

# DISTRICT A-12 GOVERNOR'S & VICE-GOVERNORS' REFERENCE MANUAL



# **DISTRICT A-12 GOVERNOR'S & VICE-GOVERNORS' REFERENCE MANUAL**

## **INTRODUCTION**

Congratulations on planning to be our District Governor.

This reference manual is not intended to replace any of the information you will obtain from MD“A” or from Lions International. There are, however, several things that must be done within our District. Hopefully, this handbook will provide you with some guidance, some suggestions, and make your year run smoothly. Most of the duties have been laid out on a monthly basis for your year. We suggest you review the duties at the beginning of each month and make up a check list for the month.

This handbook has been prepared by A-12 Governors who have held the position before you. If you have any questions, please do not hesitate to contact any of them for advice or assistance.

Please advise PDG Dave Durant of any errors, alterations or additions to be made to this manual.

Dave Durant

March 2000

Revised Feb 2009

## PART 1 – THE CHALLENGE

### TO BE AN EFFECTIVE DISTRICT GOVERNOR.....

- KNOWLEDGE** – A District Governor must be a resource to the District, and as such should have knowledge on membership programmes, youth programmes, leadership programmes, Lions Clubs International Foundation, Lions Foundation of Canada, the many camps that Lions support in MD“A”, what the many acronyms stand for (see appendix in this manual), when and where upcoming conventions will be held, etc. etc.
- SKILLS** – Some of the skills an effective District Governor should have are public speaking, motivation, coaching and counselling, conflict resolution, delegation, paper organizational skills and time management. If you find you are weak in any of these areas get books on the subject or talk to someone in the District who will be able to help you.
- ATTITUDE** – It is imperative that an A-12 District Governor have a positive and progressive attitude. The DG should embrace diversity, be open-minded, be forward-thinking, have the desire to make a difference, and believe in the Purposes and Ethics of our Organization. The DG must be willing to devote a lot of time to this position – at this level Lionism is **not** a hobby.
- SPOUSE** – Having a spouse who is active and participates in the year will make the year much more enjoyable for you as a DG.
- VDG** – You have a 1<sup>st</sup> and 2<sup>nd</sup> Vice-Governor and these Lions are there to learn from you. Make sure they are copied with communications, consulted on topics, and involved with all operations of the District.

**“There are no office hours for leaders”**

**Cardinal James Gibbons**

**“Leadership is practiced not so much in words as in attitude and in actions”**

**Harold Geneen**

**“True leadership must be for the benefit of the followers,  
not the enrichment of the leaders”**

**Robert Townsend**

**“It’s the followers, not the leader,  
who determine the success or failure of leadership”**

## **PART 2 – 1<sup>st</sup> & 2<sup>nd</sup> VICE DISTRICT GOVERNOR**

### **AFTER YOU ARE ELECTED**

- ✓ These are your years to learn. Feel free to ask questions of the sitting Governor, the CST, and any past officers.

- ✓ There will be training for the 1<sup>st</sup> VDG at the Multiple District and District levels.

The Multiple District Training for the 1<sup>st</sup> VDG starts at the MDA convention after you are elected. There will be a get together for both you and your spouse – usually held on the Friday morning. Further training will take place at the four MDA council meetings held during the year. As 1<sup>st</sup> VDG, both you and your spouse will be expected to attend these council meetings. Dress code is usually casual on Friday evening and your plum blazer for the Governors' Council meeting on Saturday morning. During the Council meeting you will be sitting behind your Governor. Note you are there to listen and learn and are not allowed to ask questions, make motions, etc. during the meeting. You will be sent the reports from the various MDA chairs. Read them before the Council meetings. If you have questions, discuss them with your Governor prior to the Council meeting.

The 2<sup>nd</sup> VDG is allowed rules of audit to attend Council meetings. At this time I am not sure if there will be formal training for the 2<sup>nd</sup> VDG.

The District training usually takes place in July or August after you are elected 1<sup>st</sup> or 2<sup>nd</sup> VDG.

- ✓ Obtain copies of the Constitutions and Bylaws for the District, Multiple District and Lions International and be familiar with the contents.
- ✓ Your Governor will probably ask you to make some official visits on his/her behalf. Discuss with the Governor what they would like you to talk about.
- ✓ The 1<sup>st</sup> VDG will be the chair of the District MERL committee. The 2<sup>nd</sup> VDG should attend every MERL meeting and participate as detailed in the job description for the 2<sup>nd</sup> VDG.
- ✓ During the year, observe who is and is not doing a good job as Chair of the various District Committees. Although a person may serve as Chair for three years, you are not obligated to keep them on if they are not doing a good job.
- ✓ The 1<sup>st</sup> VDG will receive information on the International Convention. It is not necessary to register – LCI will register both you and your spouse. Hotel reservations will also be made in your name. Note the hotel will not be the MDA hotel – you will be with all of the other Governors-elect.
- ✓ In March your spouse will receive information from LCI with information for Governors' spouses.

### **TOWARDS THE END OF YOUR YEAR AS 1<sup>ST</sup> VDG**

- ✓ Work with the sitting Governor to appoint any Region Chairperson or Zone Chairperson positions that need to be filled. Note, candidates must submit their names at least 30 days prior to the start of our Convention. Nominations from the floor may be called for at the convention for any unfilled positions. Follow the guidelines outlined in Lions International, the MD“A” and the District A-12 Constitution and By-laws when appointing the Lions.
- ✓ Appoint a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer. Note the qualifications and job descriptions for these positions are in the District A-12 Policy and Procedures Manual. It is a good idea to make a copy of this handbook to give to your CST.

- ✓ Set up a Club visitation schedule.
  - Check each club's meeting nights to ensure your visit is to a dinner meeting and not a business meeting. Club visitations should not be made in September to give time for the new Presidents to get used to their job. Also, most Clubs do not like to have "official" visits two meetings in a row.
  - Note that Bradford like to have the Governor's visit on their second meeting in October.
  - Note "official" visits to the Lioness Clubs are done by the Lioness Liaison Chair. Sometimes the Governor will ask a Lions Club that has a Lioness Club to invite the Lioness during his/her official visit to the Club.
  - Before the convention have the 1<sup>ST</sup> & 2<sup>ND</sup> Vice-Governor candidates (assuming there is not a contest) provide you with their visitation dates (assuming you are giving them some visits to make). If there is a competition for the position of 2<sup>nd</sup> Vice-Governor, select the visitation dates for all Clubs and after the election decide which Clubs the 2<sup>nd</sup> Vice-Governor will visit. Try to allow the Vice-Governors to visit the Region where they are not very well known. For example, if a Vice-Governor is from Region 8, have him/her do visitations in Regions 21 and 36.
  - At the A-12 Convention give the Club Visitation schedule to the elected Zone Chairpersons. Ask them to complete their visitation dates and return their dates to you no later than two weeks after the convention. Remind the Zone Chairs that Club visitations should not be made in September (to give time for the new Presidents to get used to their job) and should not be scheduled so they are back to back with the visit by the Governor (or Vice-Governor).
  - Note, the position of Region Chair has changed in our District, and the Region Chairs will only be used to work with problem clubs in their Region, instead of making "official visits" to each Club in their Region. The duties of the Region Chairs should be discussed and decided upon before the time of the convention.

