

**LIONS CLUBS INTERNATIONAL
MULTIPLE DISTRICT 105**



**ZONE CHAIRMEN'S PACK
2008**

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THE WORK OF A ZONE CHAIRMAN

INTRODUCTION

The material in this workbook will have been presented to you during a Lions workshop, so you should get plenty of opportunity to:

- Ask questions
- Share experiences, views and concerns, and
- Practice.

The most important thing to remember is **to enjoy your year**.

You have a key role in advising and motivating clubs and club Lions. To do this to the best of your ability requires you to plan your year very carefully, taking into account the nature of the clubs in your zone.

To help you now and in your year ahead, do not hesitate to ask other Lions, particularly those who have been Zone Chairmen and whom you respect. You also have District Officers and your District Governor. You may have Regional Chairmen as well to turn to. If you have, your Regional Chairman should be your first port of call, as you will be closely working with him or her as part of a local team.

For reference you have:

- your Zone Chairman's Manual (issued by Oakbrook),
- your Zone Chairman's Handbook (issued by MD105), and
- These notes

GOOD LUCK, KEEP A SMILE ON YOUR FACE, AND DON'T LOSE YOUR SENSE OF HUMOUR!

CHAPTER 1

ZONE CHAIRMAN'S ADMINISTRATION

Introduction

These informal notes were made with a lot of experience behind them, some year ago, by a former Zone Chairman. They are as relevant today as when they were written.

You have accepted an office where you will be the District Governor's representative in your Zone.

You have accepted an office where you will be your Zone's representative at District Cabinet.

You will have everything at your fingertips!!

You will be expected to answer all questions!! - But remember with specialist District officers around you, you will know a man who can if you cant!

You may have inherited utter confusion, but endeavour to create some order, and finally

You won't regret it - and neither will your Clubs.

Files

A well-organised Zone Chairman will keep files:

General Club File

Under the Club name file your copies of:

Membership reports

Activities reports,

Club visit reports

Club correspondence

Club Business meeting minutes

Zone Meetings File

Zone meeting minutes

Agenda

Call to meetings

Zone social

Zone projects

District Files

Correspondence with District Governor

Correspondence with District officers

Cabinet minutes and Cabinet reports

District Zone Chairmen's minutes and reports

Your reports to Cabinet

Zone Directory

Whilst the MD Directory provides much of this information, it is useful to produce your own Zone Directory with additional information. You are then in a position to assist the District Governor and specialist District Officers with in-depth details of each club.

These days, it may be easier to prepare this on a spreadsheet. Whatever, for each club you will need:

Names, addresses and phone numbers of Club President, Secretary, and Treasurer

Names, addresses and telephone numbers of principal officers, such as welfare, fund-raising, social, Youth, membership and International Relations.

Day, time and venue of meetings

List of dates of:

visits by District Governor, Regional Membership retention and Welfare Chairman and Zone Chairman

Charter Anniversary and principal guests

Correspondence - Reports

As Zone Chairman you will be expected to make reports to each of the District Cabinet meetings plus Convention (District Secretary will advise on last date for the receipt of)

You will be expected to make a report (forms are provided) after each of your Zone meetings.

You will receive copies of District Officers reports - it is advisable, where it is in the interest of your Zone Clubs, to make a report to them with the relevant information (it will be appreciated).

There are also reports (forms supplied) to be made after you make Club visits (keep copies for your file).

You will receive copies of your club's Membership reports and Activities reports from the District Officer (File under Club name).

It is good practice if you can arrange to do so, to produce your own Zone 'letter head' for your own use for all Zone correspondence.

Calendar

A 'well kept' diary is a must. You will need to note your own and the DG's visits, Zone Chairman's meetings, Zone meetings, Cabinet meetings, Convention, Forum, any special Zone events ... then fit your life around them!! Only kidding.

Minute Secretary

Although I have always produced my own Zone minutes, it has been of great help to have a great friend who has taken notes at meetings. This leaves me free to conduct the meeting properly, and that friend, or someone from my Club 'rides shotgun' when I make Club visits, and it helps - it really does.

