



We Serve

DISTRICT 201Q3
Cabinet Officer Manual
2024 – 2025



Richard Williams

District Governor

DISTRICT GOVERNOR'S WELCOME

Welcome to you all. Thank you all for taking a role in our District this year. Some of you are continuing, but we have plenty of new faces. We have twelve months to make a difference in how our organisation approaches the future, and you all have something to offer. Please participate, be brave and enjoy the year.

We hope this manual is a useful tool to help you through the year. But, please ask questions, and question what is happening.

Our theme this year has four aspects – **fun, future, fearlessness – let's roar**. Before discussing them, let's have a chat about what isn't there – serve. Serving underpins everything we do, it is our organisation's motto, so I see no need to repeat it in our theme.

Fun - if people are having fun, we are meeting a basic human need, and they hang around. If people see us having fun, they may join

Future – the world is changing (and has already). We can't afford to offer a 1980s experience in 2024.

Fearlessness – making hard decisions is not easy, but is essential to our survival. Fearless does not mean ruthless, but sometimes we have to compassionately do the unpopular.

LET'S ROAR – we need to be seen and heard, so let's shout our achievements to the world, to show our pride in our organisation.

These concepts underpin two words I use regularly – sustainability (how can we ensure we will be here in 5,10 20 years), and engagement (making people want to join, then want to stay).

We will continue to work towards our Big Audacious Mission target of 30,000 members by 2030. We all have a part to play. The District Action Team will work with you to help make it work for District, your zone and your club.

As I write this, I have not seen International President Fabricio Oliveira's theme, but his messaging regularly talks about increasing membership (through supporting existing Clubs and building new ones), increasing support for global causes and supporting LCIF. I'll get more to you when I get it.

Remember to take care of yourself and please ring if you need a chat, a shoulder or sounding board. I look forward to working and chatting with you - So, let's kick some goals and have some laughs



District Governor 2024-2025



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Where There's a Need, There's a Lion



GENERAL INFORMATION

District Governor

The District Governor is the District's Executive Officer, elected at the annual District Convention to serve a one-year term and is accountable directly to the Lions Clubs International Board of Directors. As an International Officer of Lions Clubs International, the District Governor is responsible for carrying out the duties as stated in the International Constitution and By-Laws.

The District Governor sits on the Council of Governors, comprising District Governors from all the Australian Districts (Multiple District 201) and a Council Chair who is elected from the pool of Governors from the previous 3 years.

District Cabinet

The District Cabinet is the body of individual Lions elected in accordance with the District Constitution, or appointed by the District Governor, to assist the District Governor to:

- carry out their responsibilities to Lions Clubs International and Multiple District,
- form and implement administrative plans and policies affecting Lions within the District
- promote and coordinate the community service efforts of Lions and Leo Clubs throughout our District



STRUCTURE OF DISTRICT CABINET

Management Team

The District Management Team provides the financial, administrative and constitutional leadership for Cabinet and the District.

District Action Team

The District Action Team (DAT) helps foster clubs to enable membership growth, increase Lions' visibility in the community with impactful service and build strong, innovative leaders.

DAT at the District level comprises:

- The District Governor as DAT Leader and Global Membership Approach Support Lead
- Vice District Governors
- District Service Team (DST)
- District Leadership Team (DLT)
- District Membership Team (DMT)
- District Extension Team (DET)
- Zone Chairs & Zone Chair Coordinator

• District Service Team (GST)

The DST will assist clubs to be true to our motto 'We serve' by identifying our National and District service projects/foundations to maximize impactful service, action, and growth. They also provide support to Clubs when recording service hours.

• District Membership Team (GMT)

The DMT promotes ideas, tools, and strategies to assist clubs to increase membership by recruiting new members and engaging and retaining existing members. This year, they will focus on diversity – understanding how to better use the diversity in our current membership, and how to make the District better reflect the population.

• District Extension Team (DET)

The DET will, either directly or with Clubs, start new Clubs, Specialty Clubs and Club Branches and, with the Leo Chair, Leo Clubs. They will consider matters such as age, diversity and other factors to increase the appeal of Lions to the public.

• District Leadership Team (GLT)

The DLT helps people grow into Lionism by promoting International, Multiple District, District, Club, and individual learning activities. They will work with Clubs and Zones to develop leadership, host Lions Information Sessions and provide other learning opportunities.

DST, DMT, DET and DLT members work with the Club Service Director, Membership Chair and First Vice President (as Leadership Chair). Zone Chairs and Region Coordinators will also identify areas for support and development.

