



DISTRICT A-4

OFFICIER TRAINING FOR REGION AND ZONE
CHAIRS

SPECIAL NOTE

- This presentation is not intended to provide detailed training, it is simply aimed at giving YOU some idea of the commitment and pay back in becoming a Lion Leader as a District Officer

PURPOSE & AIMS OF SESSION

- **To provide a brief and informal overview of the roles and responsibilities of becoming a Zone or Region Chair.**
- **To advise on qualifications.**
- **To explain some of the reasons why a Lion may wish to become a Zone or Region Chair.**
- **To advise on time commitments and potential costs.**
- **To provide an opportunity for you to ask questions.**

Zone Chairperson Responsibilities

- **Voting member of the District Governor's Council.**
- **Act as the principal liaison between the club level and District**
- **Chair District Governor's Zone Advisory Meetings. (at least 3 per Lions year)**
- **Submit minutes of Zone Advisory meetings to DG, VDG, RC and individual clubs.**

Zone Chairperson Responsibilities Con't

- **Attend District Cabinet Meetings.**
(one pre-meeting & four official meeting)
- **Visit each club within the Zone**
- **Be responsible to the Region Chairperson (RC) for all actions.**
- **Assist the RC in providing information on the MERLO committee activities at club levels.**
(Membership, Extension, Retention, Leadership and Orientation)

Zone Chairperson Responsibilities Con't

- **Assist in extension work, promote district programs, invite committee chairpersons to Zone Advisory meetings.**
- **Advise District Governor of club issues or problems.**
- **Attend Club special events when invited to do so.**
(Charter Nights, Open House for Membership Drive)

Zone Chairperson Responsibilities Con't

- Follow-up with Clubs delinquent in submitting reports.**
- Perform induction and officer installation ceremonies if requested by a club.**
- Promote district functions and activities.
(Conventions, leadership schools, etc)**

Zone Chairperson Responsibilities Con't

- **Succession Planning by identifying future and potential leaders.**
- **Ensure nominations are made for District Awards**

Region Chairperson Responsibilities

- **Voting member of District Cabinet**
- **Under direct supervision of District Governor.**
- **Attend meetings of District Governor's Cabinet**
(one pre-meeting and four official)

Region Chairperson Responsibilities Con't

- **Assist the District Governor in performing assigned duties which could include:**
- **Undertake Club visitation (if delegated)**
- **Assist in club extension.**
- **Assist weak clubs**

Region Chairperson Responsibilities Con't

- **Assist at Memorial Services**
- **Assist at Special Functions as required under the Constitution and By Laws.**
- **Report back to the District Governor.**

Region Chairperson Responsibilities Con't

- **Act as a member of the District MERLO Team.**
- **Attend MERLO Team Meetings.**
- **Act as the principal liaison between the MERLO Team and Zone Level**

Region Chairperson Responsibilities Con't

- **Attend Club special events when invited.
(Charter Nights, membership Drives, etc.)**
- **Follow-up with clubs delinquent in
submitting reports.**
- **Perform induction and officer installations
ceremonies when invited.**

Region Chairperson Responsibilities Con't

- **Promote District functions and activities.**
(Convention, leadership school, etc)
- **Supervise activities of the Zone Chairpersons within the Region.**
- **Assist the Zone Chairpersons in performing their official duties.**

Region Chairperson Responsibilities Con't

- **Cooperate with the ZC in holding regularly scheduled meetings of the District Advisory Committee (four Zone Meetings)**
- **Succession Planning by identifying future and potential leaders.**
- **Ensure nominations are made for District Awards.**

RC & ZC Time Commitments

- Attendance at five Cabinet Meetings and one pre-meeting.
- Club Visitations:
ZC – once to each club in your Zone
RC – At the request of the District Governor

RC & ZC Time Commitments

- **Zone Advisory Meetings**
3 or 4 for each Zone Chairperson
2 for Region Chairperson
- **Region Chairs – All MERLO Meetings**
- **Charter Nights & Other Special Events**