Cabinet Meetings

You will have sent in your written report and received a copy of the agenda with the reports of the other District Officers. You are attending to update if necessary your

report and to represent any views expressed by your Clubs at Zone meetings, and to take part in District decision-making.

District Projects

Not always, but on occasions, a worthwhile subject is raised where the Clubs in your Zone will wish to unite and use their joint efforts to help some cause or individual. Be prepared to accept your position as leader and if necessary form a Zone committee to run things.

Helper/Representative/Counsellor - That's you

You can laugh about it, but it has happened to others, so why not you. There are some things, some subjects, which are not included in the official Lions literature - but they can occur. I will not commit any particular case to print but please fellow Lion - if it does happen to you, keep confidence (share your responsibility with the District Governor but do so in respectful confidence).

Inter Club rivalry rears its head occasionally. If it occurs in your Zone - be tactful and if necessary let the District Governor make decisions - you, after all, have to serve with these Lions for many more years.

Disputes within a Club - do your utmost to keep things within the privacy of that Club (remember the reputation of all Lions Clubs, if things go public) Meet the Club's principal officers to discuss, call special meetings if necessary, get help from District if you feel it is needed - above all, let the District Governor know what is happening.

Disputes, misdemeanours, they can all raise their ugly heads in this not so perfect world

CHAPTER 2

ZONE CHAIRMAN'S ROLE

ROLE TASKS

- To read the Zone Chairman's handbook.
- Know the District Governors main operating objectives.
- To know and understand the Lions Clubs Committees
- Regularly attend scheduled District Cabinet meetings
- Provide Zone Chairman's Report for each Cabinet meeting
- To be acquainted with the Lions Clubs International Constitution
- To communicate between Lions Clubs, Region Chairman, District Officers and the District Governor.
- Call at least three Zone Meetings (District Governor's Advisory Committee) in year of office, inviting ALL Club Presidents and Secretaries in the Zone, also to encourage all Lion Members to attend.
- Monitor Membership Reports, action or delegate accordingly.
- To visit at least once in your year of office, every Lions Club in your Zone.
 - encourage full membership involvement in quality and fun motivated Club Meetings and Activities.
 - observe problematical areas and endeavour to eradicate.
 - look for opportunities for Club membership retention and extension.
 - encourage good administration practices at all Lionistic levels.
- Represent the District Governor at the Formation Meeting of a New Lions Club.
- Represent the District Governor at a Lions Charter Anniversary if required.
- Provide diplomatic encouragement for Lions Clubs to be in good standing regarding all outstanding monies.
- Work closely with all District Specialist Officers.
- Encourage formation of New Clubs within the Zone.
- To work with Region Chairmen in strengthening of the Lions Clubs in the Zone.
- To be prepared at all times to induct New Members and install officers when requested by a Lions Club in the Zone.
- Continue to be an Active Club Lion

ROLE REQUIREMENTS

- A sound knowledge of Lions Clubs International structures and operating practices.
- A competent planner, organiser and meeting chairman.
- A fluent group speaker, good social mixer and administrator.
- A good leadership talent spotter

CHAPTER 3

THE CLUB VISIT

Club visiting using the 4 P's method:

1. Preparation - preparation for the visit
2. Protocol - protocol before, during and after the visit
3. Personal - personal address to the Club
4. Post - post Club visit

1. PREPARATION

- date and time of visit
- location, dinner/business meeting - directions
- club history
- names of President, Secretary, Treasurer and VIP Guests
- the club - activities particularly successful ones
- future projects: fund raising, community services
- social activity programme
- club participation in district activities
- particular club actions or topics of interest
- possible ceremonial involvement

2. PROTOCOL

- contact Secretary to agree date/time/place of visit
- write to confirm visit.
- arrive early to allow for fellowship with members
- on arrival make contact with the President/Secretary.
- circulate amongst members before meeting commences.
- after President has introduced you, thank President and members for the kind invitation.
- listen patiently to club meeting content - speak when invited
- on opening personal address to the club, honour: President, any VIP, visiting guests then fellow Lions.
- on close of address, thank all concerned for your visit.
- on retiring from the meeting at least give your personal goodbye to the President and Secretary.
- write to the Club Secretary asking for thanks to be given on your behalf to the Club President and members for kindly hosting you.

