

# **Policy Manual**

## **Lions District 5M10**

**Effective: May 4, 2019**

Nothing in this policy manual shall be in conflict with the Constitution and/or By-Laws of Lions International or the Lions of 5M10. Any sections conflicting with the before mentioned shall be null and void and all other provisions of the Policy Manual shall continue in force.

### **Section I**

- A. The purpose of this Policy Manual shall be to give direction and assistance to the District Governor and his or her cabinet in their efforts to effectively administer the Lions, Lioness, and Leos of District 5M10.
- B. District Policy Manual can only be revised by a two-thirds vote of the District Cabinet including Past District Governors that are present at a regularly scheduled cabinet meeting where amendments posted no less than thirty (30) days prior to the District Cabinet Meeting to the District Cabinet Members.

### **Section II**

#### **Responsibilities of District Governor Elect**

- A. The District Governor Elect, hereinafter referred to as the DGE, shall be chairman of the District Finance Committee. This committee shall be comprised of the DGE, Cabinet Treasurer for the DGE, and if possible, the presiding District Governor along with the DGE appointed advisory committee. It shall be their responsibility to prepare the proposed annual budget for this district to be presented at the last cabinet meeting of the current Lions Year. The budget will be based on 25 members less than the anticipated June 30<sup>th</sup> membership of the current DG year.
- B. The DGE will establish the location and dates of the upcoming year's cabinet meetings at the budget meeting. (with review of the MD5M anticipated meetings, trainings, holidays of both the USA and Canada)
- C. The DGE shall set personal and district goals for the upcoming Lions year with the input and advice of the current sitting DG and the DGE team and shall work toward achieving said goals in conjunction with the strategic plan for 5M10. These goals will be posted in 5M10 drop box and posted on the 5M10 web page at the beginning of the DG year.

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- D. The DGE shall appoint a Cabinet Secretary and Cabinet Treasurer or Cabinet Secretary/Treasurer, and appoint Zone Chairpersons for all 8 zones and Region Chairs for all 3 Regions in 5M10. The DGE shall inform them of the responsibilities of their positions prior to them taking office. The DGE shall also advise each of the incoming Zone Chairpersons to attend the training given by the Global Leadership Team and will plan this event in conjunction with the sitting DG, the 1<sup>st</sup> VDE and the GLT. This training will occur in conjunction with the final Cabinet meeting of the current DG year and will include review of the DGE goals for the upcoming year. The DGE will ensure electronic submission of these names to LCI on or after May 15<sup>th</sup> prior to their DG year
- E. The DGE shall appoint a chairperson for all the committees and such other committees as needed. He or she shall be sure that each understands the job responsibilities, as well as, that each are required to attend the Committee Meetings and report back to the District at each cabinet meeting. All committee chairpersons that collect funds from 5M10 clubs shall receive and accurately record these donations and forward said funds to the appropriate Foundations/departments in a timely manner. The DGE will ensure electronic submission of these names to LCI on or after May 15<sup>th</sup> prior to their DG year
- F. The DGE will review the District Zones and Regions and adjust on LCI as required after May 15
- G. The DGE shall prepare an electronic District Directory or have one prepared on their behalf and ensure that it is accessible to members online at the beginning of their DG year. This will be completed with the assistance of District IT and in compliance with Privacy Policy (sect. number here)
- H. The DGE will ensure receipt of the opt in request list from MD5M secretary and will ensure its completion and return to both 5M10 IT Chairperson as well as the MD5M secretary as soon as able but no later than the first cabinet meeting of their DG year.
- I. The DGE may design and obtain a District trading pin. Only authorized pin makers can be used. The pins will be paid for upon receipt of invoice to the District treasurer at the budgeted amount. The budgeted amount will include the costing of the DGE pins, the MD5M DG award pins as well as the MD5M International Convention pins.
- J. Submit names of 1<sup>st</sup> and 2<sup>nd</sup> choice of International Directors to speak at MidWinter Convention by March 1

