written report of activities and progression of goals prior to each Cabinet meeting
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

**5.5.6. SUPERVISION**

Reports to and is supervised by the 2<sup>nd</sup> Vice District Governor.

## **5.6. MULTI-CULTURAL ACTIVITY CHAIRPERSON<sup>23</sup>**

### **5.6.1. PURPOSE**

To cultivate the human qualities and values that stimulate individual creativity, enliven the community and animate the human spirit

To celebrate diversity in our communities through Visual Arts, Performing Arts, Culinary Arts and Recreational projects

### **5.6.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.6.3. POSITION REQUIREMENTS**

- Familiarity with LCI Cultural and Community Program Policy
- Good communicator and facilitator

### **5.6.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Promote multi-cultural activities and programs throughout the District
- Create and maintain a list of multi-cultural activities being carried out throughout the District
- Maintain accurate records and retain correspondence which will be provided to his/her successor
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **5.6.5. REPORTING**

- Provide written reports for regularly scheduled cabinet meetings
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **5.6.6. SUPERVISION**

Reports to and is supervised by the Second Vice District Governor.

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<sup>23</sup> Last Revised January 2017

## **5.7. OPPORTUNITIES FOR YOUTH COORDINATOR<sup>24</sup>**

### **5.7.1. PURPOSE**

To work in partnership with the Chairpersons of the District Youth Exchange, Leo Clubs, Lions Quest, Literacy, Peace Poster/Essay, Effective Speaking, Lions Service for Children programs.

### **5.7.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.7.3. POSITION REQUIREMENTS**

- Experience in Lions Clubs Youth activities and functions.
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.7.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Encourage each Club in the District to appoint Youth Project Chairpersons for each of the District's programs.
- Continuously motivate District Cabinet Officers to promote and support all Opportunities for Youth projects and activities.
- Proactively identify opportunities to present displays, seminars, workshops etc. at District and Club, and other events highlighting the Opportunities for Youth programs.
- Maintain accurate records that can be forwarded to the District Cabinet and Multiple District Opportunities for Youth Chairperson. And his/her successor
- Present any proposed Opportunities for Youth projects to the Governor for approval by Cabinet prior to implementation.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

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<sup>24</sup> Last Revised January 2017

#### **5.7.5. REPORTING CRITERIA**

- Collection and collation of subcommittee reports prior to each Cabinet Meeting
- Provide written reports for regularly scheduled cabinet meetings
- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **5.7.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor.

## **5.8. EFFECTIVE SPEAKING CHAIRPERSON<sup>25</sup> (SUBCOMMITTEE OF OPPORTUNITIES FOR YOUTH - if appointed)**

### **5.8.1. PURPOSE:**

To provide an opportunity for competitive Public Speaking among students to stimulate self-expression and independent thinking

### **5.8.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.8.3. POSITION REQUIREMENTS**

- Experience with the Multiple District Effective Speaking Program.
- Experience in District Effective Speaking activities and functions.
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.8.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Arrange for a host club to hold a District Effective Speaking Contest during March or early April of the Lions year.
- Organize a meeting at a convenient location of all District Club Chairpersons where all material will be handed out and plans for the year can be discussed and finalized.
- He/she shall attend a fall and winter meeting held by the Multiple District and then distribute the rules for that years Effective Speaking Program to the Clubs of the District,
- In conjunction with the Host Committee Chairperson run the District contest.
- Regularly communicate with the District Cabinet and Clubs about supporting the District efforts in fundraising for the Prises, trophies and Expenses of the Program.
- Arrange accommodations and escorts for the 1<sup>st</sup> place District winners to attend the Multiple District Convention and ensure that the 1<sup>st</sup> place winners deliver their winning speeches to the Convention delegates.
- Maintain accurate records and retain correspondence which will be provided to his/her successor.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

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<sup>25</sup> Last Revised January 2017

#### **5.8.5. REPORTING CRITERIA**

- Provide the District Opportunities for Youth Coordinator with a written report of activities and progression of goals prior to Cabinet meeting Submission of a plan of action and proposed budget prior to the 1<sup>st</sup> cabinet meeting of the year.
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **5.8.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor and the Opportunities for Youth Coordinator if appointed

## **5.9. LIONS QUEST CHAIRPERSON<sup>26</sup> (SUBCOMMITTEE OF OPPORTUNITIES FOR YOUTH - if appointed)**

### **5.9.1. PURPOSE**

To promote the programs and future of the Lions Quest programs throughout the district.

