

WELCOME

TO THE

ZONE CHAIR / REGION CHAIR

OFFICER SCHOOL

Original Document Produced by

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District A-15

PERSONAL TRAITS ASSOCIATED WITH LEADERSHIP

- Intelligence
- Ability to get along with others.
- Ability to motivate self and others.
- Emotional stability and self-control.
- Strong desires to achieve goals.
- Ability to work with others.
- Necessary technical skills.
- Ability to be effective and efficient.
- Decisive.

WHAT LEADERSHIP IS / IS NOT

Leaders are supposed to motivate, delegate, solve problems, make decisions and give directions. But the only meaningful definition of a leader is ...ONE WHO HAS FOLLOWERS. If you cannot get people to follow you, you are not a leader.

WHICH WAY DID THEY GO?
HOW MANY OF THEM WERE THERE?
HOW FAST WERE THEY GOING?
I MUST FIND THEM
FOR I AM THEIR LEADER

LEADERSHIP AND MANAGEMENT

Leadership is directly associated with management. Management is getting the job done through the efforts of others. Leadership promotes a team effort to ensure the task gets done effectively and efficiently.

REQUIREMENTS FOR DISTRICT OFFICE

To make 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, the philosophy of Dante, and the wit of Will Rodgers. You should be prompt, dependable and a master of detail. You should be kind and forbearing, a companion, a leader and a loyal friend.

IF YOU WANT TO BE A DISTRICT OFFICER LOOK AND ACT LIKE ONE

IMAGE

- Remember who you are
- Dress code
- Lions pin
- Enthusiasm
- Be yourself
- Mix and mingle
- Drinking
- Jokes and language
- Don't travel alone
- Limit private conversations
- Make it easy for them to respect you

PLANNING YOUR YEAR

Club visitations
Zone Advisory Meetings
Region Meetings
District Cabinet Meetings
Bi-monthly meetings with the Zone & Region Chairs
District Officers Training School
District Conferences
District Conventions
Multiple District Council Meetings
Multiple District Conventions
Special events to attend

PREPARATION

Know Clubs, Zone, Region, and District
Know elected and appointed District Officers
Review Zone, Region and District programs
Review Governor's and International programs
Review Protocol
Review Lions Constitution
Consult Past District Officers if or when necessary
Communicate with other District Officers
Select a Zone / Region Secretary
Prepare visitation schedule
Inform family and employer of your schedule
Write a modest resume
Arrange for travelling companions
Work on appropriate speech

CONTENTS OF YOUR BRIEFCASE

Your modest resume New Members induction kit Officer induction kit Lions Memorial Service script An appropriate toast to Lions Clubs International An appropriate toast to partners in service A Lions Clubs International Constitution An MD"A" Constitution A District Constitution A copy of Roberts Rules of Order Information on International Programs District Information Handbook Your date book Information on protocol Last issue of the Lion

SPECIFIC DUTIES OF ZONE CHAIR

- Know your clubs
- To be the eyes and ears of the Association
- Plan your club visits carefully
- Invite other Cabinet Members
- Invite Lioness and Leos
- Invite an interesting and informative speaker
- Complete Zone Meeting Report including who was present
- Discuss problems with the Monthly Membership Reports or club accounts
- Revisit Clubs (problems, socials, etc.)
- Attend Charter Nights, Anniversaries, etc.
- Keep your Region Chair, Vice-District Governor, and Governor informed.

SPECIFIC DUTIES OF REGION CHAIR

- Know your Clubs
- Plan your Club visits carefully
- Plan your Region carefully
- Know your Zone Chairs and work with them
- Know the District Chairs and Committees and work with them
- Call the Zone chairs if the reports are not in on time
- Keep the Zone Chairs, Vice-District Governor and Governor informed
- Performed other duties as assigned by the Governor
- Revisit Clubs (problems, socials, etc.)
- Attend Charter Nights, Anniversaries, etc.

OFFICIAL CLUB VISITS

- Stick to visitation schedule
- Call Club President before you arrive
- Arrive early with appropriate materials
- Research Club in advance
- Take a known Lion or know some Lions in that Club
- Remember who you are and act accordingly
- Sit at the head table
- Be prepared to perform various functions
- You are the only speaker on your official visit
- Speak 10-15 minutes maximum
- Go easy on the jokes and drinks
- Recognize Past and Present District and International Officers
- No tales or rumours
- Admit you don't know when necessary - research answer and reply promptly
- Look for troubled Clubs and do something to help them
- Complete visitation report with club executive
- Stay a while to answer questions
- Be honest and straight forward
- Look for you successor
- Leave at an appropriate time