



Region Chairperson Manual

Lions Clubs International Purposes

TO ORGANIZE charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardize the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

Lions Clubs International Vision Statement

TO BE THE GLOBAL LEADER in communities and humanitarian service.

Lions Clubs International Code of Ethics

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not to destroy.

Lions Clubs International Mission Statement

TO EMPOWER VOLUNTEERS to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.



Table of Contents

Introduction	
Definition of a Good Region Chairperson.....	1
What to Expect and How to Prepare for It.....	1
You Are a Member of a World Team.....	2
Responsibilities of Your Office	2
Primary Duties of the Region Chairperson.....	3
Assist the district governor....	3
Coordinate activities of the zone chairpersons... ..	3
Be conscious of weak and status quo clubs	4
Suspension – New Approach.....	5
Strong Clubs Need You Too.....	6
New Member Induction Ceremony	6
Your Role in Starting New Clubs	8
Organization of International Headquarters	10

Introduction

The duties of region chairperson vary with each country of the world and often vary within a district. The district governor has the authority to determine whether the position of region chairperson will be utilized during his/her term of office. Due to these facts, this manual contains only the fundamental policies and guidelines that apply to the position of region chairperson worldwide.



Definition of a Good Region Chairperson

- **He or she is a dedicated Lion both in action and in principle.**
- **He or she is loyal to the district governor in word and deed.**
- **He or she supports the district committee chairpersons and always remembers that the individual club is the most important unit of the association.**

What to Expect and How to Prepare for It

You may have experienced several leadership positions as a Lion before being appointed region chairperson. Each position prepared you for the next one. More will be expected of you as region chairperson. Your responsibilities will extend into a larger geographic area and the number of Lions you serve will increase.

Here are some questions to answer as you assume your office:

1. Have you talked to your predecessor to learn what tasks need completion or what region matters require your prompt attention?
2. Have you talked with the district governor to get a general idea of what his or her plans will be and how you will fit into them?
3. Do you have a plan or list of projects that you would like to see accomplished before your term is up?
4. Have you taken the time to review the district constitution and by-laws?

You Are a Member of a World Team

The region chairperson is important to your region and district. The success of Lions clubs in your district depends on the performance of each club president, zone chairperson, region chairperson, vice district governor and district governor. You are the link between the district governor and the zone chairpersons/club presidents.

Almost one million, three hundred fifty thousand Lions are bound together by a team spirit, and what each one says and does can affect all Lions. What you say and do at cabinet meetings, conventions, seminars and in your personal visits with Lions ultimately affects the performance of your district governor. Your words and deeds help shape those of your district governor. Some particular deed of yours may influence Lions throughout the world.

Responsibilities of Your Office

According to the International By-laws, the region chairperson, if the position is utilized during the district governor's term, is subject to the supervision and direction of the district governor, and shall be the chief administrative officer in the region. The specific responsibilities shall be to:

1. Further the purposes of this association.
2. Supervise the activities of the zone chairpersons in the region and such district committee chairpersons assigned to the region chairperson by the district governor.
3. Play an active role in organizing new clubs, in strengthening weak clubs, and reactivating status quo clubs.
4. Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairperson Manual and other directives.

Primary Duties of the Region Chairperson

Assist the district governor in all areas of district operations, especially in the region matters.

To do the job well throughout the district, your district governor must rely on each region chairperson to accomplish all of the required tasks. The duties that a governor assigns region chairpersons will vary from district to district. However, the relationship between all governors and their region chairpersons have one common element: trust. The governor trusts you to faithfully carry out your assignment just as those Lion leaders above the governor trust that the governor will do the job.

Some of the tasks your governor may ask you to do include:

- Motivate your zone chairpersons.
- Make official club visits on the governor's behalf, if requested.
- Give timely reports to the governor on situations in the region.
- Advise the governor as to what action you have taken or are about to take.
- Give a brief, concise region report at the district cabinet meeting, allowing the zone chairpersons to give the specific club information.
- Help supervise several district committees.
- Report your club visitations on a timely basis.
- Assist the district leadership development chairperson to organize and conduct seminars for district and club officers.
- Assist with the planning and implementation of the district convention and other district meetings.

Coordinate activities of the zone chairpersons.

Zone chairpersons are the most important links to connect Lions, you, and your district governor. When you are reporting to your governor on status of clubs in your region, no one can give you more timely or complete information than your zone chairpersons. One of the greatest challenges of your job is coordinating the many duties of your zone chairpersons. This must be done in a way that:

- Guides rather than “bosses” them.
- Becomes compatible with your district governor’s overall objectives.
- Prevents unnecessary duplication of service to the same people.

To communicate effectively with zone chairpersons and to give them the benefit of your experience, meet with them regularly. Telephone conversations or letters can be an alternative, if meetings are not possible. When you meet, accomplish the following:

- A progress review of goals you and the district governor have set for the zone chairpersons.
- A discussion of club and/or district problems.
- An oral report from each zone chairperson as to what the chairperson’s future activities are.