### **Section III**

## **District Governor's Responsibilities**

- A. The District budget shall include anticipated income and expenses for the District Officers and for the District office expense and will be reviewed monthly the sitting DG. The DG will participate as an advisor for the DGE budgeting meeting.
- B. The District Governor's expenses shall be in accordance with the Lions Clubs International rules. The District Governor shall submit to Lions Clubs International monthly expense claims in the appropriate time frame as required by Lions Clubs International. Failure of a District Governor to submit said reports does not allow said District Governor to be reimbursed by this District for those expenses. Be aware that LCI insists reimbursement requests be received by the 20<sup>th</sup> of the month following the accrued expenses. No expenses older than 60 days will be paid by LCI. Be it known that submission of expenses on the 1<sup>st</sup> of each month following the accrued expenses is advisable for prompt reimbursement by LCI. All expenses for the DG will be billed to LCI as first line of payment in accordance to the LCI rules of audit.
- C. Should the DG appoint the 1<sup>st</sup> VDG or the 2<sup>nd</sup> VDG to complete his/her official club visit that appointee must complete the actual DG reimbursement form (signed by the appointee and with receipts supplied) and forward to the DG from the email on file with LCI. The DG can then forward to LCI for reimbursement from the email on file for the DG and this will be seen as a signed document by LCI. It is encouraged that the 1<sup>st</sup> VDG and the 2<sup>nd</sup> VDG set up automatic deposit as per the form supplied by LCI at the beginning of the DG year.
- D. The District Governor is encouraged to visit each Lions, Lioness, and Leos Club in the District at least once during his or her year as Governor. If for some reason, such as health or job limitations, he or she cannot make some of the visitations, the 1<sup>st</sup> or 2<sup>nd</sup> Vice District Governor may be appointed to perform these visitations.
- E. Clubs that have been assigned as Priority Designation will be communicated to the DGE prior to them taking office. It is the Districts expectation that all 3 of those priority visits will occur and the DG is encouraged to utilize the assistance of the VDGs to ensure that they are.
- F. Setting Priority Designation with LCI for clubs with static or declining membership and lack of service reporting (and with the agreement of the club president) will occur as soon as club concerns are recognized by the sitting DG.
- G. The DG will conduct Club visits on the convenience of the Club and not that of the DG. It is expected that the DG will utilize the travel budget so that each Club

visit is singular in nature as much as possible to ensure the maximum budget allowed for travel by LCI. (average of the last 3 DG submitted expenses will be the budget of the incoming DG)

- H. The DG will review expenses reimbursed closely and by no later than February 1<sup>st</sup> of their DG year will apply for additional dollars if any deficit in budget is expected.
- I. The District Governor shall keep his or her clubs informed of district activities by publishing a monthly newsletter article. A copy of this newsletter shall be sent to each Lions, Lioness, and Leos Clubs electronically, and published on the District website.
- J. The District Governor shall schedule and hold four cabinet meetings per year. These shall be scheduled as the DGE at the budget meeting. He or she shall direct the Cabinet Secretary to send a notice of these regular meetings in a timely manner to all cabinet members, committee chairpersons. The District Governor will recommend the time(s) and place(s) of all cabinet meetings.
- K. The DG and the Cabinet secretary will complete the Cabinet agenda and post into drop box no later than 7 business days prior to the said Cabinet meeting. This agenda will occur topics of discussion for working group breakout sessions that will address the needs and concerns of problem solving solutions for each topic.
- L. All reports for the Cabinet meeting will be submitted to the district drop box by all cabinet members and committee chairpersons no later than 5 days prior to the meeting.
- M. In the event that a non-elected chairperson is not performing the duties of the position, he or she may be removed from office by a letter from the District Governor stating the purpose and why. The District Governor can then appoint another qualified Lion to fulfill the duties of the office.
- N. The District Governor shall appoint an advisory committee of Lions of his or her choice to help him or her make decisions that will affect the operations of District 5M10. The advisory committee may meet at the discretion of the District Governor.
- O. In case of death of a member of the current district cabinet, a donation to LCIF in the amount of up to fifty dollars (\$50.00) shall be made in their honor by the District Governor. This shall be at the District's expense and only if within constraints of the District budget.

