

## CHAPTER IV

### COMMITTEES AND OTHER APPOINTEES OF MD19

**NOTE: The several committees appointed, approved and functioning within MD19 shall be so structured as to complement, support and enhance each other's efforts through networking and communications designed to share ideas which would further the opportunity for success of all committees.**

A. The MD19 Vice Council Chairperson, with approval of the Council, shall appoint (with exceptions as listed within this chapter) the following Committee Chairpersons and committee members as are mandated by the Constitution and By-Laws of the International Association of Lions Clubs and Multiple District 19, and the MD19 Council of Governors' Policy Manual.

B. COMMITTEES OF MD19

Chairpersons with committees comprised of members from both the east and west side of the Cascade Mountains are encouraged to alternate meeting locations between the east and west side.

Standing Committees

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| a. Budget and Finance,          | Page IV-4  |
| b. Constitution & By-Laws,      | Page IV-6  |
| c. Contests and Awards,         | Page IV-7  |
| d. International Participation, | Page IV-12 |
| e. Policy Manual,               | Page IV-24 |
| f. Strategic Planning,          | Page IV-25 |

Progressive Committees

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| a. Contests and Awards | Page IV-7 |
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3. Three Year Committees

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| Multiple District Support Team (MDST)              | Page IV-14 |
| a. Leadership (Global Leadership Team Coordinator) | Page IV-15 |
| Training Chairperson                               | Page IV-16 |
| Special Events Coordinator                         | Page IV-16 |
| Faculty Development                                | Page IV-17 |
| Leadership 101 Coordinator                         | Page IV-17 |
| b. Extension                                       | Page IV-18 |
| c. Membership (Global Membership Team Coordinator) | Page IV-19 |
| d. Public Relations                                | Page IV-19 |
| e. Retention                                       | Page IV-20 |

4. One Year Committees

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| a. Annual Convention                       | Page IV-3  |
| b. Building and Headquarters               | Page IV-5  |
| c. CARE                                    | Page IV-5  |
| d. Diabetes Awareness                      | Page IV-8  |
| e. Environment - BC & US                   | Page IV-9  |
| f. Election / Certification                | Page IV-9  |
| g. Information & Technology                | Page IV-11 |
| h. International Convention                | Page IV-11 |
| i. Int'l Understanding & Cooperation       | Page IV-13 |
| j. LCIF                                    | Page IV-13 |
| k. Lions Opportunity For Youth             | Page IV-23 |
| LEO Clubs                                  | Page IV-23 |
| Youth Exchange Program (YEP)               | Page IV-24 |
| Youth Outreach-BC & US                     | Page IV-24 |
| l. Lioness                                 | Page IV-21 |
| m. Lions Foundation of Canada/Dog Guides   |            |
| Lions Leader Dogs for the Blind/USA        | Page IV-21 |
| Lions Foundation of Canada Provincial Dir. | Page IV-22 |
| n. USA/CANADA FORUM                        | Page IV-26 |

C. Parliamentarian Page IV-25

D. Webmaster Page IV-26

E. All members appointed to Committees of MD19 shall be members in good standing of Lions Clubs in good

standing, within the boundaries of MD19. **[NOTE: The exception would be the appointment of a Lioness Club member as the Lioness Chairperson, who then shall be a member in good standing of a Lioness Club in good standing, within the boundaries of MD19.] At no time shall a Lion serve simultaneously on more than one of the MD19 Committees listed above.** The members of the MD19 Evaluation Team as stated in Chapter C, Section C, may serve simultaneously on other committees.

- F. If an MD19 Committee member is elected to the position of Vice Council Chairperson, District Governor or 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor and there is time remaining in his/her term of office, that member will be replaced according to the MD19 Policy Manual.
- G. All committee reports shall be typed and submitted to the MD19 office to be received in the Office no later than fifteen (15) days prior to the next regularly scheduled meeting of the Council of Governors, to enable timely emailing to Members of the Council. All reports will be emailed to each member of the Council of Governors, including the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, by the MD19 Office 10 working days prior to the next scheduled Council Meeting. All reports will be included on the Consent Agenda of the Council Meeting unless removed by the Committee Chairperson to be presented orally at the Council Meeting by the Chairperson or that Chairperson's representative.
- H. **Proposals** for the creation of new MD19 Committees shall be presented in writing to the Strategic Planning Committee for their study and subsequent recommendation to the Council at their next regularly scheduled meeting. **[NOTE: The exception to this would be in the case of a mandate coming from Lions Clubs International delegates' vote or Lions Clubs International Board of Directors' actions.]**

I. **Appointments:**

The Council Chairperson Elect shall conduct a portion of the MD19 Spring Council Meeting during which time, the seated Council Chairperson, the Council Chairperson Elect, the Vice Council Chairperson Elect, the Executive Secretary-Treasurer, the incoming Parliamentarian, and the seated District Governors and the District Governors Elect of the nine (9) District of MD19 will become, for that portion of the meeting, the decision making body known as the Council of Governors for the purpose of approving the Council Chairperson Elect's appointments.

For the Policy Manual Committee members only, if vacancies are to occur at the end of the fiscal year June 30<sup>th</sup>, the District Governor-Elect in whose District the vacancy is to occur shall appoint a Lion from within his/her District to a three (3) year term beginning with the start of the next fiscal year, the same time the District Governor Elect would begin his/her year as District Governor. This appointment will be reported to the Council Chairperson Elect who will report it to the Council of Governors with all other committee appointments for approval by the Council of Governors as stated in the preceding paragraph.

Lions who have served on any one of these Committee for one (1) complete term (three (3) years) may be appointed to succeed themselves for one (1) additional three (3) year term.

J. **Chairperson:**

Annually, following the filling of vacancies through appointments, as noted in the membership section of each committee, the Council Chairperson Elect shall appoint one (1) of the District Committee Members to serve as Chairperson during the next Lions year. The Council Chairperson Elect shall seek approval of the new Committee Chairperson appointments when he/she shall conduct a portion of the MD19 Spring Council Meeting, during which time, the seated Council Chairperson, the Council Chairperson Elect, the Vice Council Chairperson Elect, the Executive Secretary-Treasurer, the incoming Parliamentarian, and the seated District Governors and the District Governors Elect of the nine (9) Districts of MD19 will become, for that portion of the meeting, the decision making body known as the Council of Governors.

- K. It is essential to the proper functioning of the MD19 committees that the committee chairpersons and members fully participate in the affairs of the committee and attend all meetings of the committee. Should a committee member be unable to attend a specific meeting, a voting Alternate selected by the current committee member shall be allowed to attend that meeting. The alternate must meet the requirements outlined in paragraph E above for the appointment to said committee. A vote by the committee member using Email shall be permitted in an emergency providing it is indicated in the email that the vote is that of the committee member. In an emergency, or where it is not feasible to convene a meeting of the MD19 Committee to consider a matter, the Committee Chairperson may submit a matter to his/her MD19 Committee for a vote by email, or telephone if a member does not have email. In the event at least a majority of the total membership of the MD19 Committee respond in favor of the matter, the same shall be considered as adopted by the MD19 Committee as if a meeting had been convened. To be counted, any member's vote must be received by the Committee Chairperson within 72 hours of when the email requesting the vote is sent by the Chairperson. The matter voted on shall be submitted to the MD19 Committee at its next regularly scheduled meeting for ratification. Whenever a Chairperson fails to perform his/her duties, or a committee member fails to attend meetings without good cause and excuse, they are subject to removal and replacement as follows:

1. A Committee Chairperson may be removed by the Council Chairperson with the approval of the Council of Governors. The Council Chairperson shall first provide the affected committee chairperson with a written notification of the intended action and specific grounds and reasons. If the chairperson does not contest the removal, he/she need take no further action. If the chairperson contests the removal, he/she shall provide the Council Chairperson with a written objection within 15 days of receipt of the notification of intent to remove, stating specifically a response to the allegations made and any defense or explanation the chairperson would like considered. If satisfied by the explanation the Council Chairperson can rescind the intended action, and shall notify the chairperson of that action in writing. If the Council Chairperson is not satisfied and intends to proceed with the removal, or the affected chairperson has not submitted an objection, the affected chairperson shall be so notified in writing of the intent to proceed with removal, and the matter shall be submitted to the Council of Governors for its approval at a regular or special meeting in open or executive session. The Council Chairperson and affected chairperson shall have the opportunity to make an oral and/or written presentation to the Council at this meeting. A simple majority vote of the Council of Governors is required to sustain or disapprove of the chairpersons removal. The Executive Secretary Treasurer shall notify the affected chairperson of the decision of the Council orally, if present, or in writing if absent.
  
2. A committee member may be removed by the Council Chairperson, with the approval of the Council of Governors. The Committee Chairperson of the affected committee shall first provide the affected member and his/her District Governor with a written notification of the intended action and specific grounds and reasons. If the member does not contest the removal, he/she need take no further action. If the member contests the removal, he/she shall provide the Committee Chairperson and the District Governor with a written objection within 15 days of receipt of the notification of intent to remove, stating specifically a response to the allegations made, and any defense or explanation he/she would like considered. If satisfied with the explanation, the Committee Chairperson can rescind the intended action, and shall notify the member of that action in writing. If the Committee Chairperson is not satisfied and intends to proceed with the removal, or the member has not made a written objection, the affected member shall be so notified in writing. The Committee Chairperson shall then submit a written request to the Council Chairperson for removal of the affected member, and submit with the request the written notification previously provided to the member and any written response thereto. The Council Chairperson may determine based on the information received to not remove the member, and shall so notify the affected Committee Chairperson and member in writing. If the Council Chairperson intends to proceed with the removal, the affected chairperson and member shall be so notified in writing of the intent to proceed with removal, and the matter shall be submitted to the Council of Governors for approval in accordance with the procedure provided in paragraph 1 above.
  
3. If the Committee Chairperson or member is removed, the vacancy created shall be filled as provided in this Chapter IV for the particular committee affected, or if no provision is made in this chapter for filling a vacancy, then the Council Chairperson shall appoint the replacement, with the approval of the Council of Governors, except as otherwise provided in this chapter.

