



LIONS CLUBS INTERNATIONAL

District 105SW

District Secretary 2011-2012

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To all District Cabinet Officers 2011/2012

9th May 2011

Dear Fellow Lions

District 105 SW Cabinet Meeting Dates 2011/2012

I am pleased to welcome you onto the SW Cabinet and advise you that Cabinet Meetings for the year 2011/2012 have been arranged as follows:

First Meeting 9.30am for 10.00 am	Saturday 6th August 2011 at Okehampton Conservative Club
Second Meeting 9.30 am for 10.00 am	Saturday 12th November 2011 at Okehampton Conservative Club
Third Meeting 9.30 am for 10.00 am	Saturday 11th February 2012 at Okehampton Conservative Club
Fourth Meeting 9.30 am for 10.00 am	Saturday 12th May 2012 at Okehampton Conservative Club

A copy of the agenda and reports for the first meeting, together with a copy of the minutes of the last 2010/11 meeting held on 14th May 2011, will be sent to you prior to the meeting. **A written report is required from all District Officers. Zone Chairmen, for the first meeting only, need to send a statement of their objectives for the year.** All Officers' reports should be forwarded to reach the District Secretary by Monday 11th July 2011 at the latest.

All reports should be submitted as an e-mail attachment using Microsoft Word or a text document and e-mailed to the District Secretary to **meet the deadlines**. If you do not have access to e-mail please send as a paper document. Please post in good time to meet the deadline.

Suggested headings for your reports are attached separately.

The full report timetable is shown below and to enable the papers to be distributed in good time for the meetings **IT IS ESSENTIAL THAT THE DEADLINES ARE MET.** If any Officer fails to submit a report on time they will have to assume responsibility for bringing 50 copies to the meeting.

First Meeting - Reports to be RECEIVED no later than Monday 11th July 2011

Second Meeting - Reports to be RECEIVED no later than Monday 17th October 2011

Report for District Convention to be RECEIVED no later than Monday 2nd January 2012

Third Meeting - Reports to be RECEIVED no later than Monday 16th January 2012

Fourth Meeting - Reports to be RECEIVED no later than Monday 16th April 2012

The report for District Convention should reflect a view of the **full year since the last District Convention**, whereas each Cabinet Report should update from the previous Cabinet Report.

Important dates for the forthcoming year:-

Handover 24th July 2011 at Boringdon Park

Autumn Forum will be held on 2nd October 2011 at Okehampton

District Convention will be held on 2nd – 4th March 2012 at the Imperial Hotel, Torquay.

Please retain this letter for reference re these important dates.

I look forward to serving our District with you during the fiscal year 2011/12.

Yours in Lionism



Lion Lesley Clarke
District Secretary