- P. The DG will hold monthly DG meetings via Go to Meeting to review the District membership, leadership and service concerns and to make plans to address these concerns. This meeting should include all GAT including the NAMI Liaison.
- Q. The DG will review and respond to all communication/email in a timely manner and forward any correspondence required to the appropriate cabinet member, committee member and or District clubs. DG along with the DG team will review District goals on no less than a quarterly basis. Ensure MD5M billing received in July and January and ensure payment of same.
- R. Ensure in July that all clubs are aware of the Peace Poster Contest deadlines and the process to submit their entries. All posters shall be to the DG no later than November 15 of each year. The DG team as designated by the DG will choose a winner poster for the DG to submit to the MD5M Council chair no later than December 1. The District Peace posters will be showcased at the Mid-Winter Convention and
- S. Appoint nominations committee to review and confirm appropriate credentials for those applicants of DGE, 1<sup>st</sup> and 2<sup>nd</sup> VDE by November 1
- T. Liaise with District convention planning committee and approve programs
- U. Submit Presidential (1 name) and Leadership (1 name) Award Nominations to ID or IPID by November 1. Submit names for Presidential Awards of Appreciation to the Convention ID by November 1 (2-3 names usually at the discretion of the ID)
- V. Remind Clubs in September regarding Hall of Fame nominations (application) for submission to DG by November 1. Submit Hall of Fame nominees for inclusion in Mid-Winter Convention Voting. Submit successful (voted) name and application along with required club payment to the Executive Secretary by February 1
- W. Submit Al Jenson Nominee application to Executive Secretary/CC by February 1
- X. Submit Multiple District Convention Committee names to Council Chair by February 1
- Y. Ensure ID request form completed and submitted to LCI for Mid-Winter Convention by October 1

#### **Section IV**

#### **First Vice District Governors Responsibilities**

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- A. Perform administrative duties as required by District Governor team
- B. Attend and participate in cabinet meetings
- C. Preside at cabinet meetings and other meetings in the absence of the District Governor and participate in Council of Governor meetings as required
- D. Assist the DG team in identifying opportunities and challenges facing the District and in developing long-term strategies to strengthen and grow the District.
- E. Conduct club visits when required by the District Governor
- F. Work with GMT in growing membership and assure the District Membership goals are achieved
- G. Work with GMT to develop Membership grant application
- H. Assist NAMI chair in developing goals and budget for submission
- I. Ensure application for nomination to DGE submitted to nominations prior to December 1
- J. Attend monthly GoToMeeting with DG team to assure progress of District Goals
- K. Attend Multiple District trainings as required
- L. Assist DGE with District Goal development for the upcoming DG year
- M. Learn the duties of both DGE and DG
- N. Assist with GLT with Zone/Region Chair training and District Webinars as required

**Section V**  
**Second Vice District Governor Duties**

Duties include, but are not limited to the following:

- A. Perform the duties of District Administrator (specific duties are included in the following bullets);
- B. In partnership with the GLT, develop and maintain a printed succession plan for future District Leadership;
  - I. The plan shall be made available in the members section of the District website;
  - II. In partnership with GLT and 1<sup>st</sup> VDG, document and timeline of club members interested in qualifying for DG based on the findings from the above-noted succession plan;
  - III. The succession plan is currently developed through the use of survey monkey but is also available in Word format to ensure all members have the opportunity to complete the survey
- C. In partnership with Zone Chairs, Region Chairs, GLT and 1<sup>st</sup> VDG, document and review Zone Chair and Region Chair positions and expectations;
- D. In partnership with DG, 1<sup>st</sup> VDG and GLT, establish a protocol for training district leadership (new to Cabinet);
- E. In partnership with DG, 1<sup>st</sup> VDG and GLT, establish and deliver club officer training to all interested members in the district
  - I. The current process for delivering club officer training is through the use of webinars that are presented by club members experienced in the position and are moderated by the GLT and supported by the 2<sup>nd</sup> VDG
- F. In partnership with GST and GLT, assess all clubs monthly for service reports and contact those without service reports, either directly or through the zone chairs, to identify how the district may be able to assist; educate those clubs that are having difficulty accessing and entering their service reports;
- G. In cooperation with Zone Chairs, PR, IT and Newsletter Editor, engage and communicate via zone chairs to have upcoming club events entered monthly on district calendar;
- H. In cooperation with Zone Chairs, Region Chairs and GST, ensure all clubs are aware of the new service pillars of LCI and encourage all clubs to implement service projects for the new pillars;