- **Zone Chairs and Zone Chair Coordinators**

Zone Chairs

- provide an important link between the District and Clubs. They
- host the District Governor's Advisory Committee (Zone Meetings)
- encourage Clubs to share ideas, assist each other with challenges, discuss projects and identify opportunities to work and socialize together.
- assist Clubs with any questions or issues that may arise.
- provide a flow of information between Clubs and the District Cabinet. They identify potential leaders and Club best practice.
- Seek assistance from DAT Coordinators if they identify a Club that would benefit from their assistance

They also are aware of the DAT's priorities, and promote them to Club and identify opportunities to support them (eg identify new club locations or members with leadership potential)

- **Global Causes Chairs**

Our District has appointed a Chair for six LCI global causes – Vision, Environment, Hunger, Childhood Cancer, Disaster Relief and Diabetes Awareness. The remaining causes (Humanitarian Efforts and Youth) are covered by a range of existing Chairs. These Chairs, with the support of the DST, will promote the Global Causes and encourage Clubs to get involved with them at a local level.

- **LCIF Coordinator**

The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with the district leadership.

- **Foundations & Service Project Chairs**

We have a number of other portfolios to promote international, national and district priorities – refer to listing on pages 8 & 9. Portfolio Chairs will work with Clubs and the DST to support these projects.

- **Marketing**

This group is responsible for supporting the District and promoting who we are and what we do in the community; ensuring information flows within and from our District to promote/publicise Lions projects and events through social media, District and Club websites, the District newsletter, press coverage etc.

- **Advisors**

Provide advice on a range of policy and legal matters

BIG AUDACIOUS MISSION – BAM!

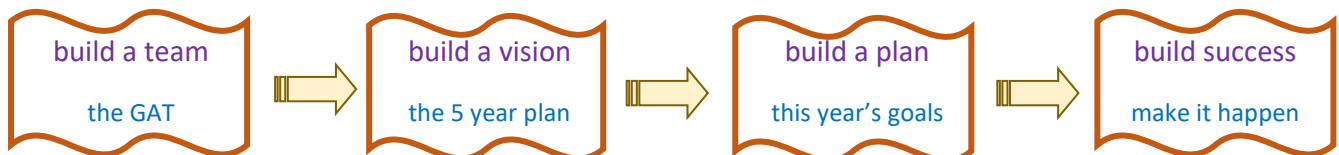


The Big Audacious Mission is to have 30,000 members nationally by 2030.

We achieve it by following the Global Membership Approach.

GLOBAL MEMBERSHIP APPROACH (GMA)

GMA provides a process and resources for districts worldwide to achieve strong membership growth.



It follows a four-step process: Build a Team, Build a Vision (a 5 year Strategy), Build a Plan and Build Success.

The Global Membership Approach combines a strategic approach and a set of resources for district teams to utilize to develop membership by:

- Rejuvenating districts with new clubs
- Revitalising clubs with new members
- Re-motivating existing members with fellowship and exciting service

Designated teams within the DAT structure will be organised to focus on achieving these three objectives.

The-GMA-Support Lead drives the process under the direction of the District Governor. (This year the GMA Lead is the District Governor) This position will manage the process by working with the DG Team, the DAT Coordinators, and Zone Chairs on plan development, implementation and accountability.

The approach has universal applicability, allows for customization and is supported by a growing collection of material resources. It also has application in Clubs.



DISTRICT 201Q3 (2024-2025)

MANAGEMENT TEAM			
DISTRICT GOVERNOR	1ST VICE DISTRICT GOVERNOR	2ND VICE DISTRICT GOVERNOR	IMMEDIATE PAST DISTRICT GOVERNOR
Richard Williams	Narelle Gluer	Stuart Matthews	IPDG Andy FitzGerald
CABINET SECRETARY	CABINET TREASURER	CONSTITUTION & BY-LAWS CHAIR	ASSISTANT CABINET SECRETARY
Danielle Runge	Bruce Unwin	Norm Alcock	Beverley Bates

DISTRICT ACTION TEAM			
DISTRICT SERVICE TEAM (DST)	DISTRICT LEADERSHIP TEAM (DLT)	DISTRICT EXTENSION TEAM (DET)	DISTRICT MEMBERSHIP TEAM (DMT)
DST CO-ORDINATOR	DLT CO-ORDINATOR	DET CO-ORDINATOR	DMT CO-ORDINATOR
Debbie Williams	Ian Langford	Rodd Chignell	Lisa Gourlay
TEAM MEMBERS	TEAM MEMBERS	TEAM MEMBERS	TEAM MEMBERS
Marcia Jensen TBA	Steve Hood TBA	TBA TBA	Peter Jensen TBA
GLOBAL MEMBERSHIP APPROACH DISTRICT LEADER (GMA)			
Richard Williams			