## ANNUAL CONVENTION

- A. **NAME:** **ANNUAL CONVENTION**
- B. **PURPOSE:** To assist in providing the highest quality Annual Convention for the Lions, Lioness, and Leos of MD19.
- C. **BID:** The Executive Secretary/Treasurer shall review all bids submitted on the proper form by Lions Clubs desiring to host a future Annual Convention. After reviewing the bids, sites and dates, the Executive Secretary/Treasurer will make recommendations to the Council of Governors for their approval.
- D. **CHAIRPERSON:** The MD19 Annual Convention Chairperson shall be selected by the Convention Director and the Officers of the Host Lions Club. The Chairperson shall then be recommended to the Council Chairperson for presentation and subsequent approval by the MD19 Council of Governors.
- E. **MEMBERSHIP:** Membership on the Annual Convention Committee primarily includes only the Convention Director (the MD19 Executive Secretary/Treasurer) and the appointed Chairperson, serving at the direction of the Council. However, Article III, "BL", Section 1,a. provides for the inclusion of ex- officio members, if so desired.
- F. **GENERAL RESPONSIBILITIES:**
  1. Chairperson shall work closely with the Convention Director in the local planning and implementation of the Annual Convention.
  2. Chairperson shall be aware of progress, and be prepared to update the Convention Director (as may be requested) regarding numbers of Lions and others pre- registered for rooms and/or meals.
  3. Chairperson shall periodically contact the contracted facilities to ensure all activities and preparation are progressing as scheduled.

4. Chairperson shall be available, and in attendance, during all scheduled functions of the Annual Convention.
  5. Chairperson shall ensure all meeting rooms, banquet rooms, rooms for voting, etc. are scheduled as requested and that the necessary set-ups (microphones, lecterns, seating, etc.) are in place and in good operating condition.
  6. Chairperson shall oversee and instruct Lions from the Host Club, and other clubs if involved, scheduled to assist with the function of the Annual Convention.
  7. Chairperson shall establish and maintain a separate MD19 Convention Account, and provide all financial reports and bank statements to the Convention Director for his perusal.
  8. Chairperson will provide, with the cooperation of the Convention Director, an accounting report of numbers of attendees at all events, so this may be available to assist planning by future Chairpersons.
- G. **FISCAL RESPONSIBILITIES:** The Chairperson in conjunction with his designee, and with the approval of the Convention Director, shall collect and bank money received as pre- registration and any monies collected during various convention events, and pay such debts as may be incurred and/or be the responsibility of this committee.
- H. **MEETINGS:** As decided by the Convention Director and Chairperson.
- I. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### **BUDGET AND FINANCE**

- A. **NAME:** **BUDGET AND FINANCE COMMITTEE**
- B. **PURPOSE:** To give Council recommendations and advice regarding all financial matters of MD19 as may be directed by the Council of Governors.
- C. **MEMBERSHIP APPOINTMENTS and CHAIRPERSON:** The Budget and Finance Committee shall consist of the Council Chairperson (ex-officio member), Vice Council Chairperson, Executive Secretary/Treasurer and nine (9) appointed members, one (1) serving from each of MD19's nine (9) Districts. All regular appointments shall be of a three (3) year duration. Appointments of committee members and Chairperson are found in Chapter IV, page 2, Section I and J.
- D. **GENERAL RESPONSIBILITIES:**
1. Prepare and present to the Council, a balanced budget proposal for MD19 for the ensuing year, based upon anticipated revenue.
  2. Annually review the financial statements, make recommendations for improvements (if deemed necessary), and provide conformity with appropriate accounting practices.
  3. Annually review all monetary, investment, budgetary policies and procedures and make recommendations for changes if deemed to be justified.
  4. Monitor and ensure compliance with MD19 Constitution and By-Laws, Rules of Audit of MD19 Policy Manual regarding the accumulation, use, transfer and/or distribution of MD19 funds.
  5. Study and make recommendations relative to proposed changes in MD19 dues structure.
  6. Ensure the monthly income and expenditure versus budget statement and balance sheets are sent to all members of the Budget and Finance Committee.
  7. The Executive Secretary/Treasurer will provide the current District Governors with their District Escrow Account totals by September 30<sup>th</sup> and at the Winter Council Meeting.
  8. The Executive Secretary/Treasurer will provide the current District Governors with a monthly printout of their District Operations Account no later than 20 days following the end of the month.
  9. Ensure that an annual 'Standard Accountant's Review' has been sent to all members of the Council of Governors and all members of the Budget and Finance Committee.
- Assist the Council in all accounting and financial matters.
- E. **FISCAL RESPONSIBILITIES:** This Committee handles no funds.
- F. **MEETINGS:**
1. **REGULAR MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to

face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken."

2. **SPECIAL MEETINGS:** Special meetings may be called by the Committee Chairperson, three (3) members of the Committee or the Council Chairperson.
3. **NOTICES OF ALL MEETINGS:** Notices of all meetings, both regular and special, stating time, location and purpose (agenda) shall be mailed, Faxed, or Emailed to all members of the Committee, Council Chairperson, Vice Council Chairperson and Executive Secretary/Treasurer at least fifteen (15) days prior to date of said meeting. If Emailed, recipient needs to reply that they received said Email.
4. **QUORUM:** A quorum is a simple majority of the total number of members on the Committee present, according to the Revised Edition of Roberts Rules of Order.
5. **VOTING:** Each member present shall have one (1) vote on all matters.
6. **MINUTES:** Minutes of all meetings to be recorded and distributed to all Committee Members, Council Chairperson, Vice Council Chairperson and MD19 Office.
7. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### **BUILDING AND HEADQUARTERS**

- A. **NAME: BUILDING AND HEADQUARTERS**
- B. **PURPOSE:** To oversee the maintenance and care of the MD19 headquarters' building and grounds.
- C. **CHAIRPERSON:** A Chairperson will be appointed by the Vice Council Chairperson, with the approval of the Council.
- D. **GENERAL RESPONSIBILITIES:**
  1. Review any and all requests for remodeling of the building or reshaping of the grounds.
  2. Seek approval of the Council before committing the building to major remodeling (i.e. over \$2,500.00).
  3. Evaluate the need for a waiver of item 2 above in the case of an emergency situation, where it is deemed an excessive lapse of time needed to receive approval from the Council would result in further severe damage. (See Policy Manual Chapter 3, C.)
  4. Monitor existing monies in the Building Fund, and ensure their proper expenditure on payment of taxes, one-half (1/2) cost of insurance, building maintenance, repair, and remodeling.
- E. **FISCAL RESPONSIBILITIES:** This committee shall handle no funds.
- F. **MEETINGS:** This committee shall meet only upon call of the Chairperson.
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### **CARE**

- A. **NAME: CARE**
- B. **PURPOSE:** To solicit funds from the Lions, Lioness and Leos Clubs of MD19 which will be used for humanitarian purposes in selected developing countries.
- C. **CHAIRPERSON:** Chairperson appointed by the Vice Council Chairperson, with the approval of the Council.
- D. **GENERAL RESPONSIBILITIES:**
  1. Receive from CARE representatives at least three (3) suggested locations where funds from MD19 could be earmarked to improve the quality of life for people.
  2. Provide information on each project being presented to the members of the Council at least fifteen (15) days prior to their regularly scheduled Annual Convention Council Meeting, at which time the final site selection will be made.
  3. Present a brief oral overview of the proposed projects to the Council at a time so designated on the Annual Convention Meeting agenda, with any additional information the Chairperson deems appropriate (i.e. past projects, funds collected in previous years, recommendations, etc.).
  4. Prepare and provide informational material on the finally selected site for District Chairpersons, and encourage their networking with their respective Zone CARE Chairpersons and the MD19 CARE Chairperson.
  5. Provide recommended presentations for use by Chairpersons at all levels in their efforts to acquaint clubs and

their members with the programs and benefits of this humanitarian project.

6. Network with the District Chairpersons on a regular basis throughout the year regarding progress toward the established goal, and encourage greater emphasis if necessary.
- E. **FISCAL RESPONSIBILITIES:** This committee shall handle no funds. All funds contributed from clubs and members shall be forwarded to the MD19 office. If CARE contributions are sent to any CARE Chairpersons (at any level), those funds shall be immediately forwarded to the MD19 office along with information as to the contributors, etc.
- F. **MEETINGS:** The MD19 CARE Chairperson is encouraged to network with the District Chairpersons prior to the Annual Convention Council Meeting to seek recommendations for final site selection. These recommendations should be included in the committee recommendation made to the Council at its Annual Convention Meeting.
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

## **CONSTITUTION & BY-LAWS**

- A. **NAME: CONSTITUTION AND BY-LAWS COMMITTEE**
- B. **PURPOSE:** To write and maintain a clear and concise MD19 Constitution and By-Laws which is in compliance with the Constitution and By-Laws of the International Association of Lions Clubs.
- C. **MEMBERSHIP APPOINTMENTS and CHAIRPERSON:** The Constitution and By-Laws Committee shall consist of the Council Chairperson (ex-officio member), Vice Council Chairperson, Executive Secretary/Treasurer and nine (9) appointed members, one (1) serving from each of MD19's nine (9) Districts and the Parliamentarian serving in fiscal year in which the committee is meeting and who shall be a non-voting members. All regular appointments shall be of a three (3) year duration. Appointments of committee members and Chairperson are found in Chapter IV, page 2, Section I and J.
- D. **GENERAL RESPONSIBILITIES:**
  1. Ensure that all proposed changes to the MD19 Constitution and By-Laws shall comply with and be as mandated by the MD19 Constitution and By-Laws and the Constitution and By-Laws of the International Association of Lions Clubs.
  2. Prepare and review all resolutions which may be submitted to this Committee by the Council as mandated in ARTICLE VIII, SECTION 2 and ARTICLE XII 'BL' SECTION 2. By the Constitution and By-Laws Committee.
  3. Ensure that recommended changes as approved by Council to the MD19 Constitution and By-Laws Committee shall be reported to the Lions Clubs as mandated in ARTICLE VIII, SECTION 3 of said Constitution and in ARTICLE XII, SECTION 3 of said By-Laws.
  4. Review all proposed changes to the MD19 Constitution and By-Laws and report said changes with the Committee's recommendations at the next regularly scheduled Council Meeting and at future Council Meetings as may be necessary. Report any proposed changes due to appear for delegates voting on the ballot at the Annual Convention at the Opening General Session of said Annual Convention.
  5. Shall present to the Council at its next regularly scheduled Meeting any proposed Constitution and By-Laws changes the Committee deems to be necessary to ensure the continued legality of the MD19 operations.
- E. **FISCAL RESPONSIBILITIES:** This Committee handles no funds.
- F. **MEETINGS:**
  1. **REGULAR MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken."
  2. **SPECIAL MEETINGS:** Special meetings may be called by the Committee Chairperson, three (3) members of the Committee or the Council Chairperson.
  3. **NOTICES OF ALL MEETINGS:** Notices of all meetings, both regular and special, stating time, location and purpose (agenda) shall be mailed, Faxed, or Email, to all members of the Committee, Council Chairperson, Vice Council Chairperson, and Executive Secretary/Treasurer at least fifteen (15) days prior to the date of said meeting. If Emailed, recipient needs to reply that they have received said Email.
  4. **QUORUM:** A quorum is a simple majority of the total number of members on the Committee present, according to the Revised Edition of Roberts Rules of Order.