- I. In cooperation with all other members of the DG Team, ensure all clubs are aware of the benefits of contributing to LCIF;
- J. Further the purposes of the association and District;
- K. Attend cabinet meetings;
- L. Preside at cabinet meetings and other meetings in the absence of the Governor and the First Vice District Governor;
- M. Assist in preparation of the budget and other matters to be continued in the following year;
- N. Supervise appropriate district committees as requested by the District Governor;
- O. In partnership with the DG, 1<sup>st</sup> VDG and GMT, participate in club member recruitment events and in establishing new clubs
- P. Attend club events when possible
- Q. In partnership with DG, 1<sup>st</sup> VDG and Information Technology Committee, develop and maintain the District 5M10 Privacy policy
  - I. It is also the responsibility of the 2<sup>nd</sup> VDG to ensure that all members that do not sign the policy are excluded from having their personal information shared
- R. Accept and complete other duties as required by the association's policy or as assigned by the District Governor. For example, conduct club visitations; offer assistance to declining clubs, work with the District Convention, LCIF and Information Technology Committees;
- S. Become familiar with the responsibilities of the District Governor and First Vice District Governor.

## **District Administrator 5M10**

This role will be held by the Second Vice District Governor on a yearly basis and will prepare the Lion in this position through all roles in becoming a strong and effective District Governor.

By positioning the 2<sup>nd</sup> VDG in this role it facilitates a familiarity with all clubs in the district in a very supportive and dynamic role instead of a governance type role which is sometimes less well perceived by clubs.

The District Administrator will hold all administrative abilities for every club in the District once the appropriate forms are filed with the English Language Dept. Once complete the 2<sup>nd</sup> VDG will be responsible for the following:

- Assisting clubs with entering executive positions as requested as well as securing login information for those executives should the club entries occur after July 31<sup>st</sup>
- Assisting clubs that are challenged in reporting membership to ensure that monthly membership reports are 100% reported each month by every club in the district
- In person or over phone education of secretary/Treasurer/President on reporting Service and Membership
- Assist in recording updated contact information of club and executive members as requested by Zone or Region Chairs and/or Club administration
- Assisting clubs that are challenged by IT issues (lack of computer, lack of internet or WIFI, or lack of computer skills) with entry of club service activities, fundraisers and training.
- Work with the District GST to assist clubs in meeting the Service goals for the district as well as insuring that goal timelines are being met
- Note monthly clubs that have not reported service and Liaise with Region and Zone chairs in determining reason for lack of entry and assist clubs as required
- Assist clubs in addressing all pillars of service by noting and reporting to GST/Region Chairs/Zone Chairs the pillars they are lacking and assist in providing ideas that clubs can use to address these service pillars
- Identify all clubs that have reached excellence in achieving all pillars and inform the DG of these clubs for recognition as well ensure that Region Chairs and Zone chairs are acknowledging these milestones at a club level.
- Communication liaison with clubs and will work with IT and PR reps to ensure accurate and timely information both to and from clubs to the District.
- Evaluate the District Service Calendar on a monthly basis and work with Region and Zone Chairs to ensure that all clubs are listing club activities.
- Ensure that concerns or issues are brought to the DG for resolution at LCI

