



# Region Chairperson Manual

2016-2017



NEW MOUNTAINS TO CLIMB



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### **Lions Clubs International Purpose**

**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.

### **Lions Clubs International Vision Statement**

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

### **Lions Clubs International 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 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 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 to destroy.

### **Lions Clubs International Mission Statement**

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

# Introduction

In your role as region chairperson, you are an important member of the district's leadership team. As an officer of the district and a member of the district governor's cabinet, you provide additional support to the district governor and act as a link to the zone chairpersons of your region. Along with the zone chairpersons, you support the creation and maintenance of quality clubs within the region. The duties of the region chairperson vary based upon the needs of the clubs in your district. Ask your district governor what will be expected of you while you serve as a key supportive mentor for the zone chairpersons you oversee.

Club success is determined not only by the club's officers and members, but by the full district team: zone chairperson, region chairperson and district governor team. The International Board of Directors adopts policy changes that give district leadership better tools to support clubs when they most need support. In collaboration with the full district team, you help to apply these policy changes and tools to safeguard the health of the clubs in your region. In addition to supporting existing clubs, you can assist with new club development in the region. Your ability to coordinate the team of zone chairs and support their work in these areas will be critical to your region's success.

# Responsibilities of a Region Chairperson

The region chairperson is subject to the supervision and direction of the district governor and shall be the chief administrative officer in the region, when the position is utilized during the district governor's term. Specific responsibilities of the region chairperson as defined in the [Standard District Constitution and By-Laws](#) include:

1. Further the purposes of this association
2. Supervise the activities of the zone chairpersons in his/her region and any district committee chairpersons as assigned by the district governor
3. In coordination with the district GMT coordinator, play an active role in organizing new clubs and strengthening weak clubs in the district
4. Visit a regular meeting of each club in the region at least once while in office and report findings to the district governor and to the district GMT and GLT coordinators
5. Visit a regular board of directors meeting of each club in the region at least once while in office and report findings to the district governor and to the district GMT and GLT coordinators
6. Endeavor to have every club in the region operating under a duly adopted club constitution and by-laws
7. Promote the [Club Quality Initiative program](#) and work with the district governor team and the district GMT and GLT coordinators to implement the program
8. In coordination with the district GLT coordinator, play an active role in supporting leadership development opportunities
9. Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in the region are entitled
10. Carry out such official visitations to club meetings and charter nights as assigned by the district governor
11. Perform such other functions and acts as may be required by the International Board of Directors through this manual and other directives or by the district governor

# Working with the District Governor

Your duties as region chairperson are specifically defined by your district governor based on the needs of the zones and clubs in your region. One of your key goals is to serve as an additional support to both the district governor and the zone chairpersons and to serve as the link between them.

Some of the tasks your governor may ask you to perform include:

- Positively encourage your zone chairpersons to strive for excellence
- Give a concise region report at the district cabinet meeting and allow the zone chairpersons to provide specific club information
- Conduct official club visits, as assigned by the district governor, and report on a timely basis.
- Provide additional support to struggling clubs along with the zone chairperson, as assigned by the district governor
- Assist with the planning and implementation of the district convention and other district meetings

# Working the Zone Chairpersons

Zone chairpersons are important links that connect Lions clubs, you, and your district governor. When you are reporting to your district governor team on the status of clubs in your region, no one can give you more timely or complete information than your zone chairpersons. One of the greatest challenges of your job is coordinating the many duties of your zone chairpersons. This must be done in a way that:

- Supports the zone chairpersons in the region and guides them to appropriate resources to support healthy clubs
- Aligns with your district governor team's overall objectives
- Prevents unnecessary duplication of service to the same people

Effective communication with your zone chairpersons is key to the success of your region. Frequent contact by email, telephone, or in-person should include the following:

- A progress review of goals that you and the district governor team have set for the zone chairpersons
- A discussion of club and/or district challenges and opportunities
- A report from each zone chairperson on his or her current and future activities
- The service projects being conducted by each club in the zone
- The membership growth and orientation efforts of each club in the zone
- The internal and external communication practices of each club in the zone
- The status of each club and ways to strengthen declining clubs
- The administrative and financial practices of the clubs

If you attend zone meetings, please remember to:

- Let the zone chairperson be in charge
- Use it as an opportunity to learn more about the individual clubs
- Assess the effectiveness of the zone chairperson

For more information related to the activities of the zone chairpersons, refer to [the Zone Chairperson Manual](#) and the [Zone Chairperson Training](#) available on the LCI website.

