

DISTRICT 201Q3

Zone Chair Manual 2024 – 2025



We Serve

Richard Williams

District Governor



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Introduction

Please read this manual in conjunction with the **Cabinet Officers' Manual**, which contains information on general Cabinet policy, the structure of the District and Cabinet meetings.

Your Role

Zone Chairs

The Zone Chair is an experienced Lion and is a vital link between the District and Clubs. You are in an ideal position to know what is happening in Clubs, how they are performing and if they need assistance.

In addition, you are a vital part of the District Action Team (DAT) process. You help connect DAT to clubs and individuals by:

- understanding DAT priorities and processes, and looking for opportunities to apply them in your Zone
- identifying clubs that, and individuals who, could use DAT resources and assistance
- identifying ideas that, and individuals who, may assist the DAT

There are three vital skills that will assist you to do this effectively:

- your capacity to build relationships and earn the trust of the President, Board and members.
- your ability to read the mood of meetings, observe behaviours and interpret data.
- your willingness to look for opportunities to praise the Club, offer formal and informal recognition, and for ideas to share across the Zone and beyond.

District has resources to assist Clubs, but we cannot impose ourselves – we must be invited (although we can offer our assistance). It is imperative that you report to Clubs what is discussed and decided at Cabinet. The Cabinet Secretary or Assistant Cabinet Secretary will send a list of key topics from Cabinet within two weeks of the meeting. You also raise matters that Clubs ask you to at Cabinet Meetings.

In addition, you will assist the Lions Youth of the Year Chair by arranging clubs to host Zone and Region Finals if required

Zone Chair Coordinator

The Zone Chair Coordinator has three key responsibilities

- a support person for the Zone Chairs. You will be a sounding board for the Zone Chairs and will assist with the more difficult matters as they arise and encourage them to perform their role.
- Ensuring Zone Chairs have the messages from Cabinet
- Assisting and encouraging Zone Chairs to fulfill their role, including arranging information sessions as required

Duty Statements

The duty statements for Zone Chairs are detailed in the District Constitution. You will find at **Annexure D** statements that provide a role statement for the Zone Chair Coordinator. The Role Statement for Zone Chairs at that annexure provides more detail and takes into consideration the District Governor's priorities and expectations.

Zone Chair Key Deliverables

- Effective Zone and intra-Club communication processes and reporting.
- Effective support to Zone Clubs and members.
- Visit each Club (Lion, Club Branch, Leo) at least twice in the year. (including one visit to a Business/Board Meeting). Clubs in need may require more than two visits.
- Stay in touch with Clubs (by visits, phone or Zoom).
- Understand the Clubs in your Zone
- Raise matters that could be addressed by DAT intervention or resources with the relevant DAT Coordinator.
- Reflect on and promote successes and learnings.
- Host or arrange Zone Meetings.
- Represent the Clubs at District Cabinet.
- Nominate a host for the Zone and/or Region Youth of the Year Final with details available by 30 October.

Zone Chair Coordinator Key Deliverables

- Support and develop Zone Chairs
- Assist Zone Chairs to complete their role
- Act as a bridge and filter between national expectations of Zone Chairs and the District



There
is no
'typical'
Lion.....



.....on the outside

Club Visits

Take with you...

When you visit a club, it is wise to have a copy of:

- Lions Clubs Ethics (see Cabinet Officer Manual)
- Lions Club Purposes (see Cabinet Officer Manual)
- Member induction script
- Standard District 201Q3 Constitution
- The DG's and International President's themes

Be on the lookout for...

- People and Clubs doing a great job. Acknowledge and thank them.
- Clubs with quality processes from which other Zone Clubs might learn.
- Clubs that may require additional attention and/or support from Zone or District.
- Possible Zone membership expansion opportunities (either members or new Clubs).
- A qualitative 'look behind the numbers' assessment of Zone Clubs.
- Club and Zone strengths, weaknesses, opportunities and threats

The visit

When preparing for your Club visit, gather whatever information you can about the Club using:

- their bulletins, newsletters, minutes and Facebook page.
- service information from the Lions Portal
- reports to Membership and Zone Meetings.
- Club Health Assessment – sent monthly from LCI
- Obtain details of any outstanding Dues (District, Multiple District and International) from the District Treasurer

At the meeting

- ensure you meet all Club Members.
- recognise the Club's achievements and thank them for their service.
- promote what is happening in the District or Zone.
- do not talk too long.
- Ask questions and listen to the members
- explain your role if members do not understand it.
- speak with the Executive and observe interactions and business to gather the information you need to complete the Zone Chair's Visit - Report Form.



