

DISTRICT GOVERNOR  
SPOUSE/COMPANION GUIDE



2012-2013



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## INTRODUCTION

Welcome to the 2012-2013 District Governor Spouse/Companion Guide. As the spouse/companion of a district governor, you will play an important role in the coming months, and this guide has been designed to prepare you for what is sure to be a very busy year.

In the pages that follow, you will:

1. Review the history and background of the association
2. Learn about the District Governors-Elect Seminar and International Convention in Busan, Korea, which will be the official start of your governor's term
3. Learn about your responsibilities as the spouse/companion of a district governor
4. Be provided with tools and resources ranging from International Headquarters contact information and instructions on accessing the LCI Web site, to information about the power of a positive attitude, time management, and accepting and managing change

Use this guide as a learning tool, a preparation handbook, and a reference manual over the next several months. Remember that your fulfillment of this role will contribute to the success of your district governor.

# WE SERVE



In 1917, a Chicago businessman named Melvin Jones had a vision of an organization that could provide service to those in need. Today, Lions Clubs International is the largest service organization in the world with approximately 1.35 million members in over 46,000 clubs in 206 countries and geographic areas.

## **Vision Statement**

*To be the global leader in community and humanitarian service.*

## **Mission Statement**

*To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.*



## Lions Clubs International Purposes and Code of Ethics

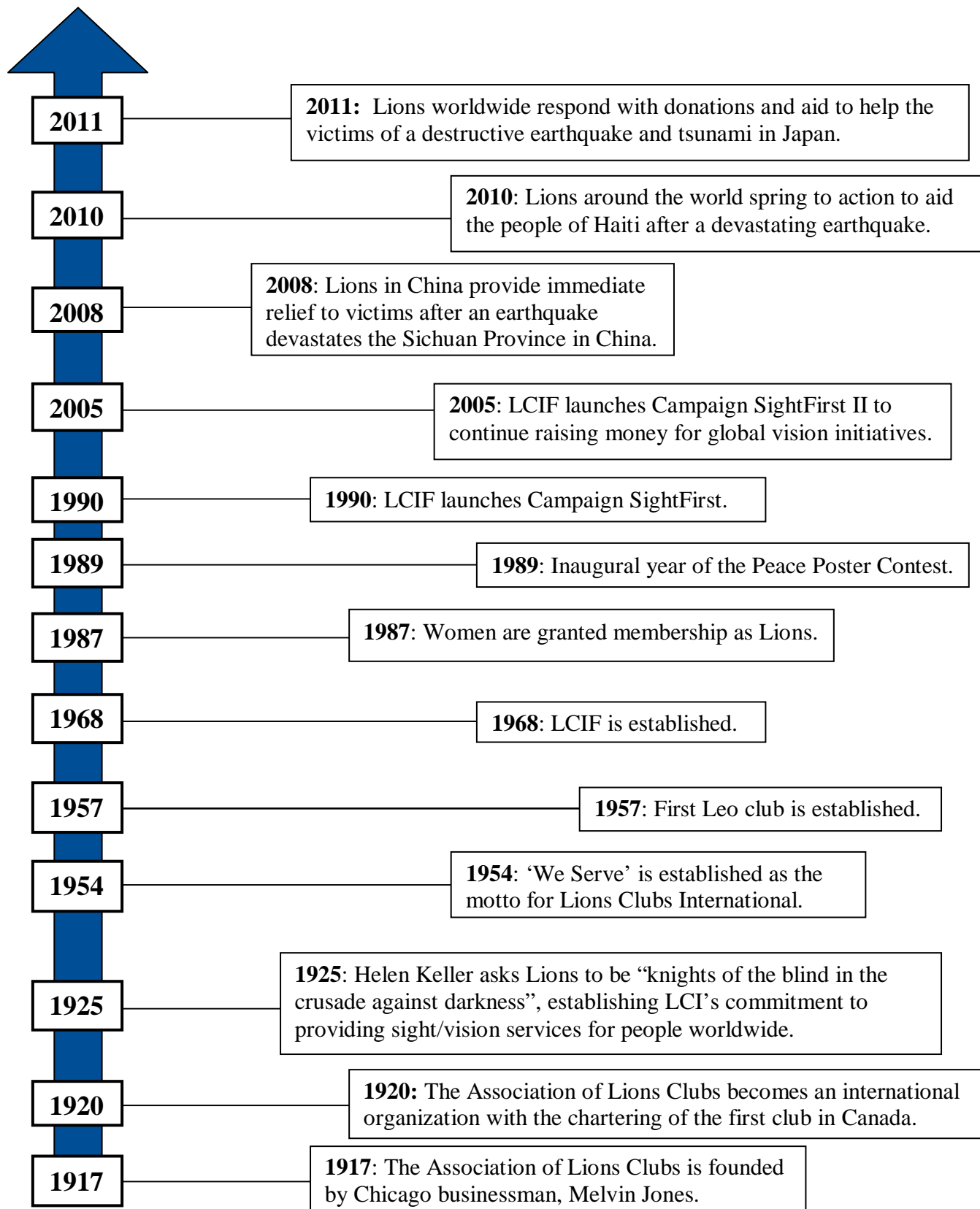
### Purposes

- **To Organize**, charter and supervise service clubs to be known as Lions clubs.
- **To Coordinate** the activities and standardize the administration of Lions clubs.
- **To Create** and foster a spirit of understanding among the peoples of the world.
- **To Promote** the principles of good government and good citizenship.
- **To Take** an active interest in the civic, cultural, social and moral welfare of the community.
- **To Unite** the clubs in the bonds of friendship, good fellowship and mutual understanding.
- **To Provide** a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- **To Encourage** service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

### Code of Ethics

- **To Show** my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.
- **To Seek** success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.
- **To Remember** that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.
- **Whenever** a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.
- **To Hold** friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.
- **Always** to bear in mind my obligations as a citizen to my nation, my state, and my community, and to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labor and means.
- **To Aid** others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.
- **To Be Careful** with my criticism and liberal with my praise; to build up and not destroy.