If you attend zone meetings, please remember to:

- Let the zone chairperson be in charge.
- Use it as an opportunity to learn more about the individual clubs.
- Assess the effectiveness of the zone chairperson.

Be conscious of weak clubs and status quo clubs. Strengthen weak clubs and reactivate status quo clubs with the help of the zone chairpersons.

A cancelled club, though most likely not the fault of any one Lion, is nevertheless a mark of failure that must be shared by Lion leaders, among them the region chairperson. Your part in preventing club cancellation is staying alert to signs of weakness. If you notice a weak club, immediately advise the zone chairperson and assist in strengthening that club. The sooner you act, the easier it will be to strengthen or reactivate that club!

Here are some signs that indicate a club may need rebuilding:

- Low attendance, and the membership is declining.
- No service or community activities are conducted by the club.
- There is a general lack of enthusiasm or pride for club activities.
- New members are not being recruited.

- Failure to pay dues on time.
- No Monthly Membership Reports submitted for three consecutive months.

Only by having up-to-date knowledge of clubs in your region, you can recognize these signs of weakness. You acquire this up-to-date knowledge by:

- Personally visiting the clubs.
- Attending zone meetings and talking to the zone chairpersons.
- Reading copies of club bulletins.
- Receiving clubs' Monthly Membership Reports.
- Asking the governor to share the information in monthly Club Account Recap.
- Checking clubs' membership increase/decrease.

Here are the most widely used steps taken by region chairpersons to help a weak club; each of them must be taken tactfully:

1. Investigate the problem area to determine its cause.
2. Candidly discuss your findings with the club's officers.
3. Offer solutions for correcting the problem. You may want to confer first with the zone chairperson and the district governor. In extreme cases, you could suggest to the district governor that the club participate in the Club Rebuilding Program.

Suspension – New Approach

When you are working with weak clubs, please keep in mind the following:

A club may automatically be “suspended” if its account with Lions Clubs International has a past due balance of over US\$1000, or US\$20 per member, whichever is less, beyond 150 days. Once suspended, the club must pay the outstanding balance in full, or offer a payment plan to the Finance Division at International Headquarters, within 90 days, to avoid automatic charter cancellation. Working with the district governor and zone chairpersons closely and promptly could prevent unnecessary charter cancellations of the suspended clubs within the district.

Strong Clubs Need You Too

A Lion leader, such as a region chairperson, can never assume that just because a club is very strong today that it will not need help tomorrow. It became strong and maintained its strength not only because of constant efforts of club leaders but also because of constant vigilance and care by district officers. No club is ever so strong that it does not need to have its activities encouraged. Also keep in mind that a strong club can be your best source in helping a weak club.

When you visit any club, make sure that it has these six elements; no club can be successful without them:

1. A major service activity that the community needs and wants.
2. A major fund-raising project in which the community will participate and to which the community will contribute.
3. Good public relations within the club and in the community.
4. Well-planned and organized meetings to be held regularly with good programming and a well-organized board of directors and committees.
5. Team spirit.
6. A membership growth and development program that includes a meaningful induction ceremony and immediate orientation and involvement of the new members.

New Member Induction Ceremony

You may be called upon to induct new members. The induction of new members into a local Lions club may vary with the customs and activities of the club and district. But all inductions should bring dignity and importance to the ceremony and be performed by a well-respected Lion.

The following is a suggested agenda for an induction ceremony:

- Give a brief history of the International Association of Lions Clubs.
- Present a short history of the club and its current activities.
- Stress that membership is by invitation only, and the members being inducted are welcomed by the entire membership.

- Explain what will be expected of the new members, such as regular attendance, time given to club projects, etc.
- Administer the oath (suggestions follow).
- Present new member kit and describe contents, or ask the sponsoring Lion to do this.
- Explain sponsor's responsibilities.
- Welcome the new member into the association on behalf of club and district.

Suggested Oath No. 1

“Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask you to repeat after me:

“I do hereby accept membership in the Lions club of _____, knowing that such membership obligates me to participate in all functions of the club. To the best of my ability I will abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given me and contribute my share to the programs of my club, district and Lions Clubs International.”

“You are now member(s) of the Lions club of _____. Your sponsor(s) will now place upon your lapel(s) the Lions emblem, which signifies this membership.”

(Sponsor(s) pin buttons on lapels of new member(s).)

Suggested Oath No. 2

“Since you have expressed a desire to affiliate with this club and with Lions Clubs International, I now ask that you respond to my words with a simple “I do” or “I will.”

“Do you hereby accept membership in the Lions club of _____, knowing that such membership obligates you to participate in all functions of the club?”