If you do not have the Zone Chairs visit dates after the two weeks are up, follow up with them to let them know that you mean what you say in your instructions.

- ✓ Have the Region Chairpersons select a location and date for their Region Rallies and have the Zone Chairpersons select locations and dates for their Zone Meetings.  
You must then get this information ASAP to the person who will be preparing your District Directory.
- ✓ Set up a tentative schedule for District A-12 Cabinet Meetings. Find out when the MD"A" meetings will be before you schedule District Cabinet Meetings. Our District Cabinet meetings are usually held in August, October, February, and May. Contact each Club involved in hosting a cabinet meeting and make sure the date is suitable. Check when certain holidays occur – Easter weekend, February Family Day, etc. Remember that Mothers Day is always the 2<sup>nd</sup> Sunday in May.
- ✓ Appoint District Committee Chairpersons. Discuss your proposed appointments with your VDGs and the IPDG. Note that a Cabinet Chairperson cannot hold a position for more than three successive years<sup>1</sup>. They may remain on Cabinet, but only in another capacity. The names of the Cabinet Chairpersons are in the appendix of this manual. Note that the Lions must meet all qualifications as if elected. Do not assume a Lion will serve - contact each Lion and make sure he/she is willing to serve as Chairperson. Attempt to distribute these positions as evenly as possible throughout the District. Careful consideration must be given to the choice of your Chairpersons. Do not make these appointments as political rewards or favours to your friends, or because someone asked for them, give them to Lions who you believe will do the best job for Lionism.

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<sup>1</sup> Article V, Section 3 - *District A12 Constitution*.

- ✓ Information on the Governor's Newsletter is in the appendix. This should be copied and given to the Lion who will be your editor.
- ✓ Have a short campaign speech ready for the Saturday business session (with someone to introduce you) and prepare a thank you speech for the Sunday Luncheon at the District Convention. Be prepared to introduce your cabinet officers at this time.
- ✓ Appoint Lions to fill any vacant positions in the District Cabinet. Contact some of the PDG's for their assistance to help find candidates.
- ✓ Appoint someone to do a District Directory for you. If you plan on giving two copies to each Club, you will require approximately 250 copies of the directory. The distribution list is in the front of the Directory. You will also require some spare copies for Clubs who "didn't get a copy", and for organizations that request a directory during the year (such as the CNIB, etc.). Contact the outgoing Governor to find out how many copies of the directory were required in his/her year.
- ✓ Design a friendship banner or a Governor's pin (if you wish to have either or both). Note, the cost of a banner and/or pin is **not** a District expense, it is either your's or your Club's. Contact the outgoing Governor to determine how many banners or pins you may require.
- ✓ Appoint someone or design the District letterhead for your year. Note that International allows you \$75 (US) to cover part of the cost of stationary, but it is to be ordered locally. If you decide to print your own at home, LCI will reimburse the cost of card stock, blank paper and one cartridge. The \$75 is to be claimed on your July expenses to International and must be accompanied by receipts in your name.
- ✓ The 1<sup>st</sup> VDG and the Governor also get \$75 from MD"A"
- ✓ The Vice District Governor and spouse name badges and the DG and VDG patches come from MD"A". The District is then billed by MD"A".
- ✓ Make sure the Vice District Governor-elect is aware of the meetings to be attended and the dress code for the MD"A" convention.
- ✓ Sell breakfast tickets for the Canadian Breakfast at the International Convention. Keep track of those who buy and turn the money over to the MD"A" promotion committee chair.
- ✓ Make sure you understand the LCI rules of audit and the MD "A" rules of audit. Know when expenses are covered and not covered for you, your Vice District Governor and your District Officers.
- ✓ If you or the CST are ordering material from LCI – try to order as much as possible. There is a minimum charge (\$14.95) for duty and taxes and would apply to an order for \$2 or \$200. Materials can also be ordered from Aaron Pomerantz in Welland. His address is 272 King Street, Welland, ON, L3B 3J8. Phone is 905-380-5544 and email is arocan@hotmail.com. He stocks a large supply of LCI products.

## AT THE MD“A” CONVENTION WHEN YOU ARE GOVERNOR-ELECT

- ✓ The MD“A” secretary will make room reservations at the headquarters hotel and register you and your spouse for the convention. You are responsible for your own function tickets and all costs. Advise your 1<sup>st</sup> VDG that the MD“A” secretary will also make reservations and register him/her and spouse for the convention. The MD“A” secretary will invoice the Governor and VDG for the costs.
- ✓ There will be sessions set up for you and your spouse and the 1<sup>st</sup> VDG and spouse to attend during the weekend of the convention. You will be notified of these by the MD“A” secretary.
- ✓ The dress code is usually plums and greys. It would be a good idea for your spouse to contact the spouse of your predecessor to get all the details he/she may need. The Council Chair determines the dress code for the weekend.
- ✓ There will be some functions for you and your spouse to attend together and separately. Your spouse will be given some direction by the spouse of the Council Chairperson as to dress, function and protocol.
- ✓ There will be several functions throughout the weekend which are not official for Governors-elect; however, it would be wise to make yourself available and be there, as well. Take everything in that you can; it's a once in a lifetime opportunity.
- ✓ There will be a Governors'/Governors'-elect and spouses' dinner which both of you will be expected to attend, at your own expense.
- ✓ You and your spouse will be expected to march in the MD“A” parade (if there is one) on Saturday of the Convention. If it's going to be hot, plan ahead...use sun screen, approved head gear and/or approved Lions umbrellas. (The hats and umbrellas can be obtained from the MD“A” secretary.) Be seen, meet and greet the Lions from your District who will be there as well. These are the members who elected you, therefore you are important to them and they will want to see and speak to their new Governor.
- ✓ Saturday night is the International Night of the Convention, which is the culmination of your predecessor's year. You and your spouse are expected to attend, at your own expense. It's a great opportunity for you to show your respect for your predecessor and the job he/she has done throughout the past year. Remember, a year from now, you will be in his/her position so it also is a learning experience.
- ✓ You, as Governor-elect should encourage your Vice District Governor-elect, Region Chairs-elect and Zone Chairs-elect to attend the MD“A” convention as there are sessions which are planned especially for them to help them in their upcoming year.

## JUNE

- ✓ Send out a letter to all Club Secretaries advising them the name and address of the incoming Governor, Vice Governors, Region Chairpersons, and Zone Chairpersons. This will allow Club Presidents and Secretaries to know who to contact and Club Bulletin Editors to know what names to use on their bulletin. A sample letter is in the appendix.
- ✓ Select a Governor's Project and research it. Write up a note for the District Directory about your project.
- ✓ Order blazer patches and name badges for the ZCs, RCs and the CST from LCI.

- ✓ Arrange for name tags for the District Committee Chairpersons who need them. These name tags can be ordered from Simcoe Trophies in Barrie. Name tags for spouses/partners should also be ordered.