RC & ZC Time Commitments

- **Installation of Officers & Induction of new members. (when invited)**
- **Memorial Services for Lions in your Region or Zone.**
- **Officer Schools and Conferences**
- **Special Events when invited.**

RC & ZC Qualifications

- **Must have been a Club President**
- **Must be nominated by your Club, Zone or Region unless appointed by the Governor.**
- **Should have some knowledge of the Constitution & By Laws**

RC & ZC Qualifications

- **Should have some computer background.**
- **Should have club support with expenses and traveling companions**
- **MOST IMPORTANT – Support from family.**

What Do You Talk About

- **District Governor topics:**
LCI Projects
District Projects
Update from Cabinet Meetings
- **Projects within Zone or Regions.**
- **Invitation of Committee Chairs**

What Are Some Of The Benefits

- Involvement
 - Experience
 - Friendships
 - Connections
 - Sense of Accomplishment
- Learning Opportunities
 - Confidence
 - Leadership
 - Enjoyment

Recipe for Leadership Potential

- Mix a goodly background of training.
- Add an Opportunity for Development and Mentoring.
- Stir with a Liberal Amount of Recognition.
- Provide a Huge Helping of Support.

What Kind of Help Can You Expect

- **Advice and Guidance from:**
 - **Previous Zone and Region Chairs.**
 - **District Governor**
 - **Vice District Governor**
 - **Past District Governors**

Reimbursements

- **When on 'Official' District Business:**
 - Mileage**
 - Meals**
 - Accommodations**
 - Conventions**

Dress Code

- No hard and fast rules for Zone or Region Chairs

A Burgundy, Blue or Black Blazer

- Remember Dress for the occasion

Potential Expenses

- Running for Zone, Region Chair or VDG:

Cost of Acclamation or Running against competition.

Meals for traveling companion (optional)

Refreshments during visit/special events

Potential Expenses

- Attendance at Optional Events such as Charter Nights, Installation of Officers or Inductions of New members.
- If personally invited, the Host Clubs generally cover expenses for these events.

Note: Meals during ZC visitations generally are covered by the host club but if not this is a reimbursed item.

OFFICER TRAINING FOR REGION AND ZONE CHAIRS

PERSONAL TRAITS ASSOCIATED WITH LEADERSHIP

- ★ Ability to get along with others.
- ★ Ability to motivate self and others.
- ★ Emotional stability and self control.
- ★ Strong desire to achieve goals.
- ★ Learn the necessary technical skills.
- ★ Decisiveness.

OFFICER TRAINING FOR REGION AND ZONE CHAIRS IMAGE

- ★ Remember who you are
- ★ Dress Code
- ★ Lions pin
- ★ Enthusiasm
- ★ Be yourself
- ★ Mix and Mingle
- ★ No Drinking

OFFICER TRAINING FOR REGION AND ZONE CHAIRS

IMAGE Con't

- ★ Jokes and language
- ★ Don't travel alone
- ★ Limit private conversations
- ★ Make it easy for them to respect you

OFFICER TRAINING FOR REGION AND ZONE CHAIRS PLAN YOUR YEAR

- ★ District Cabinet Meetings
- ★ Club Visitation
- ★ District Zone Meetings & Region Rallies
- ★ District Conventions
- ★ Multiple District Conventions
- ★ MDA & USA/Canada Leadership Forums
- ★ Special Events to attend

OFFICER TRAINING FOR REGION AND ZONE CHAIRS

REQUIREMENTS FOR DISTRICT OFFICE

- ★ To be a good District Officer, you should have:
- ★ The diplomacy of an ambassador
- ★ The judicious skill of a wise judge
- ★ The wisdom of Solomon
- ★ The courage of a gladiator
- ★ The sweetness of a mother

OFFICER TRAINING FOR REGION AND ZONE CHAIRS

REQUIREMENTS FOR DISTRICT OFFICE ...Con't

- ★ The philosophy of Dante
- ★ The wit of Will Rogers
- ★ You should be prompt, dependable and a master of detail.
- ★ You should be kind and forbearing, a companion, a leader and a loyal friend.