# Working with the GMT and GLT

The Global Membership Team (GMT) and Global Leadership Team (GLT) operate as interdependent, parallel structures to expand membership growth and enhance leadership development. The objective of the GMT is to expand membership and club growth and maximize club success. The objective of the GLT is to identify and cultivate effective leaders through active training and leadership development initiatives.

Both the GMT and GLT work in coordination with the district governor team at the district level, and the council chairperson and council of governors at the multiple district level. The integrated efforts of the GMT, GLT and multiple district and district leaders focus on effectively addressing regional growth and development needs while building our membership base and improving club health, and enhancing the quality of our leadership at all levels of the association. 4

Each sub-district has a GMT (GMT-D) and GLT (GLT-D), each comprised of a GMT-D coordinator or GLT-D coordinator, and the district governor team, region chairpersons (where applicable) and zone chairpersons, with the first vice district governor serving as the primary GMT liaison to the district governor team, and the second vice district governor serving as the primary GLT liaison to the district governor team. Other qualified Lions may be added as necessary. The GMT-D and the GLT-D work in a cooperative manner. Information related to the specific composition of the GMT-D is outlined in [Chapter X](#) (Extension) of the Board Policy Manual.

As a member of the Global Membership Team, regions chairpersons should:

- Promote membership [resources](#) to clubs
- Promote and identify clubs to participate in the [Club Quality Initiative \(CEP\)](#)
- Ensure that club membership chairpersons know their [roles and responsibilities](#)
- Identify communities for [new club](#) charters
- Emphasize engagement of members in new or existing [service](#) projects
- Encourage clubs to implement a membership growth plan and to promote their activities within the community
- Communicate membership development needs and successful strategies to fellow district GMT members

As a member of the Global Leadership Team, region chairpersons should:

- Identify potential leaders at the zone level
- Communicate the availability of and promote participation in training and leadership development [opportunities](#)
- Encourage the engagement of new leaders in leadership responsibilities
- Collaborate with the GLT-D to ensure that zone chairperson [training](#) is effectively conducted
- Communicate training and development needs to fellow GLT-D members



# Supporting strong clubs

A Lion leader, such as a region chairperson, can never assume that a strong club today will not need help tomorrow. It became strong and maintained its strength not only because of the constant efforts of club leaders, but also because of constant vigilance and care by district officers.

Remember that even strong clubs need encouragement. Also, keep in mind that a strong club can be your best resource for helping a declining club.

When you visit clubs, look for these elements of success:

- A major service activity that the community needs and supports
- A major fund-raising project with strong community support
- Good communication within the club and good public relations with the community
- Effective meetings that are held regularly with good programming and a well-organized board of directors and committees
- Team spirit
- A membership growth and development program that includes a meaningful induction ceremony and immediate orientation and involvement of new members
- Active promotion of leadership development opportunities for members

# Promoting healthy clubs

The most effective Lions clubs regularly identify ways to expand their humanitarian service impact, develop leaders, and meet club members' needs and expectations. They take care to ensure they are continually bringing value to the community and club members.

As a region chairperson, you have the opportunity to work with zone chairpersons to promote useful LCI programs and tools to clubs. Familiarize yourself with the following programs and tools and make yourself available to serve as a resource in supporting zone chairs in their work to help strengthen clubs. Additional information can be found in the [Zone and Region Chairperson pages](#) on the LCI website.