## Section VI

### Cabinet Treasurer

#### . Treasurers Duties and Procedures

- A. Collect for all dues levies on members and clubs in the sub-district, deposit the same in such bank as determined and disburse by the same by order of the district governor
- B. Remit and pay over to the multiple district council treasurer the multiple district dues collected in the sub-district and secure a receipt.
- C. Keep accurate books and records of account and furnish them as requested to any auditor appointed by the district governor or his/her delegate. Audit will be completed by the end of June by source recommended by the Treasurer and approved by the Cabinet at the final Cabinet meeting. The Cost of Audit will also be approved at the same meeting.
- D. Deliver, in a timely manner, at the conclusion of his/her term in office the general and/or financial accounts, funds and records of the district to his/her successor. Ensure funds to be forwarded to successor to ensure a functioning new bank account (if new account is required) by July 1
- E. Send statements to treasurers of each club upon receipt of dues statement from district council. Updating Region Chairs on a timely basis as to the standings of clubs, they will contact Zone chairs to contact clubs who are still owing dues. Payments can be made by check, direct deposit, PayPal and instructions will be provided with each invoice
- F. Upon receipt of dues, send written receipt acknowledging such receipt to club officers.
- G. Clubs who have not remitted payment within 30 days will receive monthly statements until such dues are paid. Statements will be sent to President, Secretary and Treasurer and to Region Chair.
- H. A Clubs unpaid dues has an impact on a Club member who has a position on Cabinet and their voting rights. This also includes voting at the mid-winter convention **see Constitution and Bylaws insert section**
- I. Payment of dues is to be in US dollars. All clubs are encouraged to pay as such to prevent loss on conversion. If payment is made in Canadian funds the money will be deposited and clubs will be billed for the balance
- J. District bills are to be paid as soon as possible, providing there are adequate funds

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- K. Current balance of checking account will be included in quarterly reports. The Cabinet Treasurer shall prepare and present at each cabinet meeting the financial statement of the District. Any discrepancies or concerns of balance will be reported to the DG immediately upon discovery
- L. Four people (Treasurer, DG, 1st VDG and 2nd VDG) have access to the checking account. It will be accessible through Drop Box.
- M. Passwords, account numbers, Identification numbers will be in a secured location on Dropbox and accessible to the DG/DGE, the 1<sup>st</sup> VDG and the 2<sup>nd</sup> VDG as well as the treasurer
- N. When duties are transferred at succession change the incoming treasurer will:
  - i) Contact IRS for change of responsibilities and mailings, information on IRS document showing EIN number.
  - ii) File form 990-N by Sept 15th each year and
  - iii) Set up a checking account in advance with funds supplied by current treasurer, so as to continue ability to conduct business as necessary July 1<sup>st</sup>
  - iv) Notify LCI of banking changes and provide new account numbers before July 15<sup>th</sup>
- O. Campus Clubs are to be billed October 1<sup>st</sup>, ½ of dues due to District will be covered either by the Campus Club's sponsoring club and/or the district.
- P. Annual budget meeting will be held in the 3rd quarter, to be able to present at 4th quarter district meeting for approval. Budget is to be set at a lower membership number than actual.
- Q. Acquired Grants or outside sources of District Income will be maintained and reported as per the requirements of the Grant or outside source

## **Section VII**

### **Cabinet Secretary**

- A. The Cabinet Secretary shall be present at all cabinet meetings and shall record and report the minutes of such meetings. In the event the Cabinet Secretary is unable to be in attendance, the District Governor shall appoint a Cabinet Secretary pro tem who will take minutes.
- B. Will in cooperation of the District Governor develop an agenda for each Cabinet meeting

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- C. The Cabinet Secretary shall call and maintain roll of those members on the cabinet
- D. The Cabinet Secretary shall obtain, store, maintain and pass on to the incoming Cabinet Secretary all records of minutes and financial records of the past years' including the ones he or she prepares for their year. Records over seven (7) years may be destroyed including secretary minutes and treasurer reports for the district.
- E. The Cabinet Secretary and Treasurer is required to attend the District Convention and is required to maintain and issue voting credentials and convention packets at this convention.
  - I. Voting procedures during the mid-winter convention will be the responsibility of the Secretary along with support of the credentials committee
  - II. Ensure that Constitution changes have a minimum requirement of 30 days written notice to Clubs prior to the start of Midwinter Convention
  - III. Foundations need to made submissions prior to the 30-day notice to Clubs.
  - IV. Constitution, By-Laws, Policies and Procedures of the Manitoba/NWO Foundations to be submitted to District Cabinet for review.
  - V. Secretary to ensure Cabinet has up-to-date Constitution, By-Laws, Policies and Procedures for all Foundations.
  - VI. By November 1, Secretary to contact Foundations regarding changes to come to Mid-Winter Convention.
- F. Timelines for Cabinet meetings: Reports to be submitted in Drop Box two weeks prior to meeting. Agenda will be available one week before the meeting. Additions to the agenda to be submitted to DG prior to agenda being made available.
  - I. Draft minutes to be posted on website one week after meeting.
  - II. Amendments to the minutes to be submitted to Secretary. Secretary will correct any housekeeping issues. Secretary will record and present suggested amendments to minutes to Cabinet for approval.