OFFICER TRAINING FOR REGION AND ZONE CHAIRS

WHAT LEADERSHIP IS / IS NOT

- ★ Good Leaders motivate, delegate, solve problems, make decisions and give directions
- ★ Lions Leaders should **not** discourage, do everything themselves, push problems onto others, procrastinate or be vague.
- ★ Leaders are not necessary “**Good Guys**”
- ★ The meaningful definition of a leader is:
★ **ONE WHO HAS FOLLOWERS**

RULES OF AUDIT

By-law VIII

- ★ Reimbursement of expenses of the Region and Zone Chair while carrying out the official activities authorized by the Constitution and By-laws, shall be in accordance with the Rules of Audit as set forth in these By-laws.
- ★ When the Constitution of District A-4, or By-laws provided for the reimbursements of expenses, the following rules shall determine the functions for which such expenses are allowed and the amount to be reimbursed for

EXPENSE CLAIM FORM

★ All claims for the reimbursement of expenses shall be submitted on the expense claim form supplied by Multiple District “A” (MDA) office and the required vouchers and other documents must be attached to the claims.

PRESENTATION OF CLAIMS

- ★ Claims for expenses incurred in one month must be received by the District Governor no later than the 15th day of the month immediately following. For example your District Governor needs your expenses claims for September by October 15th.
- ★ The District Governor needs to review the claims and have them submitted to MDA by the last day of the month.



PRESENTATION OF CLAIMS

- ★ Claims received after the deadline shall be reviewed by the District Governor and if approved will then have to be reviewed by the MDA Governor's Council for consideration and approval providing there is a valid reason for the delay.
- ★ The MDA Governor's Council approval is only required if the claim is received at MDA from the District Governor after the last day of the month.

TRANSPORTATION

- ★ The allowance of per kilometer basis shall be as determined by the MDA Governor's Council at it's last meeting in each year prior to the MDA Convention, and such allowance shall be effective from July 1st of that year.
- ★ Long Distance Travel for trips longer than one thousand (1000) kilometers, reimbursement will be based on the least expensive option comparing air fare with private auto mileage.

TRANSPORTATION

- ★ Transportation by Bus, Ferry or Rail will be paid but must not to exceed the cost of an economy class ticket.
- ★ Vouchers, copy of electronic ticket verifications or the ticket stub showing the price, must be attached to the expense claim

HOTEL

★ The allowance per night's lodging, single room accommodation, shall be as determined by the MDA Governor's Council at it's last meeting in each year prior to the MDA Convention, and such allowance shall be effective July 1st of that year.

HOTEL/MEALS

★ A One Hundred and Sixty (160) kilometers one way distance or a total round trip travel time of five (5) hours on any given day, must have been traveled to be eligible to claim for hotel or meal expenses. Any deviation is subject to the MDA Governor's Council approval.

MEALS

- ★ The allowance for each day's meal shall be as determined by the MDA Governor's Council at it's last meeting in each year prior to the MDA Convention, and such allowance shall be effective from July 1st of that year.

HIGHWAY, FERRY AND BRIDGE TOOLS

★ Use of toll roads, bridges and ferries when such will expedite travel on behalf of MDA will be reimbursed at cost. A copy of the ferry, bridge or highway receipt must be attached to the claims. Electronic tolls will be allowed up to four (4) months of date of highway use but only if the bill is submitted within thirty (30) days of receipt.

LONG DISTANCE TELEPHONE

- ★ Long distance telephone calls will be paid when they must be made for Lions purpose. An itemized statement giving the same details may be accepted.

POSTAGE

★ A reasonable amount will be allowed to cover postage expenses. It is recommended that whenever possible the use of e-mail should be used.