3. PERSONAL ADDRESS

- Protocol
- Give thanks for opportunity to speak
- Your mission statement
- Club successes
- Club membership
- Club future projects
- Zone affairs
- Region affairs
- District affairs
- Lions Clubs International affairs
- Any questions
- Closing thanks.

4. POST CLUB VISIT

- Follow-up anything promised at the club visit
- Discuss actual or foreseen problems with the District Governor or District Officers if it is of interest to them as soon as possible after club visit
- Serious problems must be discussed immediately with the District Governor

SPEAKING TO GROUPS - TIPS

- Use natural accent
- Give all round eye contact
- Be friendly and warm
- Smile
- Be heard and understood
- Vary voice, pitch, volume and speed
- Use pauses
- Use emphasis

DO NOT TALK DOWN TO THE MEETING

DO NOT ADOPT A SUPERIOR ATTITUDE

DO NOT GET INTO AN ARGUMENT

CHAPTER 4

THE ZONE MEETING

RUNNING A MEETING - TO THE SIX 'P' FORMULA

1. Plan
2. Preparation
3. Practice
4. Perpetuate
5. Participate
6. Progress

1. THE PLAN

a. What are your objectives for the meeting?

- To achieve effective communication
- To encourage and motivate action(s)
- To create and maintain friendly relationships amongst Lion members
- To create a platform to generate opportunities to evaluate Club, Zone and individual Lions issues/topics, etc

b. The Agenda Format

- The meeting agenda needs to be structured to create time for democratic debate & involvement by all Lion members
- The agenda should allow for progress to be seen, decisions to be realised, actions to be identified & fellowship to be experienced
- The Club Presidents/Secretaries should understand the requirement to keep their reports - clear, logical, relevant and precise
- The agenda should be designed to ensure all potential speakers have an opportunity to do so
- The agenda should be designed to allow you the opportunity to slot information, questions or requests into the meeting at the appropriate time
- The agenda content should ensure meeting starts and ends at the agreed time
- Plan an adequate time-slot into the agenda for guest speakers to cover their subject without time constraints being imposed

2. THE PREPARATION (Fail to Prepare - Prepare to Fail!)

- Communication of the place, date, time and type of next meeting (business/dinner/social) to all Lions /guests
- Proprietor/manager of meeting place is aware you will be holding your meeting on a given date(s)
- Ensure Lion Tamer is briefed on required Lions' regalia; Presidents bell/gavel to be displayed at the meeting
- If dinner or social meeting, catering requirements are in place and members realise the costs involved
- Coffee/sandwiches/biscuits ordered for business meeting
- Prior knowledge of items/topics/business that will be raised at the meeting (for inclusion into meeting agenda)
- Arrange for any equipment required for the meeting i.e. OHP, SCREEN, FLIPCHART, etc
- Build any received correspondence/information into your prepared Zone Chairman's Report
- PREPARE THE WHOLE MEETING
- PREPARE THE MEETING AIDS
- PREPARE THE TIMING

3. MEETING PRACTICE

- Rehearse your meeting
- Identify possible problem areas and prepare potential rectifying solutions
- Fluent use of presentation aids
- Identify answers to any possible meeting content or objections

4. PERPETUATION

- Inform the members of any specific meeting objectives
- Take each agenda item and generate - Participation, Motivation, Friendliness, Control and Summary - towards the agreement of the participants to necessary actions.
- When each action has been agreed give encouragement. Spell out clearly what the action is that has been agreed, and what feedback, by whom, is required. Move on quickly to the next item
- At the close of the meeting, encourage participation of members by quickly summarising agreed actions

