

District 11E1 Chairman Positions Reference Guide 2013-2014

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Note:

- *Signifies As Both District / State Committee*

Constitution & By-Laws/Rules Chairman

Chairperson Duties

Place in proper form any proposed constitutional amendment that has been presented by the district at least five months prior to the convening of the District Convention. The committee chair shall secure consent to any rewording made necessary due to lack of proper form in the original presentation.

Proposed amendments will be published in the District Newsletter 60 days prior to the District Convention. The Constitution & By-Laws/Rules Chairman shall make their recommendations on amendments to the District Cabinet.

The Constitution & By-Laws Committee Chair will receive copies of the Rules if any that were adopted at the previous District Convention.

Note:

- District Committee Chairs are automatically a member of the corresponding State committee acting as our Districts representative.

Each committee chairperson is asked to submit an oral report of any project activities in person when possible at the District Cabinet meetings or if unavailable to attend then in writing to the Cabinet Secretary prior to the District Cabinet meeting. If your committee/project has had "No Activity" since the last cabinet meeting simply state that. Such reports shall be summarized in the cabinet minutes.

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<http://www.millions11e1.org/visitation.html>

Thank You!

District Convention Chairman

This committee is primarily concerned with activities relating to the annual District Convention. They assist in the planning of the convention and carry out work assignments during the convention. They also solicit bids for future convention sites. After review and evaluation of all bids, they present their recommendations to the District Cabinet for approval no later than the March final Cabinet Meeting.

The committee holds meetings to develop a convention itinerary, arrange speakers and entertainment, select menus, and draft a budget. A financial report of previous year's convention is to be given at the first cabinet meeting of the year. The budget is to be presented to the cabinet for approval no later than the second district cabinet meeting.

The committee will develop appropriate information for distribution through mailings and the District Newsletter, including publicity, information about local attractions, and forms for housing, registration, tickets and other convention activities.

They assist with preparation of convention packets and are responsible for the Registration Desk at the convention site. They collect tickets during meal functions. They obtain amenities (i.e., fruit, flowers, beverages) for placement in the room of the International guest and flowers for head tables. Together with the Cabinet Secretary they insure that plaques and awards are placed near the podium during events where they will be presented. They assist with reserved seating and placement of head table place cards. They distribute the Memorial List during the convention.

The committee works with our district Elections, Credentials, Nominations and Sergeant At Arms Chairs. These individuals assure that voting takes place in an efficient and proper manner. Space shall be provided to them to meet and count ballots. Duties of these groups include:

- *Credentials* - Assure that all clubs that vote at the District Convention are in good standing. This information is available from the District Governor prior to the Convention. The Chairperson reports at the Business Session on the number of Lions, guests, delegates and clubs registered for the Convention. This information is obtained at the Registration Desk. District Governors are authorized to certify delegates if needed at the District Convention.
- *Elections* – Establishes elections procedures to be followed and directly oversees the district election proceedings at the Convention.
- *Sergeant-At-Arms* – This individual is authorized and instructed to enforce the Rules adopted by the delegates at the Convention. Maintain order. Assist the Chair at Business Sessions by distributing printed materials to the delegates assembled. Enforce reserved seating at convention events.

The Convention Chair and the District Governor shall conduct an inspection trip to the convention site during the first quarter of the fiscal year. They shall obtain menus and inspect meeting facilities for convention events (meals, business sessions, forums, training sessions, committee meetings, etc.) They shall determine that AV needs can be met. They shall also arrange space, if appropriate, for exhibit tables.

The Convention Chair is expected to attend the annual District Convention, Thursday evening through Sunday morning and with the help of the convention committee oversee the smooth running of all events and activities.

The District Convention Chair is also in charge of the IPDG appreciation dinner which is normally held in the fall, this should be a break even event.

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District Diabetes Education / Sight Conservation Chairman

Promote diabetes/sight education and awareness—for Lions Club members and the general public. Encourage club programs on diabetes. Videos, speakers and literature are available through the American Diabetes Association. Video tapes are also available through the Public Relations Division of Lions International. Support diabetic screenings. (Remember, however, that medical professionals must do the actual testing.) Promote "Diabetes Awareness Month" during November.

