



# Zone and Region Chairperson

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e-Book



**Lions Clubs International**



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## Welcome to the Zone Chairperson e-Book!

Welcome to the Zone Chairperson e-Book. It contains tools and resources to help you be successful not only in your individual role, but also as a member of a cohesive district team in support of healthy clubs in your zone.

It's easy to navigate the e-Book. Just click on the topic headings contained in the Table of Contents. From there, you may click on hyperlinks that will take you directly to tools, resources and documents that make your job easier.

As zone chairperson, you fulfill an important role as a key district liaison in support of the clubs in your zone. Prior to your term as zone chairperson, you may find it helpful to learn about the many resources available to assist you be successful.

### Resources, Training and Tools that Prepare You for Success

The [Region and Zone Chairperson Center](#) makes it easy to access information that is relevant to zone and region chairpersons.

- [Zone Chairperson Training](#) - The online self-guided training modules cover some of the essential responsibilities and an overview of the zone chairperson position.
- Club Officer Training - Tools are available for either individual self-guided training or facilitator-led group training, which include an instructor's guide. Log in on the [Lions Learning Center](#) page to find online training.

[Certified Guiding Lion Program](#) - One of the best ways you can prepare yourself to learn and understand the roles of the club officers and successful club operation is to complete the Certified Guiding Lion course. This course is updated regularly with the most recent versions of club support tools.

### Understand the Standard Club and Model District Structures

Districts are structured and function specifically to support the health of the clubs. The model structures help you understand the relationship between districts and clubs.

- [Standard Club Structure](#) - This standard club structure shows the expanded club officers with specific focus on leadership, membership and service.
- [Model District Structure](#) - This model structure shows how the zone chairperson serves as a key liaison between the district governor and club officers through the District Governor Advisory Committee.
- [Model Multiple District Structure](#) - This model structure shows how the council of governors and council chairperson operate the business of the multiple district.

## MyLCI serves as Your Main Connection to Information

Your district governor creates the zone and region structure in My LCI and then assigns clubs to specific zones. Before you can gain access to MyLCI, your district governor must report you as zone chairperson of the zone you will be serving. Be sure to first confirm with your district governor that you have been assigned as zone chairperson in MyLCI at the beginning of your term.

**MYLCI Log In** - When you [Log in to MyLCI](#), you have access to essential information which can help to streamline your administrative tasks as well as keep abreast of your clubs.

- [Introduction, Basic Features](#) - This short video provides a brief overview of the features of MyLCI.
- [Registration and Log in](#) - Information for both new and existing users.
- [Membership Reports](#) - This information is obtainable without first logging into MyLCI.
- [Membership Register Report](#) - Shows club list and status, membership count and last membership reporting date.
- [Missing Club Officers](#) - Lists missing club officers' positions for each club.
- [Summary of Membership](#) - Summary of membership types and gender by club.
- [Cumulative Reports](#) - Cumulative membership and club summary report fiscal year-to-date.
- [Club Health Assessment Report](#) - Shows all key information on club status, membership count and reporting history for all clubs in the district.

**Technical Support and Troubleshooting** - Email: [MyLCI@lionsclubs.org](mailto:MyLCI@lionsclubs.org) or call: 630-468-6900.

## Plan the Schedule for the Year

Good planning starts with a master calendar so you may properly dedicate time for events and obligations required for your position. Be sure to confirm the dates for the major district events, multiple district events and your own club's events.

## Your First Thirty Days as Zone Chairperson

Communicate with the newly elected club officers in your zone. Let them know you are there to support them and share the zone meeting dates and locations so they may also plan ahead.

## Monthly Events

While serving as a zone chairperson, be sure to remain active in your own club's meetings and events.

## Quarterly Events

One of your largest responsibilities is to lead the zone meetings of District Governor Advisory Committee. Most zone meetings are scheduled on a quarterly basis. Every district has some of its own traditions for the timing of these meetings, but they are often tied to the dates of the district cabinet meetings to facilitate communication of time-sensitive information.

District Cabinet meetings are held approximately each quarter of the fiscal year, and you will be asked to be present and participate at these.

## Semi-Annual Events

District or multiple district conferences and meetings - You may be asked to be present and participate or assist hosting at these additional district events throughout the year.

## Annual Events

One of the most important responsibilities of a zone chairperson is to encourage and invite the members of clubs in your zone to attend any or all of the major convention and learning events to build friendships and knowledge beyond their club.

- [District Convention](#) - The annual district convention is a celebratory event that provides opportunities for service, fellowship, learning and recognition. You will be highly involved in many aspects of the district convention
- **Multiple District Events** – The annual multiple district convention also provides additional training and networking. If your multiple district holds a mid-term conference, you may be asked to assist with sessions or presentations.
- International Convention – This is Lions Clubs International premier international event! [LCICON](#) is a great webpage that provides you a one-stop shop to everything you need to join Lions Clubs International premier international event, including online registration, venues, convention programs and area tours.