5. PARTICIPATION

- Use membership participation towards what you want to achieve
- Never leave questions unanswered or not dealt with
- Ensure minutes of meeting are taken
- Encourage everyone to write down his or her own agreed actions
- Keep full control of the meeting at all times
- Use questions e.g. open, closed, direct, indirect, etc
- Summarise regularly to ensure everyone understands issues/topics being discussed
- Always end topics on a high note
- Endeavour to include all Lions through the meeting

6. PROGRESS

- Keep the meeting "moving forward"
- Maintain positive and unbiased Chairmanship style throughout the meeting
- Keep to your planned meeting time schedule
- End the meeting on time

CHAIRMANSHIP TIPS

CONTROL OF ZONE MEETINGS

- **EYE CONTACT**
When speaking to all the Lions present scan round the group, but when addressing an individual member gain eye contact with that person.
- **ASK QUESTIONS**
Overhead, open, direct, closed, probing, redirected - how, why, when, what, etc
- **SEATING PLAN**
Encourage Lions to sit with someone different at each meeting
- **HANDLING INDIVIDUALS**
Know the people types
- **TAIL TWISTER**
Encourage the Tail Twister to diplomatically defuse "hot points" in the meeting

VERBAL COMMUNICATION

- You must be heard
- You must be understood
- You must be pleasing as the situation demands (flexibility)
- You must make people want to listen

SPEAKING TO GROUPS (the voice)

- Use natural accent
- Open the mouth
- Vary the pitch
- Vary the speed
- Use pauses.
- Vary volume - be heard.
- Emphasis

Chapter 5

The MD105 ZONE CHAIRMAN'S HANDBOOK

INTRODUCTION

This section will help you familiarise yourself with the Zone Chairman's Handbook. It is a comprehensive book, and it is intended to change each year to meet your needs. So it is important that you feed back your experiences.

It is designed to be used either in paper form or from your computer screen. For example, you can click onto any subject on the Contents pages when using your computer, and it will take you to that page. There is also an index at the back.

Each chapter ends with a session of questions and answers. If you are short of time, you can go straight here, and if you are able to answer the questions, know that you do not need to read that chapter.

Chapter 1 - Zone Chairman's Manual

You have been issued with a Zone Chairman's Manual by Oakbrook. This chapter does not repeat that material but gives you a chance to test your knowledge of the Manual with the Q and A session.

Chapter 2 - The Orientation Guide

This is a collection of extracts from the International Orientation Guide, which is a very comprehensive booklet on our organisation. Much of it you will already know, but it is unlikely that you will know it all. If you do, congratulations! - but there is no prize!

Chapter 3 - Mentoring Course

This was an idea of a recent past International Director, Sid L. Scruggs III, who came to at least one MD105 Convention in 2004.

It is a great idea, and tackles the problem of the high fallout rate of new Lions.

It does this by ensuring they have a knowledge of the whole organisation and are given a role in the club at an early opportunity. They are not left to get bored, or feel that their talents are unwanted.

The Zone Chairman is the ideal person to initiate the scheme, encourage your club presidents to do so as well, by giving them a presentation.

Chapter 4 - International Constitution

You saw from Part 1 that you are responsible for having a good knowledge of the International Constitution. This chapter explains the contents in detail and finishes with a constitutional question and answer session which could be the basis of a Zone Quiz - providing it is not allowed to get too serious!

Chapter 5 - Standard Club Constitution

It is amazing that clubs still produce their own constitutions, when there is a perfectly good one available and updated each year. This chapter gives good reasons why it should be

adopted, explains the content in detail and another comprehensive Q & A session finishes it off.

Chapter 6 - Club Officers' Manual

This replaced the old Presidents' Manual, Club Secretaries Manual and Club Treasurers' Manual. It was a cost-cutting exercise and it shows. However, you should be familiar with its contents as you may be asked questions by new club presidents who are working from it. If you can get hold of a copy of the old manuals, do so.

Chapter 7 - Leadership and team-building

Fortunately we are all different. Unfortunately too often we forget this. Too often square pegs get forced into round holes and we all complain when problems arise, mistakes are made or the work does not get done.

There are various methods for helping decide personality types, thus reducing the risk of putting square pegs into round holes.