5. **VOTING:** Each member present will have one (1) vote on all matters.
6. **MINUTES:** Minutes of all meetings shall be recorded and distributed to all Committee Members, Council Chairperson, Vice Council Chairperson and MD19 Office.
- H. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

## **CONTESTS AND AWARDS**

- A. **NAME: CONTESTS AND AWARDS COMMITTEE**
- B. **PURPOSE:** Lions Clubs International is a service club organization of clubs composed of individual members who donate their time, talent and energy in a voluntary manner without any regard of personal gain. As a reward of recognition for outstanding service by Lions members and/or Lions Clubs, there are appropriate rewards that indicate the appreciation of Lions and the public.
- C. **MEMBERSHIP:** The Committee shall consist of three (3) members serving staggered progressive three (3) year terms. At the end of each fiscal year the most senior member shall vacate his/her position and the Vice Council Chairperson will appoint the most junior member with approval of the Council during a special meeting held Sunday morning immediately following the Annual Convention and attended by the seated Council Chairperson, the Council Chairperson Elect, the Vice Council Chairperson Elect, the Executive Secretary/Treasurer and the seated District Governors and District Governors-Elect of the nine (9) Districts of MD19 and at which time this body will be asked to confirm the appointments.
- D. **CHAIRPERSON:** The Chairperson of the Contests and Awards Committee shall be the most senior member of said Committee during the fiscal year. The Committee Chairperson of said fiscal year will also be a member of the Judging Committee for the MD19 Trading Pin Contest. The Chairperson should attend the Annual Convention following his/her year to make presentations of Awards.
- E. **GENERAL RESPONSIBILITIES** All Committee Members should become knowledgeable of the rules, requirements, and judging of the Contests listed in the current Contests and Awards book. They are expected to assume an active role in all phases of the committee's responsibilities. Committee members should assist the District Contests and Awards Chairpersons, in the promotion their District Contests and Awards Programs.

### **1. Prior to the Annual Convention:**

- Judge the District Bulletin winners from copies of the bulletins filed in the MD19 Office. The Chairperson is responsible for getting the judges if the Contests & Awards Committee is not going to do the judging.
- Select the recipient of the Lion, Lioness and Leo Distinguished Service Awards from the District Governors' nominations.
- Obtain a list of winners for the contests that are based on the statistics kept in the MD19 Office: Club Membership Growth & Club Visitations,
- Obtain the Judging Sheets from the MD19 Office for all Competitions held at the Convention.
- Obtain the Book of Transparencies to be used when announcing the winners and runner-ups at the Closing General Session at the Annual Convention.
- Review the lists of District Contest Winners and Runner-ups to determine their eligibility to compete in MD19 Contests & Awards competitions.

### **2. At the Annual Convention:**

#### **Thursday:**

- Begin to arrange for Judges for all competitions held at the Convention. Make sure the judges have the required judging sheets and know the exact location and time of the competitions.
- Organize the order of the participants for the following Friday afternoon competitions: Tall Tales, Induction, and Musical Entertainment.

#### **Friday:**

- The Contests & Awards Chairperson acts as the Master of Ceremonies for the afternoon competitions.
- Assign a member of the C&A Committee to be at the door of the Contests and Awards Room 30 minutes before the start of the competitions to check in the participants.
- Chairperson acts as the MC for the Achievement (5-Minute Talks) Competition at the Fellowship Dinner.
- Following the dinner, the Contests & Awards Chairperson arranges to pick up the Registration Books from the Registration Committee so the C&A Committee can select the Convention Attendance winner and runner-up. The Registration Books must be returned to the Registration Committee that evening.
- As early as possible, following the Fellowship Dinner, a list of the Runner-ups must be given to the MD19 Office Staff so that the names can be put on the Runner up Certificates. The Committee must get the certificates signed and put into the folders provided by the MD19 Office.
- The Committee is responsible for writing the names of the winners and runner-ups on the transparencies for the Saturday presentations.

**Saturday:**

- The Uniformed Delegation competition will be one of the first events at the Closing General Session. The Committee arranges for background music and judges. One of the committee members compiles a list of the competing clubs in the order they will enter the room so that the Chairperson can announce their names as they parade in front of the head table. A couple of Lions will be needed to organize the Clubs for the parade. A member of the committee will take the names of the Runner-ups to the MD19 Office Staff so that the names can be printed on the certificates. The committee will have them signed and put them into folders.
- The Chairperson will announce the Runner-ups first, thus building anticipation for the announcement of the Winner of each Contest at the Closing General Session. With the help of the committee, the banner patches and certificates will be presented as the names are read. Background music is a nice touch while the recipients are coming forward to receive their awards. You may have to announce the results of the Uniformed Delegation Parade at lunch if a decision has not been reached prior to the end of the Closing Session. The Awards are presented in the order they appear in the Contests & Awards Book.
- At the District Governors' Banquet, the Chairperson will present the MD19 Lion, Lioness and Leo Distinguished Service Awards. The Council Chairperson may want to be involved in this presentation.

**3. Late August or Early September**

In late August or early September the Contests & Awards Committee will meet at the MD19 Office to judge the Secretary of the Year and the Zone Chairperson of the Year Award Winners.

**4. MD19 Annual Convention**

The last official duties of the Committee are during the following year at the Annual Convention. On Saturday morning at the General Session the Chairperson will act as MC for the presentation of the Secretary Excellence, Zone Chairperson Excellence and Club Excellence Awards. The Committee will assist in lining up the recipients and getting the awards organized for the ceremony. At the Saturday Awards Luncheon the Chairperson will present both the Secretary and Zone Chairperson of the Year Awards.

F. **FINANCIAL RESPONSIBILITIES:** This Committee handles no funds.

G. **MEETINGS:**

1. **REGULAR MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken."
2. **SPECIAL MEETINGS:** Special meetings may be called by the Committee Chairperson, two (2) members of the Committee or the Council Chairperson.
3. **NOTICES OF ALL MEETINGS:** Notices of all meetings, both regular and special, stating time, location, and purpose (agenda) shall be mailed, Faxed, or Emailed to all members of the Committee, Council Chairperson, Vice Council Chairperson, and Executive Secretary/Treasurer at least fifteen (15) days prior to date of said meeting.
4. **QUORUM:** A quorum is a simple majority of the total number of members on the Committee present, according to the Revised Edition of Roberts Rules of Order.
5. **VOTING:** Each member present shall have one (1) vote on all matters.
6. **MINUTES:** Minutes of all meetings shall be recorded and distributed to all Committee Members, Council Chairperson, Vice Council Chairperson, and MD19 Office.

H. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

**DIABETES AWARENESS**

A. **NAME: DIABETES AWARENESS**

B. **PURPOSE:** To develop an awareness by the Lions, Lioness, Leos and general public regarding diabetes detection and treatment.

C. **CHAIRPERSON:** Chairperson/Chairpersons (U.S., Canadian, or both) as appointed by the Vice Council Chairperson, with approval of the Council.

D. **GENERAL RESPONSIBILITIES:**

1. Encourage participation in the Diabetes Awareness Program as developed by Lions Clubs International for use at club, district and multiple district levels.
2. Assist Lions Clubs that initiate, develop or cooperate with existing community diabetes programs by providing:



- a) step by step direction for program development, b) information and material, c) training and education, and/or d) employing a task force approach using community members.
- 3. Develop and promote the use of publicity regarding the Lions Diabetes Awareness Program.
- 4. Cooperate with, and assist, established agencies which have active diabetes programs.
- E. **FISCAL RESPONSIBILITIES:** This committee shall handle no funds.
- F. **MEETINGS:** One (1) contact by September 30th at which time the MD19 Chairperson can share ideas with the District Diabetes Awareness Chairpersons and set goals for the year.
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

#### **ENVIRONMENT- BC & US**

- A. **NAME: ENVIRONMENT-BC & US**
- B. **PURPOSE:** To encourage the preservation of our natural resources, and the improvement of quality of life.
- C. **CHAIRPERSON:** Chairperson appointed by the Vice Council Chairperson, with approval of the Council.
- D. **GENERAL RESPONSIBILITIES:**
  - 1. Encourage Lions Clubs, zones and districts to appoint a Chairperson at each level with the goal of networking together for the benefit of all.
  - 2. Aid and assist district, zone and club Chairpersons with environmental service activities.
  - 3. Identify the major environmental problems of natural and biological environments (i.e. air, water, ground, sound, etc.) and potential solutions (i.e. regulate pollutants, recycle, lower decibel levels, etc.)
  - 4. Educate and promote an environmental quality of life concept through the use of speakers, films, publications and other resources.
- E. **FISCAL RESPONSIBILITIES:** This Committee shall handle no funds.
- F. **MEETINGS:** One (1) meeting would be held in conjunction with the Annual Convention Council Meeting, and at that time the MD19 Chairperson would encourage the various District Chairpersons to attend, share ideas, and cooperate in the planning of the fiscal year's activities.
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

#### **ELECTION / CERTIFICATION – MD19 ANNUAL CONVENTION**

- A. **NAME: ELECTION/CERTIFICATION COMMITTEE**
- B. **PURPOSE:**
  - 1. To certify the voting certificates of the registered delegates and alternates.
  - 2. To certify the voting certificates of any current or Past International Directors and / or current or Past International Presidents who are members of Lions Clubs in Multiple District 19.
  - 3. Compile a complete list of the accredited, registered delegates and alternates for each district.
  - 4. Supervise the balloting for items on the ballot. Assist in counting the ballots at the close of the elections.
- C. **CHAIRPERSON:** Sixty days (60) or more prior to the Annual Convention, Council Chairperson shall appoint the Chairperson of the Election / Certification Committee.
- D. **MEMBERSHIP:** Each District Governor shall appoint two Lions, both of whom must be Lions in good standing who are not Past District Governors and who are not current MD19 Council Members. The name, address and phone numbers of the District appointees must be sent to the Election Committee Chairperson and the Multiple District 19 Office as soon as possible after the letter is sent out to the Governors by the MD19 Office and before the Annual Convention.