## International Events

- Lions Clubs International Calendar of Events - This international headquarters calendar for [Lions](#) and [Leos](#) contains upcoming events and important award application deadlines along with information on global service initiatives.

## Constitutional Area-wide Events

- [Lions Clubs International Forums](#) - All Lions in the constitutional area in which the forum is held are invited to participate.

## Your Role in the District

As zone chairperson, you serve as the link between the district and the clubs. You are the district cabinet member who is the closest to the clubs in your district. By understanding the needs of the clubs in your zone, you help clubs achieve excellence in leadership development, membership growth and meaningful community service.

## Club Visits and Engaging Interaction

Take time to prepare before making a visit to each of the clubs in your zone. Here are useful reports to gain insight into key club health indicators:

- [Club Health Assessment](#) - This key monthly report gives a quick analysis of the key indicators of club strength for all clubs in the district.
- [Ceremony for Installation of Officers](#) – You may be asked to install new club officers as the official representation of the district at a club’s annual banquet.

## District Governor Advisory Committee Meetings (zone meetings)

One of your most important responsibilities is to lead the District Governor Advisory Committee meetings; also known as zone meetings. Below are tools and resources to assist your success:

- [District Governor’s Advisory Committee Meeting Guide \(Zone Meetings\)](#) - This guide provides tools and tips for an effective and meaningful meeting. Zone meetings provide an opportunity for club leaders to come together and share ideas, challenges, best practices and successes with each other.
  - [Meeting Preparation Checklist](#) - This writable file may be used to manage the logistical details for each zone meeting.
  - [Challenges and Opportunities Worksheet](#) - Provide this writable worksheet to the club officers prior to the zone meeting. This assists the officers to be prepared for a more focused discussion.
  - [Sample Format: Meeting Minutes](#) - This may be used to record the proceedings of the zone meeting.
  - [Participant’s Evaluation](#) - At each meeting, provide an evaluation sheet to each participant to provide feedback on value of the zone meeting to the needs of the club officers.

- [District Governor's Advisory Committee Report](#) - This writable pdf report should be completed directly after each zone meeting and provided to the district governor, region chairperson and global action team district coordinators pertinent to that specific meeting.

### Working with the Global Action Team District Coordinators

The Global Action Team district coordinators are available to provide subject matter expertise in the areas of [Service](#), [Membership](#) and [Leadership](#) development for clubs and club officers in your zone. Become familiar with the district Global Action Team coordinators and involve them in your District Governor Advisory Committee meetings.

- [Global Action Team](#) - This webpage provides information on the mission and goal of the Global Action Team.

Reach out to your Global Action Team district coordinators to invite each to one of your zone meetings to assist clubs as needed.

### Working with the LCIF District Coordinator

An important role the LCIF district coordinator plays is visiting clubs to share information and generate excitement about the humanitarian work of LCIF. They visit clubs to provide presentations about LCIF initiatives as well as lead informational sessions at zone and district meetings and other promotional opportunities with Lions.

### Campaign 100

This is LCIF's most ambitious capital campaign ever, with the goal of bringing more help and hope than ever before—empowering service for generations to come.



## Club Quality Resources

- [Club Quality Initiative](#) - The Club Quality Initiative is a fun, interactive process that brings members together to look at what your club is today and what it will be tomorrow.
- [Your Club, Your Way!](#) - This resource offers ideas for ways that clubs can customize their meetings for an enjoyable membership experience.
- [Blueprint for a Stronger Club](#) - This tool guides a club through the process of developing and implementing a plan of action.
- [Club Resources](#) - This webpage is a great starting point for club officers.
- [E-Clubhouse](#) - This webpage is where a club may create a free website for itself.
- [Best Practices for Financial Transparency](#) - This simple guide provides the very basic principles for maintaining open and transparent accounting practices for the club or district.

## Club Officer e-Books

Each club officer now has a resource e-book as a reference to the tools and resources for each to be successful in their role as a club leader. Become familiar with each of these to assist your officers fulfill their roles. Each e-book is organized to chronologically guide the officer throughout the tasks of the typical club fiscal year.

- [Club President and First Vice President e-Book](#)
- [Club Secretary e-Book](#)
- [Club Treasurer e-Book](#)
- [Club Membership Chairperson e-Book](#)
- [Club Service Chairperson e-Book](#)
- [Club Marketing Communications Chairperson Guide](#)
- [Club LCIF Coordinator](#)

## Independent Study Courses for Officers

The following presentations are designed to prepare Lions to serve in various leadership positions. Courses are designed to be studied independently as a supplement to locally organized training programs.