—I do—

“To the best of your ability, will you abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given to you and contribute your share to the programs of your club, district and Lions Clubs International?”

—I will—

“You are now member(s) of the Lions club of _____
_____. Your sponsor(s) will now place upon your lapel(s)
the Lions emblem which signifies this membership.”

(Sponsor(s) pin buttons on lapels of new member(s).)

Closing Statement

“Fellow Lion(s), wear that emblem constantly, with pride. Let me congratulate you and welcome you into the greatest of all service club organizations . . . The International Association of Lions Clubs. On behalf of the club, I now present you with this new member kit; it contains your official certificate of membership and other material that will help you get a good start as a Lion. We are all proud and happy to have you as member(s) of the Lions club of _____.”

Your Role In Starting New Clubs

Locating one community in your region that can benefit greatly by having a new Lions club is a giant step in helping with the increase of Lions Clubs. Once you have done this, here are the steps you can take in helping to create a new club:

1. Meet your district extension chairperson and learn more about this Lion’s job.
2. Secure information and materials, such as New Club Extension Kit, from the New Clubs & Marketing Department at International Headquarters.
3. Discuss with the zone chairpersons and district extension chairperson the list you have made of known Lion communities in your region.
4. Encourage clubs in your region to sponsor new clubs and offer your assistance.
5. Once a club has been chartered, you will also share a responsibility in caring for the new club. Make sure the following actions are taken with the new club:
 - Its officers and members are fully oriented in Lionism.
 - The club is frequently visited by experienced Lions.
 - The club receives advice and guidance when needed.

Your district governor may call on you to hold an orientation seminar for new members or officers in your region. If the governor does, you can obtain excellent guidelines for organizing and conducting these orientation sessions from the Extension and Membership Division as well as the Leadership Division at International Headquarters.

Organization of International Headquarters

International Headquarters has many resources accessible to you. The staff is ready to assist Lions in any way possible. They can answer questions, send materials and help place supply orders. Familiarizing yourself with International Headquarters structure can help you use this important resource more effectively. Visit the Lions International Web site, www.lionsclubs.org, or refer to issues of THE LION Magazine to find a listing of specific contact numbers for International Headquarters departments.

Lions Clubs International Web site is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

There is basic information about the association's programs, contact information and e-mail links to International Headquarters, various directories and an online Club Supplies section. There is also a Resources section for downloading materials, which saves both time and money.

Club Supplies and Distribution Division

E-Mail: clubsupplies@lionsclubs.org

Markets and distributes club supplies and manages purchasing and mailing operations. Coordinates departments that promote, bill, procure, ship and inventory Lions club supplies throughout the world.

Convention Division

E-Mail: convention@lionsclubs.org

Develops, manages and coordinates all major activities and assignments relating to the international convention and International Board of Directors meetings.

District and Club Administration Division

E-Mail: districtadministration@lionsclubs.org

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues 100% District Governor Award and Club President Excellence Award.

Extension and Membership Division

E-Mail: extension@lionsclubs.org

Directs the plans, programs, and the internal and field operations to achieve membership growth through new clubs, new members and retention programs.

Finance Division

E-Mail: resources@lionsclubs.org

Manages the association's resources, i.e., people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments.

Information Technology Division

E-Mail: it@lionsclubs.org

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, data entry, unit record equipment and the preparation of financial, statistical, inventory and membership reports.

International Activities and Program Planning Division

E-Mail: executiveservices@lionsclubs.org

Directs diverse operations in researching, planning and developing activities-related materials. Also coordinates the activities information flow from the clubs and districts to the respective board committees and implements board directives on activity programs.

Leadership Division

E-Mail: leadership@lionsclubs.org

Responsible for all leadership programs, seminars, conferences, curriculum and publications at the international, multiple district, district and club levels.

Legal Division

E-Mail: legal@lionsclubs.org

This division is responsible for the legal operations of the association, which includes annual corporate tax information returns; registering and maintaining trademarks, service marks and copyrights; maintaining and administering the association's worldwide liability, property

and accident insurance programs; incorporation of clubs in the district; endorsement and certification of international candidates; and constitution amendment procedures. It also resolves other questions raised at any level of the Lions organization under the various constitutional and parliamentary authorities.

Lions Clubs International Foundation

E-Mail: lcif@lionsclubs.org

Responsible for administration of the foundation, including promotion, investment management, execution of grants and liaison with trustees and board of directors.

Public Relations and Production Division

E-Mail: pr@lionsclubs.org

Coordinates and integrates communication programs encompassing public relations, internal and external communications, and THE LION Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials.

Responsible for overall production and manufacturing phases of English and Spanish editions of THE LION Magazine and all published literature emanating from the association. The division is also responsible for computer typesetting and interface systems.



We Serve

**THE
INTERNATIONAL ASSOCIATION
OF LIONS CLUBS
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