### **5.9.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.9.3. POSITION REQUIREMENTS**

- Experience with Lions Quest activities and functions.
- Proven Fund raising skills
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.9.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- The District Lions Quest Chairperson shall work with the District Lions Clubs to maintain open communication with the Lions Quest Office and the District Chairpersons.
- Attend and participate in the annual Lions Quest Leadership Session hosted by Lions Quest, limited to those held within the Multiple District boundaries.
- Participate in District events or Club meetings, when invited.
- Be active in promoting the raising of funds for Lions Quest Canada, promotion of the Lions Quest Fellowship, securing of funds for and coordination of local workshops for schools and communities.
- Maintain accurate records and retain correspondence, which will be provided to his/her successor.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **5.9.5. REPORTING CRITERIA**

- Provide the District Opportunities for Youth Coordinator a written report of activities and progression of goals prior to each Cabinet meeting
- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **5.9.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor and the Opportunities for Youth Coordinator if appointed.

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<sup>26</sup> Last Revised January 2017

## **5.10. LEO PROGRAM CHAIRPERSON<sup>27</sup> (SUBCOMMITTEE OF OPPORTUNITIES FOR YOUTH - if appointed)**

### **5.10.1. PURPOSE**

To work with the GMT, GLT, and Opportunities for Youth Chairperson and the District Secretary to maintain open communication and exchange of information

### **5.10.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.10.3. POSITION REQUIREMENTS**

- Knowledge and/or experience with District governance.
- Experience with Leo Clubs activities and functions.
- Good Communication and Computer skills.
- Ability to work in a team setting.

### **5.10.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Arrange to host an annual meeting for all District Leos and their Guiding Lions
- Motivate the District's Clubs to promote Leo Club extension and membership growth.
- Pro-actively identify opportunities to present displays, seminars, and workshops etc. at District Conventions, the Multiple District Convention and other events for all aspects of the Leo program.
- Establish the needs of the Leo delegates to the District Convention and provide the Opportunities for Youth Chairperson with the information.
- Maintain accurate records that can be forwarded to the incoming Leo Chairperson.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **5.10.5. REPORTING CRITERIA**

- Provide the District Opportunities for Youth Coordinator a written report of activities and progression of goals prior to each Cabinet meeting.
- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **5.10.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor and the Opportunities for Youth Coordinator if appointed.

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<sup>27</sup> Last Revised January 2017



## **5.11. LITERACY CHAIRPERSON<sup>28</sup> (SUBCOMMITTEE OF OPPORTUNITIES FOR YOUTH - if appointed)**

### **5.11.1. PURPOSE**

To promote and communicate with Clubs opportunities for service through literacy.

### **5.11.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.11.3. POSITION REQUIREMENTS**

- Knowledge and/or experience with District governance.
- An appreciation for the value of literacy
- Familiarity with LCI's Reading Action Program, Reading is Fundamental, Reach Out and Read, All Children Reading, The Canadian Literacy and Learning Network, Excellence in Literacy Foundation, Canadian Federation of the Blind (CFB), Global Libraries – Bill and Melinda Gates Foundation and such other literacy related initiatives promoted by Lions Clubs International

### **5.11.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Serve as the liaison between the Multiple District and the District Lions Clubs
- Identify opportunities to present displays, seminars, workshops etc
- Maintain accurate records and retain correspondence which will be provided to his/her successor
- Provide the District Opportunities for Youth Coordinator a written report of activities and progression of goals prior to each Cabinet meeting.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **5.11.5. REPORTING**

- Submission of an annual report prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **5.11.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor and the Opportunities for Youth Coordinator if appointed.