Develop training and educational programs suitable for clubs and the district. The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research. Diabetic retinopathy is a leading cause of new cases of adult blindness. There is an emerging global epidemic of diabetes that can be traced back to rapid increases in overweight, obesity and physical inactivity. Diabetes is a "silent killer;" every 10 seconds a person dies of a diabetes-related cause. More than 285 million people worldwide live with diabetes.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's website
- Consider the opportunities to utilize LCIF Core 4 grant funding for a qualifying district diabetes project
- Collection and distribution of used eyeglasses for the Lions Eyeglass Recycling Program
 - Support Lions Eye Banks
 - Lions recreational camps for the blind and visually impaired
- Encourage club and district participation in annual Lions sight events, such as Lions Sharing the Vision (October), Lions World Sight Day, International White Cane Day, Lions Eye Bank Week, Sight Night, Helen Keller Day and World Diabetes Day
- Encourage organization of club-level or a district-level *Strides: Lions Walk for Diabetes Awareness* to help educate the public about diabetes and receive the Strides banner patch award
- Participating in the Lions Eye Health Program (LEHP)
- Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy
- Visit clubs. Encourage them to appoint a club diabetes awareness chairperson.
- Promote club awareness of the opportunity to earn the annual "New Horizons: In Diabetes Education" award
- Partner with local diabetes associations and health care professionals
- Take the lead in planning and facilitating diabetes awareness presentations for forums, zone meetings, district and multiple district conventions
- Stress to clubs the importance of helping educate the public about diabetic retinopathy and action steps needed to reduce the new cases of blindness caused by diabetic retinopathy
- Encourage clubs to participate in the following diabetes-related events: Diabetes Awareness Month (November), World Diabetes Day (November 14) and World Sight Day (second Thursday in October)
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

Also encourage contributions to our District Sight/Hearing fund which is used to support our Project KidSight Screenings throughout our district. In the same manner, the district officers will also encourage support of your project.

Note:

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District Editor

Chairperson Duties

With direction from the State Magazine Editor, the District Editor encourages the flow of information from the club level to the magazine. Keep a count of all materials received, including the date and type. If the materials are not satisfactory for publication, they should be returned to the club for better descriptions or better pictures, noting every requirement from the Editor. Attend Zone Meetings to encourage Lions to promote club submissions to the District News Letter and "Lion Pride Magazine."

Note:

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District Float Trailer Chairman

Chairperson Duties

- Send out mailings to all the clubs with in our district each spring (by March 1st) that includes a color photo 5x7 of the float, an information letter and the rental agreement.
- Review and schedule usage requests as they come in, copy and file the contract
- Record and track the reservation on a calendar used only for the float
- Call the Luther Lions (Flynn's) to notify them and send them a copy of the reservation.
- Answer any inquiries/questions regarding the float and its usage.

Please promote the District Float Trailer through literature, emails, newsletter articles and club visitations. Also encourage clubs to make use of this project to promote themselves and Lionism at their local community events. In the same manner, the district officers will also encourage support of your project.

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District GLT Coordinator

Coordinator Duties

Organize and coordinate training sessions to develop leadership within clubs and within the districts. Encourage use of LCI leadership programs, tools and resources. Organize Certified Guiding Lion training and Club Excellence Process workshops. Identify and encourage potential leaders to run for club and district office.

Also working as part of the GLT Team will be the 2nd Vice District Governor who will be acting on the behalf, and reporting back to the District Governor on the actions and progress of this team.

Note:

- District GLT Coordinator is automatically a member of the corresponding State GLT committee acting as our Districts representative.

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District GMT Coordinator

Coordinator Duties

Encourage development of new Lions Clubs. When a new club is formed, make sure they have a Guiding Lion and that the sponsoring club is aware of its duties and responsibilities. Work diligently for a successful charter night. Attend Zone and Cabinet Meetings to encourage Lions to support the organization of new clubs.

Motivate clubs and district officers to promote membership growth. The success of any club or district is dependent upon continually obtaining and retaining good members to carry on the principles of Lionism. Encourage clubs to select qualified individuals as new members. Provide a membership stabilization program to develop current members into *active* members.

Committee members should know the clubs in their district, their problems, their weak points, and their potentials. Ask cabinet officers to assist with weak clubs.

Develop a membership plan for clubs in the district. Work with our Zone Chairs to carry out these programs. Conduct motivational meetings on membership for Club Membership Chairs. Establish realistic and attainable membership goals for the year.

Develop an orientation program for clubs to aid in education and retention of club members.

Please hold at least 3-4 GMT meetings throughout the year including the District Governor and VDG's in these meetings.

Extension Chairman (GMT Team)

To work as part of the District GMT team on the expansion of our district through the addition of new Charter Clubs, Branch Clubs, or Campus Clubs. To help promote "Growth" within our District, not limited to just the formation of new Lions clubs but to work towards increasing membership in general.

Retention Chairman (GMT Team)

To work as part of the District GMT team on promoting ways and programs of retaining our current club membership, to promote programs like the CEP process as a possible way to help turn a struggling club around. To encourage clubs and promote the recruitment of new members not only to replace those we are losing but to help a club grow.