Working with the District Action Team (DAT)

Zone Chairs are part of the District Action Team.

If you have an issue that requires DAT advice or intervention, or a suggestion to assist the teams, please contact the relevant Team Coordinator. The teams are Service, Membership Extension and Leadership. They have access to a range of resources and connections from District, Lions Australia and LCI.

Zone Meetings (District Governor's Advisory Committee)

Who attends?

- Zone Chair as Meeting Chair.
- Club Presidents, First Vice Presidents and Club Secretaries. Club Membership Chairs, Club Service Directors and Marketing Chairs should attend when information shared relates to their position.
- Any other Club members who wish to attend.
- A guest speaker

Purpose?

- To find solutions for shared or individual problems.
- To plan and discuss Zone projects and social activities.
- To disseminate information from District Cabinet Meetings.
- To share ideas, opportunities and good practice.
- To promote attendance at District and Multiple District Conventions.
- To promote attendance at Charter Nights and other activities within the Zone and District.

How often and when?

- At least three, preferably four, times a year.
- Ideally, these would be held close to the dates of the Cabinet meetings, but allow two weeks to receive the key messages from the Assistant Cabinet Secretary.

Where?

- Preferably, rotated around your Zone.

Meeting organization

- Select a time that suits most Clubs.
- Give plenty of notice, including circulating the agenda.
- Have a well-organized plan for the meeting.
- Encourage participation from all members



What do we discuss?

- Provide a report on what was discussed and decided at District Cabinet.
- Each Club presents a written report prior to the meeting, summarising their...
 - activities
 - successes
 - membership
 - challenges they are encountering. [Refer to template provided]
- Each Club will report on one item. (Please do not ask Clubs to verbally report on everything they do – it takes too long and can be uninteresting.)
- The DAT Coordinators may suggest topics for discussion
- You may also discuss matters from the reports of interest or benefit to the Clubs.

Is that all we discuss?

And, depending on the time of year, you may also discuss...

<ul style="list-style-type: none">• Who will host the Zone and Regional Youth of the Year Final?• The Club's plans for the year, including how they will support the DG's theme• Leadership development programs• New member induction and orientation. Sponsor's responsibilities towards the new member• Plan of action to increase and engage members• Paying dues• The importance of reporting• Club election procedures and timing.• The importance of having a nomination committee or some other process to encourage nominations•	<ul style="list-style-type: none">• Cabinet members as guest speakers• How the Club is tracking• Reporting new Club Officers• Club Officer Forums• Selecting convention delegates and alternates• Awards and the need to order the awards in time• How to identify potential Cabinet Officers• Importance of supporting Lion Foundations and activities, and tax deductibility.• Succession Planning
--	--

And finally

Send a report of the discussions to all Clubs. You may wish to nominate an attendee to take notes ((NB: We did not say Minutes).

- Complete a Zone Meeting report for the Cabinet Secretary

Working with Clubs

No District Officer has a closer relationship with Clubs than the Zone Chair. You work as an advisor and help them identify the specific needs of their Club, provide information, build networks, recognise their achievements and thank them for contributing to Lions outcomes.

Strong clubs exhibit these characteristics

- Well organised.
- Strong service ethic and programme
- Members are enthusiastic and take pride in their Club.
- Members have fun.
- A strong social aspect to the Club.
- Meetings are enjoyable and appreciated by members.
- A steady membership growth.
- They run and report numerous service projects which meet community needs.
- Successful fund-raising projects.
- A strong public relations program.
- Dues are paid on time.
- Members participate in Club Officer Forums and other learning activities.
- Members attend Conventions and District functions.

Struggling clubs may exhibit the following characteristics

- Members lack initiative, unity, and are indifferent to each others' needs.
- They have poor membership engagement, retention and/or growth.
- They do not sponsor service activities to benefit the community.
- No new member orientation programs and Club members do not attend functions promoted by the District, Region or Zone.
- They have outstanding dues and have received numerous past due account notices.