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<sup>28</sup> Last Revised January 2017

## **5.12. PEACE POSTER/PEACE ESSAY CHAIRPERSON<sup>29</sup> (SUBCOMMITTEE OF OPPORTUNITIES FOR YOUTH - if appointed)**

### **5.12.1. PURPOSE**

To work with the Club's Opportunities for Youth Chairperson and the District Peace Poster and Peace Essay Chairpersons to maintain open communication and exchange of information.

### **5.12.2. SELECTION**

- Appointed by the District Governor to a three (3) year term, subject to annual review and ratification by Cabinet.

### **5.12.3. POSITION REQUIREMENTS**

- Experience in Lions Clubs Peace Poster and Essay Contest activities and functions.
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.12.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Continuously motivate District Officers and Clubs to encourage participation in the District Peace Poster and Peace Essay Contest
- Ask that the District and Clubs provide for financial support.
- Order an appropriate Peace Poster and Peace Essay award plaques for presentation at the annual District A-15 Convention
- Maintain accurate records that can be forwarded to the incoming Chairperson.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **5.12.5. REPORTING CRITERIA**

- Provide the District Opportunities for Youth Coordinator a written report of activities and progression of goals prior to each Cabinet meeting.
- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year.
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **5.12.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor and the Opportunities for Youth Coordinator if appointed.

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<sup>29</sup> Last Revised January 2017

## **5.13. YOUTH CAMP & EXCHANGE CHAIRPERSON<sup>30</sup> (SUBCOMMITTEE OF OPPORTUNITIES FOR YOUTH - if appointed)**

### **5.13.1. PURPOSE**

- To oversee all aspects of the District International Youth Exchange program
- To oversee operations and maintenance of the Bruce Murray Lions International Youth Camp and Youth Exchange

### **5.13.2. SELECTION**

- Appointed by the District Governor to a three (3) year term, subject to annual review and ratification by Cabinet.

### **5.13.3. POSITION REQUIREMENTS**

- Experience in Lions Youth Exchange Program/Camp and Youth activities and functions.
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.13.4. PERFORMANCE GOALS**

- To assemble a team of Committee Members and Youth Camp staff and assign responsibilities as he/she determines
- Act as camp director.
- Provide the District Opportunities for Youth Coordinator with a written report of activities and progression of goals prior to each Cabinet Meeting.
- Continuously motivate District Officers and Clubs to encourage participation in the District Youth Exchange/Program/Camp
- Seek and request Club and District financial support
- In collaboration with the Zone Chairs, Region Chairs and the Youth Camp Director, recruit host families for incoming Youth
- In collaboration with the Zone Chairs, Region Chairs and the Youth Camp Director, coordinate Police Background checks with the District A15 Police Check Gatekeeper as required by the current A15 Volunteer Screening Police Check Policy.
- Maintain accurate records that can be forwarded to the incoming Chairperson
- Ensure that the District adheres to the Lions Clubs International guidelines for all Youth Exchange programs.
- Host meetings, as needed for all District Youth wishing to participate in the Lions Youth Exchange
- Proactively identify opportunities to present displays, seminars, and workshops etc. at District Conventions and other events for all aspects of the Youth Exchange Program.
- In collaboration with the Zone Chairs, Region Chairs and the Youth Camp Director, actively promote outgoing exchanges
- Submit a budget to the fall cabinet meeting for the upcoming exchange program and camp.
- Maintain records that can be forwarded to the incoming Chairperson of District Youth Exchange Program when one is appointed.
- Remain current and make use of all relevant District and LCI provided resources

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<sup>30</sup> Last Revised January 2017

- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

#### **5.13.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Provide the District Opportunities for Youth Coordinator a written report of activities and progression of goals prior to each Cabinet meeting.
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **5.13.6. SUPERVISION**

Reports to and is supervised by the Opportunities for Youth Coordinator under the auspices of the 2nd Vice District Governor.