- ✓ LCI supplies District Chair tabs (usually 23) for any new chairpersons in the District. They should be given out to the new chairs.
- ✓ Follow up with the status of the directory. As soon as it is ready send a copy to the MD “A” Secretary and the MD “A” Treasurer.
- ✓ Encourage the VDGs to have a meeting with the MERL team and encourage them to plan their year – including the Officers Training and the Lions Learning Weekend. Plan to attend this meeting if possible.
- ✓ If you are going to the International Convention and it is “off shore”, arrange for out-of-country health insurance. It is also a good idea to advise your credit card company you will be out of the country. You can obtain some small Canadian pins from your local MP. Some countries will require that you have immunization shots, a visa, etc.



## PART 3 – DISTRICT GOVERNOR

### JULY

- ✓ At the International Convention:  
You will receive official name badges with ribbons for you and your spouse.  
Talk to the IAC Chair from MD“A” and have him/her arrange a guest speaker for your convention if this has not already been looked after. If possible try to meet with the guest speaker and introduce yourself.  
At the final plenary session of the convention, arrange for someone to pull your ribbon from your name tag. (Usually the outgoing Governor if he/she is present). This symbolically transfers power to you.  
The dress code will be established by the Council Chair. You will need white pants, white comfortable shoes and an MD“A” safari shirt if you are going to walk in the international parade.
- ✓ Fill out the Official Speaker Request/Notification Form which is in your Governor’s Manual and send it to International as soon as possible after returning home after the International Convention. If you were not able to find a speaker at the Convention, contact the MD “A” International Advisory Committee and request their assistance.
- ✓ Make sure your International Guest is included on the mailing list for the Governor’s Newsletter.
- ✓ You will receive a list of Clubs with outstanding accounts with Lions International. Send a letter to each Club, such as the one shown in the appendix. Copy your Vice District Governor, and the Region or Zone Chairpersons (whoever you gave the responsibility of collecting \$ to). You will have to do this each month.
- ✓ You, your incoming CST and your VDGs should meet with the outgoing Governor and CST and prepare a budget for your year. It is a good idea to include the Region Chairs in this budget planning meeting as it provides a great learning experience for them. This is sometimes referred to as the “*changeover meeting*”.
- ✓ Have your Membership Chair advise your Cabinet Secretary-Treasurer the number of members of each club so he/she can send out invoices for the District A-12 dues.
- ✓ Send a letter to each new District Committee Chairperson thanking him/her for taking the position, including any information you obtained about that committee, advising the dates and locations of the District Cabinet meetings (advising that their meals will be paid for at these cabinet meetings), and asking them to contact the previous Committee Chairperson (where applicable) to obtain any information about that committee. Send a copy of this letter to the previous years Committee Chairs, where applicable, so the outgoing and incoming Chairs can get together.
- ✓ Send a letter to each club Secretary regarding communication. A sample letter is in the appendix.
- ✓ Hold an Officer Training session for the Cabinet Officers. This can be conducted by your MERL team.
- ✓ You or the CST should send a letter to each Club President (or Secretary) who has agreed to host an A-12 Cabinet meeting. This letter should include the date, the time the hall is required, requirements for coffee, donuts and lunch, maximum price for lunch, a note that profits from the bar and the 50/50 draw are for the Club to keep, how the room should be set up (eg head table for “x” number of people and a room set up theatre style for “y” people, etc.)
- ✓ Keep an up-to date list of deceased members - Lions, Lioness and Leos - to be used at the memorial service at the District and MD“A” conventions. The District Webmaster should be advised of all deaths and a photo of the deceased member submitted when possible.

- ✓ You will be invited to attend the Leader Dog School in Rochester, Michigan and the Lions Foundation of Canada in Oakville. If you and your partner are free, these are very worthwhile experiences.
- ✓ Each month you must submit to Lions International:
  - Your expense sheets for that month
  - Your visitation report for that month (if you made any)
- ✓ Remember to attach the receipt for Letterhead to your July expense report going to International.
- ✓ Set up a spread sheet - keep track of points for Governor's Contest - (Rules are in the directory)

	Zone Meeting Attendance			Member-ship forms posted by 5 <sup>th</sup> of every month	Dues paid on time		Bulletin sent to Gov'r	Sponsor a new Lions, Lioness, or Leo Club	Reinstated or Transferred Member	Club Member-ship	Inter-Club Visits	Club President at Cabinet Meetings			Loss of Club Members
	1st	2nd	3rd		Int'l	District A12						1st	2nd	3rd	
Alliston															

### NOTES FOR ALL CABINET MEETINGS:

Have you or your Cabinet Sec/Treas. make up name tents for the Cabinet Officers. These tents should be placed prior to the meeting. These allow for mail to be delivered and allow for everyone present to know names.

Arrive 45 minutes early and make sure the room is set up correctly.

### START THE MEETING ON TIME.

Note that at cabinet meetings you, as the Governor have a vote. A tie vote is lost. Announce that only the Zone Chairs, Region Chairs, Vice, IPDG, Cabinet Sec/Treas, and Governor can vote; however, any Lion present may speak at a cabinet meeting.

When you call for a report, announce who is "on deck" so that person can come to the front and be prepared to give their report without delay.

Your purpose is to **control** the cabinet meeting. Do not use it as a soap box to express your personal views.

## AUGUST

- ✓ Hold an Organizational Cabinet Meeting. It must be held within 45 days of the adjournment of the International Convention and fourteen days written notice of Cabinet meetings must be given.<sup>2</sup> Usually it is just for the Cabinet Officers and Committee Chairpersons. There may be a social time connected with this meeting to allow the Lions and their partners to get to know each other. Some of the things to cover at this meeting:
  - outline your plans and requirements for the year
  - discuss your Governor's project
  - tell the Zone Chairpersons what you will be talking about during your official visits to the Clubs and suggest to them what you want each of them to talk about. (For example, you do not want all of you going into a club and discussing "membership"). Some of the topics for discussion are: Membership, Attendance, Retention of Members, Attendance at Zone Meetings, Visitation Pins, Club Bulletins, Conventions, Public Relations, Governors Project, etc.
  - Outline the duties for the Region Chairs.
  - hand out Directories
  - have a motion to bond or waive the requirement for bonding of the CST or the District Treasurer.
- ✓ Have a copy of *Roberts Rules of Order* and understand the procedure for motions. A summary of motions is in the District Directory. Read and follow the *NOTES FOR ALL CABINET MEETINGS* above.
- ✓ Send or deliver a copy of your District Directory to Lake Jo, CNIB Simcoe-Muskoka, Camp Huronda and Camp of the Deaf. You may also wish to give a copy of your directory to each of your fellow Governors in MD"A". (deliver them to the first Governors' Council meeting in September).
- ✓ Send out a letter to Club Presidents advising them of the date you expect to visit their club. (This letter can go out with the Directories.) A sample letter is in the appendix.
- ✓ Send a letter of welcome to every new Lion inducted or to a transfer into the District. A sample letter is in the appendix. You or the Orientation chair should send a copy of the District Orientation Manual to the new Lion.
- ✓ Plan your messages for the Governor's Newsletter. Decide what message you wish to include with each issue. List out the things that should be covered.
- ✓ Prepare your agendas for each of the Cabinet Meetings **now** and write down things that should be covered. As your year goes on, it will be easy to open the file and add notes about things that must be covered at a particular cabinet meeting.
- ✓ Your convention next spring will be the highlight of your year. Find out when the convention planning committee meets and try to attend as many meetings as possible. Make sure a copy of your District Directory and Governor's Newsletters are sent to your International Guest. International confirms your guest speaker and you can download a biography and a photograph from [www.lionsclubs.org](http://www.lionsclubs.org). During your convention, you will be able to present some awards. Plan during the year to whom these awards should go. Note the types of awards:

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<sup>2</sup> Article II-Section 1.a - *District A12 Constitution*.