## LIONS CLUBS INTERNATIONAL HISTORY





## OUR IMPACT

*It is impossible to measure the true impact of the efforts of Lions around the world by numbers alone, but the statistics below provide a brief look at the ways Lions are serving the global community.*

**6,657,278\*:** 2011-2012 International President Wing-Kun Tam challenged Lions to plant one million trees during his presidential term. Lions have responded by planting over 6.5 million trees, with more being planted each day.

**8,000,000:** Lions and LCIF have helped provide nearly 8,000,000 cataract surgeries as part of the SightFirst program.

**41,000,000:** The Lions-Measles Initiative pilot program has vaccinated 41 million children in Ethiopia, Madagascar, Mali, and Nigeria against measles, which is a leading cause of childhood blindness.

**12,000,000:** Lions Quest, a school-based life skills program, is helping more than 12 million young people.

**147,000,000:** Number of doses of the drug Mectizan distributed by LCIF to people in 15 countries to treat and control river blindness.

**4,000,000:** More than four million children from nearly 100 countries have participated in the International Peace Poster Contest since it began in 1989.

*\*Number of trees planted at the time of publication.*

## CONSTITUTIONAL AREAS

Lions Clubs International is divided into seven constitutional areas.  
These areas are:



### **Constitutional Area I:**

- United States and its Affiliates
- Bermuda
- The Bahamas

### **Constitutional Area II:**

- Canada



### **Constitutional Area III:**

- South America
- Central America
- Mexico
- Islands of the Caribbean Sea





**Constitutional Area IV:**

- Europe



**Constitutional Area V:**

- The Orient
- Southeast Asia

**Constitutional Area VI:**

- India
- South Asia
- Africa
- The Middle East



**Constitutional Area VII:**

- Australia
- New Zealand
- Papua New Guinea
- Indonesia
- Islands of the South Pacific Ocean

*\*For a detailed listing of the countries and geographic areas included in each constitutional area, refer to Chapter X of the Lions Clubs International Board Policy Manual, located on the LCI Web site.*

## LIONS CLUBS INTERNATIONAL HEADQUARTERS

**300 W. 22nd Street  
Oak Brook, IL 60523-8842 USA**

The Lions Clubs International Headquarters building, located in Oak Brook, Illinois, USA, is home to approximately 275 employees organized into 11 divisions. International Headquarters is an important resource for all Lions. While your communications with some divisions and departments may be more frequent than with others, each of the divisions and departments at International Headquarters is ready to offer you assistance and advice, whenever needed.



*For more information about Lions Clubs International Headquarters, including division descriptions and contact information, refer to pages 23-25 in this guide.*

## INTERNATIONAL EVENTS

During the first part of this exciting year you will be invited to attend the 2012 District Governors-Elect (DGE) Seminar and the International Convention in Busan, Korea. The following pages will provide a brief overview of these events. Be sure to confer with the spouses/companions of the current and former district governors, as these individuals will give you the most useful information about what is expected of you at the seminar and convention events.

### **DGE Seminar** *(subject to change)*

#### **Monday, June 18, 2012**

- **DGE Registration\***
- **Photo Sessions\***

#### **Tuesday, June 19, 2012**

- **Opening Ceremony\***
- **Spouse/Companion Session\***
- **Lunch\***
- Classroom Sessions

#### **Wednesday, June 20, 2012**

- **General Session: International Theme\***
- Classroom Sessions
- **DGE Pre-Race Party\***

#### **Thursday, June 21, 2012**

- **General Session: Leadership Lessons from the Speedway\***
- Classroom Sessions

#### **Friday, June 22, 2012**

- **General Session: LCIF\***
- Classroom Sessions
- Closing Session
- **Celebration Banquet\***

*\* Spouses/companions are expected to attend this DGE Seminar event*

### **International Convention** *(subject to change)*

#### **Friday, June 22, 2012**

- Exhibit Hall and Convention Services Center

#### **Saturday, June 23, 2012**

- International Parade
- Exhibit Hall and Convention Services Center
- Membership Key Awards Ice Cream Social
- International Show

#### **Sunday, June 24, 2012**

- Exhibit Hall and Convention Services Center
- Opening Plenary Session
- Seminars

#### **Monday, June 25, 2012**

- Exhibit Hall and Convention Services Center
- Second Plenary Session
- Seminars
- Melvin Jones Fellow Luncheon
- District Governors/Past District Governors Banquet

#### **Tuesday, June 26, 2012**

- Voting
- Final Plenary Session –*Installation of 2012-2013 District Governors*
- International Officers' Reception

*(Spouses are invited to attend all events at Convention.)*

## DISTRICT GOVERNORS-ELECT SEMINAR

Approximately 750 district governors-elect from around the world and their spouses/companions will gather for five days prior to the International Convention in Busan, Korea to attend the 2012 District Governors-Elect Seminar.

The seminar is designed to prepare the future governors to be effective leaders of their districts and provides the latest information on the 2012-2013 International Theme. As the spouse/companion of a district governor-elect, you are invited to attend several seminar events including: the Opening Ceremony, the Spouse/Companion Session, all general sessions, the DGE Pre-Race Party, and the Celebration Banquet.