## **Section VIII**

### **Global Action Team**

#### A. District Chairperson (District Governor)

- As the district governor you will serve as the district chairperson of the Global Action Team. You will ensure that your district's GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service. You are the driving force that ensures your district is strong, stable and focused. Your actions define the pathway to success for your district and its clubs!

#### Actions for Success

- Ensures the selection of qualified Lion leaders for the district's Global Action Team positions (GLT, GMT, and GST coordinators).
- Ensures the GLT, GMT, and GST support the district goals and implement the action plans.
- Facilitates regular meetings to discuss and advance initiatives established by the Global Action Team.
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- Collaborates with the multiple district's Global Action Team and other district governors to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Shares successes, opportunities and needs with the club officers, the District Global Action Team members and LCI staff.

#### B. **GMT**

##### Term

- One year; selected by district (per the district constitutional by-laws) as a member of the district cabinet. May serve multiple terms.

##### Position Overview

As the GMT district coordinator, your efforts directly impact the success of the Global Action Team's initiatives. You are the driving force that ensures your district is strong, stable and focused on increasing membership. You know where to find solutions and are able to overcome obstacles. You will serve as a conduit between clubs and multiple district coordinators to ensure the distinct needs of each district and club are being met.

### Actions for Success

- Collaborates with your GLT and GST district coordinators and the district Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Develops and executes an annual district membership development plan
- Active member of the NAMI team
- Sets membership goals in collaboration with DGE as pre membership plan and is the key contact in membership development at the District
- Works in collaboration with MD5M GMT and LCI Club Extension Team.
- Collaborates with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be started.
- Motivates clubs to invite new members, inspires positive club membership experiences, and ensures clubs are aware of available membership programs and resources.
- Monitors club membership reports. Recognizes clubs that are increasing membership and supports clubs that are losing members.
- Works with clubs in danger of cancellation by ensuring payments are submitted on time.
- Includes diverse populations to participate in Global Action Team Initiatives.
- Quickly follows up on prospective member leads provided by the GMT multiple district coordinator or LCI and provides status report on membership.
- Completes requirements and submits application to receive district funding from LCI for membership development activities.
- Confirms new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator.
- Provides retention strategies to clubs in collaboration with GLT and GST district coordinators.

### C. GLT

#### Organize, coordinate and promote District-wide Club Officer Training

- Liaise with 2<sup>nd</sup> VDG to provide online officer training webinars
- Explore education opportunities to enhance club and district development
- Ensure updated Leadership information supplied to both clubs and District
- Contact clubs to identify any training required
- Review monthly service reports
- Along with District Administrator ensure club contact when service and membership reports are not up to date (assist in one on one training for service reporting)
- Ensure LCIF goals included in officer training

Organize and coordinate Region and Zone Chair Training

- In person training to be held at the 4<sup>th</sup> cabinet meeting
- Liaise with DGE to include their goals
- Review job descriptions yearly with DG team and update for Cabinet approval

Promote leadership development opportunities at the District, Multiple District and International level

- all clubs when leadership opportunities arise
- Actively pursue likely candidates that arise from the survey monkey to attend trainings
- Ensure current and updated training documents on Website and drop box
- Ensure yearly guiding Lion training at one cabinet meeting yearly

Identify, develop and inspire future leaders within the District.

- Refine and review of Succession Plan Survey Monkey questionnaire working with IT and 2<sup>nd</sup> VDG
- Provide updates to DG team and document on succession plan yearly
- Mentor potential GLT recruits
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Represent 5M-10 and participate and contribute to the Multiple District Global Leadership Team.