Please remember

- Clubs are autonomous and, while they are required to comply with certain requirements to retain their place in the Lions family, your ability to assist them will depend on the relationship you are able to develop with them.
- Be diplomatic when assisting struggling clubs.
- Listen attentively to the concerns of the members of the Club and give constructive advice.
- Do not force your will on the Club.
- Seek advice from the Zone Chair Coordinator and District Governor and advise them of your plan of action to assist.

When things get serious

We hope you do not need it, but details of Clubs in Status Quo, Priority Designation and Financial Suspension are at **Annexure B**.

If you believe that these are imminent or desirable for any Club, please seek advice from the Zone Chair Coordinator, the Cabinet Treasurer, District Constitution and By-Laws Chair or District Governor as soon as possible, and before taking any action.

You do not need to have the detail of these processes in your head – just be aware they exist, know where to find more information and where to get advice.

Lions Portal

A key tool is your access to the Lions Portal.

Once you have access, you will be able to see the Clubs' service activities and their membership trends. If Clubs are not reporting, it is important that you encourage them to do so. Please check the information available on a Club prior to your visits.

If you have any issues or questions about using the portal, feel free to contact the Cabinet Secretary (membership reporting) or the GST Coordinator (service).

Reporting

Please complete and send to the Cabinet Secretary a *Zone Chair's Advisory Committee Report* (see Annexure A) after each Zone Meeting, and a *Field Officers' Visit - Report Form* after each Club visit.

The Cabinet Secretary will send them to the DG Team and GAT Coordinators, who will review and decide upon any action required. Before implementing any response, they will converse with the Zone Chair and each other to ensure there is a single, coordinated response.

The Zone Chair Coordinators may use these reports during discussions/meetings with Zone Chairs.

It is important that you complete these reports as honestly as possible, and trust that the information will not be broadcast more broadly than it needs to be. However, if something is too sensitive to report, please immediately phone the District Governor or the Zone Chair Coordinator, who will discuss the best way forward.

These reports (blanks) are available on the District 201Q3 website. Please complete online and email to the Cabinet Secretary

Awards

Encourage Clubs to nominate Club and community members for awards.

Details of the District Governor's Distinguished Service Award and Excellence in Service Award, normally presented during the visit by the District Governor or a member of the District Governor's Team, are available from the Cabinet Secretary and are published in the Presidents' Manual.

In addition, many Lions Foundations have awards and fellowships that Clubs (and individuals) can purchase, donating to a cause and recognising a Lion or member of the community.

Managing Conflict

As you visit Clubs, you may identify a conflict situation. We do not expect you to be a mediator (in fact we would discourage you from taking that role).

The best way to deal with conflict is to manage in such a way that it does not occur. When visiting Clubs, you may observe the following positive behaviours...

- serving and having fun
- complying with the Lions Code of Conduct
- developing quality leadership
- regularly changing Board members
- thinking and reflecting before speaking or acting
- not playing favourites
- keeping issues in perspective
- challenging problems early on
- recognising and rewarding success
- working as a family, not like a business.

For more information on dealing with conflict please see:

- MD Complaint Handling Procedure <https://lionsclubs.org.au/wp-content/uploads/2022/12/20221202-CSO-Complaint-Handling-Procedure.pdf>
- Rule 10 of the Model Club Constitution
- GLT articles written by David Olischlager [GLT-ARTicle-reduce_Conflict_jan.pdf \(lionsq3.org.au\)](https://lionsq3.org.au/wordpress/wp-content/uploads/2022/01/GLT-ARTicle-reduce_Conflict_jan.pdf)

Signs of conflict include:...

- Club is not achieving its goals
- Aggressive behaviour
- People are disengaged at meetings
- Attendance or membership is dropping
- Leaders insist on doing things their way
- Talking behind others' backs
- The atmosphere in the room does not feel right



What about You?

Your ability to earn trust, and to build relationships, is the key to your success. If you show that you listen, understand the Club and how it works, and are willing to support their efforts, you will be made welcome.

As a motivator:

- Recognise the efforts of Club Officers and offer them help.
- Encourage team spirit and unity among Club members and across the Zone.
- Promote the importance of respecting and working with other Club members.
- Encourage members to participate in District events, conferences and learning and development activities.
- Encourage members to accept leadership roles and challenges.

As a counsellor:

- Offer direction and support to Clubs.
- Promote resources from Lions and the community.
- Listen to concerns.
- Offer amicable resolutions to misunderstandings and escalate more serious situations.
- Provide guidance to struggling Clubs
- Encourage strong, successful Clubs to aim higher.