At the seminar registration, you will be given a packet containing DGE Seminar and Convention program books, name badges, invitations to receptions/breakfasts, and other useful materials. The convention program book will list the events and include the time and the location of each.



**DGE SEMINAR 2012**

## 2012 INTERNATIONAL CONVENTION

### ***BUSAN, KOREA***

Over 47,000 Lions from around the world are registered to attend the Lions Clubs International Convention in Busan, Korea. International conventions allow Lions to voice their opinion on the future of the association by voting for officers, directors and changes to the constitution and by-laws.

The convention will also provide educational seminars that address issues concerning Lions and a variety of entertaining events like the International Show, the Parade of Nations, and an exhibit hall.

You are encouraged to attend all convention activities. In addition to plenary sessions, there will be excellent speakers and programs. It is at the closing plenary session that your district governor will take an oath of office and his/her governor-elect ribbon will be removed, signifying the beginning of his/her term as district governor!

The convention is an excellent time for spouses/companions of district governors to learn more about Lions Clubs International programs and to enjoy the fellowship of Lions from around the world. It will be a very memorable start to your year as spouse/companion of the district governor, so make the most of this great opportunity!

## **Future International Conventions**

**July 5-9, 2013 – Hamburg, Germany**

**July 4-8, 2014 – Toronto, Ontario, Canada**

**June 26-30, 2015 – Honolulu, Hawaii, USA**

**June 24-28, 2016 – Fukuoka, Japan**

## THE DISTRICT GOVERNOR YEAR

The term of the district governor is one that requires time, patience, organization, leadership, and endurance. The same may also be said for the year of the spouse/companion of a district governor. Being informed about the level of commitment that is required of you and your governor will help you both be successful. Working together, you will meet wonderful people, develop friendships, travel to new places, have fun, and most importantly, make a difference.

## THE RESPONSIBILITIES OF THE DISTRICT GOVERNOR'S SPOUSE/COMPANION

As the spouse/companion of a district governor, you will have various responsibilities to fulfill as you support your partner throughout his/her term, including:

**Fulfilling your role as a 'partner in service'.** While you may or may not be a Lion, you are now the spouse/companion of a district governor. As his/her 'partner in service', it is important for you to serve in the name and spirit of Lionism beside your district governor.




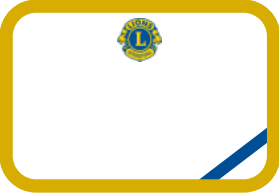

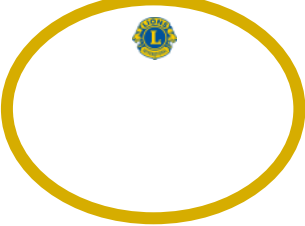
Duties of a 'partner in service' may include: hosting a program or luncheon for spouses/companions at district/multiple district events, acting as the master of ceremonies, making introductions, giving the invocation, etc. You should also be aware that if you are a guest at a special event/function, your hosts may seat you at the head table.

**Assisting your district governor in managing the commitment of time and energy to this important position.** The schedule of the district governor is a very demanding one. Be sure to communicate with your district governor about upcoming events and meetings. Finally, remember to schedule time for personal commitments as well (family, work, vacations, etc.). *For more information about effective time management, refer to page 28 in this guide.*

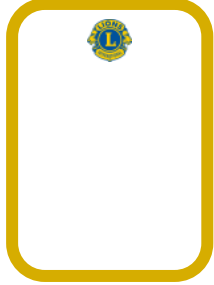

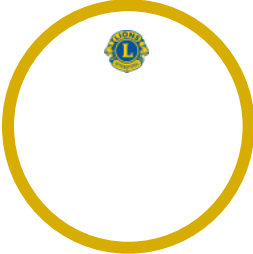
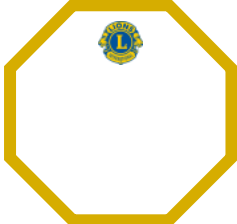
### **REMEMBER:**

- Always wear your name badge (right side) at official functions
- Be punctual at the events you attend
- Be attentive when sitting at the head table
- If you are presented with a gift, be prepared to thank the group
- Use your resources, including: the district governor cabinet, the multiple district council, the council chairperson of your multiple district, past district governor spouses/companions, and Lions Clubs International Headquarters in Oak Brook, Illinois, USA

## LIONS CLUBS INTERNATIONAL BADGE LIST

<ul style="list-style-type: none"> <li>• 2 blue diagonal stripes</li> <li>• Upper left hand corner</li> <li>• Metallic gold border</li> <li>• 3"W X 2"H</li> <li>• 76mm X 51mm</li> </ul>		<b>International President</b>
<ul style="list-style-type: none"> <li>• 2 blue diagonal stripes</li> <li>• Lower right hand corner</li> <li>• Metallic gold border</li> <li>• 3"W X 2"H</li> <li>• 76mm X 51mm</li> </ul>		<b>Immediate Past International President</b>
		<b>Past International President</b>
<ul style="list-style-type: none"> <li>• 1 blue diagonal stripe</li> <li>• Upper left hand corner</li> <li>• Metallic gold border</li> <li>• 3"W X 2"H</li> <li>• 76mm X 51mm</li> </ul>		<b>First Vice President</b>
		<b>Second Vice President</b>
		<b>International Director</b>
<ul style="list-style-type: none"> <li>• 1 blue diagonal strip</li> <li>• Lower right hand corner</li> <li>• Metallic gold border</li> <li>• 3"W X 2"H</li> <li>• 76mm X 51mm</li> </ul>		<b>Past International Director</b>
<ul style="list-style-type: none"> <li>• Metallic gold border</li> <li>• 3"W X 2"H</li> <li>• 76mm X 51mm</li> </ul>		<b>Administrative Officer</b>
		<b>LCI Group Manager LCI Division Manager</b>
		<b>Special Convention Committee Member</b>
<ul style="list-style-type: none"> <li>• Metallic gold border</li> <li>• 3"W X 2"H</li> <li>• 76mm X 51mm</li> </ul>		<b>District Governor</b>