Also working as part of the GMT Team will be the 1st Vice District Governor who will be acting on the behalf, and reporting back to the District Governor on the actions and progress of this team.

Note:

- District GMT Coordinator is automatically a member of the corresponding State GMT committee acting as our Districts representative.

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District Hearing & Speech Chairman

Present programs at the club and district level. Hearing Conservation and Work with the Deaf became a major Lions activity in 1971.

Chairperson Duties

- District Hearing Chairperson to maximize the outreach of the district's and multiple district's action plan for the program
- Utilize current resources and information gathered from official associations for people who are deaf or hard of hearing
- Implement a district plan of action for a public education and awareness program to understand the needs of persons with hearing and/or speech impairments with the goal of improving their quality of life
- Encourage support of schools, rehabilitation centers, hearing ear dogs and support services for persons who are deaf or hard of hearing
- Encourage support of recreational camps for the deaf and hard of hearing persons
- Participate in the Lions Hearing Aid Recycling Program (HARP)
- Cooperate with schools, professional organizations and agencies in organizing and conducting hearing screenings for children and adults
- Consult with people in the community who are deaf or hard of hearing and convey information concerning their needs to clubs in the district
- Visit clubs and suggest appropriate activities such as:
 - Organizing group screenings to detect hearing loss
 - Supporting research on ear diseases
 - Encouraging the collection of used hearing aids
 - Supporting Lions Hearing Aid Recycling
 - Providing volunteer assistance or financial support to a hearing ear dog school
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

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Honorary Chairperson

The district governor may appoint a District Governor's Honorary Committee composed of all past governors who are members in good standing of clubs within the district. This committee meets when and as called upon by the district governor. It acts under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee attends meetings of the cabinet when requested by the district governor.

Chairperson Duties

- Promote harmony through the district
- Perform duties as requested by the district governor
- Meet when called upon by the district governor to do so
- Take problems assigned by the governor and recommend solutions after careful study

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International Relations Chairperson

The International Relations Chairperson's role is to encourage clubs to participate in activities in support of the third Purpose of Lions Clubs International: "to create and foster a spirit of understanding among the peoples of the world.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's website.
- Identify appropriate projects for the district.
- Facilitate participation in:
 - International club twinning's
 - Lions Day with the United Nations
 - International Relations Month (October)
- Meet with Lion leaders to develop a coordinated plan for the year. Work with LCIF and the youth exchange chairpersons, whenever requested.
- Visit clubs. Explain the importance of international programs.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

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Information Technology Chairman

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each district is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

Chairperson Duties

- Create and maintain the district's home page
- Assist clubs in submitting the Monthly Membership Report, Lions Club Activity Report, Club Officers Reporting Form (PU101), and others through the association's MyLCI website.
- Show clubs how to obtain LCI's official publications, newsletters, directories, and many other Lions information materials through the Internet
- Work on other innovative projects
- Monitor club websites and publications for use of official logos only
- Remind clubs with websites that only members should have access to member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse website
- Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

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District KidSight Coordinator

The District KidSight Coordinator will head up and oversee the KidSight Vision Screening Program within our District.

Coordinator Duties

- Assign screening session numbers (Following the Lions year July 1st – June 31st)
- Review and update paperwork as needed
- Coordinate with our district screeners to track screening dates and locations
- Supervise KidSight training sessions and materials
- Track equipment and supplies (cameras, banners, literature)
- Administer District KidSight Certification Tests for both Screeners and Instructors
- Collect, review and turn in to the Lions of Michigan Foundation all project expense receipts (ink cartridges, paper, mileage, etc.) for reimbursement submitted in conjunction with this project.

Since this position and the project itself are both still evolving any additional duties of the District KidSight Coordinator may take a little time to flesh out.

The District KidSight Coordinator is automatically a member of the corresponding Lions of Michigan Foundation KidSight Advisory Committee acting as our Districts representative for this project. The Advisory Committee will help the Foundation to oversee and maintain the high standards of this vision screening project and act as a technical advisor to the LMSF in regards to the operation and direction of the project.

Please promote this project through club visitations, speaking at zone meetings, encouraging articles for our District Newsletter and emails. Also encourage contributions to our District Sight/Hearing fund which is used to support our Project KidSight Screenings throughout our district. In the same manner, the district officers will also encourage support of this project.

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District Leo Chairman

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities. Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs. Appointed at the district and multiple district level, Leo club chairpersons serve a three-year term during which they encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service, and grow the Leo Club Program.