As a communicator:

- Advise Clubs of District and Multiple District events and learning opportunities.
- Provide suggestions on how Clubs can participate in District events.
- Report the Club's activities to District Officers.
- Promote the purposes of the International Association of Lions Clubs.
- Provide the Club a voice on District Cabinet.

As a mentor:

- Communicate effectively.
- Be willing to share valuable Lions Club knowledge.
- Strive to be a respected and ethical leader and a positive role model.
- Be flexible and creative.
- Help identify and develop future Club and District Leaders.
- Encourage people to grow into Lions

Sometimes you must be the bearer of bad news, either to or from District. If that happens, please treat the matter with the courtesy, confidentiality and dignity it deserves.

Have a great year in this valuable role!

Other Resources

Links to further resources are at **Annexure C**.

ANNEXURE A - Report Formats

ZONE MEETING - REPORT FORM

Meeting Location: Date:

Attendance:

Club 1
 Pres Sec M'ship Other

Club 2
 Pres Sec M'ship Other

Club 3
 Pres Sec M'ship Other

Club 4
 Pres Sec M'ship Other

Club 5
 Pres Sec M'ship Other

Club 6
 Pres Sec M'ship Other

Club 7
 Pres Sec M'ship Other

Club 8
 Pres Sec M'ship Other

Lioness/Leo Clubs Represented

Visitors/Guests

Zone Activity

List recent Zone activity

Clubs not involved in Zone activities

Club Function

List any Club not holding monthly Board of Directors meetings

List any Club(s) that would benefit from a visit from District Chairman.

Meeting Activity

Guest Speaker/Cabinet Officer

Other Speaker and topic

Other Matters to report

Next Meeting

Next Advisory Committee Meeting will be held at, Date

CLUB REPORT FOR ZONE MEETING

NAME OF CLUB:	ZONE:	ZONE CHAIR:
Date of Report:	Report Submitted by:	
<p><i>Provide information to update the Zone Chair in the areas of Service, Membership & Leadership. Include comments on the progress of goals and/or strategies being implemented to achieve goals; any successes and challenges etc.</i></p> <p><i>[Prompts in blue are a guide only and is not an exhaustive list. Include any information deemed appropriate that you wish to share.]</i></p>		
<p>MEMBERSHIP AND EXTENSION</p> <p><i>What is currently happening (or planned) in your club to grow membership?</i></p> <p><i>What is happening to “engage” current members?</i></p> <p><i>What’s working? What’s not?</i></p>	<ul style="list-style-type: none"> • 	
<p>SERVICE</p> <p><i>Outline projects being undertaken over the next few months with respect to:</i></p> <ul style="list-style-type: none"> • <i>Global Causes</i> • <i>Local/District</i> • <i>Community Service Projects</i> • <i>Fundraising</i> <p><i>How is your club going with reporting on MyLion?</i></p> <p><i>Does your Club have a Service Chair? If so, who is it?</i></p>	<ul style="list-style-type: none"> • 	
<p>LEADERSHIP</p> <p><i>What are you doing for orientation of new members?</i></p> <p><i>What are you doing to broaden existing members knowledge of Lions/leadership development?</i></p> <p><i>How does the Club encourage members to take on leadership positions - Succession Planning?</i></p> <ul style="list-style-type: none"> • <i>Attending conventions</i> • <i>Club Officer forums</i> • <i>Online courses through Lions Learning Center</i> • <i>Institutes</i> 	<ul style="list-style-type: none"> • 	
<p>ISSUES/CHALLENGES:</p> <p><i>Are there any matters you would like to raise at Zone Meeting for discussion and consideration?</i></p> <p><i>What do you need from District Cabinet/Officers?</i></p>	<ul style="list-style-type: none"> • 	
<p>EVENTS/FUNCTIONS COMING UP THAT YOU WISH TO PROMOTE/SHARE:</p>	<ul style="list-style-type: none"> • 	
<p>OTHER GENERAL INFORMATION</p>	<ul style="list-style-type: none"> • 	



Lions District 201 Q3 Field Officer Report 2024-2025

Reported by			
Club visited			
Date of visit			

<u>Membership</u>	current	--	members present	--
Growth/Loss for this Club year	--	prospective members		--
Comments				