<ul style="list-style-type: none"> <li>• Metallic gold border</li> <li>• 2"W X 3"H</li> <li>• 51mm X 76mm</li> </ul>		<p><b>Past District Governor</b></p>
<ul style="list-style-type: none"> <li>• Metallic gold border</li> <li>• 2"W X 2"H</li> <li>• 51mm X 51mm</li> </ul>		<p><b>Vice District Governor</b></p>
<ul style="list-style-type: none"> <li>• Metallic gold border</li> <li>• 2.5"</li> <li>• 63mm</li> </ul>		<p><b>Cabinet Secretary (Current and Past)</b></p>
		<p><b>Cabinet Treasurer (Current and Past)</b></p>
		<p><b>Cabinet Secretary- Treasurer (Current and Past)</b></p>
		<p><b>Region Chairperson (Current and Past)</b></p>
		<p><b>Zone Chairperson (Current and Past)</b></p>
<ul style="list-style-type: none"> <li>• Metallic gold border</li> <li>• 2.5"W X 2.5"H</li> <li>• 63mm X 63mm</li> </ul>		<p><b>Council Chairperson</b></p>
		<p><b>Past Council Chairperson</b></p>

## GUIDELINES FOR ATTIRE

During your district governor’s term, you will find that various occasions warrant different types of clothing. The table below provides suggested attire based on the type of event you and/or your district governor will be attending; however, it is always a good idea to also ask your host/hostess regarding appropriate attire for specific events.



EVENT	WOMEN	MEN
<b>Formal</b>	Long or short cocktail dress or national dress	Black or white dinner jacket
<b>Informal</b>	Dress, suit or separates that you might wear to church, the theater, nice restaurant	Business suit
<b>Multiple District/ District Event</b>	As detailed by your multiple district or district	
<b>Casual</b>	Pants, skirt, or dress that you might wear shopping or touring. Shorts and jeans are not usually worn.*	Pants and sport or polo shirt; sweater or sport coat optional. Ties not necessary.*

*\*The definition of ‘casual’ varies among cultures and is sometimes dictated by the event that one will be attending. Consider these factors and use your best judgment when choosing your attire.*



## OFFICIAL PROTOCOL

*The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.*

### **A. Order of Precedence**

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors (a)  
(Board Appointees)\*/\*\*
5. Past International Presidents (b)
6. Past International Directors (c)
7. Chairperson, Council of Governors (a)
8. District Governors
9. Association Executive Director
10. Association Secretary
11. Association Treasurer
12. Past Council Chairperson (a)
13. Immediate Past District Governor (a)
14. First Vice District Governor
15. Second Vice District Governor
16. Past District Governor (a)
17. Multiple District Secretaries (Volunteer) (a)
18. Multiple District Treasurers (Volunteer) (a)
19. District Secretaries (a)
20. District Treasurers (a)
21. Region Chairperson (a)
22. Zone Chairperson (a)
23. District Chairperson and Coordinators and GMT/GLT members (a)
24. Club Presidents (a)
25. Immediate Past Club Presidents (a)
26. Club Secretaries (a)
27. Club Treasurers (a)
28. Past Club Presidents (c)
29. Multiple District Secretaries (staff) (a)
30. Multiple District Treasurers (staff) (a)

\* Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

\*\* Single, sub and multiple district constitution and bylaws or local customs and practice may alter the order of precedence and/or content of numbers 4, 5 and 13 through 30 and in order to include recognition of past board appointees.

**Explanation of notes used above:**

(a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.

(b) When more than one is present, the one who served most recently is given precedence, and so on.

(c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

**General Comments**-When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

**B. Non-Lion Dignitaries**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairperson (see next page).

**C. Head Table Seating**

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

*figure 1*

7	5	3	1	2	4	6
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As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

*figure 2*

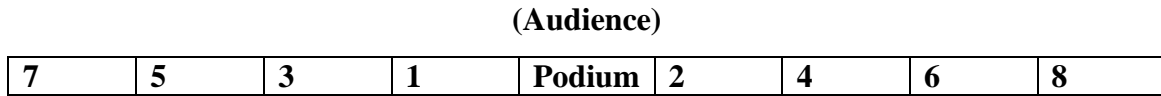


Figure 2: When spouses are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

### **D. Master of Ceremonies and Meeting Secretaries**

At some events, the Master of Ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

### **E. Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

### **F. Head Table Introductions**

Introduction of the head table should begin with the meeting chairperson or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife Jane").

### **G. National Anthems**

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

## DISTRICT HOSTING RESPONSIBILITIES

You and your district governor will serve as the hosts for all district functions. Though these functions will vary in their size and occasion, it is important to understand general district hosting responsibilities. *These responsibilities vary by district – you are encouraged to speak with your predecessors to confirm the hosting practices in your district.*

### **Introductions**

You may be called on to make introductions of spouses/companions of visiting dignitaries. Be sure to obtain their names with correct pronunciation and titles.

### **Cabinet Meetings**

Cabinet meetings are one of the functions in which you may play an important role. As the governor's spouse/companion, it is your responsibility to welcome all cabinet spouses/companions and see that they become acquainted with each other. Cabinet meetings vary greatly from district to district, so it is best to refer to the spouse/companion of a past district governor to determine your responsibilities.