Chairperson Duties

- Provide encouragement, coaching and motivational aids for all Lions who are actively involved in Leo club extension and development activities.
- Become familiar with the fundamental principles and procedures for sponsoring a Leo club. Review the Leo Club Chairperson section on the association's website.
- Promote and publicize the Leo Club Program within the district. Encourage Lions clubs to sponsor Leo clubs.
- Become familiar with Leo program resources and materials available from International Headquarters. Provide current information to Lions clubs that request it.
- Contact advisors of new Leo clubs to offer encouragement. Maintain communication with advisors of existing clubs.
- Conduct two leadership development seminars at the beginning of the fiscal year – one for Leo advisors, the other for Leo club officers.
- Serve as non-voting member of the Leo district council (if one has been established).
- Serve as the official liaison between the Lions district cabinet and the Leo district council.
- Keep the district governor and international office informed of the progress of the Leo Club Program in the district, and report to the Lions district cabinet all resolutions of the annual Leo district conference.
- Encourage graduating Leos to consider joining a Lions club; work closely with Leos and Leo club advisors in the district to ensure that graduating Leos are aware of the many incentives and options available to former Leos who become Lions.
- Meet regularly with the multiple district Leo club chairperson, if one exists.

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District Liaison Committee

The District Governor shall appoint one (1) voting member to serve on the State Liaison Committee. The committee chairperson shall be the current or most recent International Director, International Vice President or International President. In the event there are no current or past International Directors, Vice Presidents or Presidents residing within Multiple District 11 or Single District 10, then the Governors of Multiple District 11 and Single District 10 shall, by mutual agreement, annually appoint a member of the committee to serve as chairperson of the committee.

The duties of this committee shall be to assist and advise the Council in the use and administration of the Restricted Fund, as established by the Constitution. Any withdrawal of monies from the Restricted Fund shall be the result of a majority vote of the members of this committee and also a majority of the Council of Governors. On all matters, the Council shall consult with the Governor of Single District 10.

Liaison Committee - The committee fosters and promotes candidates from Michigan to the international level and maintains communications at the international level. They shall keep the Governors and Michigan Lions informed of candidate activities. (Also refer to the MD 11 Constitution and By-Laws.)

The current or most recent International Director from Michigan shall serve as Liaison Committee Chair. This individual shall appoint a Vice Chair to preside at meetings in his/her absence.

The Liaison Committee shall develop and maintain a liaison between current and past International Family members who are actively involved with the International Convention and our delegates at the convention.

The Liaison Committee shall recommend the most opportune time for a prospective candidate to run for International Office, so the candidate has the best possible chance of being elected.

The Liaison Committee shall meet to develop a detailed budget. When applicable, it shall include campaign funds for an endorsed candidate running for International Office. After this meeting, the Liaison Chair shall meet with the Council of Governors to review the budget and discuss any proposed changes. The revised budget will then be voted on by the Council of Governors.

A Lion who is a member of this committee shall be replaced by his District Governor when he/she announces his/her intention to seek endorsement for the office of International Director or International Vice President. In addition, any such candidate shall step down as chairperson or member of any multiple district committee.

No Lion who serves on the Liaison Committee shall be Campaign Manager for any announced candidate for International Director or International Vice President.

Members of the Liaison Committee shall remain neutral during a contested campaign for endorsement.

Whenever they are performing their duties as a Council, the District Governors and Vice District Governors shall remain neutral during an endorsement campaign.

The Liaison Committee may plan and develop a Caucus, if deemed prudent, for Michigan delegates at the International Convention. The Caucus is to be held between the opening of the convention and the day when elections are held. The committee shall work with the International Convention Committee to insure that adequate space is provided for this meeting.

The following is the suggested procedure for the Lions of Michigan Caucus:

1. Because of the duties assigned to them, it is requested that members of the Liaison Committee *attend* the International Convention. District Governors are urged to consider this when making appointments to this committee.
2. The Liaison Committee of the Lions of Michigan shall have responsibility for the preparation and conduct of the Lions of Michigan Caucus.
3. All Michigan Lions Club members who attend the International Convention shall be encouraged to attend the Caucus.
4. The Caucus shall be chaired by the Lions of Michigan Liaison Committee Chair.
5. The Caucus shall be held at a time and place set by the Liaison Committee Chair in cooperation with the International Convention Chair.
6. All announced candidates for the offices of Second Vice President and International Director will be invited to the Caucus. Candidates are to be advised that the delegates may pose questions.
7. Candidates for 2nd Vice President, or their spokesperson, shall be allotted five (5) minutes for presentations. They are expected to make themselves available for five (5) minutes of questions from the Lions present. Candidates for 2nd Vice President shall receive priority over candidates for International Director in the sequence of their presentations.
8. Candidates for International Director, or their spokesperson, shall be allotted three (3) minutes for presentations. They shall be expected to make themselves available for three (3) minutes of questions from individual Michigan Lions present.
9. Incumbent District Governors shall be seated at the head table. District Governors-Elect shall be seated in the first row of general seating.
10. If possible, a small hospitality room shall be provided in close proximity to the Caucus Room where candidates may await their turn for presentation.
11. Prepared cards, citing the names of the Caucus Chair and all PIDs from Michigan that are present, shall be provided to candidates prior to their entry into the Caucus Room.