## TYPES OF AWARDS

### **International President's Certificate of Appreciation**

It has been possible in the past to receive two or three of these. Let your International Guest know the name(s) in plenty of time.

### **International Leadership Award**

Expect no more than one of these in any year. There are only seven given out in all of MD“A”.

### **International President's Medal**

There are only four given out in all of MD“A”

### **Ambassador of Good Will Award**

This is the highest honour of the Association and is the exclusive decision of the International President. Fewer than 50 of these are awarded annually, worldwide.

Be very careful with the awards selection. If you pick a friend - then make sure this Lion is **very deserving** of the award. The awards should be given to the **most deserving** Lions in the District. Award presentations can have a negative effect on the whole District, if they are given to a questionable recipient. It is a good idea to discuss your decisions with your Vice-Governor, the CST and the IPDG and get their feedback on your selections (unless, of course, one of them is a possible recipient).

When you send the names of your choices of possible recipients to the IAC be sure to give a complete bio and reasons why this person should qualify for the award. Just sending in the name to the IAC does not give them a reason to give this award to A12.

- ✓ You will start to receive numerous invitations to club socials, anniversaries, etc. Acknowledge these as soon as possible after receipt of the invitation. Do not accept an invitation then cancel the evening because a “better offer” comes along. Once you have committed to an evening - stick with it, it is rude to do otherwise. If you are already busy, advise the group that has invited you as soon as possible so they can make other plans.
- ✓ You will be asked to buy raffle tickets, etc. during your year. It is a good policy to simply state that “I am sorry but it is suggested that I do not buy, because it does not look good when I win.” There have been cases where law suits have happened when the Governor picks a draw ticket for an item such as a car, picks his/her own name, and the Club asks that it be put back and another draw be made.

## SEPTEMBER

- ✓ Try not to book any official visits during September. It is a good idea to allow clubs to get going before your visit. Invite some of your Club members to accompany you on your visitations. This accomplishes two things – it makes it much nicer for you if you have company and keeps your Club involved, and it will provide you with feedback during the year of what is happening in your Club. (Chances are you will not be able to attend many of your own Club meetings.)
- ✓ The USA/Canada Forum is held in September. The District provides \$500 Canadian to cover your expenses. If you do not attend, the funds are not to be used. These funds do not cover all your expenses, but will assist greatly. If possible include this in your agenda for the year. Your VDG also gets \$500 to cover Forum expenses if he/she attends. If you or the 1<sup>st</sup> VDG are unable to attend, the \$500 is available for the 2<sup>nd</sup> VDG to attend.

- ✓ There may be a MD“A” MERL symposium in September. If there is, encourage all of your District MERL team to attend. Try to attend as well.
- ✓ Before you make an official visit, go on-line to the LCI webpage and make sure the Club is up to date with their MMRs. It makes a Governor look foolish to compliment the Secretary on what a great job they are doing, when everyone knows that they are way behind in the Club MMRs, and other required paperwork.
- ✓ During your official visits carry a spare copy of the requirements for Club President Excellence Award and give to the President and try for every President to get an award during your year.
- ✓ There will be a Governors’ Council meeting sometime in September. You will now be able to discuss issues and vote! (Unlike when you were a VDG). Review the reports carefully before the meeting – make notes where you have questions to ask the Chair during his/her report. After the meeting, make copies of the reports that will be of interest to your District Chairs. If you did not mail out your directory, take copies for your fellow Governors.
- ✓ Encourage your Vice-Governor to attend the USA/Canada Leadership Forum. There is \$500 budgeted each year in the District for the Governor and Vice-Governor to attend the Forum. Advise your Vice-Governor and your Lions-Quest chair that there is a Lions-Quest Seminar for them on the day before the Forum and they should plan on arriving a day early.

## OCTOBER & NOVEMBER

- ✓ Attend as many Zone Meetings and Region Rallies as possible.
- ✓ The 4<sup>th</sup> Tuesday in November is the annual Governor’s Fun Night and Auction at Elmvale Lions Hall.

## DECEMBER

- ✓ Select the winner of the District Peace Poster Contest from those submitted to you and forward that to the MD“A” Chairperson.

## JANUARY

- ✓ Send a letter to each Region Chairperson and each Zone Chairperson stressing the importance of making sure they get someone to fill their position for the following year.
- ✓ Work with your 1<sup>st</sup> Vice Governor to assist him/her to select Cabinet Chairs for next year. Chairs should be good communicators, interested in the subject and aware of the commitment (ie, attending Zone Meetings, Cabinet Meetings, etc.). There are job descriptions for some Cabinet Chairs in the District Policy Manual.

## FEBRUARY

- ✓ Decide if you will be giving a gift to each Cabinet Officer and Cabinet Chairperson and get them on order. This gift is usually presented at the last District Cabinet meeting. Note that the cost of this gift is a District expense.
- ✓ Appoint someone to act as the Host Couple for the International Guest at the A-12 Convention. **Do not** do this yourself as you will be too busy at the Convention. Note that the expenses of the Host Couple are not covered by the District or by the Convention Committee.
- ✓ The Council Chair for the following year will be elected at the February Governors’ Council meeting. Ask your VDG’s their opinion of who should be their Council Chair.

## MARCH

- ✓ Review list of awards and presentations to be made at the District convention and the criteria for selection. Check with the Trophies Chair for a list and check in the District Directory for the awards you are responsible for selecting. Select the winners and order the necessary plaques.
- ✓ Make sure the District Constitution and By-laws chair sends out delegate and alternate voting forms to each club and each Past District Governor, at least 30 days prior to the A-12 Convention.<sup>3</sup>
- ✓ Make sure the convention committee is aware that it must provide a gift for the International Guest.<sup>4</sup>
- ✓ Contact the clubs that are not in good standing and advise them they will not be able to vote at the Convention unless they get a cheque to you for outstanding amounts owing to International, MD“A”, and/or A-12, prior to or during the Convention.
- ✓ At the A12 convention, each club gets one vote for each 10 members or major portion thereof. Each PDG gets a vote. You, as sitting Governor also get a vote. LCI sends a list of how many votes each Club has based on membership data in their records.

## APRIL

- ✓ The club Secretaries will be completing the PU101's in April or May. (Elections must be held by April 15 and the PU101 submitted to LCI with a copy to the Governor by May 15). Stress during your talks that they are to be completed as soon as possible. It is a good idea to send out a written reminder that these are due along with the invitation to the final Cabinet meeting. PU101's can be completed on-line.
- ✓ Download the PU101's, and, if necessary, make a copy of them and send them to the VDGs and a copy to the Lion who is preparing the District Directory for the upcoming year.