Whilst there are different types of leader, the good leader will use different leadership styles to suit different situations. There is a section here to help you with this.

One of the most important roles you will play as Zone Chairman is as mediator in disputes between Lions or even between clubs. This section helps you approach the situation in a methodical way, to give you the highest chance of success.

We all enjoy playing games - no, not childish games - but games suitable for our maturity. The games here help you to build your teams, so that they understand and support each other more.

You knew when you took on the job, that you were going to have to do some public speaking - even making presentations - well there is some sound advice here.

Chapter 8 - Club Toolkit

This was also known as "Pathways to the Future". Each Club President was given one in 2000. Where they are now, is anybody's guess. A great pity as it is a very practical manual for clubs to use at all times.

Chapter 9 - Frequently Asked Questions

This gives some typical problems that you are likely to face as a Zone Chairman. There are suggested solutions, but like all things in life, there are many roads leading to the same goal.

In the first edition, this is quite a thin section - it is up to you to send in your problems and solutions, so that we can help future Zone Chairmen even more.

SOURCES OF ZONE CHAIRMAN'S DUTIES AND RESPONSIBILITIES

1. INTERNATIONAL CONSTITUTION BY-LAWS ARTICLE VI - SECTION 5 (d)

Zone Chairperson. The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. His/her specific responsibilities shall be to:

- (1) Further the Purposes of this association.
- (2) Serve as chairperson of the district governor's advisory committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (3) Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.

Perform such other functions and acts as may be required by the International Board of Directors through a zone chairperson's manual and other directives.

2. ARTICLE II - Purposes

The purposes of this association shall be:

- (a) To organize, charter and supervise service clubs to be known as Lions clubs.
- (b) To coordinate the activities and standardize the administration of Lions clubs.
- (c) To create and foster a spirit of understanding among the peoples of the world.
- (d) To promote the principles of good government and good citizenship.
- (e) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (f) To unite the clubs in the bonds of friendship, good fellowship and mutual understanding.
- (g) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (h) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

3. From District Governor's Manual

Zone Chairman

The zone chairman is sometimes referred to as representing the "grass roots" of Lionism. The zone chairman should be one who will take a keen and active interest in the affairs and health of each club in the zone. He or she should never be selected for honour alone nor from a struggling club that itself needs his or her leadership. The zone chairman is an active and important officer in the district governor's organization and should therefore be one who has leadership ability and who is well liked in the area.

The zone chairman must:

- Be an active member in good standing in the zone.
- Have served or will have served, at the time of taking office as zone chairman, as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two additional years.

The duties of the zone chairman are:

- Further the purposes of this association.
- Serve as chairman of the district governor's advisory committee in his/her zone and as such chairman to call regular meetings of said committee.
- Play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
- Help weak or status quo clubs regain strength.
- Perform such other functions and act as may be required by the International Board of Directors through a zone chairman manual and other directives.

The zone chairman should be encouraged by all possible means to ask the district leadership chairman to help promote a club orientation program. This can best be promoted at the first zone advisory meeting.

District Governor's Advisory Committee

This committee serves in an advisory and administrative capacity from the zone to the district governor and the cabinet. It is composed of:

- A zone chairman (as chairman of the committee).
- Presidents and secretaries of clubs within the zone.

The duties of the District Governor's Advisory Committee are:

- To hold at least three regularly scheduled meetings during the fiscal year.
- To assist the zone chairman to have every club within the zone operating efficiently.
- To promote attendance from the clubs in the zone at the annual district, multiple district and international conventions.
- To assist the zone chairman in promoting attendance during charter nights within the zone.
- To plan and discuss zone projects.
- To discuss ways of assisting weak and status quo clubs.
- To cooperate with the zone chairman in promoting various functions for the clubs in the zone such as inter-club meetings, special functions observing district governor month, installing of club officers, induction of new members, and ceremonies honouring Key members and participating in sport tournaments, banquets and celebrations.

The Advisory Committee meetings present the ideal occasion during which the zone chairman can promote and encourage unity among clubs. It also provides an opportunity to exchange ideas about club operations and to solve problems, if any.