- Participate in leadership training opportunities.
- Complete and submit applications to LCI for District Leadership Funding.
- Submit quarterly reports to Cabinet.
- Attend conventions at the District, Multiple and International levels.
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Collaborate with the Global Membership Team and Global Service Team coordinators for the betterment of our District as identified by the District Governor and District Governor Team.

## **D. GST**

### Term

- One year; appointed by the District Governor as a member of the district cabinet. May serve multiple terms.

### Position Overview

- The GST district coordinator provides capacity building resources to region, zone, and club service chairpersons, empowering Lions to meet the priority needs of their communities and elevate the member experience through impactful service growth. The district coordinator finds solutions and is able to overcome obstacles. The district coordinator serves as a conduit between clubs and multiple district coordinators to ensure the distinct needs of the district and all clubs are being met.

### Actions for Success

- Drives clubs to implement impactful service projects that are aligned with LCI Forward Service Framework and its Global Causes to raise visibility of Lions service impact in local communities.
- Educates clubs and the pillars of LCI via newsletter, phone calls or email in conjunction with the Club GST
- Collaborates with GLT and GMT district coordinators and the district Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Works with region, zone, and club service chairpersons to hold clubs accountable to their service goals, ensures regular reporting in MyLCI or MyLion, and encourages utilization of the MyLion App to increase engagement in service projects.
- Works with zone chairpersons to encourage clubs to report their service events on the district calendar.
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- Promotes service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- Organizes a minimum of 2 district wide service projects per year.
- Gathers club and district feedback related to service challenges, opportunities, and successes; shares with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.
- Will assess the monthly Club Service reports and collaborates with 2<sup>nd</sup> VDG, Zone and Region Chairs to ensure maximized service reporting

### Measuring Success

- Collaborates with district GLT coordinator to plan at least one workshop that elevates Lion and Leo professionalism in service project planning and execution.
- Works with LCIF district coordinator and region/zone chairpersons to identify at least one service initiative that can be strengthened by LCIF resource utilization.
- Raises MyLion App utilization throughout district by having each club input and manage at least one of their service projects in the MyLion App.
- Ends each fiscal year with an increase in Leo Club development and hands-on service collaboration between Lions and Leos.
- Ensures that the District has 100% service participation every year with collaboration from the 2<sup>nd</sup> VDG and Zone and Region Chairs
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### Reporting Structure

- GST district coordinator reports to GST multiple district coordinator, area leader or special area advisor as assigned.
- GST, GMT and GLT district coordinators report to district Global Action Team chairperson (district governor).
- GST club service chairperson reports to GST district coordinator.

## E. Region Chair Job Description

### Our Purpose

- 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.

### Our 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 and 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 my 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 destroy.

## Lions International Mission Statement

Our mission is to empower volunteers to serve their communities, meet humanitarian needs,  
encourage peace and promote international understanding through Lions clubs.

## **INTRODUCTION**

In your role as region chairperson, you are an important member of the district's leadership team. As an officer of the district and a member of the district cabinet, you provide additional support to the district governor and act as a link to the zone chairpersons of your region. Along with the zone chairpersons, you support the creation and maintenance of quality clubs within the region.

## **RESPONSIBILITIES OF A REGION CHAIRPERSON**

The region chairperson falls under the supervision and direction of the district governor team (see Appendix A) and shall be the chief administrative officer in their region.

### **RESPONSIBILITIES:**

1. Further the purposes of this association
2. Liaise between the zone chairpersons in his/her region, any district committee chairpersons as may be assigned by the district governor and the district governor team
3. In coordination with the district Global Membership Team (GMT) coordinator and zone chairs in their region, play an active role in organizing new clubs and strengthening weak clubs in their region
4. Visit regular club meetings, as able, and report findings to the district governor team and to the district Global Membership Team (GMT) and Global Leadership Team (GLT) coordinators
5. In coordination with the district GLT coordinator, play an active role in supporting leadership development opportunities as defined in the zone chair job description
6. Promote representation at International, District and Multiple conventions
7. Carry out such official visitations to club meetings and charter nights as is possible
8. Perform such other functions as may be requested by the district governor team

## **WORKING WITH THE DISTRICT GOVERNOR TEAM**

Your duties as region chairperson are specifically defined by the district governor team based on the needs of the zones and clubs in your region. One of your key goals is to serve as an additional support to both the district governor and the zone chairpersons and to serve as the link between them.