### **District Meetings**

If spouses/companions are included in the preparations of your district meetings, you should play a role in the planning process. Be proactive and incorporate spouses/companions in these events. It will encourage them to learn more about Lions and the communities they serve, and may even result in increased spouse/companion participation in the growth of Lionism throughout the district.

### **Tips for Assisting Your District Governor with Hosting Responsibilities**

- Keep in close communication with the chairperson of major events so that you and your governor are informed of changes and/or updates to event itineraries
- At social events where spouses/companions are present, it is a nice gesture to have nametags available for spouses/companions who do not have one
- If appropriate, suggest/plan an activity for the spouses/companions
- If you are hosting visiting dignitaries or other guests and you and your governor cannot escort them, appoint another Lion to act as their escort



## HOSTING INTERNATIONAL GUESTS

In addition to your district hosting responsibilities, you and your district governor may be called upon to host international guests. Each district is entitled to a visitation by one international officer or director as a keynote speaker during that district governor's term, so it is important to consider how you will prepare for this visit.

The primary hosting responsibilities fall to you and your district governor, but be sure to involve other Lions from your district to ensure a successful visit. Invite the international family of your multiple district (if applicable) and other Lions leaders in your area to socialize with and entertain the international guests.

While there are general guidelines for hosting international guests, many cultures have specific customs to convey hospitality to their visitors. If you are unsure of how to prepare for an international visitor, ask the past district governor in your district and/or his/her spouse/companion how they have historically welcomed guests to your district.

### **REMINDERS FOR HOSTING VISITORS IN YOUR DISTRICT:**

- Prior to the visit, the guest should be given information about the meeting/event including an agenda, the dress code for the event, and background information about the district. If your guest is expected to speak at the meeting or event, he/she should be provided with details such as topic suggestions and time limit.
- When the guest arrives, plan to meet him/her at the arrival location with your district governor, whether it is an airport, train station, or hotel. Confirm event details with the guest and allow him/her time to settle in. Consider planning a tour of your area or special event to enhance your guest's visit.
- If you plan to give a gift to your guest, such as a donation to LCIF in his/her name, the meeting or event would be an appropriate occasion during which to present it.
- Following the visit, be sure to send a note expressing your and the district governor's gratitude in a timely manner.
- Remember to treat your guest as you would treat a family member or close friend. Extend every courtesy possible to make your guest's visit an enjoyable experience.

## TOOLS AND RESOURCES

The following pages contain information that will serve as a useful reference for you in the coming months. Tools and resources contained in this section include:

Lions Clubs International Headquarters Contact Information	Page 23
Lions Clubs International District Organizational Chart	Page 26
The Power of Attitude	Page 27
Time Management	Page 28
Accepting and Managing Change	Page 30
Accessing the Lions Clubs International Web site	Page 31



## LIONS CLUBS INTERNATIONAL HEADQUARTERS

### **General Contact Information:**

#### **Mailing Address:**

Lions Clubs International Headquarters  
300 W. 22nd Street  
Oak Brook, IL 60523-8842  
USA

**Phone:** 630-571-5466

*The office is open to Lions and the general public from 8 a.m. to 4:30 p.m., Central Standard Time, Monday through Friday.*

## **Divisions**

### **CLUB SUPPLIES AND DISTRIBUTION DIVISION**

Responsible for inventory, marketing and distribution of club supplies worldwide. Responsible for association mail operation. Manages worldwide licensing programs. Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world.

#### **Contact Information:**

**Phone:** (630) 571-5466, ext. 6921

**E-Mail:** clubsupplies@lionsclubs.org

### **CONVENTION DIVISION**

Develops, manages and coordinates all logistics and major activities relating to the international convention, DGE Seminar, and International Board of Directors meetings.

#### **Contact Information:**

**Phone:** (630) 571-5466, ext. 6731

**E-mail:** convention@lionsclubs.org

### **DISTRICT AND CLUB ADMINISTRATION DIVISION**

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues District Governor Team and Club Excellence Awards and supports club development by providing clubs with the e-Clubhouse, Guiding Lions program and Club Rebuilding Awards. The English Language Department serves as an important communication resource for district governors.

#### **Contact Information:**

**Phone:** (630) 571-5466, ext. 6828

**E-mail:** districtadministration@lionsclubs.org

### **EXTENSION AND MEMBERSHIP DIVISION**

Administers all membership growth and extension programs by developing marketing programs to extend new clubs, and implementing membership growth initiatives which place emphasis on new members and maintaining experienced Lions. Supports the Global Membership Team (GMT) which works in tandem with the Global Leadership Team (GLT).

**Contact Information:**

**Phone:** (630) 571-5466 ext. 6710

**E-mail:** extension@lionsclubs.org

### **FINANCE DIVISION**

Manages the association's resources, i.e., people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments.

**Contact Information:**

**Phone:** (630) 571-5466, ext. 6834

**E-mail:** finance@lionsclubs.org

### **INFORMATION TECHNOLOGY DIVISION**

Provides technology services that include application design, software and web applications, network infrastructure, technical support for internal and external users, report creation, data entry, and provides for storage and retrieval of association data on clubs and membership. (Web site: [www.lionsclubs.org](http://www.lionsclubs.org))

**Contact Information:**

**Phone:** (630) 571-5466, ext. 6870

**E-mail:** it@lionsclubs.org

### **LEADERSHIP DIVISION**

Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels. Provides online learning opportunities and curriculum tools and resources for local use. Supports and collaborates with the Global Leadership Team (GLT) to identify and satisfy Lions' training and development needs around the world.