#### **EXTENSION**

**(See Multiple District 19 Support Team in this chapter)**

#### **INFORMATION TECHNOLOGY**

- A. **NAME: INFORMATION TECHNOLOGY COMMITTEE**
- B. **PURPOSE:** The purpose of the committee is to design a district-wide technology plan that will set standards, address basic technology needs, and prepare for the advancement of technology in the future for MD19
- C. **MEMBERSHIP APPOINTMENTS and CHAIRPERSON:** The Information technology Committee shall consist of the Council Chairperson (ex-officio member), Vice Council Chairperson, Executive Secretary/Treasurer and nine (9) appointed members, one (1) serving from each of MD19's nine (9) Districts. All regular appointments shall be of a three (3) year duration. Appointments of committee members and Chairperson are found in Chapter IV, page 2, Section I and J.
- D. **GENERAL RESPONSIBILITIES:**
1. Assist the Multiple District during all stages of the development of policies, procedures, and implementation in relation to the design and use of information technology.
  2. Encourage and support the development and expanded use of technologies that aid in enhancing communications within the Multiple District, Districts and individual Clubs. Provide direction to the Multiple District to minimize the expense of future technology upgrades and expansion.
  3. Investigate and evaluate future and emerging technology tools and their potential to assist in the advancement of processes within the Multiple District.
  4. Assemble, create, organize and disseminate information about the use of technology through articles and educational panels.
  5. Encourage and promote the development and use of web sites by each District and Club. Prepare a model for Districts and Clubs to follow for "Best Practices" in creating web sites and the use of Email.
- E. **FISCAL RESPONSIBILITIES:** This Committee handles no funds.
- F. **MEETINGS:**
1. **REGULAR MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken."
  2. **SPECIAL MEETINGS:** Special meetings may be called by the Committee Chairperson, three (3) members of the Committee, or the Council Chairperson.
  3. **NOTICE OF MEETINGS:** Notices of all meetings, both regular and special, stating time, location, and purpose (agenda) shall be mailed, Faxed, or Emailed to all members of the Committee, Council Chairperson, Vice Council Chairperson and Executive Secretary/Treasurer at least fifteen (15) days prior to date of said meeting. If Emailed, recipient needs to reply that said Email was received.
  4. **QUORUM:** A quorum is a simple majority of the total number of members on the Committee present, according to the Revised Edition of Roberts Rules of Order.
  5. **VOTING:** Each member present shall have one (1) vote on all matters.
  6. **MINUTES:** Minutes of all meetings shall be recorded and distributed to all Committee Members, Council Chairperson, Vice Council Chairperson and the MD19 Office
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

## **INTERNATIONAL CONVENTION**

- A. **NAME: INTERNATIONAL CONVENTION**
- B. **PURPOSE:** To encourage the active involvement of the Lions, Lioness and Leos of MD19 in attending the annual International Convention.
- C. **CHAIRPERSON:** Chairperson appointed by the Vice Council Chairperson elect upon recommendation of the Executive Secretary/Treasurer with approval of the Council.
- D. **GENERAL RESPONSIBILITIES:**
1. Implement a publicity campaign directed toward MD19 Lions, Lioness and Leos indicating the advantages to be gained by their attendance at the International Convention.
  2. Become knowledgeable about the functions at the upcoming International Convention (i.e. time frame for various functions, special events and speakers, location of MD19 hotel, schedule for MD19 activities - hospitality room, parade, breakfast, reception, etc.).

3. Provide information regarding the current fiscal year's International Convention through items printed in the MD19 Bulletin, and through oral announcements at regular general sessions of all district and MD19 Conventions and/or Workshops.
  4. Coordinate all planning and preparation for MD19 International Convention participation with the Council Chairperson, Vice Council Chairperson and the Executive Secretary-Treasurer.
  5. Assume responsibility for MD19 Hospitality Room at International Convention, including (but not limited to) the assignment of work shifts, purchase of hospitality items, sale of MD19 pins and tickets, general housekeeping, assist in organizing the parade and encourage members of the Lions family in attendance to assist in sharing the work load.
- E. **FISCAL RESPONSIBILITIES:** This committee may handle funds, but only as received on-site in the MD19 International Convention Hospitality Room.
- F. **MEETINGS:** Chairperson will meet with MD19 Executive Secretary/Treasurer, as necessary.
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### **INTERNATIONAL PARTICIPATION**

- A. **NAME: INTERNATIONAL PARTICIPATION COMMITTEE**
- B. **PURPOSE:** To encourage the active participation and involvement of Multiple District 19 Lions in Lions Clubs International activities and functions.
- C. **CHAIRPERSON:** The Chairperson shall be a PID or PDG appointed by the Vice Council Chairperson for approval at the Annual Convention.
- D. **MEMBERSHIP:** The seated members of this committee shall be:  
The seated International Director, if any; all Past International Directors who are members of Lions Clubs in MD19; two (2) Past District Governors (selected by the Vice Council Chairperson). The following leaders will serve as Ex Officio members of this committee: Council Chairperson, Vice Council Chairperson, Executive Secretary/Treasurer, and the MD19 Chairpersons for Leadership, International Convention, and the USA/Canada Forum. All members of this committee must be active members of a Lions Club in MD19.
- E. **GENERAL RESPONSIBILITIES:**
1. To promote and encourage participation at International Conventions.
  2. To promote, organize and encourage participation at the USA/Canada Forum.
  3. To promote, organize and encourage participation at the Lions Leadership Institutes.
  4. To encourage quality leadership candidates for International office.
    - a. Review and groom all prospective candidates.
    - b. Offer advice, encouragement and experience to prospective candidates.
    - c. Give assistance in the campaign for selected candidates.
  5. To encourage and assist in the proper protocol and hosting of visiting International guests to MD19.
  6. To assist the Council Chairperson Elect and International Convention Chairperson in supervising the International Convention parade, hospitality room, and meetings and to help organize and promote a reception for the seated International Director, if a reception is held at the International Convention.
- F. **FISCAL RESPONSIBILITIES:** This committee handles no funds.
- G. **MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken."
- H. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### **INTERNATIONAL UNDERSTANDING AND COOPERATION**

- A. **NAME: INTERNATIONAL RELATIONS**
- B. **PURPOSE:** To create and foster a spirit of international understanding, cooperation and generous consideration

among the peoples of the world.

C. **CHAIRPERSON:** A Chairperson appointed by the Vice Council Chairperson, with the approval of the Council.

D. **GENERAL RESPONSIBILITIES:**

1. Encourage Lions to recognize themselves as citizens of the world, as well as their community and nation.
2. Encourage activities which promote international understanding and cooperation, such as club twinning, Lions Day with the United Nations, World Peace Day, Stamp Exchange, LCIF humanitarian endeavors and youth activities such as Lions Youth Exchange, in cooperation with the Youth Exchange Foundation, youth camps and Peace Poster Contest.
3. Work closely with the International Convention Chairperson, especially encouraging participation at International Conventions and/or other international meetings.

E. **FISCAL RESPONSIBILITIES:** This committee handles no funds.

F. **MEETINGS:** The Chairperson should encourage a meeting with the various District Chairpersons at the Annual Convention Council Meeting, for those who are in attendance to plan a networking program for their term.

G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### LCIF

A. **NAME: LCIF (LIONS CLUBS INTERNATIONAL FOUNDATION)**

B. **PURPOSE:** To support the humanitarian endeavors of the Lions Clubs International Foundation.

C. **CHAIRPERSON:** The Chairperson is recommended to be the MD19 Immediate Past Council Chairperson, a Past Council Chairperson, a Past District Governor, or a Past Multiple District or District Committee Chairperson who has chaired a fund raising committee. (example: Sight, Hearing, LCIF or CARE).

D. **GENERAL RESPONSIBILITIES:**

1. Encourage Lions Clubs' fund raising activities designated to assist in funding of the humanitarian efforts of the Lions Clubs International Foundation (LCIF).
2. Educate Lions and Lions Clubs as to the purpose, accomplishments, and organization of LCIF.
3. Encourage Lions Clubs to use the presentation of Melvin Jones Fellowships as a means of showing appreciation for a fellow member who has been distinguished in service to the club or community.
4. Become knowledgeable as to the procedure necessary for requesting and receiving LCIF grants for local needs, and make those requirements known to Lions Clubs.
5. Make Lions Clubs aware of the major objectives of LCIF, which are: a) major disaster relief, b) humanitarian service and c) vocational assistance.
6. Become knowledgeable with the format of SightFirst as it addresses, both, the program side and Campaign SightFirst, the fund raising side.
7. Cooperate and network with those MD19 Lions appointed to the program and fund raising sides of SightFirst.
8. Develop a networking program of communication and assistance directed to the enhancement and support of the efforts of the various District Chairpersons in cooperation with the MD19 Chairperson.

E. **FISCAL RESPONSIBILITIES:** This committee handles no funds.

All funds contributed from clubs and members shall be forwarded to the MD19 office. If LCIF contributions are sent to any LCIF Chairpersons (at any level), those funds shall be immediately forwarded to the MD19 office along with information as to the contributors, etc.

F. **MEETINGS:** The Chairperson should encourage a meeting with the various District Chairpersons who are in attendance at the Annual Convention to plan a networking program for their term.

G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### MULTIPLE DISTRICT SUPPORT TEAM (LEADERSHIP, EXTENSION, MEMBERSHIP, PUBLIC RELATIONS, RETENTION)

MULTIPLE DISTRICT 19 SUPPORT TEAM (MDST) is comprised of the LEADERSHIP (Global Leadership Team Coordinator - GLTC), EXTENSION, MEMBERSHIP (Global Membership Team Coordinator – GMTC), PUBLIC

RELATIONS, and RETENTION CHAIRPERSONS, AND THE VICE COUNCIL CHAIRPERSON AS THE FACILITATOR.

## **SECTION 1: REQUIREMENTS**

- A. **MEMBERS:** The MD19 Vice Council Chairperson, MD19 Leadership (GLTC), MD19 Extension, MD19 Membership (GMTC), MD19 Public Relations and MD19 Retention Chairpersons and Leadership Sub-Committee Chairpersons as listed in the Leadership Chairperson's section of the Policy Manual, as well as the MD19 Council Chairperson and the MD19 Executive Secretary-Treasurer, as Ex-Officio Members.
- B. **MEETINGS:** Regularly scheduled meetings of the MDST will be held at least once every two months. The Vice Council Chairperson will be the facilitator. Based on the input given by the Team Members, he/she will create the meeting agenda and set the date and place for the meetings. An MDST member or a person selected by the Team will take the minutes at the meeting. All MDST are required to attend all meetings, unless excused by the MD19 Vice Council Chairperson.
- C. **TERM OF OFFICE**  
The term of Office for all MDST Chairpersons (Leadership (GLTC), Extension, Membership (GMTC), Public Relations, and Retention) is three years with staggered terms of office.

The staggered selection process began in the year 2008-2009. The following selection schedule is based on those staggered years for the terms of office.

The **Leadership (GLTC), Public Relations and Faculty Development Chairpersons** are a three-year term, effective 2012-2013, 2015-2016, etc.

The **Special Events Coordinator, Leadership 101 Coordinator and Membership (GMTC) Chairperson** are a three-year term, effective 2014-2015, 2017-2018, etc.

The **Training, Extension and Retention Chairpersons** are a three-year term, effective 2013-2014, 2016-2017, etc.