ZONE CHAIRS					
ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
Aileen Knowles	Glenn Shipway	Elvee Brisbane	Greg Freeleagus	Graham Foote	
ZONE 7	ZONE 8	ZONE 9	ZONE 10	ZONE 11	ZONE 12
Allan Turner	Bill Moore	Noela Runge		Michael Berton	Ivan Schindler
ZONE CHAIR COORDINATOR (ZCC)					
Stuart Matthews					

GLOBAL CAUSES CHAIRS		
DIABETES	HUNGER	ENVIRONMENT
Andy FitzGerald	Jenny Tate	Dell Emery
CHILDHOOD CANCER (Incl ALCCRF)	VISION (Incl Recycle for Sight & LEHP)	DISASTER & EMERGENCY RELIEF LIAISON
Norm Jensen	Geoff Moor	Graeme Emery

INTERNATIONAL FOUNDATIONS & PROJECTS	
LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF)	LEO PROGRAM
Kevin Hedges	John Creagh
LIONS INTERNATIONAL PEACE POSTER CONTEST	YOUTH EXCHANGE & INTERNATIONAL YOUTH CAMPS
Di Unwin	Di Unwin

NATIONAL FOUNDATIONS & PROJECTS		
AUSTRALIAN LIONS CHILDRENS MOBILITY FOUNDATION (ALCMF)	LIONS PROSTATE CANCER RESEARCH, TREATMENT AND SUPPORT	
April Lindel	Norm Jensen	
AUSTRALIAN LIONS FOUNDATION (ALF)	AUSTRALIAN LIONS WELLBEING FOUNDATION (ALWF)	
Maryann Bisdee	Barbara Matthews	
CHRISTMAS CAKES & LIONS MINTS	LIONS YOUTH OF THE YEAR	LIONS HEARING DOGS
Kaye Smith	Judy Brodie	Cheryl Orton

DISTRICT PROJECTS		
QLD & NORTHERN NSW LIONS MEDICAL RESEARCH FOUNDATION	LIONS YOUTH EMERGENCY ACCOMMODATION CENTRE (LYEAC)	
Roland Sjollega	Christine Schofield	
YOUTH INSEARCH	LIONS CAMP DUCKADANG	LIONS CHILDREN OF COURAGE
Ray Mogridge	Darryl Robson	April Lindel
DIABETES CAMP COORDINATOR	DISTRICT CONVENTION 2024	DISTRICT CONVENTION 2025
Gail Jones	Ted Heyes	Fiona Roberts

MARKETING & COMMUNICATIONS		
MARKETING & PUBLIC RELATIONS CHAIR	NEWSLETTER EDITOR	
Cate Brickell	Beverley Bates	
SOCIAL MEDIA	WEBMASTER & IT	WEBMASTER & IT
	David Orton	Graham Foote

ADVISORS	
CLUB SAFETY LIAISON	CHILD SAFETY OFFICER
Steve Hood	Donna Hedges
DISTRICT HISTORIAN & RECORDS	FUTURE TREND RESEARCHER
Bob McGreevy	Erin Phillips

CABINET MEETINGS

There will be four cabinet meetings during the year, on dates to be determined by the District Governor and Management Team. We have indicative dates at page 18 of this manual and will confirm them during the year.

Meetings usually run on Saturday afternoon and Sunday morning. The first meeting may, however, run for the full day following District Changeover

Communication

It is important that we have open and honest communication within Cabinet, and between Cabinet and Clubs

To ensure an appropriate flow of information, we ask that emails or other correspondence from a Cabinet Officer:

- Relating to District Lions business, visits or activities with bodies outside the District, be copied to the Cabinet Secretary.
- To a Club, be copied to the Zone Chair, and Cabinet Secretary

A Cabinet member, other than a Zone/Region Chair, who attends a Club meeting does not need to complete a report on the conduct of that meeting, unless they consider it necessary, or the DG requests it.

What to wear to cabinet meetings?

You can order District shirts and jackets by contacting ALE Clothing Company, Toowoomba – details from Cabinet Secretary. Other suppliers, including Country Wide Embroidery at Redcliffe also provide them. They are a District uniform, so others in your club may care to order them (especially the jackets, which may complement their club polo shirt).

It is not compulsory to wear a District shirt. Please wear what you feel is comfortable. Smart casual is suitable for the Saturday evening function, unless otherwise advised.

Social aspects

District provides morning and afternoon teas, and Sunday lunch, for District Officers.

Saturday lunch is provided for members of the District Management team and for Zone Chairs and DAT Coordinators who have participated in the morning's Zone forum (if held).