## **5.14. SIGHT CONSERVATION & VISION SCREENING CHAIRPERSON<sup>31</sup>**

### **5.14.1. PURPOSE**

- To work in partnership with the Visual Services Coordinator to maintain open communication, and exchange of information with respect to District A15 Sight Conservation & Vision Screening programs and activities.
- Promote the collection of used eyeglasses throughout the District.

### **5.14.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **5.14.3. POSITION REQUIREMENTS**

- Experience in Lions Clubs Sight Conservation activities and functions.
- Familiarization with the Canadian Lions Eyeglass Recycling Program and Procedures
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

### **5.14.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Serve as the Liaison between the District and sight related agencies.
- Encourage each of the District's Clubs to appoint a Sight Conservation Chairperson and where appropriate, a Vision Screening Chairperson.
- Pro-actively identify opportunities to present displays, seminars, workshops etc.
- Act as the liaison between the CNIB and the District and its clubs
- Maintain accurate records and retain correspondence that is to be provided to the successor.
- Provide a written report of activities and progression of goals prior to each Cabinet meeting. Plan and coordinate District and Club level Sight Conservation programs and activities.
- Schedule and coordinate District school related and other Vision Screening clinics.
- Compile and submit all necessary vision screening summative reports.
- Co-ordinate the transfer of eye glasses from district clubs to the recycling centre
- Activity promote the collections of used eye glasses by the clubs of the District
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Ensure that all needed supplies are maintained and that all refractor equipment is calibrated annually or as necessary.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

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<sup>31</sup> Last Revised January 2017

#### **5.14.5. REPORTING CRITERIA**

- Provide a written report of activities and progression of goals prior to each Cabinet meeting. Plan and coordinate District and Club level Sight Conservation programs and activities.
- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **5.14.6. SUPERVISION**

Reports to ad is supervised by the 2nd Vice District Governor.

## **6. GROWTH IN MEMBER AND LEADERSHIP COMMITTEES**

### **6.1. GLOBAL MEMBERSHIP TEAM - DISTRICT COORDINATOR<sup>32</sup>**

#### **6.1.1. PURPOSE**

To encourage and develop programs promoting membership growth and satisfaction.

#### **6.1.2. SELECTION**

- The GMT Coordinator must possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of the district.
- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

#### **6.1.3. ADDITIONAL QUALIFICATIONS**

- In-depth knowledge of LCI, multiple district and local needs of the districts.
- Extensive knowledge of membership, extension and retention programs and field positions, especially District Governor teams.
- Previous experience organizing training at district conventions and ideally at Area Forums.
- Ability to effectively deliver training and education.
- Having attended the Emerging Lions Leadership Institute or Advanced Lions Leadership Institute or Faculty Development would be an asset.
- Completion of the Certified Guiding Lion program and the Club Quality Initiative Facilitators courses would be an asset.
- Ability to commit to a three-year term as District GMT Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.
- Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI.
- Ability to effectively collaborate with GLT counterpart to address district needs.

#### **6.1.4. PERFORMANCE GOALS**

- In consultation with the District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor, develop membership, extension and retention development goals and implement an action plan.
- Develop and promote district membership, extension and retention development plan that includes recognition for district and individual Lions whose contributions development program goals membership, extension, and retention
- Present a budget to the Fall meeting of Cabinet to fund a membership, extension and retention development plan.
- Communicate with GLT coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts.
- Collaborate with GLT coordinator in planning and conducting workshops and seminars
- Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from LCI
- Motivate multiple district and district Lions members to develop and improve their membership, extension and retention skills.
- Remain current and make use of all relevant District and LCI provided resources

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<sup>32</sup> Last Revised January 2017

- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

#### **6.1.5. REPORTING CRITERIA**

- Provide a written report of activities and progression of goals prior to each Cabinet meeting.
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **6.1.6. SUPERVISION**

Reports to and is supervised by the Immediate Past District Governor & District Governor.