[YOUR CLUB YOUR WAY](#) – This guide helps clubs reinvent themselves and customize club meetings to meet the needs of the members.

[BLUEPRINT FOR A STRONGER CLUB](#) – Like any worthwhile project, it is important for clubs to develop and implement a plan, or a “blueprint,” to guide their actions. The Blueprint for a Stronger Club provides a road map to achieving greater levels of value in terms of the community and in terms of member satisfaction. The three simple steps provide a practical approach to enhance what is working, to phase out what no longer works, and to implement new initiatives. When clubs create a well-founded Blueprint for a Stronger Club, commit themselves to its implementation, regularly revisit the plan, and assess needs and refine action steps, they will achieve both short- and long-term goals. 6

[CLUB QUALITY INITIATIVE \(CEP\)](#) – The [Club Quality Initiative \(CEP\)](#) is a workshop program dedicated to club improvement. CEP can be conducted in one of two formats: CEP Pro, which is guided by a trained facilitator, or CEP Lite, which is self-guided by a member of the club. Using a four step process, a participating club will identify their community's needs, take a survey on their membership experience, use resources and develop action plans. For more information, visit the LCI website.

[STANDARD FORM LIONS CLUB CONSTITUTION AND BY-LAWS \(LA-2\)](#), is the club's primary governing guidelines. This document outlines the structure, duties and responsibilities of Lions clubs and officers, and is the ultimate guide for club management.

[CLUB OFFICERS MANUAL \(LA-15\)](#) provides club officers with basic information regarding their responsibilities and duties. Club officers can review and download the manual from the Club Resource Center on the association's website.

NEWSLETTERS, including LION Magazine which each Lions club member receives, [Lions Newswire](#), the monthly newsletter on the association's website, keeps members throughout the world informed of important events as well and association policy changes and news of current Lions events and activities. Members can read Lions Newswire each month on the LCI website.

[THE LEADERSHIP RESOURCE CENTER \(LRC\)](#), accessible via the association's website, offers easy access to leadership development tools and resources to nurture and develop leadership skills among Lions.

[HOW ARE YOUR RATINGS \(ME-15B\)](#) is accessible on the association's website. This resource contains a series of questions that will help clubs determine their strengths and weaknesses. Clubs can develop a plan to improve themselves based on the results of this questionnaire.

[E-CLUBHOUSE](#) Lions clubs across the world can find a new home on the Internet with the e-Clubhouse. The e-Clubhouse enables clubs to build a free Website and enhance their presence on the Web by using fill-in-the-blank fields and pre-formatted templates to make giving clubs a polished and tech savvy appearance easy. The e-Clubhouse also provides consistency with the Lions branding while enabling clubs to preserve their individuality. The site includes a club calendar, club projects, photo gallery and contact us page to help tell others about their Lions club. Up to five more pages can be added. It's up to the club to key in information and to determine how it will be used. Encourage clubs to develop their own web presence with the e-Clubhouse.

# Starting new clubs

Locating communities in your region that could benefit greatly by having a new Lions club is a giant step in helping with the growth of Lions clubs. Work with the zone chairpersons on the following steps to help create a new club:

1. Meet with your Global Membership Team and Global Leadership Team district coordinators and learn more about how you can work with them to support new club development and club leadership 7
2. Secure information and materials, such as the New Club Extension Kit, which must be requested from the Membership and New Club Operations Department at International Headquarters
3. Draft a list of communities in your region that could benefit from a Lions club; discuss this list with the zone chairpersons and district GMT coordinator
4. Encourage clubs in your region to sponsor new clubs, and offer your assistance

Once a club has been chartered, you will also share a responsibility in caring for the new club. Make sure the following actions are taken:

- All members are fully oriented in Lionism and club officers are trained to fulfill the responsibilities of their positions
- The club is frequently visited by experienced Lions
- The club receives advice and guidance when needed

Your district governor may call on you to conduct an orientation seminar for [new members](#) or [officers](#) in your region. If the governor makes this request, you can obtain excellent guidelines for organizing and conducting these orientation sessions from the Membership Division, as well as the Leadership Division at International Headquarters.

