



LIONS CLUBS INTERNATIONAL

District 105SW

District Secretary 2010-2011

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To all District Cabinet Officers 2010/2011

19th May 2010

Dear Fellow Lions

District 105 SW Cabinet Meeting Dates 2010/2011

I am pleased to advise you that Cabinet Meetings for the year 2010/2011 have been arranged as follows:

First Meeting 9.30am for 10.00 am	Saturday 31st July 2010 at Okehampton Conservative Club
Second Meeting 9.30 am for 10.00 am	Saturday 13th November 2010 at Okehampton Conservative Club
Third Meeting 9.30 am for 10.00 am	Saturday 12th February 2011 at Okehampton Conservative Club
Fourth Meeting 9.30 am for 10.00 am	Saturday 14th May 2011 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 2009/10 meeting held on 15th May 2010, 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 5th July 2010 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 40 copies to the meeting.

First Meeting - Reports to be RECEIVED no later than Monday 5th July 2010

Second Meeting - Reports to be RECEIVED no later than Monday 19th October 2010

Report for District Convention to be RECEIVED no later than Monday 5th January 2011

Third Meeting - Reports to be RECEIVED no later than Monday 12th January 2011

Fourth Meeting - Reports to be RECEIVED no later than Monday 20th April 2011

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.

District Convention will be held on 11th – 13th March 2011 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 2010/11.

Yours in Lionism

Lesley Clarke