

## **THE UNOFFICIAL ZONE CHAIRMAN'S MANUAL**

*(Compiled by Lion C. W. (Gus) Este, PDG)*

So you've agreed to be a Zone Chairman. Being Zone Chairman is a VERY rewarding experience. Serve Your District, Zone and Lions International proudly! Do not get discouraged—hang in there, it gets better. Following are things they forget to tell you - things that were gathered by a PDG from another District through trial and error. I've collected and modified his observations to present here, which may help you to do a better job:

#1. Your Zone has an administrative account with MD"A" to supply you with some funds. This will help you buying stamps, envelopes, folders, supplies, etc. You will still have some out of pocket expenses. Meals at club visitations and other Zone meetings may cost you, but the expense of operating your vehicle on these official trips is covered. Keep a ledger of your mileage, dates and expenses that will help you to fill out your claim monthly.

#2. Your District Governor is going to require at least one colour pictures of yourself for the district Web Presentation.

#3. The Governor is going to present to you, from Lions International, a Zone Chairman's Manual. Review this material before you attend the Zone Chairmen School. Keep it with you as a handy reference source during your visits and other meetings.

IN THE BACK of this manual are three sets of report forms (Zone Advisory Meetings) that you will need, so DO NOT lose them. Look them over; they will help you know what information you need to obtain from your clubs at the zone advisory meetings - information that your Governor and Lions International want to know. For example; number of Lions going to district and International conventions, date and location of a zone social if you have one, etc. Plan to obtain this information at the particular zone advisory meeting and save yourself many phone calls later.

#4. Your Governor will set up a social for zone chairmen and possibly other cabinet members. Plan to attend-get to know the other zone chairman and share ideas-not only from the zone chairmen with experience but also from the Governor and his/her Cabinet members. The food is good also! Get used to eating-there goes the waistline.

#5. WEAK CLUB FORM: You will receive this form which must be mailed in SEPTEMBER whether or not you have any weak clubs. If you have clubs in your zone that are weak in membership, finances or activities, you are to complete this form detailing the information and mail to International, with a copy to the Governor. THIS MEANS you must know your clubs ahead of time and/or sit down with the outgoing zone chairman (this is a good idea anyway) and get needed data from him/her.

#6. OFFICERS OF YOUR CLUBS: For each club in your zone, know the names, addresses and phone numbers of the President, 1st Vice, Secretary, Treasurer and Membership chairmen.

ALSO know their spouses names. DO NOT wait for the District Directory to get this information; you will need to contact these people before it is available. Trust me -I know.

#7. COUNCIL OF PRESIDENTS MEETING: As a suggestion, set a date in late July or early August and invite the new club presidents and secretaries (immediate past presidents optional) to a cookout or just a refreshments-and-talk gathering. Take several hours TOGETHER to get to know one another, to set the goals for the Zone, to encourage these presidents to set their own goals, to set up inter-club visitation dates, to discuss problems. You should also review with them a PROPERLY completed Membership report (MMR). Hand out copies of a good report — some presidents have never seen one of these! Review the various District A4 contests and the bulletin contest. Encourage each club to do some type of bulletin - excellent communication to membership. Set up who is going to host your three Zone Advisory meetings, the locations, the dates, meal costs, menu, speakers, etc.

If this goes over well for you, what about another Council of Presidents meeting 5 or 6 weeks before your November and February zone meetings. You can get a lot set-up and much material covered without taking zone meeting time to do this. I feel the club officers appreciate the personal contact by you. Invite the 1st VPs to your January C of P meeting so he/she can pick up ideas and procedures for his/her year. 1 FEEL THESE ARE VERY WORTHWHILE AND VALUABLE TOOLS FOR US IN OUR COMMUNICATION WITH THE CLUBS AND OFFICERS.

#8. ZONE ADVISORY MEETINGS: (Mail out your notices 5-6 weeks BEFORE your meeting. Have clubs call reservations in to whomever is working with the food servers.) The Governor should be advised of these dates. Remember that he/she has a very heavy visitation schedule. The Governor or the applicable Region Chairman may each visit one of these meetings as part of their official visitation. Recognize that and be sure to acknowledge them. DO NOT let your zone meeting have more than 3 speakers and each should be limited to 10 -15 minutes. Try to get the meeting over (meal & speakers) in two hours. Make them interesting and informative for ALL that attend. Avoid THE SAME OLD STUFF you have heard for the past umpteen years - almost all those Lions (especially those with years of membership) have heard it over and over again. BUT don't forget those first time attendees or new Lions in attendance - try for a happy medium for all in attendance. Also avoid "dollaring" your members to death - if meal cost is \$10, then \$\$ for a 50/50, \$\$ for tickets to one or more raffles, \$\$ for this, \$\$ for that - this soon adds up and some who enjoy attending are limited as to what they can spend. They may not come back because the cost is too great.