12. The Liaison Committee shall take all reasonable steps to assure an open and dignified Caucus. All candidates shall be treated in a manner commensurate with the office of Lions Clubs International to which they aspire.

Each year, the Liaison Committee Chair shall personally, or by committee, update the mailing list for complimentary copies of the "Lion Pride Magazine."

Friendship banners (or other selected giveaway item) for a seated International Director will be paid from the Liaison Committee budget.

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Lions ALERT Chairperson

The Lions ALERT Program encourages Lions clubs, districts, and multiple districts to cooperate with local authorities to develop a plan of action in the event of a natural, man-made, or healthcare emergency.

Chairperson Duties

- Become familiar with the Information for Chairpersons section on the association's website.
- Consider joint projects with the local chapter of the International Federation of Red Cross and Red Crescent Societies (IFRC).
- Become familiar with the Lion-2-Lion: Resource Assistance Database, an online location for the exchange of volunteer services and materials for emergency and non-emergency Lions projects.
- Visit clubs. Encourage clubs to develop a Lions ALERT plan and receive the Lions ALERT banner patch award. Offer to provide assistance.
- Keep the district governor and the international office informed of district activities. Provide a summary report to successor.

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Thank You!

District Lions Quest Chairman

Present programs at the club and district level to encourage clubs to participate in Lions Quest it is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

Chairperson Duties

- Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest website **www.lions-quest.org**, and the Lions Quest program informational CD and DVD
- Speak at Lions Club meetings, district cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to lions clubs that request it.
- Network with educational institutions and other organizations involved in education in the district
- Learn about the scope of Lions Quest activity currently occurring in the district/multiple district including the clubs that have sponsored the program in recent years and schools that utilize the program
- Encourage clubs in the district to promote the program to school officials in their communities
- Encourage clubs in the district to sponsor Lions Quest training or material purchases for local schools
- Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program
- Generate publicity about Lions Quest activity in the district

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Lions Services for Children Chairperson

Adopted in 2003, the mission of the Lions Services for Children Program is to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and internationally. The district Lions Services for Children chairperson assists clubs to provide aid to children.

Chairperson Duties

- Become familiar with the Information for Chairpersons page on the association's website
- Become familiar with the Lions Services for Children Symposium Program and the procedure to apply for children's symposium expense assistance from Lions Clubs International
- Become familiar with the Lions Children First Program, which offers support and resources for hands-on service projects for children in need. Promote this program to the clubs.
- Learn the nature and scope of the health and education needs of children within the district. Consider participating in the Lions Services for Children Symposium Program, which can help the district develop an understanding and a plan of action.
- Network with educators, government agencies, health care organizations and other individuals involved with serving children in need
- Encourage clubs to conduct community assessments to identify children's health and education needs and partner with professional organizations and agencies to develop programs
- Encourage clubs to invite health and education specialists and community leaders as Lions meeting speakers
- Encourage clubs to involve community leaders in projects for children.
- Work with the District Public Relations, Sight, Hearing, and Diabetes Chairpersons to generate publicity about Lions' services for children projects. Along with your fellow district chairpersons, encourage clubs to participate in service projects during global service action campaigns, such as "Sharing the Vision" (October) and "Relieving the Hunger" (December/January)
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

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Peace Poster Contest Chairperson

The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the district for this annual contest that challenges young people to think about peace and express what it means to them.

Chairperson Duties

- Become familiar with the rules for participation in the Peace Poster Contest
- Prepare a presentation about the contest for clubs in the district to encourage them to participate
- Serve as a resource person for clubs that have questions about the contest
- Promote participation in the contest at district conventions
- Work with the district governor to conduct the district judging
- Follow up with the council chairperson to make sure the district's entry was received in time
- Work with participating club chairpersons to properly publicize their winning entry on the local level
- Serve as a liaison between the district and headquarters for different aspects of the contest

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District Public Relations Chairman

Project a favorable image of Lionism outside the organization. Almost everything a Lions Club does affects its own and the LCI's public relations. This chairperson is responsible for providing guidance and support to club public relations chairpersons, publicizing district activities to the community and informing Lions of district activities.