## AT YOUR DISTRICT A-12 CONVENTION

- ✓ You and your spouse's expenses (registration, room & function tickets) at the Convention are the responsibility of the Convention Host Committee
- ✓ Make sure your Region Chairs give out their awards, etc. at the Region Rallies. These are **not** to be given out at opening ceremonies, banquet or closing brunch.
- ✓ Advise the Elections Chairperson of those clubs which are not in good standing and therefore cannot vote.
- ✓ Be available during voting times to sign delegate slips and collect any outstanding \$.
- ✓ Present a personal gift to the International Guest at your own expense. (Optional). Personal gifts should **not** be presented during the Convention activities - they are “personal” and should be presented that way.
- ✓ Send the Convention Chairperson and the host Club a thank you note after the convention.
- ✓ Make notes during the convention of what the IPDG – the honorary chair – does. It will be your turn next year to be in that position.

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<sup>3</sup> Article III – Section 1. By-laws.

<sup>4</sup> Page 56 - A12 Policy Manual

## MAY

- ✓ Make sure the Cabinet Secretary-Treasurer sends minutes of the A-12 Convention proceedings to each Cabinet member<sup>5</sup>, the District Webmaster and LCI (if required in your LCI Governor's handbook). This must be done within 60 days of the close of the convention.
- ✓ Your or your Cabinet Secretary-Treasurer should fill out the “District Convention Report” (it is in the material you received from LCI). As you will note, copies of the minutes of the convention plus a copy of your report to convention must be attached to the report.
- ✓ Send a letter of thanks to the International Guest for attending your convention.
- ✓ Effective Speaking Finals are usually the first weekend in May.
- ✓ The name badge, Governor’s patch, and spouse name badge for your successor should come automatically from MD“A”
- ✓ The CST should order a PDG plaque for you. When it comes in, give it to the incoming Governor and he/she will present it to you at the August or October cabinet meeting.
- ✓ The MD“A” Effective Speaking finals are usually held the first weekend in May. The location will be announced at a Governors’ Council meeting. Make sure all the data on Effective Speaking is passed over to your VDG so she/he can be aware of the rules, etc.

## FINAL CABINET MEETING

- ✓ This is usually held in May.
- ✓ Present each Cabinet Officer and Committee Chairperson with a suitable thank you gift and, if you have one, your friendship banner. Note that the cost of the thank you gifts is a District expense.

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<sup>5</sup> Page 29 – A-12 Policy Manual



### **DISTRICT GOVERNOR DO's**

- ✓ Offer to pay for all meals except during your official visit to the Clubs.
- ✓ Phone the Club President a minimum of 2 days prior to the club meeting and confirm your attendance and the number of Lions travelling with you.
- ✓ Wear a jacket and tie, or equivalent for women, at Zone Meetings and on club visitations regardless of dress code.
- ✓ Arrive at visitations at least 30 minutes prior to the start of the club meeting.
- ✓ Send a card or letter of thanks to the clubs after you make your official visit.
- ✓ Send a thank you note to every club for any donations to the Governor's project.
- ✓ Arrive at a Zone Meeting or Region Rally at least 45 minutes prior to the start of the meeting.
- ✓ Do promote positive PR but do not promote negative PR. (i.e., if you can't say anything nice, don't say anything at all).
- ✓ There are many years of experience in the District. Do not be afraid to call on the Honorary Committee for assistance.
- ✓ Be positive regardless of how you feel.
- ✓ Always carry with you copies of the Induction Ceremony for Lions, Lioness and Leos.
- ✓ Always carry with you a copy of the club Officer Installation Ceremony.
- ✓ Always carry with you a copy of the Memorial Service.
- ✓ When you arrive at a function, check the programme to see if you are the guest speaker or are to toast the Queen, etc.
- ✓ Copy the information you receive at Governors' Council Meetings and distribute it to the appropriate District Chairpersons.
- ✓ Send a letter of "welcome" along with a copy of the Orientation Manual to each new Lion in the District.
- ✓ Keep the Vice-Governors "in the loop", remember it is their year to learn from you.

### **DISTRICT GOVERNOR DON'T's**

- ✓ Do not take shots at Lions, any Lions Club, MD "A" or Lions International
- ✓ Do not try to bluff if you don't know the answer. State "That is a good question. Leave it with me and I will get back to you as soon as I get the answer." Call back within 3 days.
- ✓ Do not try to do it on your own. If there is a problem with policy, membership, etc. within a club, review the matters with the District MERL Committee, the Honorary Committee, and/or the District Constitution Chairperson.

***Best Wishes, and enjoy your year.***



## **PART 4 – IMMEDIATE PAST DISTRICT GOVERNOR**

- ✓ Your most important task will be to mentor and work with your successor
- ✓ Review this manual. If there are any changes to be made to this manual please advise PDG Dave Durant. He will then revise the manual and send it to the incoming Governor, Vice-Governors and CST.
- ✓ You are automatically the Honorary Chairperson for the upcoming convention. Attend all convention meetings possible and be prepared to be the chair of the event..
- ✓ You are automatically the Chairperson of the Honorary Committee. Hold meetings as directed by the District Cabinet or as required. As Chairperson of the Honorary Committee - you will have to arrange a place to hold the meeting, send out notices to all PDG's (their names and addresses are in the District Directory) and appoint a secretary for the meeting.

	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Governor	Dave Hewitt	Kathy Daoust	Terry Mayhew	Len Day	Jim Hilt	Peter McCague	Nancy Watt-Durant
CST	Nancy Watt-Durant	Chris Lewis	Jean Hamilton	John Tom	Ernie Rye	Tom Vanderwouw	Kathy Daoust
Constitution & By-Laws	Jean Hamilton	Nancy Watt-Durant	Gord Walker	John Hamilton		Bob Byers	Martin Campbell
Convention Host Committee	Dave Durant	Ken Ness	Bob Williams	John Lever	Fred Heyduk Gary Feehan	Dave Durant	Jim Hilt
Diabetes & Camp Huronda	Ernie Rye				Ruth Dutt	Deb Hope	
District Pins & Trophies	Mike Lutscher		Maureen Hilt		Randy McGregor/Ed Stirrett		Linda Jones
Effective Speaking	Pat Byers	Diane Hanna			Diane Hanna Suzanne McCabe	Barb Ennis	
Environment	George Croft		Frank Lawson		Randy Hargrave	Doug Vernon Bryon McLellan	Brandon McGregor
Extension	Yvette Gerber	Bill Rawson	Barry Lee		Nancy Watt-Durant	Len Day	
Gov's Newsletter	George Danac	Stan Corkum Frank Lawson		Shirley Day	Stan Corkum Maureen Hilt	Jennifer McCague Maureen Hilt	Maureen Hilt
Hearing & Deaf Camp	Murry Truax	Dave James	Helen & Mike Lutscher	Murry Truax			Gary Feehan
Honorary Committee	R Desjardins	Dave Hewitt	Kathy Daoust	Terry Mayhew	Len Day	Jim Hilt	Peter McCague
Internet Techology	Ralph Wilding	Harold Keiser			Chris Lewis		
LCIF	R Desjardins	Dave Hewitt	John Hamilton	Terry Mayhew	Len Day	Jim Hilt	Peter McCague
Leadership	Dave Durant		George Croft	Dave Durant	Kathy Daoust	Fred Collins	
Leo Clubs	Len Day	Fred & Michelle Heyduk				Raija Rosenthal Cathy Cormer Fred Heyduk Michelle Heyduk	Randy McGregor
Lioness Liaison	Anne Bell		Donelda Mooney				
Lions Camp Dorset	Brenda Vernon	Randy Hargrave		Lloyd Stockdale			Barry Jaynes
Lions Foundation of Canada	Bob Byers	Les Stevens				Jennifer McCague	
Lions Peace Poster	Janet Rawson	Jennifer McCague				Anne Evans	
Lions Quest	Yvette Gerber		Kate Heels			Jack Payette	No Chair
Long Range Planning	Part of Constitution and By-Laws						Dave Durant
Membership	George Croft		Ron Hicks	Kathy Daoust	Dave Durant		Jim Hilt
Retention	Bill Daoust		Ron Desjardins	Peter McCague	Larry Vine	Fred Brox	
MDA Pubs/Bulletin Contest	Bob Johnson			Bill Rawson	Marian Wilson		
MERL chair	Kathy Daoust	Terry Mayhew	Yvette Gerber/Len Day	Jim Hilt	Peter McCague	Nancy Watt-Durant	George Bik
No Child Without							Al Parsons
Orientation		George Stamper			Barry Jaynes		Region Chairs
Promotion	Gord Walker		Greg Readman	George Croft	Chris Lewis		
Public Relations	Carl Newton		Chris Lewis				
Sight Conservation	All Newton		Dave Hewitt			Terry Mayhew	Bill Kippen
SightFirst 11				Gord Walker			
Vision Screening				Anne & Bob Bell			
Youth Exchange				Fred & Michelle Heyduk		Raija Rosenthal	No Chair