General comments on Club Officers

President	
Secretary	
Treasurer	
Other	









Your impression of this meeting

Please highlight or bold the response that best describes your opinion

- *You may choose more than one response*
- *If you select an item marked with an asterisk, please comment on the reason and any suggestions to help in developing a strategy to assist the club (does not imply District will move in). The comments box is at the end of this section, and will expand to accommodate your comments*
- *Note what impressed you about this club's operation*

Meeting structure was	excellent		good		average		poor*	
Meeting followed a pre-issued agenda	yes			no				
The atmosphere was	enthusiastic		happy		relaxed		apathetic*	
Information (eg correspondence, Board decisions) presented to members was	too detailed					well explained		
	explained when asked*					glossed over *		
Business was handled	efficiently			disorganised*			poorly*	
Members appeared	enthusiastic		happy		unhappy*		disinterested*	
The President managed this meeting well	yes			no*				
Please comment on an asterisks and other matters								

Club Activities

Which Global Causes does the Club support? [Mark with an X]			
Childhood Cancer 	<input type="checkbox"/>	Diabetes 	<input type="checkbox"/>
Environment 	<input type="checkbox"/>	Vision 	<input type="checkbox"/>
Disaster Relief 	<input type="checkbox"/>	Youth 	<input type="checkbox"/>
Humanitarian Efforts 	<input type="checkbox"/>	Hunger 	<input type="checkbox"/>
Are they reporting in MyLion?			

Does this club have a programme of other service activities?

Yes	<input type="checkbox"/>	As they arise	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	---------------	--------------------------	----	--------------------------

Please list:

What other projects does this club do?

How does this Club raise funds?

Does this club have a membership engagement, education and growth strategy?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please describe:

Has the club a programme of social activities?

Yes	<input type="checkbox"/>	As they arise	<input type="checkbox"/>	None	<input type="checkbox"/>
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Please list:

Other

While we acknowledge all Clubs may benefit from visits by District Chairs, are there any specific Chairs you suggest visit this Club?

Comment on the Club image within the community eg. road signs, parks, Lions signage etc.

Have dues been paid?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If no, please offer reason

What does the club do well – what does it celebrate?

Lion/s you consider would be future leaders (please provide information)

What challenges does the Club face, and how can District assist?

Any other comments and/or recommendations

Please send the completed report to our Cabinet Secretary cabsec.Q3@lions.org.au

ANNEXURE B - CATEGORIES OF CLUBS IN CRISIS

It is not always smooth sailing for Clubs and there are some categories that you need to be aware of.

If you believe that a Club in your Zone/Region may be at risk of **status quo** or **financial suspension**, or may benefit from designation as a **Priority Club**, please seek advice from your Zone Chair Coordinator or District Governor as soon as possible, and before taking any action.

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 District Governor budget. This designation does not change the status of the Club nor change the Club's 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 and 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 appoint a Guiding Lion .

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 fulfil 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 plan submitted 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.

STATUS QUO CLUBS

Status quo is a temporary suspension of the Charter, rights, privileges, and obligations of a Lions Club.

The Executive Administrator acting on behalf of the International Board of Directors, has 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 fulfil 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.

When a District Governor in consultation with the First Vice District Governor and Zone Chairperson feels it would be the best interest of the Club to be placed in status quo, he/she makes such recommendation to Lions Clubs International 90 days or more prior to the District and/or Multiple District Conventions. The recommendation form must be also signed by the 1st Vice District Governor and the Zone Chair. The same procedure is required when the Club is ready to be released from *status quo*.

While a Club remains in status quo, the Zone Chair should offer support to Club members by:

- Holding meetings to discuss the future of the Club and ways to reactivate the Club.
- Making sure the Club reports its status to the District Governor.
- Encouraging the Club to pay its outstanding balance if a debt exists.
- Assisting members to recruit new members.

At the same time, the Zone Chair must make sure the status quo Club is **not involved** in following activities:

- Conducting service activities and fundraising activities.
- Participating in District, Multiple District or International functions and seminars.
- Participate in any voting procedures outside of the club
- Endorsing or nominating a candidate for District, Multiple District and International office.
- Submitting the Monthly Membership Report.
- Sponsoring new Clubs, including Leo Clubs.

REACTIVATION OF STATUS QUO CLUB

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;
- (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.