Chairperson Duties

- As the district's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons
- Handle the public relations for the district, including news releases to all media, and edit or assist in the preparation of the district newsletter
- Motivate clubs to promote continuous public relations programs in each community
- Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication
- Encourage representation at district and international conventions
- Assist club public relations chairpersons with presenting relevant information about LCI programs
- Provide advance notice to clubs of the governor's visit with biographical information and photographs
- Arrange publicity for visits of international officers, directors and other dignitaries within the district
- Inform club public relations chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities
- Encourage the use of website and social media by clubs.

The Public Relations Chair may arrange basic training in publicity for all Club Public Relations Chairs. This may be accomplished through meetings and workshops with key people from television, radio, and newspapers to make up a panel.

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District Publication Advisory Chairman

Chairperson Duties

This person serves in an advisory capacity to the Editor of the District Newsletter. They make recommendations concerning magazine content, advertising, layout, and format.

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District Strategic Planning Committee

Strategic Planning Committee - Determine, by thorough and systematic studies, the long-range issues affecting the operations of the District. Make recommendations to the Cabinet and Governors to meet same. Identify problems, solutions, and goals. Based on studies and experience, determine substantive long-range problems, needs and desires of the districts, and its clubs.

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SVOSH (Eyeglass Re-Cycling)

The Lions of 11-E1, have participated in a joint program with the Optometry School at Ferris State University. Monthly, on the Third Monday, from 5:30pm until 6:30 or 7pm, members from the area clubs, meet with Optometry students involved with the SVOSH Program at the University, to sort used glasses. Supervision is provided by Dr. Dan, Project Director, and Faculty Advisor for SVOSH students, he is also the Liaison with local Lions Clubs.

Two main goals for this program:

- First is to assist the students and the Optometry Program in sorting the donated used glasses and helping in the processing of used glasses for distribution.
- Secondly is to offer Lion Club Members the opportunity to participate beyond just sorting, Members are invited to consider traveling with these young men and women on the yearly mission to distribute this needed product.

Chairperson Duties

The SVOSH Chairman organizes the sorting and arranges for workers (Lions) to help on the scheduled dates then coordinates the activities with the SVOSH Project Director at Ferris.

Only three or four Lions are need each time, the room used is small, it's a very simple process, afterwards the group tries to get together for coffee, etc. All clubs are welcome to help, Dr. Dan is great professional to work with, and the Students are the best!!

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Thank You!

District White Cane Chairman

Promote White Cane Week. Supply information on the White Cane Law through printed matter, radio, television and newspapers whenever possible. Help clubs obtain a supply of White Cane materials for distribution.

Chairperson Duties

Each year, develop a White Cane-related presentation that can be given at clubs and at the district level. Offer assistance to clubs in the planning of an effective White Cane promotion.

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Thank You!

Youth Chairperson (Lions Opportunities for Youth)

This chairperson is responsible for overseeing the Lions Opportunities for Youth Committee that coordinates all youth-related activities in the district. Members of the committee include: Leo Club, Youth Exchange, and Peace Poster Contest chairpersons. The committee may also include chairpersons of other youth activities sponsored at the district level such as the Cub program. It is suggested that one of the vice district governors also serve on the Lions Opportunities for Youth Committee.

Chairperson Duties

- Become familiar with the various youth programs in your district: Leo clubs, youth exchange, Peace Poster Contest, Scouts, Special Olympics, scholarships, etc. For additional information, visit the Lions website at www.lionsclubs.org. The Lions Opportunities for Youth section may be accessed by clicking on “Member Center,” then “Planning Projects,” and then “Youth.”
- Provide a forum (website, Facebook, or emails) for youth activities chairpersons to exchange ideas and coordinate activities.
- Encourage Lions clubs in the district to support youth activities.
- Provide guidance to your district-level Lions Opportunities for Youth committee members.
- Promote youth awards available from Lions Clubs International, including the Leo of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo District/Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Award.