# Assisting clubs that are struggling

As region chairperson, you may work in collaboration with the district leadership team to monitor the general health of Lions clubs in the region. You may be asked to provide assistance to clubs to prevent placement in status quo or provide your observations regarding behavior of clubs that the district governor is recommending for status quo. You will also offer direct support to clubs in status quo to reactivate and regain good standing.

Clubs that are struggling fall into four categories: Status Quo, Priority Designated Clubs, Protective Status and Financial Suspension. The policy for each is noted below. These statuses are also noted on the Club Health Assessment Report.

## Status Quo Clubs

Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions club. The Executive Administrator and divisions as designated by the Executive Administrator, acting on behalf of the International Board of Directors, have authority to place a Lions club in status quo or release it from status quo. The objective of status quo is to stop the activity of the club that is not fulfilling the obligations of a chartered club until the reason for placement into status quo is resolved or the club is cancelled.

Lions clubs may be placed in the following categories of status quo:

- Failure to comply with the purposes of the association, or conduct unbecoming a Lions club, such as, but not limited to, failure to solve club disputes or involvement in litigation
- Failure to fulfill any obligations of a chartered Lions club, such as, but not limited to, failure to hold club meetings regularly, or failure to submit the Monthly Membership Report for three or more consecutive months;
- The club is non-existing or fictitious
- The club has asked to disband or participate in a club merger.

While clubs may be placed in status quo for the reasons mentioned, District Governors may also request that a club be placed in status quo for failure to fulfill the obligations of a Lions Club. These requests require the approval of the first vice district governor and the zone chairperson. Sufficient documentation demonstrating that the club is not in compliance with the International Constitution and By-laws or Board Policy and the actions taken by the DG Team to encourage compliance is required to be submitted along with the request. Requests must be received 90 days or more prior to the district and/or multiple district conventions. The club will be placed in status quo once there is significant documentation that the club is not complying with the International Constitution and By-Laws.

a. While in status quo, the club can not

1. Conduct service activities;
2. Conduct fund-raising activities;
3. Participate in district, multiple district, or international functions or seminars;
4. Participate in any voting procedures outside of the club;
5. Endorse or nominate a candidate for district, multiple district and international office;
6. Submit the Monthly Membership Report and other report forms;
7. Sponsor a Lions club, or organize a Leo club or a Lioness club.

- b. Every effort should be made to assist status quo clubs before charter cancellation. The following procedures are to be followed to give assistance and support to status quo clubs:
  1. The District Governor Team or the Coordinating Lion should start working with the club immediately toward its release from status quo. The District Governor Team must keep the district governor informed about the progress of the status quo clubs in the zone.
  2. If helpful, the district governor may assign a Certified Guiding Lion to help bring the club back into good standing. The Certified Guiding Lion must have the approval of both the club and the DG Team.
  3. The district governor or the Coordinating Lion must review the progress and inform LCI headquarters in writing of the progress made or the recommendation of cancellation.
- c. In order for a status quo club to regain the status of good standing, the club must:
  1. Correct the reason for which the club was placed in status quo;
  2. Pay all outstanding balances in the district, multiple district and international accounts;
  3. Submit a completed Reactivation Report to report membership or leadership changes if needed; 9
  4. The recommendation to release a status quo club shall be made at any time of the year;
  5. Once reinstated, the club will have the ability to revise the club membership roster and officer records.
- d. Cancellation: Clubs that do not show improvement or make an adequate attempt to comply with the International Constitution and By-Laws or Board Policy within the specified time will be placed before the International Board of Directors to determine if the club should be cancelled, remain in status quo or regain good standing or active status.

### Priority Club Designation

Priority club designation allows members of the District Governor Team (the district governor, first vice district governor or second vice district governor) to make up to two additional club visits to the club funded by the existing district governor budget. This designation does not change the status of the club nor change the clubs rights or obligations and is designed to provide support to clubs that need additional attention.