During the final year in their term of office, the formal selection process will begin for the appropriate Chairpersons.

**The Lions assuming these positions shall hold no other office that would compete with the energy and time requirements of his/her three-year term.**

- D. **SELECTION PROCEDURE:** These are three (3) year appointments. A screening committee comprised of the Council Chairperson, Vice Council Chairperson, current MD19 Leadership Chairperson (GLTC), the Executive Secretary/Treasurer will review the qualifications of the candidates applying for this position. If the Screening Committee feels that it is necessary, an oral review with the candidate(s) will be conducted. This Committee will recommend to the Council of Governors the name of the best qualified candidate for Chairperson. The final decision will be made by the Council of Governors at the Winter Council Meeting. The MDST Chairpersons positions will be advertised in the April and June editions of *The Border Crossing* in the year preceding the beginning of their term of office. The selection process for each MDST Chairperson will take place in the months of August, September and/or October of the year preceding the beginning of their term of office. The newly selected MDST Chairperson will assist the current MDST Chairperson at the Annual Convention and the Regional Kick-Off Meetings for the Districts. In order to provide for a smooth transition, the outgoing MDST Chairperson will serve as an advisor and resource person to the new appointee during the first year of the newly appointed MDST Chairperson's term of office.
- E. **DISTRICT MEETINGS:** The MD19 Leadership Chairperson (GLTC), MD19 Extension Chairperson, MD19 Membership Chairperson (GMTC), MD19 Public Relations Chairperson and the MD19 Retention Chairperson shall:
1. Hold Regional Kick-Off Meetings in May or June with the District Support Teams to share ideas and set goals for the year.
  2. Half-time Regional Meetings will be held each January with the District Support Teams to celebrate the progress that has been made on the goals that were set in the spring, to reassess what still needs to be done and to rewrite the goals as necessary.
  3. The Chairperson should encourage the Chairpersons of the various Districts to meet at the Annual Convention in an informal manner for the exchange of ideas, planning and identifying materials available for their use.
- F. **FISCAL RESPONSIBILITIES:** These MDST Chairpersons and committees handle no funds.
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

- H. **REVIEWS:** Should there be a failure to meet the standards of the MDST Chairperson(s) a current Council Member may request a discussion in an Executive Session to discuss the job performance of the individual in question. Should the Council wish to replace that individual, a 2/3<sup>rd</sup> majority of the Council would be required. The original selection procedure would then be implemented immediately.

## **SECTION 2: LEADERSHIP (Global Leadership Team Coordinator - GLTC)**

- A. **PURPOSE:** The MD19 Leadership Chairperson's (GLTC) position has a three-fold purpose:
1. To have a vision for the Multiple District and to bring new ideas and programs to the Leadership Teams of MD19 to improve the growth and direction of our organization.
  2. To oversee the development of leadership skills in the officers and members of Lions clubs within MD19. Under the leadership portfolio, a Training Chairperson will provide classes to teach the necessary skills for District, Zone and Club Officers. Together the Leadership Chairperson (GLTC), the Special Events Coordinator, the Training Chairperson, the Faculty Development Chairperson, and the Leadership 101 Coordinator will also provide leadership enhancement programs such as Team Building, Conflict Management, and Motivation, etc.
  3. Recognize excellent club, zone, district and multiple district leadership at special Lions events throughout the year. Oversee the activities and the efforts of the Special Events Coordinator, whose position is also under the Leadership portfolio, to provide outstanding and contemporary seminars and speakers at MD19 Forums and Conventions.
- B. **SELECTION PROCEDURE:** See MD19 Support Team Section 1.D above.
- C. **GENERAL RESPONSIBILITIES:**
1. Develop good working relationships and open communications with leaders, such as the Council Chairperson, Vice Council Chairperson, Executive Secretary-Treasurer and District Leaders.
  2. Participate as a member of the MD19 District Support Team (MDST) to develop and promote programs for the leadership growth of the Multiple District. This will involve regular meetings with this team.
  3. Work with the District Club Support Teams at their Region Kick-Off and Half-time Meetings to develop and monitor District Leadership goals. The agenda, dates and sites for these meetings will be set in conjunction with the MDST.
  4. Act as a Resource Person for the District Leadership Chairpersons (GLTC).
  5. Assist the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors to prepare for their year in office by holding group discussion meetings whenever possible, and by regular contact through phone, email or regular mail. In order to create a "Team" attitude and to insure support for any training received by the 1<sup>st</sup> Vice District Governors, the Vice Council Chairperson will be included in all meetings and receive copies of written communications.
  6. Utilize materials provided by Lions Clubs International, or develop materials specifically for the needs of MD19. The needs of the Multiple District should become apparent through the regular contacts being made with the District Governors, 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, District Leadership Chairpersons (GLTC) and by attending or being represented at the District Spring Conferences and other Lions events.
  7. Develop with the Training Chairperson, the Executive Secretary-Treasurer, and the MDST, the MD19 training for the District Governors Elect, the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors Elect, and the Zone Chairpersons Elect, which will be held prior to the International Convention each year.
  8. Serve as a member of the MD19 Lions Service and Leadership Development Foundation.
- D. **QUALIFICATIONS:**
1. Demonstrated leadership abilities above the club level.
  2. The ability to set clear goals and work to their completion.
  3. Worked closely with District and Multiple District Convention Chairperson regarding seminars, presenters and speakers.
  4. Demonstrated the ability to work with other Chairpersons as a team member.
  5. Demonstrated the ability to effectively present in large and small group settings.
  6. Created Leadership seminars of high interest and quality.
  7. The ability and desire to communicate regularly with District Leadership Chairpersons (GLTC).

8. The willingness to attend District Cabinet Meetings and Conferences to encourage leadership.
  9. The ability to commit personal time and resources to reaching goals for leadership.
  10. Demonstrated enthusiasm and motivation to do a good job.
- E. SUB-COMMITTEES are the MD19 Training Chairperson, MD19 Special Events Coordinator, MD19 Faculty Development Chairperson and the Leadership 101 Coordinator.

**SELECTION PROCEDURE:** These are three (3) year appointments. The positions will be advertised in the April and June editions of *The Border Crossing* in the year preceding the beginning of the term of office. The Leadership Chairperson (GLTC) will review the qualifications of the candidates applying and recommend to the Council of Governors the name of the strongest candidate. The final decision will be made by the Council of Governors at the Winter Council Meeting. To provide for a smooth transition, the outgoing Chairperson or Coordinator will serve as an advisor and resource person to the new appointee during his/her first year in office.

#### 1. MD19 TRAINING CHAIRPERSON

- (a). **PURPOSE:** The MD19 Training Chairperson shall work with and assist the MD19 Leadership Chairperson (GLTC) with the emphasis on those areas identified under General Responsibilities, Section 1, Paragraph (C).
- (b). **QUALIFICATIONS:** This position requires a Lion in good standing who has:
  1. Demonstrated leadership abilities above the club level.
  2. A proven track record in developing curriculum and training for Lion leaders.
  3. Effective interpersonal skills.
  4. Respect and credibility within the Multiple District.
  5. The ability to give an effective presentation before a group.
  6. The willingness and temperament to take directions and guidance from the MD19 Leadership Chairperson (GLTC) and the MD19 Council of Governors.
  7. A team player.
- (c). **GENERAL RESPONSIBILITIES:**
  1. Assist in the development of curriculum and training of the District Governors Elect, 1<sup>st</sup> Vice District Governors Elect, Zone Chairpersons Elect, Club Officers and Lions in the understanding of the duties of their office and the development of their leadership potential.
  2. Work in cooperation with Lions Clubs International to provide the necessary training for strengthening and developing leadership skills on the Multiple District and District levels.

#### 2. MD19 SPECIAL EVENTS COORDINATOR

- (a). **PURPOSE:** The MD19 Special Events Coordinator will work with and assist the MD19 Leadership Chairperson (GLTC) with an emphasis on those areas identified under General Responsibilities, Paragraph C.
- (b). **QUALIFICATIONS:** This position requires a Lion in good standing who has:
  1. Demonstrated leadership abilities above the club level.
  2. A proven track record in arranging, promoting and overseeing quality workshops, seminars, round table discussions and other forms of leadership building events.
  3. A knowledge of proper protocol with regards to International Guests, election procedures, etc.
  4. Effective interpersonal skills.
  5. Respect and credibility within the Multiple District.
  6. The ability to give an effective presentation before a group.
  7. The willingness and temperament to take directions and guidance from the MD19 Leadership Chairperson (GLTC) and the MD 19 Council of Governors.
  8. Must be a team player.
- (c). **GENERAL RESPONSIBILITIES:**
  1. Arrange for workshops and seminars as well as presenters and moderators for each at the

MD19 Annual Convention.

2. Arrange for round table discussion sessions for Lions Club Presidents and Vice Presidents, and Lions Club Secretaries and Treasurers in conjunction with other leadership and training seminars at the Annual Convention.
3. Promote by example and training, good protocol with regards to International Guests, election procedures, etc.
4. Assist the Executive Secretary-Treasurer, Leadership Chairperson (GLTC), Council Chairperson and Convention Chairperson in selecting Convention speakers.
5. In the selection of the International Guest/Keynote Speakers for the MD19 Annual Convention, the seated International Director, or Immediate Past International Director will make recommendations and be involved with the selection process.

### **3. MD19 FACULTY DEVELOPMENT CHAIRPERSON:**

- (a). **PURPOSE:** The MD19 Faculty Development Chairperson will be to train qualified Lions to make presentations at the Club, Zone, and District Levels.
- (b). **QUALIFICATIONS:** This position requires a Lion in good standing who has:
  1. Demonstrated leadership abilities above the club level.
  2. A proven track record in arranging, promoting and overseeing quality workshops, seminars, round table discussions and other forms of leadership building events.
  3. Effective interpersonal skills.
  4. Respect and credibility within the Multiple District.
  5. The ability to give an effective presentation before a group.
  6. The willingness and temperament to take directions and guidance from the MD19 Leadership Chairperson (GLTC) and the MD19 Council of Governors.
  7. Demonstrated that he/she is a team player.
- (c). **GENERAL RESPONSIBILITIES:**
  1. The director of the MD19 Faculty Development Institutes / training sessions that are held in the districts and multiple district.
  2. Develop and/or coordinate the development of presentations to be given to Lions Clubs and Zone Meetings.
  3. Strive to ensure that each District has at least ten Faculty Development Team Members.
  4. Work with District Support Teams to coordinate presentations at the club and zone levels.
  5. Maintain and be responsible for the library of presentations for the Multiple District.
  6. Ensure that both the list of Faculty Development Members and the presentation library is kept current on the MD19 website.
  7. Act as a facilitator at District Half-Time and Kick-Off Meetings.
  8. Assist the Training Chairperson with the development of officer training courses as needed.
  9. Develop and maintain a reporting system to track the effectiveness of the Faculty Development program.