The host Club will organise a social activity on the Saturday evening. District Officers, their partners and local Lions are welcome to attend. Costs are at the expense of the persons attending.

On Sunday morning, the host club may arrange an outing for partners, at the expense of those attending.

Partners are welcome to attend the Sunday lunch, at their expense.

Support for District Officers

Where a District Officer feels the need for advice, he or she should seek assistance from:

- if a Zone Chair – the Zone Chair Coordinator, a District Action Team Coordinator or the District Governor
- if a member of the District Action Team – their coordinator
- if a member of the Management Team or other Cabinet member - the District Treasurer, Secretary, Constitution and By-Laws Chair or District Governor.

Should a Cabinet Officer or other Lion become aware of a situation that may cause detriment to the organisation and they consider it cannot be resolved or confirmed without investigation or mediation (e.g., potential fraud, bullying, conflict within a Club), they should provide a verbal or written report to the Zone Chair or District Governor outlining:

- the facts of the matter
- any evidence they may have
- names of people affected
- possible outcomes from the issue, and
- any other relevant information.

The District Governor or Management Team may appoint a Lion to assist resolve the issue.

This Lion will:

- thoroughly investigate the situation
- formulate a concise submission which covers both sides of any argument or controversial matter.
- present these findings and a recommendation to the appropriate person(s) for decision.
-

Should the matter escalate to a formal process, the conciliator shall follow the process outlined in Rule 10 of the Model Club Constitution

District Committees

District Cabinet Chairs have the right to form their own Committees. Such committees shall not undertake any specific duties until:

- the Chair has consulted with the District Governor, and
- the Chair has received the approval of the District Governor and/or Cabinet.

Committee Chairs must send copies of meeting minutes to the Cabinet Secretary for retention

Finance

No District Officer shall commit the District to any financial or other commitment without the prior approval of the District Governor and/or Cabinet.

Appeals from outside of Lions

District Officers should report to the DG any instance where a Club or Clubs has been approached to conduct a fund-raising appeal/project on behalf of an organisation (excluding fundraising appeals from an approved District 201 Q3, Multiple District 201 or Lions Clubs International program/ project).

Such fund-raising appeals/projects may require the approval of the District Governor or Cabinet before proceeding.

The use of the Lions logo is subject to copyright restrictions (see branding guidelines on the LCI website).

Planning & Reporting

At the beginning of the Lions year, we will ask you to write an Action Plan, focusing on three or four goals to be achieved in your role/s over the next 12 months. The Cabinet Secretary will issue a template for the plan (attached), and collate them in time for the first Cabinet meeting

You may change your plan as circumstances change during the year.

For the second and third Cabinet meetings, you will report (in a template provided) on your progress/outcomes towards achieving your goals. The Cabinet Secretary will collate them for the meetings.

The report for the fourth Cabinet Meeting will cover your year's activities and will form part of a District report to be presented to the annual convention (with updates for activities occurring following the report's submission).

If you do not complete your report by the due date, you will be responsible for sending it to Cabinet Members to read prior to the Cabinet Meeting. It is important to take the time to read reports before attending cabinet meetings.

Copies of the template follow this section of the manual.



2023-2024 Action Plan – **Your Position – Your Name**

Goal 1:				
Steps To Be Taken To Achieve Goal	By Whom (People)	Resources Required	Deadline (When is this going to be achieved)	Target / Evidence (How will you know it has been achieved)
Goal 2:				
Steps To Be Taken To Achieve Goal	By Whom (People)	Resources Required	Deadline (When is this going to be achieved)	Target/Evidence (How do you know it has been achieved)
Goal 3:				
Steps To Be Taken To Achieve Goal	By Whom (People)	Resources Required	Deadline (When is this going to be achieved)	Target/Evidence (How do you know it has been achieved)
Key Dates/Messages for Promotion:				
General Comments:				
Notice of Motion:				

CABINET REPORT - Month Year - Portfolio - Name

GOAL	WHAT OUTCOMES HAVE BEEN ACHIEVED OR WHAT PROGRESS HAVE YOU MADE SINCE 1 JULY 2023	WHAT ELSE DO YOU NEED TO DO (OR PLAN TO DO) TO ACHIEVE GOAL/TARGET
GOAL 1		
GOAL 2:		
GOAL 3:		
GOAL 4:		
Key Dates or Messages for Promotion:		
General Comments:		
Notice of Motion:		

CHILD SAFE POLICY

Queensland legislation requires organisations such as Lions Clubs which fall within the Blue Card System to implement strategies to ensure the safety and protection of children/youth whom the Lions Club engages with through their projects, functions and events and comply with the applicable statutory requirements. Penalties can apply if statutory requirements are not met.