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District Youth Exchange Chairman

Chairperson Duties

1. Should read the "District Chairmen Guideline for a successful term".
2. Go over the booklet from the MD Chair that holds all the information on, Timeline, press release, Application form, Compulsory requirements, Indemnity Form, Family Hosting application form, Family Hosting information sheets and much more.
3. Know the difference in how to **do presentations** to Leo Clubs, Membership Clubs, Zone Meetings and Cabinet Meetings. This is a must or else our program will not continue to grow in Michigan. All Clubs need to be educated about the Youth Exchange program.
4. MD Chair will provide the information on all of the incoming students to the District Chairs for both the winter and summer programs.
5. It is the District Chairmen that are to attempt to find Host Families for these students.
6. It is the District Chairmen that are to attempt to find our student Michigan Ambassadors, through the mass mailing to the high schools.
7. Get the Clubs active in the program: (pages 11 and 12)
 - Donate at the parade of Checks.
 - Donate for individual students in our program to be ambassadors.
 - Club sponsor one or more of our ambassador students.
 - Host Foreign Exchange students.

Ask for a club/zone presentation on the MI youth Exchange program.

8. MD Chair will provide the cost sheet for the airfares.
9. All student exchange donations from Lion clubs, individual donors or any others are to be sent **ONLY** to the MD Chairman.

Checks made out to the: Lions of Michigan, YEP with the student name on the memo line.

One check/per student name
Check sent to the current MD Chair

It would really be nice if all the District Chairmen attended the scheduled meetings by the MD Chair. There are usually only two or three meetings per year. They are in the August, February and May.

August is the label and stuff the envelopes to the high schools; seeking students.

February is the review of the District Chairs participation (maybe done online or phone call).

May is the mandatory student /parent meeting for the Michigan students going to another country. (If you have a student going to another country from your district it is nice to have the Chairmen there too)

Please promote your project through emails, video tapes/CDs (if available) and club visitations. Also encourage contributions to the project and in support of the individual students from within our District who are attempting to raise funds to go overseas. In the same manner, the district officers will also encourage support of your project.

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International Convention Committee

The District Governor shall appoint one (1) representative to serve on the State International Convention Committee for the purpose of planning, promoting, and arranging details of Michigan's participation in the Lions International Convention. The Governors of MD 11 and Single District 10 shall designate a chairperson annually. The Committee shall submit reports annually to the Multiple District Convention and the SD 10 Convention, and at such other times as required.

International Convention Committee - This committee is primarily concerned with the activities, comfort and well-being of the Lions of Michigan who are in attendance at the International Convention.

The Convention Chair shall present an annual budget to the Council of Governors for approval. A line item shall be included for a donation to LCIF in honor of the District Governors-Elect (in lieu of a gift).

Plan a Michigan Night event for the Michigan Lions who attend the International Convention. Assist the Liaison Committee with arrangements for a Caucus (if held). Develop a Michigan Lions Hospitality Room. Organize the Michigan Lions parade delegation at the International Convention. Provide, where deemed necessary by the Council of Governors, transportation during the convention.

Make trading pins, shirts and other paraphernalia available to the Michigan delegation. These items are to be selected by the Council of Governors.

Suggestions for proper dress for the Governors-Elect and their spouses shall be prepared by the committee and presented to them before they attend the International Convention. Both the District Governors and the Governors-Elect will select parade attire for themselves and their spouses which is suitable to the climate and/or weather, with the stipulation that the chosen attire is consistent and appropriate.

Submit articles to the "Lion Pride Magazine" encouraging Lions who attend the International Convention to check with their insurance providers to assure that their policies cover emergencies in the area where the convention is being held (i.e., hospitalization, automobile accidents).

Within 45 days of the convening of the International Convention, the committee shall meet to finalize plans and make last-minute preparations.

This committee functions primarily at the convention site. In order for the committee to operate effectively and to the benefit of the Lions of Michigan who attend the convention, committee members who do not attend the International Convention should consult with their District Governor prior to the final committee meeting so he/she can arrange a suitable substitute. Said substitute shall then attend the final committee meeting to obtain instructions and convention assignments.

Committee Members who attend and work at the International Convention will be reimbursed for their registration fee at the early rate (to be included in annual budget).

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Michigan Forum

District Forum Committee Person Duties

Assist Multiple District Committee in putting together format for Forum Weekend

1. Attend Committee Meetings in Lansing (normally only one annually in June or July)
2. Call in to phone conference meetings held in evenings (may be monthly leading up to Forum Normally no more than 5 total)
3. Provide input on suggested speaker/programs and entertainment
4. Attend Michigan Forum and assist where necessary (duties assigned at the Friday night meeting)
5. Promote Michigan Forum at Cabinet Meetings, Club Meetings and in District Newsletters.
6. May be asked to assist in finding door prizes.

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Multiple District Convention Committee

This committee is primarily concerned with activities relating to the annual MD 11 Convention. They assist in the planning of the convention and carry out work assignments during the convention. They also solicit bids for future convention sites. After review and evaluation of all bids, they present their recommendations to the Council of Governors no later than the March Council Meeting.