### **4. MD19 LEADERSHIP 101 COORDINATOR:**

- (a). **PURPOSE:** The MD19 Leadership 101 Coordinator will work with and assist the MD19 Leadership Chairperson (GLTC).
- (b). **QUALIFICATIONS:** This position requires a Lion in good standing who has:
  1. Demonstrated leadership abilities above the club level.
  2. A proven track record in arranging, promoting and overseeing quality workshops, seminars, round table discussions and other forms of leadership building events.
  3. A knowledge of proper protocol with regards to International Guests, election procedures, etc.
  4. Effective interpersonal skills.



5. Respect and credibility within the Multiple District.
  6. The ability to give an effective presentation before a group.
  7. The willingness and temperament to take directions and guidance from the MD19 Leadership Chairperson (GLTC) and the MD19 Council of Governors.
  8. Must be a team player.
- (c). **GENERAL RESPONSIBILITIES:**
1. Encourage Districts to hold Leadership 101 Courses annually.
  2. Assist Districts in writing grants to obtain funding for Leadership 101 Courses.
  3. Arrange for the instructors (leaders) for Leadership 101 Courses
  4. Work with instructors to update and maintain the course and power point material.
  5. Report to the MD19 Council of Governors on the activities concerning Leadership 101 at Council Meetings.

### **SECTION 3: EXTENSION**

- A. **PURPOSE:** The MD19 Extension Chairperson furthers the expansion of Lions Service in Multiple District 19 through the formation of new Lions Clubs.
- B. **SELECTION PROCEDURE:** See MD19 Support Team Section 1.D above.
- C. **GENERAL RESPONSIBILITIES:**
1. All club categories to include Campus Clubs, Club Branches, New Century, Monarch, etc., should be under the direction of the Extension Chairperson. The Extension Chairperson may appoint an assistant as needed.
  2. Participate as a member of the MD19 District Support Team (MDST) comprised of the Leadership (GLTC), Extension, Membership (GMTC), Public Relations and Retention Chairpersons develop and promote programs for the growth of the Multiple District. This will involve regular meetings with this team.
  3. Work with the MD19 Council of Governors, District Extension Chairpersons, the District Club Support Teams and Lions Clubs International to set attainable goals. Offer assistance in achieving those goals.
  4. Identify with the District Extension Chairpersons, those areas that can be targeted for the expansion of new Lions Clubs. Assist the District Extension Chairperson in nurturing Sponsoring Lions Clubs for those targeted areas.
  5. Be accessible to the Council of Governors, the MD19 Office, the MDST, District Extension Chairpersons, New Club Organizing Lions, and MD19 Lions.
  6. Provide guidelines for the District Extension Chairpersons in the proper procedures to follow for extending new clubs and reporting new clubs to LCI and the Multiple District 19 Office once they are organized.
  7. Communicate with the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors throughout the year to encourage and assist in reaching their District's goals.
- D. **QUALIFICATIONS:** A Lion in good standing who has:
1. Demonstrated leadership abilities above the club level.
  2. The ability to be a panel presenter at District and Multiple District levels.
  3. The ability to develop audiovisuals on pertinent topics, such as: Guiding Lions, Forming New Lions Clubs, the make-up of Lions Clubs, Educating Charter Members.
  4. The willingness to meet with District Extension Chairpersons at the Kick-off and Half-time Meetings to help formulate goals, check progress on reaching those goals, and share information on the above topics.
  5. The willingness to communicate regularly with District Extension Chairpersons.
  6. The willingness to attend District Cabinet Meetings and Conferences to encourage the formation of new clubs.
  7. The willingness to commit personal time and resources to reaching goals for extension.

#### **SECTION 4: MEMBERSHIP (Global Membership Team Coordinator – GMTC)**

A. **PURPOSE:** The MD19 Membership Chairperson (GMTC) helps Lions Clubs better serve their communities by providing ideas, suggestions and enthusiasm related to attracting new members.

B. **SELECTION PROCEDURE:** See MD19 Support Team Section 1.D above

C. **GENERAL RESPONSIBILITIES:**

1. Participate as a member of the MD19 District Support Team (MDST) comprised of the Leadership (GLTC), Extension, Membership (GMTC), Public Relations, Retention Chairpersons to develop and promote programs for the growth of the district and multiple district. This will involve regular meetings with this team.
2. Work in harmony with the Council, District Membership Chairpersons (GMTC) and Lions Clubs International to achieve membership and extension development goal.
3. Educate and assist Club, District and Zone Membership Chairpersons, and District Governors on those methods available to them to increase and retain membership using materials provided by Lions Clubs International, or developed personally.
4. Coordinate and provide leadership and leadership training skills for strengthening and development of membership.
5. Develop realistic and achievable MD19 membership goals based on the goals set by the District Membership Chairpersons (GMTC).
6. Develop a networking program of communications with guidelines to assist and enhance the efforts of the Districts Membership Chairpersons (GMTC).
8. Communicate with the District Governors, the Vice District Governors and the District membership Chairpersons (GMTC) throughout the year to assist them in reaching their District goals.

D. **QUALIFICATIONS:** A Lion in good standing who has:

1. Demonstrated leadership abilities above the club level.
2. Sponsored 3-5 members.
3. An understanding of the qualifications for the different types of membership and the MD19 and LCI dues structures.
4. Demonstrated leadership skills in speaking, setting goals and participating as a team player.
5. Has demonstrated being open-minded to new ideas.
6. The ability to commit personal time and resources to reaching goals for membership growth.
7. The ability and desire to communicate with District Membership Chairpersons (GMLT).
8. The willingness to attend District Cabinet Meetings and Conferences to encourage membership growth.

#### **SECTION 5: PUBLIC RELATIONS**

A. **PURPOSE:** The MD19 Public Relations Chairperson encourages the dissemination of accurate information regarding the Lions International Purposes, the Lions Code of Ethics, Lions Motto, Lions Service activities, and the various projects both locally and worldwide.

B. **SELECTION PROCEDURE:** See MD19 Support Team Section 1.D above

C. **GENERAL RESPONSIBILITIES:**

1. Participate as a member of the MD19 District Support Team (MDST) comprised of the Leadership (GLTC), Extension, Membership (GMTC), Retention and Public Relations Chairpersons, to develop and promote programs for the leadership growth of the Multiple District. This will involve regular meetings with this team.
2. Provide information regarding the importance of the history and organizational structure of Lionism and the significance, of our motto, 'We Serve'. Promote the proper recognition, use and respect for our Lions Clubs International emblem.
3. Assist in the training of Lions Club officers, Zone Chairpersons, and District Governors for the development of programs to promote their activities within their particular communities and districts. Utilize materials provided by Lions Clubs International, and also develop MD19 materials which are applicable to our own situation.

4. Provide articles and pictures to 'The Lion' magazine and the MD19 *Border Crossing* to promote District, Multiple District and community activities. Encourage, and promote, media coverage of Lions Clubs, Zone and District activities.
  5. Encourage convention attendance, club visitations, club brochures and bulletins, and the interchange of club bulletins.
  6. Assist the Multiple District staff in the promotion and production of the '*Border Crossing*'.
  7. As part of the MDST, communicate on a regular basis with the District Governors and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors to offer assistance as needed.
- D. A publishing Editor will be selected to develop articles and act as the layout person for *The Border Crossing*. This person will work with the MD19 Executive Secretary-Treasurer to create the bi-monthly MD19 newspaper called *The Border Crossing*. Publication timelines and the organization of a Publication Committee will be addressed by the Publishing Editor and the MD19 Executive Secretary-Treasurer.

## SECTION 6: RETENTION

- A. **PURPOSE:** The MD19 Retention Chairperson will work and coordinate information with the Membership Chairperson (GMTC) to identify true reasons of Lions resignations and to seek means to prevent drops in cases which may be prevented by finding solutions of common simple problems.
- B. **SELECTION PROCEDURE:** See MD19 Support Team Section 1.D above
- C. **GENERAL RESPONSIBILITIES:**
1. Participate as a member of the MD19 District Support Team (MDST) comprised of the Leadership (GLTC), Extension, Membership (GMTC), Public Relations and Retention Chairpersons, to develop and promote programs for the leadership growth of the Multiple District. This will involve regular meetings with this team.
  2. Work in harmony with the Council of Governors, District Retention Chairpersons and Lions Clubs International to support and maintain membership and extension growth goals.
  3. Educate and assist Club, District and Zone Retention Chairpersons, and District Governors on those methods which are available to them to be used towards retaining membership.
  4. Utilize materials provided by Lions Clubs International, or develop own materials of a similar nature promoting retention.
  5. Coordinate and provide leadership and leadership training skills for strengthening and development of retention.
  6. Develop realistic and achievable MD19 retention goals.
  7. Develop a networking program of communications with the District Governors and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors which would assist and enhance the efforts of various District Retention Chairpersons.
- D. **QUALIFICATIONS:** A Lion in good standing who has:
1. Demonstrated leadership abilities above the club level.
  2. Sponsored more than two (2) members.
  3. An understanding of the qualifications for the different types of membership and the MD19 and Lions Clubs International dues structure.
  4. Demonstrated leadership skills in speaking, organization, setting goals and participating as a team player.
  5. Demonstrated being open-minded to new ideas.
  6. The ability to commit personal time and resources to reaching goals for membership retention.
  7. The ability and desire to communicate with District Retention Chairpersons.
  8. The willingness to attend District Cabinet Meetings and Conferences to encourage membership retention.