Priority clubs automatically include all clubs that have been chartered over the previous 24 months, clubs in status quo or financial suspension and clubs that have been cancelled over the previous 12 months that could be reinstated.

The district governor may request priority designation for five additional clubs. To request priority designation for clubs that are not newly formed, recently cancelled, in status quo or financial suspension as noted above, the district governor must indicate why additional support is necessary, provide a plan outlining the needed activities and assign a Guiding Lion to the club. The plan must be approved by the club, the district governor, and the first vice district governor and then submitted to the District and Club Administration Division. These clubs must continue to pay dues and fulfill the responsibilities of a Lions Club or may risk being placed in financial suspension and cancelled. If measurable progress is not made within six months, these clubs may lose their priority designation. A club is considered to have achieved success when it has reached the goals set by the club when priority designation was granted. More than five additional clubs may be given a priority designation with the approval of the District and Club Service Committee.

### Protective Status

1. A Lions club may be placed in protective status when requested by the district governor and the country or the area of the Lions club is experiencing:
  - a. War or civil insurgency;

- b. Political unrest;
  - c. Natural disasters;
  - d. Any other special circumstances which prevent a Lions club from functioning normally.
2. A Lions club shall stay in protective status for the initial period of 90 days, plus additional days if warranted.
  3. A protective status club shall be allowed to function normally, based on the definition of Lions club's functions defined in the Board Policy Manual, but exempted from:
    - a. Payment of district, multiple district, and international dues;
    - b. Submission of Monthly Membership Report and other report forms.

The club is released from protective status when the club is able to fully function, pay outstanding district, multiple district and international accounts and submit a reactivation report. The recommendation to release a club from protective status shall be made at any time of the year; in cases of extreme hardship, the International Board of Directors, at the request of the District and Club Service Committee, may provide partial dues relief.

### **Club Cancellation**

When a Lions club notifies International Headquarters it is disbanding or merging with another club and the district governor supports the action and no other options seem viable, the club charter will be automatically cancelled.

The cancellation of a club may be rescinded within 12 months from the date of cancellation if the reasons for canceling the club are resolved. All previous dues must be paid. The district governor or the coordinating Lion must submit a Reactivation Report to rescind the charter cancellation. Requests for reactivation that are received less than 90 days prior to a district or multiple district convention may be held until the close of the convention.

### **Financial Suspension of Clubs**

Clubs are automatically placed on Financial Suspension if balances beyond 120 days are equal to or exceeding US\$20/member or \$1,000 or greater, and cancellation will occur after the 28th of the month following suspension if full payment is not received. Suspension is the temporary deferment of the charter, rights, privileges and obligations of a Lions club due to an unpaid balance.

Each month the association notifies all district governors of which clubs in the district are in suspension, were released from suspension or cancelled. Region chairpersons can help prevent unnecessary charter cancellations by working with zone chairpersons and the district governor to encourage suspended clubs to either pay the outstanding balance or negotiate a payment plan with the Finance Division at International Headquarters.

One of the most important duties of the region chairpersons is to ensure that all the clubs in the region are in active status with their accounts at any time of the year. Such special efforts made by the region chairperson can help clubs in the region and the region itself, as well as affect the financial health of the association.

Quite often, non-payment is not exclusively due to lack of funds. There are times when club officers are ill or out of town on business, and fail to make payments on time. Also, non-receipt of international bank statements can delay application of payments. No matter what the reasons may be, it is the responsibility of each Lions club to pay its dues billing on a timely basis.

When a club makes a deposit to an LCI banking account, it is necessary that a copy of the deposit slip be sent by fax or email to [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org) so that payment will

be credited to their account; include the club name, club number, amount to be credited and purpose of payment.