## **6.2. CLUB SUCCESS TEAM LEADER<sup>33</sup> (SUBCOMMITTEE OF GLOBAL MEMBERSHIP TEAM)**

*Note that beginning with the 2017/18 Lions year, as a member of the GMT/GLT Team, the following is to become part of the Region Chair's job description.*

### **6.2.1. PURPOSE**

- To focus on engaging Lions in community service projects and identifying new service opportunities
- Promote member satisfaction.

### **6.2.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **6.2.3. POSITION REQUIREMENTS**

- Familiarity with LCI's Global Membership Team Resource guide
- Recognised as an effective mentor, motivator and leader

### **6.2.4. PERFORMANCE GOALS**

- Focus on engaging Lions in community service projects and identifying new service opportunities
- Promote service activity reporting
- Promote member satisfaction
- Foster healthy clubs to maintain and engage members and assists in the rebuilding of struggling clubs.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.
- Completion of the Certified Guiding Lion program and the Club Quality Initiative Facilitators courses would be an asset.

### **6.2.5. REPORTING**

- Provide a written report of activities and progression of goals prior to each Cabinet meeting.
- Submission of an annual report prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **6.2.6. SUPERVISION**

Reports to and is supervised by the GMT Coordinator.

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<sup>33</sup> Last Revised January 2017

### **6.3. MEMBERSHIP & CLUB GROWTH TEAM LEADER<sup>34</sup> (SUBCOMMITTEE OF GLOBAL MEMBERSHIP TEAM)**

*Note that beginning with the 2017/18 Lions year, as a member of the GMT/GLT Team, the following is to become part of the Region Chair's job description.*

#### **6.3.1. PURPOSE**

#### **6.3.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

#### **6.3.3. POSITION REQUIREMENTS**

- Familiarity with LCI's Global Membership Team Resource guide
- Recognised as an effective mentor, motivator and leader

#### **6.3.4. PERFORMANCE GOALS**

- Identify opportunities for building new clubs
- Encourages outreach to new members
- Promote the use of the Club Excellence Process for all clubs
- Promote resources/programs to clubs.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.
- Completion of the Certified Guiding Lion program and the Club Quality Initiative Facilitators courses would be an asset.

#### **6.3.5. REPORTING**

- Provide a written report of activities and progression of goals prior to each Cabinet meeting.
- Submission of an annual report prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **6.3.6. SUPERVISION**

Reports to and is supervised by the GMT Coordinator.

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<sup>34</sup> Last Revised January 2017

## **6.4. GLOBAL LEADERSHIP TEAM – DISTRICT COORDINATOR<sup>35</sup>**

### **6.4.1. PURPOSE**

To encourage, develop and train present and future Lions Leaders

### **6.4.2. SELECTION**

- The GLT District Coordinator candidate must possess the abilities and skills to identify, expand and present leadership development programs that meet the needs of their District.
- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **6.4.3. ADDITIONAL QUALIFICATIONS**

- Extensive knowledge of leadership programs and field positions, especially District Governor teams.
- Ability to mentor future leaders and to identify leaders
- Ability to effectively deliver training and education.
- Ability to commit to a three-year term as GLT District Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.
- Completion of the Certified Guiding Lion program and the Club Quality Initiative Facilitators courses would be an asset.

### **6.4.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Set leadership development goals and implement an action plan incorporating the goals and objectives of the District GLT.
- Identify and encourage potential leaders.
- Communicate goals and plans to the GLT Multiple District leader on or before September 1<sup>st</sup> of each Lions year.
- Develop and promote a district leadership development team and plan that includes recognition for Lions who make significant contributions to leadership development program goals.
- Communicate with District GMT MDA Coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts.
- Keep multiple district and districts updated on new leadership development programs and resources.
- Collaborate with GMT coordinator in planning and conducting workshops and seminars
- Develop and maintain a pool of qualified CEP facilitators and assist in the training and re-training of said facilitators.
- Promote Lions Clubs International Opportunities such as webinars, online training, International Convention, Advanced Lions Leadership Institute, Faculty Development Institute, Emerging Lions Institute, Lions University and the USA/Canada Lions Leadership Forum at district and Club functions.