The committee holds meetings to develop a convention itinerary, arrange speakers and entertainment, select menus, and draft a budget. Working with the State Office, they develop appropriate information for distribution through mailings and the Lion Pride Magazine, including publicity, information about local attractions, and forms for housing, registration, tickets and other convention activities. They assist with preparation of convention packets and are responsible for the Registration Desk at the convention site. They collect tickets during meal functions. They obtain amenities (i.e., fruit, flowers, beverages) for placement in the room of the International guest and flowers for head tables. They insure that plaques and awards are near the podium during events where they will be presented. They assist with reserved seating and placement of head table place cards. They distribute the Memorial List during the convention.

The MD 11 Convention Committee is responsible for the golf outing at the Multiple District 11 Convention, if one is held. They may designate a Lions Club to host the event.

The committee recruits personnel, as deemed necessary, to serve on the Elections, Credentials, Nominations and Sergeant At Arms Committees. These individuals assure that voting takes place in an efficient and proper manner. Space shall be provided to them to meet and count ballots. Duties of these groups include:

- *Credentials Committee* - Assure that all clubs that vote at the Multiple District Convention are in good standing. This information is available through the State Office prior to the Convention. Information can also be obtained from the District Governor. The Chairperson reports at the Business Session on the number of Lions, guests, delegates and clubs registered for the MD 11 Convention. This information is obtained at the Registration Desk. District Governors and Governors-Elect (if duly elected by that time) are authorized to certify delegates at the Multiple District Convention.
- *Elections Committee* – The Elections Committee establishes elections procedures to be followed at the Multiple District 11 Convention.
- *Sergeant-At-Arms Committee* – These individuals are authorized and instructed to enforce the Rules adopted by the delegates at the MD 11 Convention. Maintain order. Assist the Chair at Business Sessions by distributing printed materials to the delegates assembled. Enforce reserved seating at convention events.

The Convention Chair and the Executive Director shall conduct an inspection trip during the first quarter of the fiscal year. They shall obtain menus and inspect meeting facilities for convention events (meals, business sessions, forums, training sessions, committee meetings, etc.) They shall determine that AV needs can be met. They shall also arrange

space, if appropriate, for exhibit tables and a performance by the All State Band. Expenses will be reimbursed for reasonable meals and lodging (receipts required).

The Convention Chair is expected to attend the annual MD 11 Convention, Thursday evening through Sunday morning. He/she will be reimbursed for following expenses: Registration fee for Chair and spouse; lodging in the designated convention hotel; and convention meals for Chair and spouse.

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Thank You!

Bear Lake Camp Chairman

Project Chairperson Duties

Encourage support of Bear Lake Camp. Supply programs for Lions Clubs and at district level. Encourage Lions to visit the camp. Make one camp visitation and report back to the district.

Please promote Bear Lake Camp through literature, emails, video tapes/CDs (if available) and club visitations. Also encourage club to make contributions to this outstanding state project. In the same manner, the district officers will also encourage support of your project.

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Leader Dog Chairman

Project Chairperson Duties

Encourage club and district level support of Leader Dog School. Educate the clubs about Leader Dog School to enable more Lions to become exposed to this outstanding project.

Please promote Leader Dog for the Blind through literature, emails, video tapes/CDs (if available) and club visitations. Also encourage club to make contributions to this outstanding state project. In the same manner, the district officers will also encourage support of your project.

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Thank You!

Lions of Michigan All State Band Chairman

The District Governor shall appoint a representative to serve as the District All State Band Chairman with the purpose to inform and promote the activities of the Lions of Michigan All State Band.

Project Chairman Duties - Promote the development of the All State Band (a self-supporting activity). Encourage Lions Clubs to promote participation in the band by local high school students. Present programs and solicit donations from Lions Clubs and at the district level. Assist in the promotion of the Lions of Michigan All State Band.

Please promote your project through literature, emails, video tapes/CDs (if available) and club visitations. Also encourage contributions not only to the project but in support of the individual LMASB members from within our District who are attempting to raise funds to perform at the International Convention. In the same manner, the district officers will also encourage support of your project.

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Thank You!

Michigan Eye-Bank

Project Chairperson Duties

Promote the Michigan Eye-Bank and its objectives. Encourage all Lions Clubs to support this outstanding state project of sight restoration. Provide programs for Lions Clubs and at district level using the video tapes/CDs and other materials provided by the Eye-Bank.

Please promote the Michigan Eye-Bank through literature, emails, video tapes/CDs (if available) and club visitations. Also encourage club to make contributions to this project if possible setup and promote organ donor sign-up at community events. In the same manner, the district officers will also encourage support of your project.

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