**Contact Information:**

**Phone:** (630) 571-5466, ext. 6935

**E-mail:** leadership@lionsclubs.org

### **LEGAL DIVISION**

Maintains the association's worldwide trademark registrations, global insurance program and risk management and litigation. Provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints.

**Contact Information:**

**Phone:** (630) 571-5466, ext. 6782

**E-mail:** legal@lionsclubs.org

### **LIONS CLUBS INTERNATIONAL FOUNDATION**

Responsible for administration of the Foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors. Manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs, in addition to processing donations and providing recognition.

**Contact Information:**

**Phone:** (630) 571-5466, ext. 6901

**E-mail:** lcif@lionsclubs.org

### **PUBLIC RELATIONS & COMMUNICATION DIVISION**

Coordinates and integrates communication programs encompassing public relations, internal and external communications, social media, and LION Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials. Responsible for overall production and manufacturing phases of English and Spanish editions of LION Magazine and all published literature emanating from the association.

**Contact Information:**

**Phone:** (630) 571-5466, ext. 6764

**E-mail:** pr@lionsclubs.org

### **SERVICE ACTIVITIES DIVISION**

Responsible for researching, planning and developing activity-related programs, including the following: Community Services, Disaster Preparedness and Relief, Environmental Services, Health and Wellness (includes Sight, Hearing and Diabetes), International Relations, Lions Opportunities for Youth and Lions Services for Children. Provides Lions with support and resources to implement service projects and for Medical and Humanitarian Aid Missions. Government and Partnership Relations Department manages and supports LCI's relations with U.S. and international governmental and non-governmental entities/agencies in an effort to establish and strengthen alliances and increase visibility among key policy makers and governmental agencies worldwide.

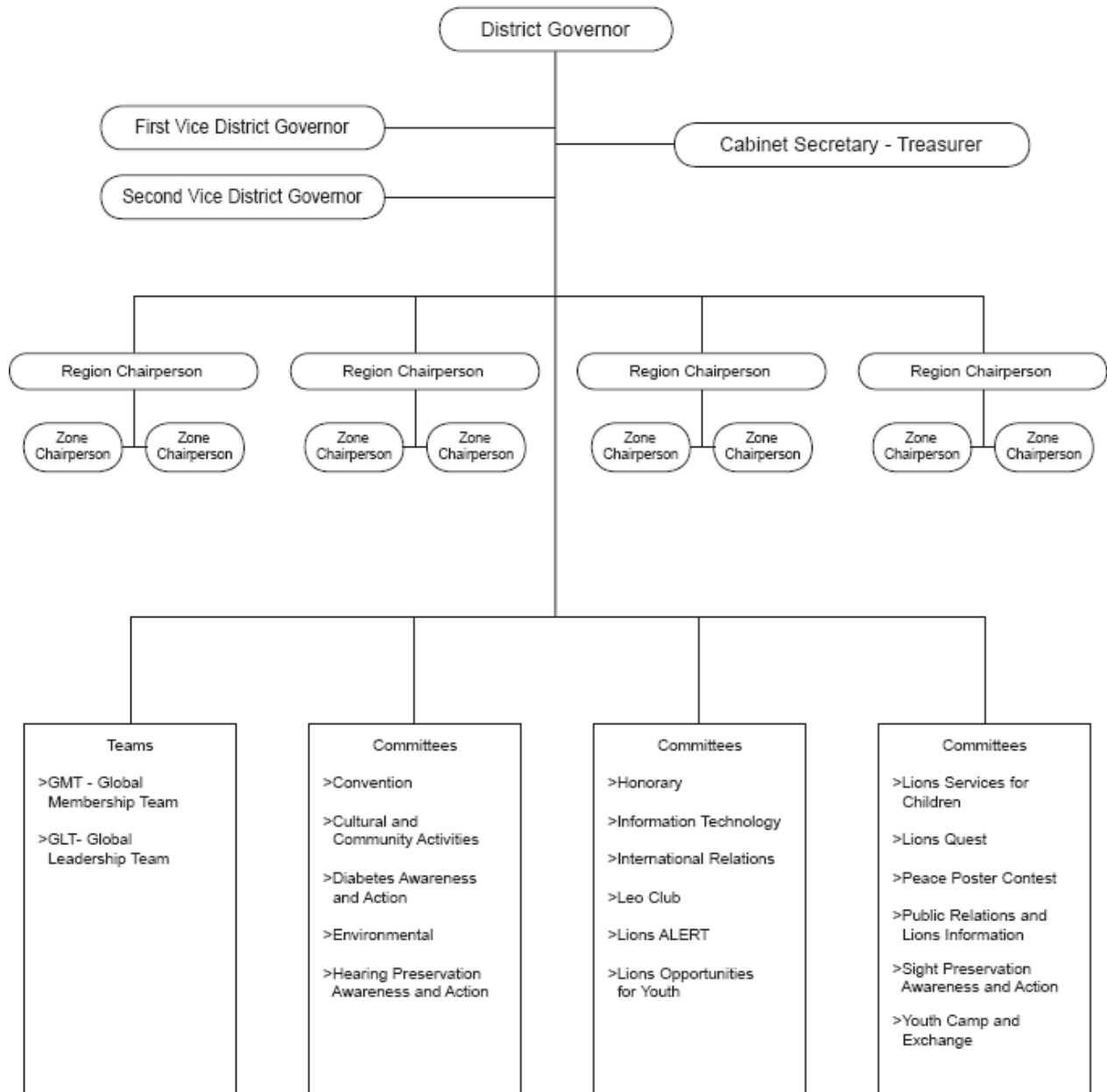
**Contact Information:**

**Phone:** (630) 571-5466, ext. 6893

**E-mail:** programs@lionsclubs.org

Lions Clubs International

# District Organizational Chart



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## THE POWER OF ATTITUDE

“The longer I live, the more I realize the impact of attitude on life. Attitude...is more important than the past, education, money, than circumstances, than failure, than successes, than what other people think or say or do...the remarkable thing is we have a choice everyday regarding the attitude we will embrace for that day... I am convinced that life is 10% what happens to me and 90% of how I react to it.”