## LEO CLUBS

(See "Lions Opportunity for Youth Committee" in this chapter)

## **LIONESSE**

- A. **NAME: LIONESSE**
- B. **PURPOSE:** To promote Lioness Clubs, as individual affiliates of individual Lions Clubs, in order to expand and enhance the Association's ability "To Serve".
- C. **CHAIRPERSON:** A Chairperson (who may be a Lion or a Lioness) appointed by the Vice Council Chairperson, with the approval of the Council.
- D. **GENERAL RESPONSIBILITIES:**
  - 1. Provide educational and motivational information and programs to Lions Clubs regard Lioness Club activities.
  - 2. Assist sponsoring Lions Clubs with organization, certification and continuing support of their Lioness Club's activities.
  - 3. Be informed regarding all facets of the Lioness program; and current International Board policies regarding Lioness, their supplies, etc.
  - 4. Develop, through written correspondence, a networking program designed to exchange ideas and skills between the MD19 Lioness Chairperson and the various District Lioness Chairpersons.
  - 5. Chairperson may be requested to edit a Lioness bulletin, to be disseminated with the MD19 Bulletin.
- E. **FISCAL RESPONSIBILITIES:** This Committee handles no funds.
- F. **MEETINGS:** Not required, but should encourage meeting briefly with those District Chairpersons in attendance at the Annual Convention Council Meeting to exchange ideas.
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

## **LIONS FOUNDATION OF CANADA - DOG GUIDES LIONS LEADER DOGS FOR THE BLIND - USA**

- A. **NAME: DOG GUIDES/LIONS FOUNDATION OF CANADA & LIONS LEADER DOGS FOR THE BLIND**
- B. **PURPOSE:** To support and promote the Lions Foundation works, located in Oakville, Ontario and Lions Leader Dogs Program, located in Rochester, Michigan.
- C. **MEMBERSHIP:** Two Chairpersons, (one for each group) is appointed by the Vice Council Chairperson, with the approval of the Council.
  - A. **GENERAL RESPONSIBILITIES:**
    - 1. Encourage each District Governor in all the Districts of MD19 to appoint a Dog Guides/Lions Leader Dogs Chairperson in their District.
    - 2. Inform, aid and assist each of the District Chairpersons concerning information coming from either the Lions Foundation of Canada or the Lion Leader Dogs Headquarters.
    - 3. Encourage each District Chairperson to work with the Clubs in their District to raise funds to support the Lions Foundation of Canada (Canadian Clubs) and the Lions Leader Dogs Program (U.S. Clubs). Also, identify blind individuals in each district that could benefit by having a Dog for the blind, for the Hearing Impaired, or Special Needs Dogs (epilepsy, et al).
    - 4. Work with the District Chairpersons to educate the Clubs concerning the Lions Canadian Foundations and Leader Dogs Program by use of speakers, publications and other resources.
    - 5. Work with the District Chairpersons to arrange Displays at District Conferences, and the MD19 Annual Convention.
  - E. **FISCAL RESPONSIBILITIES:** The Committee will handle no funds. All funds are to be sent directly to the Lions Foundation of Canada (for Canadian Clubs) or Leader Dogs Program (for U.S. Clubs) by each individual club.
  - F. **MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken."

- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### **LIONS FOUNDATION OF CANADA PROVINCIAL DIRECTOR**

- A. **PURPOSE:** The Lions Foundation of Canada has authorized one MD19 Lion from the Province of British Columbia and Yukon Territory to be a Director on its Board of Directors. The number and qualifications for the position of Provincial Director are as established by the Foundation. Final approval of the Director is in the Board of Directors of the Foundation. The selection process for one candidate to be the nominee for the British Columbia and Yukon Territory Provincial Director shall be as provided herein.
- B. **SELECTION PROCESS:**
1. Candidates who are not members of the current Council of Governors at the time of this nomination process begins and who meet the qualifications for Provincial Director on the Board of Directors of the Lions Foundation of Canada, who propose to be the nominee for the Provincial Director from British Columbia and Yukon Territory shall, on or before December 31st of the year two (2) years preceding the year the Director would be elected to office, (commencing in 2003), submit to his/her District Governor and to the sitting Provincial Director from British Columbia and Yukon Territory on the Foundation Board of Directors a written declaration of candidacy, accompanied by the candidates' resume of his/her qualifications, including Business Experience, Community Activity, Lionistic Record and current Lionistic Involvement, and any other information the candidate wishes to submit in support of his/her candidacy.
  2. Each District having clubs in Canada and the Yukon Territory is entitled to one nominee to the office of Provincial Director from British Columbia and Yukon Territory on the Foundation Board of Directors. If only one candidate timely files a declaration of candidacy for the office from a District, he/she shall be unopposed for that District's nominee, to be elected by the delegates from Canadian Lions Clubs at the District's Annual Spring Conference. If more than one candidate in a District timely files a declaration of candidacy for the office, a run-off election shall be held at the District Annual Spring Conference in the year immediately preceding the year the Director would be elected to office to select that District's nominee (first election in 2004). The candidate receiving a simple majority of the votes cast by the delegates present from Canadian Clubs and voting shall be the District's nominee for the office. The provisions of Article XIII "BL", Section 3 of the Multiple District 19 Constitution and Bylaws shall apply to the District elections in Multiple District 19. The District Governor shall notify the sitting Provincial Director from British Columbia and Yukon Territory on the Foundation Board and the Multiple District 19 Executive Secretary/Treasurer of the name and address of the District's nominee immediately following the Spring Conference.
  3. At the Annual Convention during the year immediately preceding the year that the Provincial Director from British Columbia and Yukon Territory would be elected to office on the Foundation Board of Directors, (first election in 2004) one candidate will be elected by the delegates from Canadian Clubs to be submitted to the Foundation Board of Directors for final approval as the Provincial Director from British Columbia and Yukon Territory. Only the nominee from the Yukon Territory and the District nominees selected as provided in paragraph 2 above are eligible candidates to seek election at the multiple district level. The candidate receiving a simple majority of the votes cast by the delegates from Canadian Clubs present and voting shall be declared to be the nominee for Provincial Director from British Columbia and Yukon Territory. The Multiple District 19 Executive Secretary/Treasurer shall notify the sitting British Columbia and Yukon Territory Provincial Director on the Foundation Board of the name and address of the nominee selected by the Council of Governors immediately following the Annual Convention.
  4. It shall be the duty of the current sitting Provincial Director to:
    - a. Advise the Lions of MD19 and the Yukon Territory of the qualifications required to be nominated as a Provincial Director.
    - b. Notify each District Governor with clubs in British Columbia and the Yukon Territory by September 1 of the year two years preceding the year the Director would be elected to the Foundation of the pending election and the requirements and procedure for selection of a nominee, and request each such District Governor to publish the information in his/her District Governor bulletin in September and October.
    - c. Cause a notice to be published in the MD19 bulletin in October of the year two years preceding the year the Director would be elected to the Foundation, inviting all interested Lions from British Columbia to seek the nomination and publishing the qualifications, requirements and procedures to obtain the nomination.

- d. Notify the Lions Foundation of Canada in writing of the name and address of the candidate for Provincial Director from British Columbia and Yukon Territory, and provide the candidate's resume of qualifications on or before December 31<sup>st</sup> (commencing 2004) of the year immediately preceding the year the Director would be elected to office by the Board of Directors of the Lions Foundation of Canada.
- e. Submit reports to the MD19 Council of Governor on the activities of the Director and The Lions Foundation of Canada and its Board of Directors.

### **LIONS OPPORTUNITIES FOR YOUTH COMMITTEE**

**A. NAME: LIONS OPPORTUNITIES FOR YOUTH COMMITTEE**

**B. PURPOSE:** To provide the young people of MD19 with opportunities for achievement, learning, contribution and service, individually and collectively, through the sponsorship of activities identified as best practices in the field of youth development.

**C. COMMITTEES INCLUDE:**

1. Lions Peace Poster Contest.
2. Lions Youth Exchange Program.
3. Lions Youth Outreach Program.
4. Leo Club Program.

**D. MEMBERSHIP:** The Lions Opportunities for Youth Committee for the Multiple District 19 shall consist of the Council Chairperson; Vice Council Chairperson; Executive Secretary/Treasurer, Ex-officio member; and Chairpersons from all Lions Youth Programs. Leo, Youth Exchange, Youth Outreach B.C., Youth Outreach U.S., Peace Poster.

**E. CHAIRPERSON:** A chairperson to be appointed by the Vice Council Chairperson, with the approval of the Council.

**F. GENERAL RESPONSIBILITIES:**

1. Become familiar with the various youth programs in the Multiple District.
2. Arrange meetings for youth chairs to exchange ideas and coordinate activities.
3. Encourage Lions Clubs to support youth activities.
4. Provide guidance to district level Lions Opportunities for Youth Committees.
5. Coordinate the Multiple District Lions Young Ambassadors of the 21st. Century Program.
6. Promote Lions Clubs International youth awards, including Leo of the Year, Leo Club Excellence Award, MD District Leo Club Chair Award, 100% MD Leo President Award, Top Ten Youth Exchange Chairperson Award, Youth Outreach Chairperson Award, New Horizons Award in Youth Outreach, Lions Young Leaders in Service Awards and Lions Young Ambassadors Awards.

**G. FISCAL RESPONSIBILITIES:** This committee handles no funds.

**H. MEETING:** It is suggested that a meeting be held each fiscal year prior to the Winter Council Meeting. The MD19 Chairperson would encourage various MD Chairpersons to attend, share ideas and cooperate in planning and implementing the fiscal year's activities.

**I. REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

### **LEO CLUBS**

**A. NAME: LEO CLUBS**

**B. PURPOSE:** To promote Leo Clubs as an activity of a Lions Club, with the goal being to encourage and assist the youth of our communities to become leaders and providers of service to others who may be less fortunate than they.

**C. CHAIRPERSON:** A Chairperson appointed by the Vice Council Chairperson, with the approval of the Council.

D. **GENERAL RESPONSIBILITIES:**

1. Educate Lions Clubs about Leo Clubs, each of which is an activity of a Lions Club; and promote their sponsorship.
2. Seek out, educate and assist Lions Clubs, which may become sponsors of Leo Clubs.
3. Organize Leo Clubs, in conjunction with local Lions Clubs.
4. Assist and strengthen Leo Clubs.
5. Ensure that Leo Clubs abide by the Leo Club Constitution & By-laws as established by Lions Clubs International.
6. Organize an MD19 Annual Leo Conference and encourage Leos to plan and carry out such a conference.
7. Encourage participation of Leos, or Leo Clubs, at the International Convention; especially their attendance at the Leo Seminar.
8. Promote Leo Officer Training at district level.
9. Encourage District Leo Chairpersons to have an annual District Leo Conference.
10. Organize a training, informational, motivational or educational session at the Annual Convention for District Leo Chairpersons and Leo Advisors.

E. **FISCAL RESPONSIBILITIES:** This committee will handle funds to the extent described in Paragraph K, Chapter II – Budget and Finance (Page II-1).

F. **MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that “No action was taken.”

G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

**YOUTH EXCHANGE PROGRAM**

(This Committee is handled by the Youth Exchange Program Foundation. Please see Chapter IX, “Foundations and Societies”, Section B2 for a description.)

**YOUTH OUTREACH – BC & US**

A. **NAME: YOUTH OUTREACH – BC & US**

B. **PURPOSE:** To develop an awareness by the Lions, Lioness, and Leo Clubs of the many youth programs that have been developed and are being promoted under the world-wide umbrella of ‘Youth Outreach’ and can be achieved through information, involvement and action by these Clubs.

C. **CHAIRPERSON:** Appointed by the Vice Council Chairperson to serve during the next fiscal year with the approval of the seated District Governors and District Governors-Elect of the nine (9) Districts of MD19 during a special meeting held in conjunction with the Annual Convention.