## POSSIBLE A-12 VICE-GOVERNOR CANDIDATES

### CSTs

Chris Lewis	02-03	Tom Vanderwouw	07-08
Ernie Rye	06-07		

### REGION CHAIRS

Bob Bell	Region 8	02-03, 06-07	Bill Kippen	Region 8	98-99
Pat Byers	36 West	08-09	Al Newton	Region 36	00-01
Fred Collins	Region 21	06-07	Kathie Paul	Region 36	06-07
Ruth Dutt	Region 36	05-06	Bill Rawson	Region 36	02-03
Peter Hope	Region 21	07-08	John Squire	8 North	08-09
Gary Feehan	Region 36	07-08	Murry Truax	Region 36	04-05
Barry Jaynes	Region 8	97-98			

### ZONE CHAIRS

Eve Adkins	21 East	03-04	Randy Hargrave	36 West	02-03, 05-06, 08-09
Gino Ballestrin	21 East	95-96	Steve Haskin	8 North	08-09
Russ Beischer	36 East	01-02	Maureen Hilt	21 North	08-09
Bob Cataford	36 East	05-06	Bryon McLellan	36 East	08-09
John Conklin	36 West	96-97	John Myers	8 South	05-06
Stan Corkum	36 East	06-07, 07-08	Harold Phippen	21 East	06-07
Jim Corneau	8 South	07-08, 08-09	Peter Shelswell	36 East	97-98
Roy Dutt	36 West	01-02	Jim Speers	21 East	07-08
Eric English	21 West	03-04	Frank Spykerman	21 West	04-05, 05-06
Bill Fralick	8 North	05-06	Les Stevens	8 South	01-02
Bruce Gallagher	21 West	07-08	Paul VanAltena	8 North	02-03
Denise Gawley	21 North	07-08	Ev Walker	36 West	97-98
Lyle Gawley	21 North	02-03, 07-08	Trudy Walt	36 East	00-01
Dick Groux	8 North	01-02	Joan Walton	21 West	08-09
Rob Grimes	21 East	08-09	Paul Wilson	21 East	99-00

## ACRYMOMS

CC	Council Chair
CNIB	Canadian National Institute for the Blind
CST	Cabinet Secretary Treasurer
DDG	Deputy District Governor (Now Region Chair)
DG	District Governor
IAC	International Advisory Committee
ID	International Director
IP	International President
IPCC	Immediate Past Council Chair
IPCST	Immediate Past Cabinet Secretary-Treasurer
IPDG	Immediate Past District Governor
IPID	Immediate Past International Director
IPIP	Immediate Past International President
LEM	Leadership, Extension & Membership (now MERL)
LCD	Lions Camp Dorset
LCI	Lions Clubs International
LCIF	Lions Clubs International Foundation
LFC	Lions Foundation of Canada
LLW	Lions Learning Weekend
LG	Lieutenant Governor (now Vice District Governor)
MEL	Membership, Extension & Leadership (now MERL)
MERL	Membership, Extension, Retention and Leadership
MD“A”	Multiple District “A”
OCD	Ontario Camp of the Deaf
PCC	Past Council Chair
PCST	Past Cabinet Secretary Treasurer
PDDG	Past Deputy District Governor
PDG	Past District Governor
PID	Past International Director
PIP	Past International President
PRC	Past Region Chair
PZC	Past Zone Chair
RC	Region Chair
VDG	Vice District Governor
ZC	Zone Chair

## GOVERNOR'S NEWSLETTER

The purpose of the Governor's Newsletter is to provide a link between the District Cabinet and the District membership.

The Governor uses the Newsletter to:

- provide his/her official address to the membership
- keep membership informed on International and Multiple District news, programmes and activities
- to list new members in the District
- to list deceased members

The newsletter is also used:

- by Committee Chairs to promote their respective events
- by Clubs to promote their upcoming activities, event and anniversaries, or boast of their recent achievements
- to promote Conventions or Leadership Forums
- etc.

Try not to repeat information that is already in *The Lion* magazine which is received by each member.

A copy of the Newsletter should be sent to District Officers, District Chairs, Past District Governors, President and Secretary of each Lions, Lioness, and Leo Club, Chairman of MD“A” *Lions Magazine*, your fellow Governors in MD“A” and your International Guest.

***This letter should be prepared and given to the Vice-Governors elect at the close of the A-12 Convention. If there is an election, and you do not have a name, then just address the letter to “Vice-Governor Elect.”***

Month xx, 2009

To District A-12 Vice Governors Elect

Congratulations on becoming an important part of the District A-12 team for 20xx-20xx. I wish you the very best during your year as Vice Governor. It will be an exciting and busy year and with your enthusiasm and leadership, I'm sure District A-12 will have a great year.

Attached is a list of the clubs I would like you to visit. When planning your official visits, try not to schedule visits in September.

For your information, I have also included the tentative dates of the District A-12 Cabinet meetings.

We will be having our first Cabinet meeting on August *(date)*. This will be an informal occasion followed by a social at *(location)*. Your spouse is invited to attend as well. Further details will be sent out in July.

The 1<sup>st</sup> VDG will be the MERL chair for the upcoming year. Please plan to have several meetings throughout the year to plan the various MERL activities. Please let me know the dates of these meetings so I can attend if possible.

The 2<sup>nd</sup> VDG will also be a member of the MERL team.

Please do not hesitate to call me if you have any questions.

Yours in Lionism,

*(Your name)*

District Governor-Elect.

***This letter should be prepared and given to the Zone Chairperson elect at the close of the A12 Convention. If there is an election, and you do not have a name, then just address the letter to “Zone Chairperson Elect.”***

Month xx, 2009

To District A-12 Zone ?? Chairperson-elect

Congratulations on becoming an important part of the District A-12 team for 20xx-20xx. I wish you the very best during your year as Zone Chairperson. It will be an exciting and busy year and with your enthusiasm and leadership, I’m sure District A-12 will have a great year.