REGION CHAIRS

Visit to Clubs

★ Region Chairs (RC) shall be entitled to claim expenses, if necessary, for one visit to each club in his/her Region when requested by the District Governor, with the exception of his/her own club. The RC will not be entitled to claim for the cost of his/her meal at any of these visits.

REGION CHAIRS

Visit to Clubs

- ★ RC shall be entitled to claim expenses, if necessary, for one additional visit to each club in a Zone or Region where there is no ZC appointed to that Zone.
- ★ However, the District Governor must have previously authorized such additional visits and the RC shall not be entitled to claim expenses for the additional visits to their own club if it is in the Zone.

REGION CHAIRS

Extension Work

- ★ A RC shall be entitled to claim expenses for extension work with the definite purpose of forming a NEW CLUB, when such work has been authorized by their District Governor.

REGION CHAIRS

Meetings

- ★ A RC shall be entitled to claim expenses, if necessary, for their attendance at:
 1. Four (4) Cabinet Meetings held by their District Governor.
 2. One Region Meeting (rally) of all the clubs in their Region

REGION CHAIR

Meetings

★ A RC shall be entitled to claim expenses, if necessary, for their attendance at:

3. Zone Advisory Meetings held by the Zone Chair of their Region.

4. The Charter Presentation Meeting of a New Club in their Region.

REGION CHAIR

Approval of Claims

- ★ All claims submitted by the RC must be approved by their DG prior to being sent to MDA office.
- ★ Claims in connection with visits to clubs must be accompanied by a Visitation Report Form for each visit.
- ★ The Visitation Report Form is supplied by the MDA office.

REGION CHAIRS

Approval of Claims

- ★ All questions on the Visitation Report Form must be answered by the Region Chair.

ZONE CHAIRS

Visit to Clubs

- ★ A ZC shall be entitled to claim expenses, if necessary, for one visit to each club in their Zone, with the exception of their own club.
- ★ A ZC will not be entitled to claim for the cost of their meal at any of these visit. In most cases, the host club absorbs this expense.
- ★ If necessary, one additional visit to a club in their Zone when the DG deems such a visit shall be a real benefit to the club.

ZONE CHAIRS

Extension Work

- ★ A ZC shall be entitled to claim expenses, if necessary, for extension work with a definite purpose of forming a New Club, when such work has previously been authorized by their DG.

ZONE CHAIRS

Meetings

★ ZC shall be entitled to claim expenses, if necessary, for their attendance at the following:

1. Four (4) Cabinet Meetings held by their DG.
2. One (1) Region Meeting (Rally) of all the clubs in their Region.
3. Zone Advisory Committee Meetings chaired by themselves.
4. The Charter Presentation Meeting of a

ZONE CHAIRS

Approval of Claims

- ★ All claims submitted by the ZC must be approved by their DG prior to being sent to MDA office.
- ★ Claims in connection with visits to clubs must be accompanied by a Visitation Report Form for each visit.
- ★ The Visitation Report Form is supplied by the MDA office.

ZONE CHAIRS

Approval of Claims

- ★ All questions on the Visitation Report Form must be answered by the Zone Chair.

Expense Claim Form

★ Let's take a look at the expense claim form.

Expense Claim Form con't

- ★ District Cabinet Meet in Iroquois, Ontario September 29, 2006 which is 105 km from your home. Meal cost is \$15.00
- ★ Club Visit to the Manotick Lions Club October 15, 2006 which is 21 km from your home. Meal cost is \$10.00
- ★ At the request of the District Governor represent the District at the Memorial Service for West Ottawa Lion Charter member Tom Smith on November 22, 2006 in Ottawa which is 10 km from your home.
- ★ Zone Meeting at Gloucester Lions Club on December 5, 2006 which is 20 km from your home.
- ★ Invite to Induction Club Officer at Clarence Creek Lions Club on June 10, 2006 which is 46.5 km from your home. Meal cost is \$16.00