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<sup>35</sup> Last Revised January 2017

- Maintain up to date lists of; Advanced Lions Leadership Institute Graduates, Faculty Development Institute Graduates, Emerging Lions Institute Graduates, Lions University Graduates, Certified Guiding Lions, Club Quality Initiative Facilitators
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

#### **6.4.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Provide a written report of activities and progression of goals prior to each Cabinet meeting
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **6.4.6. SUPERVISION**

Reports to and is supervised by the Immediate Past District Governor and District Governor.

## **7. AD HOC COMMITTEES - GENERAL ORGANIZATION**

### **7.1.1. TERMS OF REFERENCE**

- An Ad hoc Committee may be initiated at the direction of the Cabinet to solve a specific problem or to create guidelines for the use of Cabinet in undertaking one time actions; beyond the duties and responsibilities of a regular committee or subcommittee.
- Ad hoc Committees are established for a specific time or the length of the current year.
- Ad Hoc Committees will normally report to the Cabinet according to a schedule established by the Cabinet or through the R&LRP Committee.
- Cabinet may establish a specific budget for the administration and operations of an Ad hoc Committee.
- Terms of reference, time lines and tasks will be approved by Cabinet prior to initiation of implementation

## **8. SPECIAL PROJECTS PERSONS**

### **8.1. CAMP LIAISON<sup>36</sup>**

#### **8.1.1. PURPOSE**

To serve as the Liaison between those Camps recognized by the Multiple District Council of Governors (Camps currently recognized include Lions Camp Dorset, the Bob Rumball Camp of the Deaf, CNIB Lake Joseph Centre, Camp Huronda, Lions Clubs Camp Kirk and Camp Trilliums) and to provide for the sharing of information among these Camps, the District and the individual Clubs of the districts.

#### **8.1.2. SELECTION**

- Appointed by the District Governor to a three (3) year term, subject to annual review and ratification by Cabinet

#### **8.1.3. POSITION REQUIREMENTS**

- Particular experience in at least one Multiple District recognized Camp
- Ability to work in a team setting.
- Knowledge and/or experience with District governance.
- Good communication skills.
- Good Computer skills.

#### **8.1.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Become familiar with the aims and objects of each camp and their organizations
- Represent the District at Camp meetings when special programs or requirements are requested.
- Identify opportunities to present displays, seminars, and information sessions etc. at District Meetings and District Conventions.
- Prepare articles for publication in District Publications to promote support for the Camps.
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

#### **8.1.5. REPORTING CRITERIA**

- Submission of a plan of action prior to the 1<sup>st</sup> cabinet meeting of the year
- Provide a written report of activities and progression of goals prior to each Cabinet meeting
- Submission of an annual report of successes and suggestions prior to the final cabinet meeting of the year
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **8.1.6. SUPERVISION**

Reports to and is supervised by the 2nd Vice District Governor.

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<sup>36</sup> Last Revised January 2017

## **8.2. CENTENNIAL CELEBRATION<sup>37</sup>**

### **8.2.1. PURPOSE**

To find ways of celebrating our 100 years of Lionism  
To communicate and promote Club initiatives concerning the Association's Centennial programs

### **8.2.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **8.2.3. POSITION REQUIREMENTS**

- Knowledge and/or experience with District governance.
- Enthusiastic, energetic. Works well with others, good organizer and delegator

### **8.2.4. PERFORMANCE GOALS**

- Ability to start work right away on building a District wide committee that will celebrate A15 roles in Lionism
- Work with the District Historian.
- Club presidents be designated centennial committee members by the governor to build district wide committee that will celebrate A15 roles in Lionism. (A president may delegate responsibility to a club member).
- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **8.2.5. REPORTING**

- Provide a written report of activities and progression of goals prior to each Cabinet meeting
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **8.2.6. SUPERVISION**

Reports to and is supervised by the District Governor.