I am enclosing the dates of the official visits by the Vice Governors or myself. Please complete the dates for your official visits and return this information to me by *(date)*.<sup>6</sup> When fitting in your official visits, try not to schedule visits in September and try not to schedule visits back to back with an already scheduled visit by the Governor or Vice-Governor.

I will also need the dates and places where your Zone Meetings will be held. This information will be published in the District Directory. Keep in mind, you should not make a Zone Meeting and a official visit to a Club on the same evening. For your information, I have also included the tentative dates of the District A-12 Cabinet meetings.

When you have completed the list with respect to your Zone, please forward a copy of the list to me. It should be in my hands no later than *(date)*.<sup>6</sup>

We will be having our first Cabinet meeting on August *(date)*. This will be an informal occasion followed by a social at *(location)*. Your spouse is invited to attend as well. Further details will be sent out in July.

Please do not hesitate to call me if you have any questions.

Yours in Lionism,

*(Your name)*  
District Governor-Elect.

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<sup>6</sup> This date should be approximately two weeks after the A-12 Convention.

***This letter should be prepared and given to the Region Chairperson elect at the close of the A-12 Convention. If there is an election, and you do not have a name, then just address the letter to “Region Chairperson Elect.”***

Month xx, 2009

To District A-12 Region ?? Chairperson-Elect

Congratulations on becoming an important part of the District A-12 team for 20xx-20xx. I wish you the very best during your year as Region Chairperson. It will be an exciting and busy year and with your enthusiasm and leadership, I'm sure District A-12 will have a great year.

You will not be making official visits this year, but will be visiting clubs in your Region that require your help. You will be a member of the District MERL team and MERL chair ?? will be in touch with you in the near future.

I will need the date and place your Region Rally will be held. This will be published in the District Directory, If you are planning a joint Region Rally with another Region, please contact that Region Chairperson directly and make the arrangements.

For your information, I have also included the tentative dates of the District A-12 Cabinet meetings.

We will be having our first Cabinet meeting on August *(date)*. This will be an informal occasion followed by a social at *(location)*. Your spouse is invited to attend as well. Further details will be sent out in July.

Please do not hesitate to call me if you have any questions.

Yours in Lionism,

*(Your name)*

District Governor-Elect.



*This letter should go to each Club Secretary in late June or early July of your year.*

July 1, 20XX

Dear Club Secretary:

Congratulations and thank you for accepting the challenging position of Club Secretary for the 20XX – 20XX Lions' Year. Your office is one of the most important for the success of your Club. With your enthusiasm and dedication, I know this will be a good year for your Club and for you as well.

Communication is an essential aspect of Lionism. Throughout the year both Cabinet Secretary-Treasurer XXX and I will be in touch with your Club through both you and your President. Most of this will be by e-mail, so I would ask that if you do not use e-mail regularly, you confer with your President and appoint a Lion in your Club to receive messages and pass them along to you. Please advise CST XXX the name and an e-mail address for this Lion as soon as possible. Additionally, please be aware that most notices etc., sent by Officers, Chairs and other Clubs are through the District e-mail system.

One of your most important tasks as Secretary will be filing your Monthly Membership Reports (MMR's) with Lions International (LCI). Whether you file them on paper forms or on-line, it is critical that they be received by LCI in a timely fashion. Paper MMR's should be mailed in time to reach LCI by the **20<sup>th</sup> of the current reporting month**; on-line MMR's are due the **last day of the current reporting month, i.e., mail by June 15, and submit June 30 on-line for June**, and so on. You need a password to report on-line. It will be sent automatically if your Club has reported on-line in the past year; otherwise you must apply for one. And please remember MMR's are due in July and August, even though your Club may not meet during the summer.

As a member of the Governor's Advisory Committee, I hope you will attend all the Zone meetings this year. Dates can be found in the District Directory, and your Zone Chair will also advise your Club of upcoming meetings. Other dates of interest are also listed, so you may keep club members informed.

Several awards are available to your Club and its Officers. Please refer to the Directory for details about the Governor's Contest; President Excellence Award; Bulletin Contest.

Please know you can call on me any time with questions or concerns, or just to say "Hello."

Yours in Lions service,

*(Your name)*

District Governor.

***This letter should be sent to each Club President in July or August***

Month xx, 2009

Dear Lion President (name):

Congratulations and thank you for accepting the challenging position of Club President for the 20XX – 20XX Lions' Year. Your office is one of the most important for the success of your Club. With your enthusiasm and dedication, I know this will be a good year for your Club and for you as well.

Communication is an essential aspect of Lionism. Throughout the year both Cabinet Secretary-Treasurer XXX and I will be in touch with your Club through both you and your Secretary. Most of this will be by e-mail, so I would ask that if you do not use e-mail regularly, you confer with your Secretary and appoint a Lion in your Club to receive messages and pass them along to you. Please advise CST XXX the name and an e-mail address for this Lion as soon as possible. Additionally, please be aware that most notices etc., sent by Officers, Chairs and other Clubs are through the District e-mail system.

As a member of the Governor's Advisory Committee, I hope you will attend all the Zone meetings this year. Dates can be found in the District Directory, and your Zone Chair will also remind your Club of upcoming meetings. Other important dates are also listed to help you plan your year.

I am looking forward to my official visit to your club on *(date)*<sup>1</sup>. I will contact you a few days before to confirm the details and to let you know how many Lions will be attending with me.

Several awards are available to your Club and its Officers. Please refer to the Directory for details about the Governor's Contest; President Excellence Award; Bulletin Contest.

Please know you can call on me any time with questions or concerns, or just to say "Hello."

Yours in Lions service,

*(Your name)*

District Governor.

*1. Note, If one of the VDGs will be making the official visit then the following would be inserted.*

Vice Governor xxxx will make an official visit to your club on my behalf, and will contact you regarding the date. I will plan to attend one of your club meetings or functions during the year, so I have the opportunity to meet with you and the Club members. This will be a social rather than an official visit.

***A letter such as this should be sent to every new Lion, Lioness and Leo inducted into a Club and a similar letter sent to every Lion who transfers into District A-12. The letter should be accompanied by form PR-799 FACT SHEET and form PR800 HISTORY and a District A-12 ORIENTATION MANUAL.***

Date xx, 2009

Dear Lion xxxxxx

It gives me a great deal of pleasure to welcome you to the Lions Club International family of service. As Governor of District A-12, I will be pleased to assist you in any way I can.

The attached District Orientation manual will provide you with information about our District.

As a new Member, your Club will keep you informed of Club policy. Make yourself aware of the *Objects* and the *Code of Ethics* of our Association. Feel free to ask your sponsor for information about Lionism.

Lions International President (*name*)'s theme this year is xxxxxxxxxxxx. With his main thrust to xxxxxx and to membership.

Enclosed is some information about our Association. I happen to think that the more you know about the history and accomplishments of Lions, the better and more effective Member you will be.

Our District Convention will be held in (*location*) on (*date*), and I will be making my official visit to your Club on (*date*). I look forward to meeting you.