It is important that clubs regularly review the financial statements they receive from LCI to verify that the payments they have made have been received and credited to their account. This can greatly reduce the possibility of being suspended due to problems in properly identifying payments. Club officers can avoid delays and prevent posting errors by viewing and paying their club statement online using the MyLCI Site. It is available at [www.lionsclubs.org](http://www.lionsclubs.org).

Note: MyLCI allows the region chairperson to quickly view the current financial status for each club in the region. (From the My Region menu, select Clubs from the menu list. From the Region Clubs page, click the Statement button associated with any club.



# Reports

There are four valuable reports available online that do not require login or registration. These reports are:

- Membership Register: Sorted by club name within the district name, this report lists the number of members added, dropped or transferred since the beginning of the fiscal year for each club in the district
- Missing Club Officer Report: Sorted by district name, this report lists clubs that have not reported their officers
- Summary of Membership Types and Gender by Club: Sorted by club name within the district name, this report lists the number of members by gender and the number of discounted memberships (Family Unit, Leo Lion, Student, Young Adult)
- Cumulative Membership Report: Sorted by district name, this report lists the number of clubs in the district and the cumulative number of members added, dropped or transferred since the beginning of the fiscal year

To access these reports navigate to MyLCI Logon Page at <http://mylci.lionsclubs.org/>. From the Support Center panel on the right side of the page, select Membership Reports.

# Awards

## District Governor Team Excellence Award

In appreciation of the special efforts made by district governor teams, the association presents this award to members of governor teams who meet the requirements set by the International Board of Directors after completion of the term of office.

The district governor may submit the names of members of the district governor team who put forth exceptional effort to achieve excellence, which can include the district governor, vice district governors and zone and region chairpersons. Awards will be sent to the district governor to recognize these Lions with the District Governor Team Excellence Award as well.

The [application form](#) for the District Governor Team Excellence Award is available in the District Resource Center on the LCI Web site. Completed applications must be submitted to the English Language Department by August 31.

## Club Excellence Award

In appreciation of the achievements of clubs which have excelled during the year, the association presents this award to club presidents whose club meets the requirements set by the International Board of Directors after completion of the fiscal year.

This award recognizes that excellence does not depend on one individual but reflects the efforts of the whole club. Clubs which achieve this award will receive a club banner patch and their president will receive a special pin.

The [application form](#) is available online in the Club Resource Center or you can type "Club Excellence Award" into the search box on the LCI Web site. Completed applications must be submitted to the English Language Department by August 31.

## Club Rebuilding Award

The Club Rebuilding Award recognizes Lions who were instrumental in rebuilding an existing club or bringing a cancelled or status quo club back to active and viable status. It is offered on the recommendation of the district governor or district governor team member with the approval of the district governor.

The Lion nominated to receive the award must have played a key role in recruiting new members, helping the club develop new activities, and in ensuring that the club is guided and motivated as it rebuilds.

Information and an [application form](#) are available in the [Club Rebuilding and Reactivation section](#) of the LCI Web site.

## Presidential Zone and Region Chairperson Awards

Zone and region chairpersons can truly make a difference by helping clubs advance their service, grow their membership and achieve their goals. This Presidential Award for Zone and Region Chairpersons is more than an award, it is a plan for success for the zone and region chairpersons and the clubs they support!

# Organization of International Headquarters

International Headquarters is arranged into several groups that support similar goals and have a natural collaborative working relationship.

The website is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

## Administrative Officers at International Headquarters

### **Executive Administrator**

The Executive Administrator of Lions Clubs International oversees the administration and operation of International Headquarters. The executive administrator's primary responsibility is to implement policies and procedures through the association staff that sustain the vision and purposes of the association and foundation.

The executive administrator:

- Manages the activities of the International Headquarters groups and staff
- Works closely with the International President, the Executive Committee, and the International Board of Directors to assure that the worldwide activities and expansion of Lionism are in keeping with the philosophy and policies of the association

### **Secretary**

The secretary implements and manages the corporate governance programs for the association and prepares and distributes the official minutes of the International Board of Directors Meetings and Executive Committee.

