

District Officers

Zone / Region Chairmen

Zone / Cabinet meetings

- Broaden thinking from club to Zone / Region / District

Before meeting:

- Much planning
- May have input into agenda
- Determine Zone / Region feelings on issues
- Concerns to be discussed
- Know your Zone and Region
- Short typed factual & meaningful report
- Arrive early for consultation
- Summary - do your homework

During meetings:

- Participate (mouth in neutral until mind in gear)
- Look alive and interested
- Vote
- Limit private conversations
- Stick to agenda
- Keep order and keep it moving
- No drinks on the table

After the meeting

- Stick around for consultation
- Minutes out soon after meeting
- Any follow-ups handle A.S.A.P.

IT TAKES A DARN GOOD MEETING TO BEAT NO MEETING AT ALL

District Officers

Zone Chairmen

Specific duties:

- Know your clubs
- You are the eyes and ears of the association
- Plan your Zone meetings carefully
- Invite other cabinet members
- Invite Lioness, Lionettes and Leos
- Invite an interesting and informative speaker
- Complete Zone meeting reports, include who was present
- Discuss problems, if any, with club reports and accounts
- Revisit clubs (socials etc.)
- Attend Charter nights, Anniversaries etc.
- Keep your Region chairman & Governor informed.
- Have fun

District Officers

Region Chairmen

Specific duties:

- Know your Zone chairmen and work with them
- Know the duties of & work with the District committees
- Know the duties of the Governor
- Call Zone chairmen if reports not in on time
- Hold a Region Rally
- Keep Governor informed
- Other duties as assigned by the governor
- Revisit clubs (Socials etc.)
- Attend Charter nights, anniversaries etc.
- Have fun.

Here are topics that you should cover at your first meeting.

1. Questions about the duties of presidents and secretaries. Review requirements for 100% president's award.
2. Review of club objectives for the year. At this point you should outline the District Special Project if it is available and encourage all clubs to participate.
3. Outline the International Presidents program.
4. Leadership development and club orientation program. You may wish to enlist the assistance of the District Leadership team.
5. Protocol for the District Governors visit.
6. Monthly Membership Reports. Make sure that you stress the importance of these forms and their timely submission. Clubs should indicate payments made to International, the Multiple District and the District on the copy sent to the governor.
7. Annual Activity Report - each club has to submit an annual activity report. Stress the importance of maintaining a record of the club activities and donations. These forms are the only method for the organization to keep track of the funds that clubs raise and the various activities that they are involved in.

Conclude your meeting with a general discussion period and set a date for your next meeting, late November is suggested.

Be sure to inform your Region Chairman of your Zone Advisory meetings as he/she will likely wish to attend. On your agenda provide an opportunity for the Region Chair to say a few words.