D. **GENERAL RESPONSIBILITIES:**

1. Become knowledgeable of the three (3) curriculum levels offered through the Lions Quest Program, i.e. Skills for Growing, Skills for Adolescence and Skills for Action.
2. Encourage the participation of Lions Clubs in the promotion of Lions Quest in the schools of their area by providing curriculum information and guidelines through presentations to school administrators, faculty members, school boards and the general public.
3. Encourage Lions Clubs to sponsor and fund Teacher’s Training Seminars and curriculum start-up costs as a way of introducing Lions Quest to the elementary schools in their area.
4. Assist District, Zone and Club Chairpersons by providing information as the availability of materials and guidelines that are necessary to make informational presentations.
5. Promote the annual Peace Poster Contest and encourage Clubs to purchase Peace Poster Kits from Lions Clubs International and to make direct contact with those elementary/middle schools in the area to encourage them to participate.

6. Encourage Clubs to become involved in support of youth and youth activities by sponsoring youth sports teams, youth fishing, hiking, and camping activities; scholarships; school programs and consult with parents and youth to learn the needs of the community.
  7. Encourage Lions Clubs to sponsor and support Leo Clubs and their service activities.
  8. Encourage Lions Clubs to support and become involved in Youth Exchange.
- E. **FISCAL RESPONSIBILITIES:** This Committee handles no funds. However, the various Districts, Zones, and Clubs are encouraged to sponsor and finance their own local programs.
- F. **MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken."
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

**MEMBERSHIP (Global Membership Team Coordinator)**  
**(See Multiple District 19 Support Team in this chapter)**

**PARLIAMENTARIAN**

- A. **NAME: PARLIAMENTARIAN**
- B. **PURPOSE:** To be a legal advisor to the Council on the conduct of meetings, especially pertaining to proper parliamentary procedure.
- C. **CHAIRPERSON:** The Parliamentarian is appointed by the Vice Council Chairperson, with the approval of the Council. It is recommended this member have a legal background.
- D. **GENERAL RESPONSIBILITIES:**
1. Attend all regular and special meetings of the Council.
  2. Be knowledgeable in "Roberts Rules of Order" and parliamentary law as it pertains to the conduct of meetings.
  3. Advise the Council, and its members, as to the legal interpretation of both, MD19 and Lions Clubs International, Constitution & By-laws.
  4. Assist and advise the MD19 Constitution & By-laws Committee on the proper and legal wording for additions and/or amendments to the MD19 Constitution & By-laws.
- E. **FISCAL RESPONSIBILITIES:** The Parliamentarian shall handle no funds.
- F. **MEETINGS:** (Not applicable)
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

**POLICY MANUAL COMMITTEE**

- A. **NAME: POLICY MANUAL COMMITTEE**
- B. **PURPOSE:** To write and maintain a clear and concise Multiple District 19 Council of Governors Policy Manual, which shall be in compliance with the Constitution and By-Laws of MD19 and the Constitution and By-Laws of the International Association of Lions Clubs.
- C. **MEMBERSHIP APPOINTMENTS and CHAIRPERSON:** The Policy Manual Committee shall consist of the Council Chairperson (ex-officio member), Vice Council Chairperson, Executive Secretary/Treasurer and nine (9) appointed members, one (1) serving from each of MD19's nine (9) Districts. All regular appointments shall be of a three (3) year duration. Appointments of committee members and Chairperson are found in Chapter IV, page 2, Section I and J.
- D. **GENERAL RESPONSIBILITIES:**
1. Review any proposed changes to the Policy Manual which may have been presented to the Council to ensure proper wording before adoption and to provide a detailed report to the Council as to what impact adoption may have upon the operations of MD19
  2. This Committee when it believes that a Policy Manual change would be beneficial, has the responsibility to present the matter to the Council for their consideration at its next regularly scheduled Council Meeting.



- E. **FISCAL RESPONSIBILITIES:** This Committee handles no funds.
- F. **MEETINGS:**
  - 1. **REGULAR MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that “No action was taken.”
  - 2. **SPECIAL MEETINGS:** Special meetings may be called by the Committee Chairperson, three (3) members of the Committee, or the Council Chairperson.
  - 3. **NOTICE OF MEETINGS:** Notices of all meetings, both regular and special, stating time, location, and purpose (agenda) shall be mailed, Faxed, or Emailed to all members of the Committee, Council Chairperson, Vice Council Chairperson and Executive Secretary/Treasurer at least fifteen (15) days prior to date of said meeting. If Emailed, recipient needs to reply that said Email was received.
  - 4. **QUORUM:** A quorum is a simple majority of the total number of members on the Committee present, according to the Revised Edition of Roberts Rules of Order.
  - 5. **VOTING:** Each member present shall have one (1) vote on all matters.
  - 6. **MINUTES:** Minutes of all meetings shall be recorded and distributed to all Committee Members, Council Chairperson, Vice Council Chairperson and the MD19 Office
- H. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

**PUBLIC RELATIONS**  
(See Multiple District 19 Support Team in this chapter)

**RETENTION**  
(See Multiple District 19 Support Team in this chapter)

**STRATEGIC PLANNING**

- A. **NAME: STRATEGIC PLANNING COMMITTEE**
- B. **PURPOSE:** To determine through systematic and thorough studies, issues affecting MD19 and make recommendations to the Council of Governors and appropriate MD19 Committees as how to best improve MD19. To study, review and gain working knowledge of all MD19 functions, addressing the past, the present and the future potential impacts which could cause challenges. The goal is to have a three (3) year and a five (5) year recommendation and how to meet the objectives of the recommendations.
- C. **MEMBERSHIP:** The Strategic Planning Committee shall consist of the Council Chairperson, (ex-officio member), Vice Council Chairperson, Executive Secretary-Treasurer and three to five (3-5) Lions at large appointed by the Council Chairperson Elect for a one-year term. One Member of the Committee shall be appointed from Districts A, H, or I; one from Districts D, E, or F; and one from Districts B, C, or G. The appointees may be reappointed. Those Lions serving on this committee may also serve as a member of another MD19 Committee as listed on page 1 of Chapter IV. The appointees must have been a Zone Chairperson.
- D. **CHAIRPERSON:** Annually, following the filling of vacancies through appointments, as noted in the membership section of this committee, the Council Chairperson Elect shall appoint one (1) of the three to five (3-5) appointees to serve as Chairperson during the next fiscal year. The Council Chairperson Elect shall seek approval of the new Committee Chairperson appointment at a special MD19 Council Meeting held Sunday morning immediately following the Annual Convention. This meeting will be attended by the seated Council Chairperson, the Council Chairperson Elect, the Vice Council Chairperson Elect, the Executive Secretary/Treasurer and the seated District Governors and the District Governors Elect of the nine (9) Districts of MD19.
- E. **GENERAL RESPONSIBILITIES:**
  - 1. Study, using present and historical practices and information and other resources provided by MD19 staff, those issues which may be referred to this Committee by Council or from other Committees to Council and then directed to this Committee for its study and recommendation.
  - 2. Determine, based upon Committee studies and experience, new substantial solutions for long range problems, needs, and desires of MD19, its Districts, and Clubs.
  - 3. Recommend proposals and solutions to the Council for possible adoption by MD19.

F. **FISCAL RESPONSIBILITIES:** This Committee handles no funds.

G. **MEETINGS:**

1. **REGULAR MEETINGS:** The Committee Chairperson shall be in contact with all members of his/her committee at least once a quarter during the year. This can be either by electronic means or with a face to face meeting. Following each meeting or electronic contact, a report should be sent to the MD19 Office and the Council Chairperson with the minutes of the meeting or an indication that "No action was taken."
2. **SPECIAL MEETINGS:** Special meetings may be called by the Committee Chairperson, three (3) members of the Committee or the Council Chairperson.
3. **NOTICE OF ALL MEETINGS:** Notices of all meetings, both regular or special stating time, location and purpose (agenda) shall be mailed, Faxed, or Emailed to all members of the Committee, Council Chairperson, Vice Council Chairperson, and Executive Secretary/Treasurer. If Emailed, recipient needs to reply that notice was received.
4. **QUORUM:** A quorum shall be a simple majority of the total number of members on the Committee according to Roberts Rules of Order, Revised Edition.
5. **VOTING:** quorum is a simple majority of the total number of members on the Committee present, according to the Revised Edition of Roberts Rules of Order.
6. **MINUTES:** Minutes of all meetings shall be recorded and distributed to all Committee Members, Council Chairperson, Vice Council Chairperson and MD19 Office.
7. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

#### **USA/CANADA FORUM**

A. **NAME:** **USA/CANADA FORUM**

B. **PURPOSE:** To help Lions Clubs operate more effectively, to strengthen their membership and attract new members, as well as expanding all service programs throughout MD19.

C. **CHAIRPERSON:** Chairperson shall be appointed by the Vice Council Chairperson.

D. **GENERAL RESPONSIBILITIES:**

1. Be aware of the dates for the next USA/CANADA Forum and those in the future, and appraise the MD19 Council and Executive Secretary/Treasurer of said dates early enough so that every effort may be made to avoid scheduling the Fall Forum in conflict with this important training event.
2. Make Lions at all levels aware of what the USA/CANADA Forum offers: guest speakers and their qualifications, main seminar presenters and their topics, special interest sessions, training and networking opportunities.
3. Promote MD19 Lions participation in the Forum through items in the MD19 Bulletin, District Governors' newsletters, and oral presentations at the District Conferences, and the Annual Convention. Displays and handouts are particularly urged.
4. Encourage the 1<sup>st</sup> Vice District Governors and local Lions Club 1st Vice Presidents to attend the forum during their year, in preparation for their following year of leadership service.

E. **FISCAL RESPONSIBILITIES:** This committee handles no funds.

F. **MEETINGS:** Not applicable.

G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.

#### **WEBMASTER**

A. **NAME:** **WEBMASTER**

B. **PURPOSE:** Maintain the MD19 Website in conjunction with the MD19 Office.

C. **CHAIRPERSON:** The MD19 Webmaster shall be appointed by the Vice Council Chairperson upon recommendation of the MD19 Office with approval of the Council of Governors.

D. **GENERAL RESPONSIBILITIES:** See "Purpose" above.

E. **FISCAL RESPONSIBILITIES:** None

- F. **MEETINGS:** As needed with the MD19 Office and/or Council of Governors.
- G. **REPORTS:** As requested by the MD19 Office and/or Council of Governors.

**YOUTH EXCHANGE PROGRAM**  
(see Chapter IX, “Foundations and Societies”)

**YOUTH OUTREACH – BC & US**  
(see “Lions Opportunities for Youth Committee” in this chapter)