*-Charles Swindoll, American clergyman and author*

Every day we encounter people, events, and circumstances that can affect our emotions, demeanor, thought processes, and actions – in short, these encounters and interactions can affect our attitudes. Attitude, whether positive or negative, has a profound impact on our daily lives and our successes and failures.

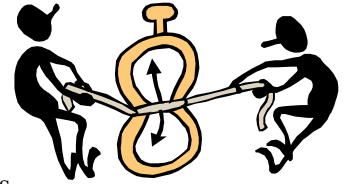
Luckily, each of us possesses a powerful tool: the ability to choose our attitudes. Though it is usually most beneficial to choose a positive attitude, as the spouse/companion of a district governor you may encounter people, events, and circumstances that make it difficult to choose positivity. When you are confronted with those situations, remember the following benefits of positivity to help you choose the right attitude:

### **Benefits of a Positive Attitude:**

1. **Improved worldview:** A positive attitude revitalizes your interpretation of people, events, knowledge, and circumstances, opens the door for new opportunities, and inspires you to envision a successful and fulfilling future.
2. **Better health:** Research suggests that health benefits of a positive attitude include: increased resistance to the common cold, decreased rates of depression, improved cardiovascular health, and even an increased life span.
3. **Improved relationships:** A positive attitude can build and strengthen relationships with family, friends, coworkers, and fellow Lions.
4. **Ability to inspire and motivate others:** Whether it's motivating others into taking action, inspiring people to achieve success, or simply recognizing someone for a job well done, your attitude can make a difference.
5. **Greater personal potential:** Simply stated, positive attitude yields positive results. A positive attitude will allow you to envision the future, set goals, and work faithfully to achieve them despite obstacles or setbacks.

## TIME MANAGEMENT

As the spouse/companion of a district governor, there will be many demands on your time. What you accomplish during a 24-hour period depends on your own motivation, your energy, your skills and abilities, and other resources. Effectively managing your time will give you more minutes and hours in a day, and will allow you to work smarter – not harder – to accomplish your tasks.



Unfortunately, there are many obstacles that can stand in your way of effectively managing your time. This section will provide you with common obstacles to effective time management, and strategies for overcoming them.

### Obstacles to Effective Time Management

Before you can begin to implement any strategies to manage your time, you must first identify the obstacles that stand in your way. Review the list below. How many of these obstacles apply to you? Are there other obstacles that stand in your way of effective time management?

- Unclear objectives and priorities
- Personal disorganization
- Lack of planning
- Distractions and interruptions (telephone calls, personal visitors/guests, email)
- Inability to say "No"
- Procrastination and the inability to make a decision
- Personal commitments (family)
- Professional obligations (work)
- Being involved in too many commitments at the same time
- Stress and fatigue

### Strategies to Manage Your Time

Now that you have identified the time management obstacles in your life, you can begin to overcome them. Here are some strategies for overcoming these obstacles:

1. **Set Objectives:** Make sure your goals and objectives are specific, measurable, achievable, realistic, and time-based.
2. **Prioritize:** Determine which of your tasks you can do yourself, delegate to someone else, or delay until another time.
3. **Create timelines:** Address the tasks that have short-term consequences, and attach deadlines to tasks that have more long-term implications.
4. **Find a way to stay organized:** Use a planner, calendar, notebook, or software program to keep track of your tasks and appointments.
5. **Learn when to say 'NO':** Realize that you cannot do everything, and avoid agreeing to do things you do not have time to complete.
6. **Celebrate success:** Take time to enjoy the feeling of having achieved your objectives. You may even reward yourself when you complete a task or finish a project.

## ***Thoughts on Time Management***

The year ahead may keep you and your district governor very busy, but do not lose sight of what is important in your life. Read the following story and reflect on the 'big rocks' in your life.

### **The Big Rocks of Life**

One day an expert in time management was speaking to a group of business students and, to make a point, he used this illustration. As he stood in front of the group he pulled out a large jar and set it on the table in front of him. Then he produced about a dozen rocks and placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the class said, "Yes." Then he said, "Really?"



He reached under the table and pulled out a bucket of gravel. He dumped some gravel in and shook the jar causing pieces of gravel to work themselves down into the space between the rocks. Then he asked the group once more, "Is the jar full?" By this time the class began to understand. "Probably not," one of them answered. "Good!" he replied.

He reached under the table and brought out a bucket of sand. He started dumping the sand in the jar and it went into all of the spaces left between the rocks and the gravel. Once more he asked the question, "Is this jar full?" No!" the class shouted. Once again he said, "Good." Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim. Then he looked at the class and asked, "What is the point of this illustration?" One student raised his hand and said, "No matter how full your schedule is, if you try really hard you can always fit some more things in it!"

"No," the speaker replied, "that's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you'll never get them in at all." What are the 'big rocks' in your life? Your children; your loved ones; your education; your dreams; a worthy cause; teaching or mentoring others; doing things that you love; time for yourself; your health; your significant other. Remember to put these BIG ROCKS in first or you'll never get them in at all. If you sweat about the little stuff (the gravel, sand, and water) then you'll fill your life with little things you worry about that don't really matter, and you'll never have the time you need to spend on the most important things."