FINANCIAL SUSPENSION OF CLUBS

A club, which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 90-days will be suspended, including the suspension of the club's charter, and all the rights, privileges, and obligations of the Lions club.

In the event the club does not acquire active status on or before the 28th day of the month following suspension, the club's charter will be automatically cancelled. The cancellation of a club for financial suspension may be rescinded within 12 months from the date of the cancellation, in the event the club has paid their account balance in full and a completed reactivation report is received. Clubs that have been cancelled more than twice due to financial suspension will not be eligible for reactivation.

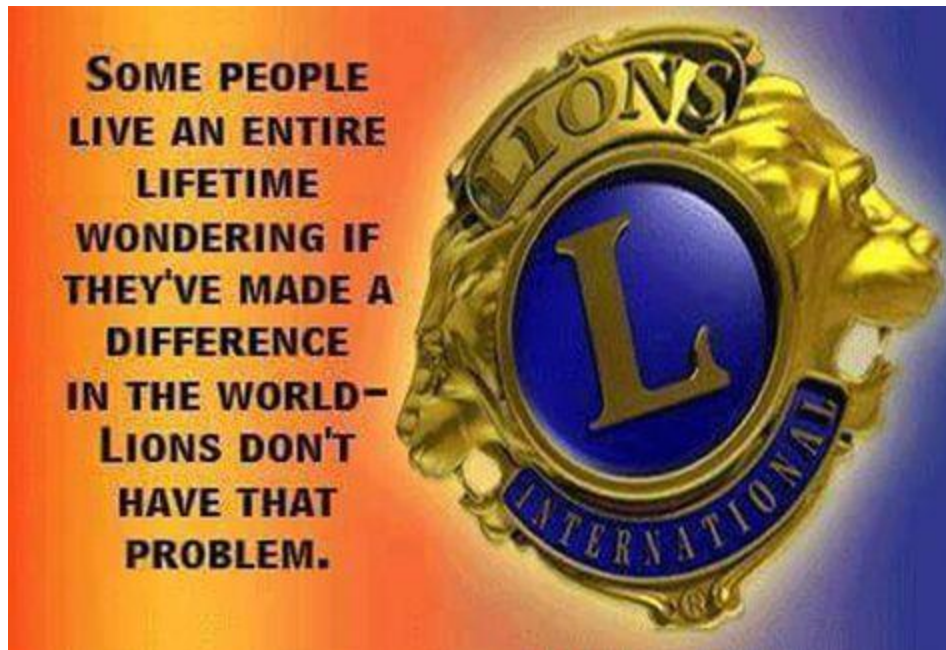
Any club that has been approved for a payment plan by the Finance Division will not be suspended, so long as it continues to fulfill its obligation per the approved payment plan.

An important duty of the Zone Chair is to ensure that all Clubs in the Zone are in good status with their accounts. The Zone Chair may check the financial status of a Club by reading the Club Health Assessment, contacting the Cabinet Treasurer or accessing the status of the Clubs financial commitment to LCI via the portal.

For more information see [suspension-policy_en\(3\).pdf](#)

OTHER

If a Club is struggling but does not qualify for one of the above categories, you may consider asking the DG to appoint Rebuilding Lions (formally or informally) or nominate a Lion to troubleshoot a particular issue (e.g., financial management).



ANNEXURE C – Useful Links

Home - District 201 Q3 (lionsq3.org.au)	District 201Q3	District 201Q3 website
http://members.lionsclubs.org/EN/districts/zone-region-chairperson.php	Lions Clubs International	Zone and Region Chair page on LCI website
Managing your Zone and Region Lions Clubs International	Lions Clubs International [LCI]	The Zone and Region Chairperson Center makes it easy to access information that is relevant to zone and region chairpersons. Explore helpful resources
TBA - portal	Lions Clubs International [LCI]	Lions Learning Center
Managing a Club Lions Clubs International	Lions Australia	Resources for managing a Club
http://201q3.lions.org.au/resources	District 201Q3	District resources, including Officer Manual and Constitutions
2022-LIONS-CLUB-CODE-OF-CONDUCT.pdf (lionsclubs.org.au)	Lions Australia	Lions Club Code of Conduct
TBA - PORTAL	Lions Clubs International [LCI]	MyLion
<ul style="list-style-type: none"> • https://lionsclubs.org.au/wp-content/uploads/2022/12/20221202-CSO-Complaint-Handling-Procedure.pdf 	District 201Q3	MD Complaint Handling Procedure
GLT-ARTicle-reduce Conflict jan.pdf (lionsq3.org.au)	District 201Q3	Lion David Olischlager article on conflict management and reduction
PHOTO-RELEASE-FORM-2021.pdf (lionsclubs.org.au)	Lions Australia	Media release and child photo release forms
Child Safe - District 201 Q3 (lionsq3.org.au)	District 201Q3	Q3 Child & Youth Risk Management Strategy