Constitutionally three meetings of the District Governor's Advisory Committee must be held during the year.

- The first is held within ninety (90) days after the international convention. The general condition of all clubs within the zone and the

International Program is discussed. Leadership development must be planned.

- The second meeting is held in November. General plans are formulated to promote the general welfare of the clubs and Lionism throughout the zone.
- The third meeting is usually held before the district convention (if this is in the spring). The condition of the clubs within the zone are reviewed and progress of the plans for the general welfare of the clubs are discussed.
- If there is a fourth meeting, this is usually held between the district convention and international convention.

EXAMPLE OF:

NEW LION'S INDUCTION CEREMONY

(ask the whole Club to stand)

INTRODUCTION

It is with immense pride & pleasure this evening that I am given the honour to induct you _____ as a member of _____ Lions Club and Lions Clubs International, the worlds largest & most active service organisation.

Tonight you have chosen to become an active Lion, to work alongside the most caring & active Lions of _____ and to belong to the international Lions family.

A decision I hope, that will prove to be one of the best taken by you.

A decision that will create the opportunity for you to give caring support & aid to those who suffer SICKNESS, PHYSICAL and MENTAL DISABILITIES, NATURAL and MAN MADE DISASTERS, POVERTY and those in our society that are unloved and uncared for.

I am confident your future experiences and involvement with Lionism, will reward you great joy and feelings of deep personal satisfaction.

THE OATH

Since you have expressed a desire to be affiliated with the Lions Club of _____ and Lions Clubs International.

I now ask you to respond to my words with a simple "I DO" or "I WILL"

- Do you hereby accept membership into the Lions Club of _____ knowing such membership obligates you to participate in all functions of the Club?
(New member/s answer" I DO")

(You will have pre-arranged a Lion from the Club (preferably a new Lion) to read The Purposes.)
Please listen carefully to the "Purposes" of Lions Clubs International. These Purposes outline the Goals & Aims of Lionism. *(last purpose is "to encourage service")*

- To the best of your ability will you abide by these objects?
(new member/s answer "I WILL")

(Again you will have pre-arranged a different Lion from the Club (preferably a new Lion) to read The Lions Code of Ethics.)

- Please now listen to the Lions Code of Ethics. The Code of Ethics are guidelines for personal values that each Lion should exemplify.
(Last ethic is "to be careful")

- To the best of your ability will you abide by this Code of Ethics?
(New member(s) answer "I WILL")

- Will you attend meetings regularly, accept such assignments as are given to you and contribute your share to the requirements of your Lions Club, District and Lions Clubs International?
(New member/s answer "I WILL")

- You are now a member of Lions Club International and the Lions Club of _____

- Your sponsor Lion _____ will now present to you the Lions Emblem which signifies your membership of Lions Clubs International *(Sponsor pins on Lions Badge).*

(Holding New Members lapel badge)

- Wear this Emblem with pride. It signifies countless humanitarian service deeds performed all over the world, by men and women who come from different classes, cultures and creeds~ it is your passport to recognition and fellowship throughout the world.
- Your President Lion _____ will now present to you a Lions Clubs International Welcome Pack.
- Lion _____ it is with great pleasure and joy that I welcome you into the great wide world fellowship of Lions Clubs International and may I be one of the first to bid you congratulations and a warm welcome.

EXAMPLES OF:

GRACE

Courage and Wisdom are needed by us all:

To sustain the ever growing needs of others:

In this, an ever changing world:

May we always go forward together:

To help those less fortunate than ourselves:

For what we are about to receive:

May the Lord make us truly thankful:

And ever mindful of the needs of others.

AMEN

O Lord, we thank you for this food we are privileged to eat

And we beseech you to help us speak the right words

That we may not have to eat them later on

AMEN

FIRST REPORT of District Officer/Zone Chairman To:**District Cabinet Meeting, July.****Head the report with your name and Office held****1. Overview of the current situation**

- Give a summary of the present status and bring Cabinet up to date.
- If you feel it appropriate "educate" Cabinet on your role.