### **Treasurer**

The protection, management and investment of the association's funds and other resources in accordance with the approved policies of the International Board of Directors, are the main responsibilities of the treasurer. The treasurer is also responsible for budget preparation, as well as international officer and director expense claim audits.

### **LCIF Executive Administrator**

The executive administrator of Lions Clubs International Foundation is responsible for the administration of the foundation, which is a separate legal entity with charitable, tax-exempt status. The LCIF executive administrator works with LCIF Chairperson and LCIF Board of Trustees to implement the foundation's mission of supporting the efforts of Lions clubs around the world in serving their local communities and the world community as they carry out essential humanitarian service projects.

## International Headquarters Groups

### District & Club Service and Leadership Development Group

#### District and Club Administration

Email: [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org)

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 Guiding Lions program and Club Rebuilding Awards. The English Language Department serves as an important communication resource for district governors.

#### Leadership Development

Email: [leadership@lionsclubs.org](mailto:leadership@lionsclubs.org)

Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels. Provides online learning opportunities (Leadership Resource Center: <http://www.lionsclubs.org/EN/member-center/leadership-development/index.php>) 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.

### Global Development Group

Email: [globaldevelopment@lionsclubs.org](mailto:globaldevelopment@lionsclubs.org)

#### Service Activities

Email: [programs@lionsclubs.org](mailto:programs@lionsclubs.org)

Supports Lions and Leos in implementing meaningful service projects and activities through the provision of project planning resources. Current service categories include children, youth, health, environment, and international relations, as well as special initiatives such as the Centennial Service Challenge and the Reading Action Program. The division also collects data on Lions and Leo activities through the Service Activities Report. This data helps the association demonstrate how Lions and Leo local acts are making a positive contribution to global development priorities. The Service Activities Division is comprised of the Programs & Service Initiatives Department and the Leo Club Program Department.

### Marketing and Membership

#### Membership

Email: [membershipdev@lionsclubs.org](mailto:membershipdev@lionsclubs.org)

Directs and initiates efforts by members and member committees in establishing standards for membership and programs for bringing new members into the association. Oversees the GMT and Operations functions.

#### Public Affairs

Email: [pr@lionsclubs.org](mailto:pr@lionsclubs.org)

Directs all public affairs activities including managing public relations and media relations. Manages all audio/video productions and events including providing leadership and creative input on high profile events and programs such as Centennial, LDUN, etc.

#### Marketing

Email: [marketing@lionsclubs.org](mailto:marketing@lionsclubs.org)

Directs, develops and implements marketing strategies to support key programs of the association including new club and membership initiatives, service initiatives, along with the marketing of all recognition programs and other key programs of Lions. Oversees the graphics function.

**Communications**

Email: [communications@lionsclubs.org](mailto:communications@lionsclubs.org)

Directs all internal and external communications, advertising, brand management and corporate messaging. This includes all online communications and The Lion magazine.

**Treasury, Financial & Business Operations Group****Finance**

Email: [finance@lionsclubs.org](mailto:finance@lionsclubs.org)

Manages the association's resources, both people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments. Provides various financial services to members.

**Information Technology**

Email: [informationtechnology@lionsclubs.org](mailto:informationtechnology@lionsclubs.org)

Provides technology services that include technology infrastructure, membership and financial systems, a business intelligence system for reporting, member services websites including MyLCI, communication systems, document management system, club, officer and member data administration, district and international convention support and technical support for staff and members (website: [www.lionsclubs.org](http://www.lionsclubs.org)).

**Club Supplies and Distribution**

Email: [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org)

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

**Other Headquarters Groups****Convention**

Email: [convention@lionsclubs.org](mailto:convention@lionsclubs.org)

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

**Legal**

Email: [legal@lionsclubs.org](mailto:legal@lionsclubs.org)

Responsible for maintaining 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

**Lions Clubs International Foundation**

Website: [www.lcif.org](http://www.lcif.org)

Email: [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)

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.