ANNEXURE D

DUTY STATEMENT - ZONE CHAIR

The Zone Chair is the first point of reference for Clubs. You are the Clubs' link to Cabinet. Zone Please keep in regular contact with all Clubs in your Zone and encourage two-way communication with Club members.

You will be required to attend Cabinet meetings and forums and development for zone chairs.

You are a member of the District Action Team (DAT – Service, Membership Extension and Leadership) to assist Clubs in your Zone. You will play an integral role in leading/assisting clubs through the GMA (Global Membership Approach) process to:

- achieve membership growth and club expansion to better provide a service to our communities
- identify future leaders and encourage their development
- expand opportunities for new service projects across the region

Zone Meetings (District Governor's Advisory Committee meetings)

- Organise and chair at least three Zone Meetings per year, soon after (but not within two weeks of) Cabinet Meetings

Supporting Clubs

- Visit each Club in your Zone at least twice during the year. If possible, arrange for one visit to be a Board or Business Meeting. Clubs experiencing difficulties may require extra attention and additional visits if necessary
- Ensure that Clubs are kept aware of the District Governor's direction and Cabinet decisions
- Have a general knowledge of the various District Chairs Portfolios and promoting District projects and activities
- Promote governance in Clubs by encouraging the appointment of Club Safety Officers and Child Safe Officers.

Reporting

- Providing written reports of Zone meetings to the Cabinet Secretary and Zone Chair Coordinator immediately following the meeting. The Cabinet Secretary will forward the reports to agreed officers in the District and include the Zone Chair.
- Completing the Cabinet Officer's Report Form (attaching any written reports from Clubs) immediately after Club visits and forwarding them promptly to the Cabinet Secretary and Zone Chair Coordinator. The Cabinet Secretary will forward the reports to agreed officers in the District and include the Zone Chair.
- Ensuring that Clubs provide regular and timely reports in MyLCI and MyLion
- Follow up late or incorrect or omitted reporting, or overdue dues payments when requested by the Cabinet Secretary or the Cabinet Treasurer.

Relationship Building

- Endeavouring to have a zone project or social and encourage most members to participate.
- Encouraging Lions and Leos in your Zone to participate in District events.
- Informing the District Governor and the Cabinet Secretary of any serious illness, or the passing, of a Lion, Leo, or a Lions family member in your Zone.

Development

- Guiding clubs in the development of action plans to achieve membership growth, develop future leaders and expand service opportunities.
- Encourage Club Members to reach their full potential as Lions, by participating in Leadership Development Sessions.
- In conjunction with the District GLT, organise and present Lions Information Sessions and learning activities.
- Encourage newer members to attend Lions Information Sessions so they may become better informed about Lions Clubs International.

Planning

- Identifying possible opportunities for new Club, Club Branch or special interest club formation.
- Organising the Youth of the Year Zone and Region final. Dates and host clubs to be set by 31 October. Unless your Region has other arrangements, Zones shall alternate hosting the Region Final
- Advising details of Zone Meetings and other Zone Activities to '*Out and About*' and encouraging Clubs to use '*Out and About*' and the District Marketing Chair.

ZONE CHAIR COODINATOR

As the District Zone Chair Coordinator, you will coordinate the efforts of the zone chairs. Your duties include:

- in consultation with the district leadership coordinator, arrange for suitable and ongoing development opportunities and programmes for Zone Chairs
- encourage Zone Chairs to stay in touch with clubs in their zone, and to arrange at least three zone meetings
- ensure Zone Chairs who miss a Cabinet Meeting are across the key messages from that meeting, if no other attendee can provide the report
- provide a sounding board for Zone Chairs, and advise them who can assist with issues they identify
- monitor zone visit reports and zone meeting reports for any systemic or repeating issues