I hope you will feel free to call or write to me whenever you have a question or concern that cannot be answered in your Club. I am particularly interested in ideas that will improve our service to those in need in our community and throughout the world.

Yours in Lionism,

(*Your name*)  
District Governor.

***This letter should be sent to a Club with an overdue account as soon as the information is received from International each month.***

**Immediate Past District Governor**  
DAVE HEWITT  
Box 451  
PORT CARLING, ON P0B 1J0  
Ph 705 765-6092 Fax 705 765-6838  
witniss@vianet.on.ca

**Vice District Governor**  
TERRY MAYHEW  
RR #3  
BRACEBRIDGE, ON P1L 1X1  
Ph 705 645-8697 Fax 705 645-9105  
terry@ultralightassembly.com

**Cabinet Secretary-Treasurer**  
CHRIS LEWIS  
571 David Street East  
GRAVENHURST, ON P1P 1M1  
Ph/Fax 705 687-2144  
chris.marj@sympatico.ca

**Region 8 Chair**  
GRAHAM MATHEWSON  
377 Blake Street, Unit B  
BARRIE, ON L4M 1L1  
Ph 705 737-9741 Fax 705 737-3925

**Zone 8 North Chair**  
FRANK ADAMSON  
242 Calford Street  
ANGUS, ON L0M 1B0  
Ph 705 424-1862  
c/o nanabell@sympatico.ca

**Zone 8 South Chair**  
PETER McCAGUE  
10 Willis Drive  
ALLISTON, ON L9R 1M4  
Ph 705 435-7903 Fax 705 435-0800  
Peter@RoyalLePage.ca

**Region 21 Chair**  
HELEN LUTSCHER  
Box 38  
POINTE AU BARIL, ON P0G 1K0  
Ph 705 366-2264 Fax 705 366-2907  
naiscot@vianet.on.ca

**Zone 21 East Chair**  
EVE ADKINS  
Box 188  
DORSET, ON POA 1E0  
Ph 705 766-9906  
WilsonsPaint@aol.com

**Zone 21 North Chair**  
JIM HILT  
RR #1, Site 4G, Box 24  
EMSDALE, ON P0A 1J0  
Ph 705 636-1862 Fax 705 636-0305  
jimohilt@surenet.net

**Zone 21 West Chair**  
ERIC ENGLISH  
RR #2  
PORT CARLING, ON P0B 1J0  
Ph 705 765-3258

**Region 36 Chair**  
LEONARD DAY  
19 Barrett Crescent  
BARRIE, ON L4N 5A4  
Ph 705 728-5579 Fax 705 725-0254  
len\_ang@bconnex.net

**Zone 36 East Chair**  
BARRY LEE  
29 Jody's Lane  
MIDHURST, ON L0L 1X1  
Ph 705 721-9432 Fax 705 721-9884  
wendy.lee@sympatico.ca

**Zone 36 West Chair**  
MURRY TRUAX  
Box 3040  
ELMVALE, ON L0L 1P0  
Ph 705 835-2060 Fax 705 835-6461  
roto@simcoe.net

## THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS DISTRICT A-12



DISTRICT GOVERNOR 2003-2004

KATHY DAOUST

R.R. #1, 1019 Goldfinch Court

Kilworthy, Ontario P0E 1G0

Phone/Fax 705 689-0390 billkath@sympatico.ca



Lion \_\_\_\_\_, Treasurer  
\_\_\_\_\_ Lions Club  
\_\_\_\_\_  
\_\_\_\_\_

Dear Lion \_\_\_\_\_:

The following is a recap of your outstanding club account with Lions Clubs International as of October 31, 2003.

Total Balance Due	US Funds
Current Balance	
30 days old	
60 days old	
90 days old	
120 days old	
150 days old	

If your club's accounting agrees with the above, and the amount of \$\_\_\_\_\_ has not been paid, would you please forward your cheque directly to Lions Clubs International as soon as it is possible.

If there is some dispute, would you please note it on the bottom of this letter and send it to Lions Clubs International with a copy to me. If you are missing or questioning an invoice, then Lions International can provide you with copies. If you have already paid this amount some time ago, please note and send a copy of the cancelled cheque (both sides copied) to LCI.

Please note that Lions Clubs International charge interest per month on accounts 90 days or more past due.

Thank-you for your cooperation in clearing up this matter.

Yours in Lions Service

Kathy Daoust  
A12 District Governor

cc President Lion  
Vice District Governor  
Region Chairperson  
J. Wheeler, Accounts Receivable at LCI

*"Innovation: Gateway to our Future."*

### **SUGGESTED CONTENTS OF A DG's BRIEFCASE**

- Your short résumé
- A membership kit
- New member induction ceremony
- Officer installation ceremony
- Lions Memorial Service
- An appropriate toast to Lions International
- An appropriate toast to Partners in Service (Note - never toast the “ladies”)
- A Lions Clubs International constitution
- An MD “A” constitution
- A District Constitution & Policy & Procedure Manual
- A copy of *Roberts Rules of Order*
- Information on International programmes
- Your date book
- Information on portocol
- The last issue of *The Lion* magazine
- Your District directory

### **OFFICIAL CLUB VISITS**

- ❖ Stick to the visitation schedule planned.
- ❖ Call the Club President a couple of days before you arrive and advise him/her how many will be attending with you.
- ❖ Research the Club in advance
- ❖ Be appropriately dressed in your official blazer and slacks/skirts with a white shirt/blouse and a tie for the men.
- ❖ Make sure you are properly groomed. (e.g., no 5 o'clock shadow, hair neat, etc.)
- ❖ Arrive early with appropriate materials
- ❖ Remember who you are and act accordingly. (see below)
- ❖ Sit at the head table
- ❖ Be prepared to perform various functions such as inductions, award presentations, etc.
- ❖ You are the only speaker on your official visit.
- ❖ Speak 10 to 15 minutes maximum.
- ❖ Go easy on drinks and jokes.
- ❖ Recognize Past and Present District and International Officers.
- ❖ No tales or rumours
- ❖ Admit if you don't know something when necessary. Research an answer and reply promptly.
- ❖ Look for troubled clubs and do something to help them.
- ❖ Stay a while to answer questions.
- ❖ Be honest and straight forward.
- ❖ Look for your successor
- ❖ Leave at the appropriate time
- ❖ **Look alive and interested the whole time.**

### **YOUR SPEECH – SOME IDEAS**

- Know the operation of the Club and its history. While it takes more time to customize each presentation, when you do the difference is noticeable.
- Stress the importance of attending Zone Meetings, Region Rallies, Cabinet Meetings, Conventions, etc.
- Keep it light – some humour if appropriate.
- Talk about something you have earned the right to talk about
- Know when to stop talking. Do not go over your time limit.
- Get a book from the library on “public speaking”
- Show some enthusiasm. Remember – it’s great to be a Lion!
- Speak a bit louder than normal
- Avoid reading the speech with eyes glued to the lectern. If you want to read to people, just remember your parents read to you to put you to sleep. Work from an outline and trust yourself.
- Pause instead of inflicting “ums” and “ahs” on the audience
- It may seem obvious – but don’t “wing it”. Rehearsing is essential.
- Think carefully about your closing words. They will have the final impact, and will probably be what the Lions you talk to remember most.