[Club Officer Individual Training](#) - This training course for club secretaries and treasurers includes an instructor guide. There are also self-study courses in the [Lions Learning Center](#)

## Resources to Strengthen Struggling Clubs

- [Rebuilding, Reactivation and Priority Clubs](#) - There are multiple levels of support to help strengthen weak clubs and reactivate clubs that have been canceled or placed in status quo.
- [Guiding Lion and Certified Guiding Lion Program](#) - This program is designed to support the success of new clubs, but is also available to support older clubs to renew and re-focus their club.
- [Priority Club Designation](#) - This designation allows additional visits by the District Governor Team and the assignment of a Guiding Lion to help the club regain its strength.
- [Status Quo Recommendation Form](#) - This form is used to recommend that a club be placed in Status Quo for failing to fulfill any of the Obligations of a Club. See Board Policy Manual, Chapter V.
- [Protective Status](#) - See the Board Policy Manual, Chapter V, Paragraph F. A district governor may request this status for a club in an area of civil or political unrest or catastrophic natural disasters.
- [Club Reactivation Report](#) - This form is required for both clubs wishing to return from Status Quo or to rescind a charter cancelation (within a twelve month period of cancelation).
- [Financial Suspension Policy](#) - This is a type of Status Quo referring specifically to non-payment of international dues.

## Recognition/Awards

- [Club Excellence Award](#) - Clubs and districts that excel in community service, membership growth, communication and organizational management may qualify for the prestigious Excellence Awards.
- [Zone and Region Chairperson Awards](#) - By following the steps outlined in the award criteria, you will become more aware of the programs available, help your clubs achieve their goals and participate in activities that will advance your own skills as a Lion leader.

## Promoting Harmony among Chartered Clubs

### Governing Documents

- [International Constitution and By-Laws](#) - This is the fundamental governing document for the association.
- [Standard Multiple District Constitution and By-Laws](#) - This pdf file is also available as a [Word document](#) to serve as a template from which the council may update its own governing document.
- [Standard District Constitution and By-Laws](#) - This pdf file is also available as a [Word document](#) to serve as a template from which the cabinet may update its own governing document.
- [Standard Club Constitution and By-Laws](#) - This pdf file is also available as a [Word document](#) to serve as a template from which the club may update its own governing document.
- [Board Policy Manual](#) - This landing page provides hyperlinks to each Chapter individually containing important policies that you will often reference and abide by.

### Legalities and Technicalities

- [Use of Funds Guidelines](#) - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts. See also the [Frequently Asked Questions](#).
- [General Liability Insurance Program](#) – The International Association of Lions Clubs has a program of Commercial General Liability Insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.
  - [Certificates of Insurance](#) - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own.
  - Supplemental Insurance - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including [Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance](#) and [Accident](#) Insurance.
- [Lions Trademark Overview](#) - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.
- [Your Privacy](#) - Lions Clubs International (LCI) and Lions Clubs International Foundation recognize the importance of protecting the private information of our members.

## Preventing and Resolving Disputes

The purpose of Lions Dispute Resolution Procedures (DRP) is to provide a mechanism for resolving disputes within the Lions organization without the need for a formal evidentiary hearing. To achieve this goal, the International Board of Directors have adopted the rules of procedure for hearing complaints, disputes or claims arising from the International Constitution and By-Laws, International Board Policy or matters arising at the club or district (single, sub and multiple) level. It is an obligation of membership to pursue all complaints, disputes or claims in accordance with the International Constitution and By-Laws and policies and procedures adopted by the International Board of Directors. Accordingly, the International Board of Directors have adopted the Club Dispute Resolution Procedure, District Dispute Resolution Procedure and the Multiple District Dispute Resolution Procedure as the acceptable DRP policies to resolve Lions issues at the club, district and multiple district levels.

- [Dispute Resolution Guidelines](#) - The guidelines are intended to assist Lions members, clubs and districts (single, sub and multiple) in following the Club, District and Multiple District Dispute Resolution Procedures when conflicts cannot be resolved through informal processes. These guides are a supplement to the policies adopted by the International Board of Directors, and are not intended to replace the policies adopted by the International Board of Directors.
- [Club Dispute Resolution Procedure](#) - This procedure is designed for use to resolve issues within a club.
- [District Dispute Resolution Procedure](#) - This procedure is designed for issues between clubs or between club(s) and the district administration in relation to the district's constitution, by-laws and policies.
- [Multiple District Resolution Procedure](#) - This procedure is designed for disputes relative to issues between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration.
- [DG/VDG Election Complaints Procedure](#) - This document contains the rules of procedure for hearing constitutional complaints concerning district governor/first and second vice district governor elections irregularities.
- [Constitutional Complaints Procedure](#) – This document contains the rules of procedure for hearing complaints regarding the interpretation, enforcement of declaration of rights or obligation under any provisions of the Constitution or by-Laws, International Board Policy or any policy or procedure adopted from time to time by the International Board of Directors.

## Lions Clubs International Headquarters

[Contact Us](#) - This webpage contains [contact information](#), e-mail addresses and phone numbers as well as descriptions of main support functions for each division.