The “Q3 Child & Youth Risk Management Strategy” has been written to meet our legislative obligations and Lions Australia Child Safe Policy expectations. The policy document and associated resources can be accessed via the District website.

It is a requirement for all Cabinet Officers to hold a blue card. [In circumstances where an organisation provides child related services/activities, members of the Board/Management Committee will require blue cards by virtue of their role as a decision maker in relation to the child related service.

In addition, Cabinet Officers will be required to undertake an induction/refresher session to gain an understanding of the Policy and our obligations to keep young people safe.



LIONS CLUBS INTERNATIONAL

Mission Statement

Our mission is to empower Lions clubs, volunteers and partners to improve health and wellbeing, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding. And we fulfill it every day, everywhere we serve.

Vision Statement

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

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 endeavours.



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, labour 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.

LEO CLUBS PURPOSE

- ◆ To promote service activities among the youth of the communities which will develop the individual qualities of LEADERSHIP, EXPERIENCE and OPPORTUNITY.
- ◆ To unite its members in friendship, fellowship and mutual understanding.

LEO CLUBS OBJECTIVES

To provide the youth of the world an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international community.

LEO CLUBS MOTTO

- ◆ Leadership - Develop skills as a project organizer, time manager and team leader.
- ◆ Experience - Learn how teamwork, cooperation and collaboration can bring exciting changes to your community and the world.
- ◆ Opportunity - Make friends and feel the rewards of community service.

DATES TO NOTE for 2024-2025

Club Officer Development Days	Wamuran Fernvale Dalby Pittsworth	1 June 2024 2 June 2024 8 June 2024 9 June 2024
International Convention	Melbourne	21-25 June 2024
District Changeover	Kedron Wavell Services Club	13 July 2024
Cabinet Meeting	Bracken Ridge	14 July 2024
MD Council Meeting	Sydney	September 2024
ANZI Pacific Forum	Bali	12-14 September 2024
Q District Conventions	Q3 Redcliffe Q2 Magnetic Island Q4 Bundaberg Q1 Casino	4-6 October 2024 18-20 October 2024 25-27 October 2024 1-3 November 2024
Cabinet Meeting	TBA	16-17 November 2024
MD Council Meeting	Sydney	January 2025
Cabinet Meeting	TBA	1-2 February 2025
Incoming Cabinet Officer Development Days	TBA	
MD Council Meeting	Traralgon	28 Apr – 1 May 2025
MD Convention	Traralgon	2-5 May 2025
Cabinet Meeting 4	TBA	TBA
Club Officer Development Days	TBA	
International Convention	Mexico City	4-8 July 2025

Emerging Lions Leadership Institute (ELLI)		
Regional Lions Leadership Institute (RLLI)		
Faculty Development Institute (FDI)		
Lions Certified Instructor Program (LCIP)		

EMAIL ADDRESSES - FORWARDERS

Type of Address	Address	Who Gets the Email
Individual Club	Examples: roma@lionsq3.org.au brisbane-bunya@lionsq3.org.au	President & Secretary of that Club, [Webmaster adds club president, Club secretary and club email address (if existing). Club can arrange to add or delete addresses]
All Lions and Leo Clubs within the District	club@lionsq3.org.au	All the above club addresses
Announce	announce@lionsq3.org.au	An opt-in mail service – for information that may be of interest to a wide variety of Lions
District Newsletter	newsdirect@lionsq3.org.au	Anyone who subscribes to have the District Newsletter sent electronically into their inbox
Cabinet	cabinet-2024-2025@lionsq3.org.au	For all cabinet officers
Zones	Examples: zone1@lionsq3.org.au zone8@lionsq3.org.au	Goes to all Clubs in that Zone + Zone Chair + Zone Chair Coordinator
Zone Chairs	zone@lionsq3.org.au	All Zone & Zone Chair Coordinator



**DISTRICT 201 Q3
2024 - 2025 MANAGEMENT TEAM - CONTACT DETAILS**

District Governor	Lion Richard Williams (Lion Debbie)
1st Vice District Governor	Lion Narelle Gluer
2 nd Vice District Governor	Lion Stuart Matthews (Lion Barbara)
Immediate Past District Governor	IPDG Andy FitzGerald
Cabinet Secretary	Lion Danielle Runge
Cabinet Treasurer	PDG Bruce Unwin (Lion Diane)
Constitution By-Laws Chair	PDG Norm Alcock
Assistant Cabinet Secretary	PDG Beverley Bates

For all contact details

please refer to:

**Lions Australia Directory
2024-2025**