INVOLVE your host club officers—i.e. Have president open meeting and give welcome; treasurer collect money for the meal; secretary take minutes for you; tail twisters handle the 50/50 drawing; member of president's choice for invocation. Have host club's banner present & a Canadian flag. Speakers appreciate a podium for their notes.

HEAD TABLE should have ZC, speakers, Gov., host club pres. & secy, if this is who is taking the minutes.

MEMBERS' sign-in sheet—either a master or a sign-in sheet for each club. Be sure all that attend do sign-in. This helps for meal count; lets you know who was in attendance from which club and what offices, if any, they hold—especially well for identifying presidents and secretaries.

**NOW IS THE TIME TO DO YOUR ZONE ADVISORY** report for the Governor and for International. If you get this information at the meeting you will save untold phone calls later. Be sure to look over the forms before the meeting so you will know what information you will need to obtain. Complete and mail within several days of the zone advisory meeting while all is fresh in your mind. There are 4 copies to this form—press or type with a heavy hand. The Governors and International need to know what your Zone is doing.

**#9 OFFICERS TRAINING SCHOOL:** Usually are held in May or June. Formats vary from district to district to train Presidents, VPs, Secretaries, Treasurers, and sometimes, other officers. Dates and times will be announced. ZC may be asked to attend in order to help—from serving meal to assisting in discussions.

**#10. FALL LEADERSHIP WORKSHOP:** Your attendance is very much needed. You may be asked to help handle round table discussions, teach at a session, help with food service or some other task. It is most important that your presence sets a good example of involvement for this important district-wide training opportunity.

**#11. DISTRICT CONVENTION:** A MUST—to give your zone report at the Region meetings. **THIS ZONE REPORT IS PREPARED BY YOU AND DELIVERED TO GOVERNOR** by the Region Chairman through the General Business Session. You may be asked to help with hospitality to the International guests. At the Necrology Service YOU will light the candle for departed members from the clubs in your zone.

**#12. MULTIPLE DISTRICT "A" CONVENTION:** Training sessions specifically for Zone and Region Chairmen are often conducted at this convention. You may also help with district caucus before business session voting. You can really assist those attending from your zone—especially if this is their first multiple district convention.

**#13. VISITING OTHER ZONE MEETINGS:** You not only learn from other ZC, but you also show your support by being present for them. You cannot believe the fellowship that develops and the close bonds that form between us all. This gets you totally involved in district activities so you learn what is going on and what is coming up. Sure you will get tired of hearing the same material because the speakers seem to be the same at each zone meeting—but you also learn something new at each meeting that you attend. Take a few extra dollars along to cover unexpected expenses. We most generally try to car pool, which does help with expenses. This is also a good time to put in a plug for events which are coming up in your zone—takes time but it is well worth it.

**#14. VISITING CLUBS IN YOUR ZONE:** At that 1st Council of Presidents meeting in July or August, notify your presidents that you would like to be the guest speaker at one meeting during their year to talk about Lionism.

BEFORE YOU VISIT A CLUB notify the president and ask if your proposed visitation date is acceptable. If possible, try to visit ahead of the Governor's official visitation. This paves the way and you can inform the president of the Governor's visit and what the club should do in preparation for this visit. You may recommend "A Spouses Night" and if this is to be the case be sure that the Club Secretary notifies the Governor of this in writing. The Governor's meal expense should be borne by the club.

Prior to your visitation, review the club's Monthly Membership Reports & Activity Reports and comment on some of their accomplishments. Know the officers' names; note if they are about to celebrate an anniversary soon; you might even offer to help with one of their projects. Let the president know if you need several minutes to speak—and have notes on what you are going to cover—esp. district, multiple district and international news. The Governor may also have information he wishes to have you pass on. You might be given "District or Multiple District Pins" to help sell along with other informational forms to pass out to these clubs.

#15. NEW MEMBER INSTALLATION: ALWAYS HAVE installation procedures with you. It never seems to fail—you show up for visitation and "while you are here Mr. ZC would you induct our new members"—Be prepared...NEW OFFICER INSTALLATION is another item you should be ready for. You will have your own installation routine(s) and other ZC, Governors, & PDG have theirs. We share ideas and develop new ones from watching others. A good source for these basic ceremonies can be found in the "District A4 Club Officers Manual". Have another ZC assist you with your first installation, or a PDG. We well remember how shaky we were the first time around.

*Enjoy your year as Zone Chairman and thanks for serving!*