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<sup>37</sup> Last Revised January 2017

### **8.3. HISTORIAN<sup>38</sup>**

#### **8.3.1. PURPOSE**

To maintain a history of the District from its beginnings to the present

#### **8.3.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

#### **8.3.3. POSITION REQUIREMENTS**

- Knowledge and/or experience with District governance.
- Experience with the collection and storage of items that might be of archival interest.

#### **8.3.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Ensure safekeeping of District documents of historical value;
- Set up a display booth at the annual District A15 Convention to exhibit historical District archives
- Maintain a dedicated historical page on the official District website.
- Regularly prepare articles of historical significance and publish them in The District Bulletin.
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

#### **8.3.5. REPORTING**

- Submission of an annual report prior to the final cabinet meeting of the year
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

#### **8.3.6. SUPERVISION**

Reports to and is supervised by the Immediate Past District Governor.

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<sup>38</sup> Last Revised January 2017



## **8.4. SERVICES FOR CHILDREN TASK FORCE<sup>39</sup>**

### **8.4.1. PURPOSE**

- To work with the Club's Opportunities for Youth Chairperson to maintain open communication and exchange of information
- To seek out opportunities for Lions of the District to volunteer their time and talents in programs and activities directed toward children
- To determine the child based services available within the community and make them made known to the committees that exist within the Lions organization with the goal of providing better support and service to the children and families of our communities

### **8.4.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **8.4.3. POSITION REQUIREMENTS**

- Experience with various community groups offering enhanced services to young children.
- Ability to work in a team setting.
- Experience with the District governance.
- Good communication skills.
- Good Computer skills.

### **8.4.4. PERFORMANCE GOALS**

- Where needed, a budget should be prepared and submitted in accordance with Cabinet Policy.
- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **8.4.5. REPORTING CRITERIA**

- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.
- Submit a written report, where appropriate, to the corresponding MDA Committee Chair.

### **8.4.6. SUPERVISION**

2nd Vice District Governor.

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<sup>39</sup> Last Revised January 2017

## **8.5. TECHNOLOGY SUPPORT COACH<sup>40</sup>**

### **8.5.1. PURPOSE**

To provide small group and one on one trouble shooting and instruction in all aspects of the IT tools needed to carry out tasks associated with a Lion's responsibilities within the Club and District.

### **8.5.2. SELECTION**

- Appointment is made by the District Governor for an initial extendable term of 3 years subject to annual review and the approval of the Cabinet.

### **8.5.3. POSITION REQUIREMENTS**

- Good communicator and facilitator
- Above average facility with computer operating systems, Web access software, Microsoft Word and/or its open source equivalents, the District eMail system, the District web site, MyLCI
- Established abilities in all aspects of the IT tools available to the District

### **8.5.4. PERFORMANCE GOALS**

- Remain current and make use of all relevant District and LCI provided resources
- Make use of the District provided email account for or all email communication related to this role.
- Establish, utilize and maintain, on an annual basis, an annualised calendar of recurring responsibilities.
- Meet with and transfer all relevant supporting materials to your successor no later than June 30<sup>th</sup> of the transition period.

### **8.5.5. REPORTING**

- Submission of an annual report prior to the final cabinet meeting of the year
- Where there is information to report to Cabinet and/or the membership, submit a written report by the requested date to the Cabinet Secretary for inclusion in the agenda of the next cabinet meeting.
- Submit suggested edits to this resource document to the First Vice District Governor (District Governor Elect) by January of each year.

### **8.5.6. SUPERVISION**

Reports to and is supervised by the 1st Vice District Governor.

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<sup>40</sup> Last Revised January 2017