2. Objectives for the year ahead

- List all your objectives. .
- Explain, briefly, how you intend to achieve them.

. Any decisions required by Cabinet or recommendations to be

Number (using sub-numbers, i.e 3.1, etc., if necessary) each point requiring a decision, etc..

Provide a background, explanation - use an appendix/attachment if necessary.

SECOND REPORT of District Officer/Zone Chairman

To: Cabinet Meeting, November

Head the report with your name and Office held

1. Action taken on previous decisions/recommendations

- State clearly what has been done and highlight the results, if known.

2. Developments since last report

- Avoid repetition of the matters mentioned in previous report.
- Only mention relevant developments.
- If you introduce new plans/items please draw attention to them.

3. Objectives achieved since last report

- List your successes.
- Mentions goals reached.

4. Objectives causing concern and needing Cabinet guidance or decision

- Mention those objectives listed in the first report which are causing difficulties.
- Propose amendments/revision to objectives if necessary.

5. Other decisions required and/or recommendations

- Any new objectives/ideas, etc.?
- Remember to number each point and provide background information.
- Never include matters for decision in any other part of the report - it could be missed!

CONVENTION REPORT of District Officer/Zone Chairman To:**District Convention, March Head with your Name and Office held****1. Progress achieved since last Convention**

- Mention all areas of progress since the previous Convention report.
- List your successes
- Mention goals reached.

2. Overview of direction for following year

- Your recommendations for the next year.
- Highlight any lessons learned that would be useful in the future.
- Include your suggestions and future plans/actions.

It is anticipated that your Convention report will also be used as your report to the third Cabinet Meeting in February. However some Officers may feel it is necessary to provide a separate report for the Cabinet meeting. In that event you should head the document "Report to Cabinet". Both reports will be required at the same time as the Convention reports have to be printed and circulated to the Clubs with the January mail drop.

Remember to use the headings - Action taken on previous decisions -Developments since last report - Objectives achieved - Objectives causing concern - Decisions required/recommendations

FOURTH REPORT from District Officers/Zone Chairmen

To: Cabinet Meeting, May

Head the report with your name and Office held

1. Action taken on previous decisions

- Respond in clear words on action taken
- Highlight the results of action, if known

2. Developments since last report

- Avoid repetition of matters mentioned in previous report
- Only mention relevant developments since previous report
- If you introduce new plans, please draw attention to them

3. Objectives achieved since last report

- List your successes
- Mention goals reached

4. Objectives that could not be completed/achieved

- Mention those objectives listed in the first report which could not be achieved
- Give your views on the merits of continuing with those objectives in the following year

5. Overview of direction for the following year

- Your recommendations for the following year
- Highlight any lessons learned that would be useful in the future

6. Any decisions required

- You may introduce new ideas/plans
- Number (using sub-numbers, if necessary) each point.
- Provide background

LIONS CLUBS INTERNATIONAL
DISTRICT 105__
WORKSHOP EVALUATION QUESTIONNAIRE

We need to provide the best training possible for our clubs, if we are to grow and flourish as a District and stop the current slow decline. It is therefore vital that you tell us what we are doing wrong, what we are doing right, and what we should be doing that we are not doing.

Thank you
 Lion

Please put a "X" in the box of your choice for each point relevant to you.

Workshop Timing and venue	Yes	No
Whole Day?		
Half Day?		
Evening?		
Partners?		
Lunch?		
Creche?		

Technical Level (1:About right, 2:Too basic, 3: Not enough detail)

Quality of Presentation (1:Good, 2:Could be better, 3: Poor)

Relevance to you and your club (1:Very, 2:Fairly, 3:Not)

Technical Level	
<i>About right</i>	
<i>Too basic</i>	
<i>Not enough detail</i>	
Quality of Presentation	
<i>Good</i>	
<i>Could be better</i>	
<i>Poor</i>	
Relevance to you and your role	
<i>Very relevant</i>	
<i>Fairly relevant</i>	
<i>Not relevant</i>	

Your Suggestions for future Workshops