As you reflect on this short story, ask yourself this question: "*What are the 'big rocks' in my life?*" Then, put those in your jar first.

## ACCEPTING AND MANAGING CHANGE

Your district governor's upcoming term is likely to bring many changes. Some of these changes may be easy to accept, but others may be more difficult. This is true not only in Lions and other successful organizations, but in our daily lives as well.

One of the key factors that will help to ensure a successful and fulfilling year is to learn how to accept and manage the changes that occur, and to support your district governor in accepting, managing, and/or even implementing changes as well.

Despite the potential benefits of change, people often resist it. Most people get comfortable performing tasks and processes in a particular manner and change can disrupt that routine. People generally resist change because:

- They fear the unknown or unexpected
- They dislike the disruption in their life
- They are afraid of not being able to learn or adapt to the change
- They feel they are losing control

According to Daryl Connor, author of *Managing at the Speed of Change*, there are six stages that accompany change:

**C  
H  
A  
N  
G  
E**

- 1. Fear:** I'm not sure what will happen.
- 2. Denial:** Change isn't necessary/I don't think this change is actually happening.
- 3. Anger:** I'm angry that I have to change/I am angry at others for asking me to change.
- 4. Rationalization:** I think the change is a good idea, is necessary, or solves a problem.
- 5. Acceptance:** Change is going to happen, and it may bring some opportunities with it.
- 6. Growth:** I have a plan and I am excited about it.

## HELPING OTHERS TO ACCEPT AND MANAGE CHANGE

During times of change, it is important to lead people from *change avoidance* to *change acceptance*. Below are some ways to facilitate this transition:

- Discuss the benefits that the change will provide to those involved and to the organization.
- Identify the reason for change and discuss how those involved will be part of the solution.
- Give people a vision of the results of change, provide explanations, and solicit input.
- Involve stakeholders in implementation so they take ownership and support the change.

*Change can be a smooth process if it is approached with an open mind and a positive attitude. The next time you are faced with a change, recognize that it is normal to experience several emotions before accepting the change, and then look forward to the opportunities and benefits the change will bring.*

Source: Conner, Daryl (1993). *Managing at the Speed of Change* New York: Random House.

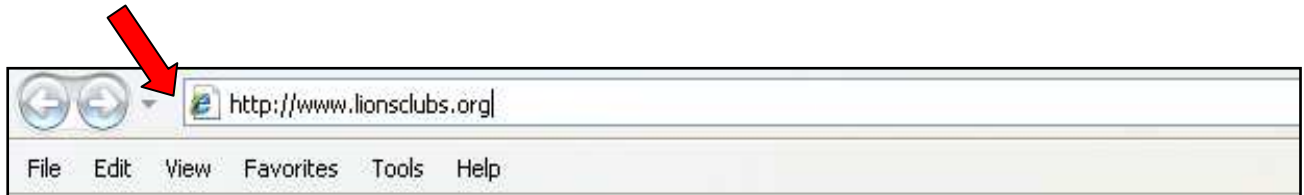


## ACCESSING THE LIONS CLUBS INTERNATIONAL WEB SITE

*To access the Web site you will need a computer with Internet capability, and your computer must be connected to the Internet.*

**The Lions Clubs International Web site contains over 5,000 web pages of information, tools, and resources to assist you. Follow the directions below to access the LCI Web site:**

1. Open your computer's Internet browsing application, such as the Microsoft *Windows Internet Explorer*, the Netscape *Firefox*, or the Apple *Safari* applications. Type the web page address <http://www.lionsclubs.org> into the web address bar at the top of the screen:



2. Once the web page address is typed into the address bar, press the 'Enter' or 'Return' key on the computer's keyboard. The Internet browser will bring you to the Lions Clubs International Web site homepage.

*(This is an image of the Web site homepage)*



3. Review the following homepage components to assist you as you explore the contents of the LCI Web site:

Change the size of the web page font by clicking on the 3 different buttons.

Select your preferred language.

If you get lost while exploring the Web site, click the Lions logo to bring you back to the homepage.

This toolbar will guide you through various parts of the Web site. The 'Member Center' contains links to district resources.

The screenshot shows the homepage of Lions Clubs International. At the top, there is a language selection bar with options for English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, 日本語, 한국어, and 中文. Below this is a navigation bar with links for Find a Club, Shop, Submit Reports, Contact Us, and Donate, along with a search box. The main navigation menu includes links for Home, About Lions, Becoming a Lion, The Foundation, Our Work, Our Impact, News and Events, and Member Center. A red arrow points to the Member Center link, and a callout explains its function. A yellow arrow points to the Lions logo, and a callout explains its function. A green arrow points to the font size controls, and a callout explains their function. The main content area features a large banner for 'The Gift of Sight' and several sections: 'Who Are Lions?', 'Our Impact', 'News and Events', and 'How Do I...'. The 'How Do I...' section includes links for 'Request Assistance?' and 'Donate Eyeglasses?'.

**\*Perhaps the most important component of the LCI Web site is the 'Search' box, located in the top right corner of the web page. This function allows you to type in keywords and then search the *entire* Web site for related information.**

Type keywords into the search box...

...then click the blue button to search the Web site for information.

The close-up shows the search box in the top right corner of the website. It contains the text 'Search' and a blue button with a double arrow symbol. A green arrow points to the search box, and a callout explains its function. A yellow arrow points to the blue button, and a callout explains its function.



**Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523-8842 USA**