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

- Support your zone chairpersons to strive for excellence and assist them in fulfilling the responsibilities of their role

- Give a concise region report at the district cabinet meeting and allow the zone chairpersons to provide specific club information
- Provide additional support to struggling clubs along with the zone chairperson, as assigned by the district governor team

## **WORKING WITH ZONE CHAIRPERSONS**

Zone chairpersons are important links that connect Lions clubs, you, and your district governor team.

When you are reporting to your district governor team on the 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:

- Supports the zone chairpersons in the region and guides them to appropriate resources to support healthy clubs as required
- Aligns with your district's overall goals and objectives
- Effective communication with your zone chairpersons is key to the success of your region
- Frequent contact by email, telephone, or in-person should include the following:
  - A progress review of goals that you and the district governor team have set for the zone chairpersons
  - A discussion of club and/or district challenges and opportunities
  - A report from each zone chairperson on his or her current and future activities
  - The service projects being conducted by each club in the zone
  - The membership growth and orientation efforts of each club in the zone
  - The internal and external communication practices of each club in the zone
  - The status of each club and ways to strengthen declining clubs
  - The administrative and financial practices of the clubs
- 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

## APPENDIX A

### ZONES AND DG TEAM (2020/2021)

| ZONE            | CLUBS   | DG TEAM LEADER            |
|-----------------|---|---------------------------|
| Region 1 Zone 1 | Grand Marais<br>Lakehead Campus<br>Marathon<br>Thunder Bay<br>Thunder Bay Metro   | <b>1<sup>ST</sup> VDG</b> |
| Region 1 Zone 2 | Atikokan<br>Emo & Dist<br>Fort Frances<br>Fort Frances Voyageur<br>International Falls<br>Rainy River/Baudette Border<br>Club             | <b>2<sup>ND</sup> VDG</b> |
| Region 1 Zone 3 | Dryden<br>Dryden Trillium<br>Ear Falls<br>Ignace<br>Kenora Lake of the Woods<br>Pickle Lake<br>Red Lake<br>Sioux Lookout<br>Vermilion Bay | <b>DG</b>                 |
| Region 2 Zone 1 | Chisholm<br>Eveleth<br>Hibbing<br>Virginia  | <b>2<sup>ND</sup> VDG</b> |
| Region 2 Zone 2 | Babbitt<br>Cook<br>East Range<br>Ely<br>Orr   | <b>IPDG</b>               |

5M10 Policy Manual reviewed and approved April 2020

## APPENDIX A

### ZONES AND DG TEAM (2020/2021)

| <b>ZONE</b>     | <b>CLUBS</b>  | <b>DG TEAM LEADER</b>     |
|-----------------|---|---------------------------|
| Region 2 Zone 3 | Carlton<br>Duluth<br>Duluth Campus<br>Floodwood<br>Proctor<br>Two Harbors                         | <b>1<sup>ST</sup> VDG</b> |
| Region 3 Zone 1 | Bemidji<br>Bemidji First City<br>Bemidji State University<br>Big Falls<br>Blackduck<br>Littlefork | <b>IPDG</b>               |
| Region 3 Zone 2 | Bigfork<br>Deer River<br>Grand Rapids Cap Baker<br>Grand Rapids Star of North<br>Greenway         | <b>DG</b>                 |

## F. Zone Chair Job Description

### Our Purpose

- 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.

### Our 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 and 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 my 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 destroy.

### Lions International Mission Statement

Our mission is to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

5M10 Policy Manual reviewed and approved April 2020

## **INTRODUCTION**

As a leader of the zone, you support clubs within the zone. You ensure that clubs meet the needs of both their members and their communities, function within the district's constitution, by-laws and policies, are aware of the support provided by the district cabinet and strive for excellence and continuous growth.

As zone chairperson, you are a member of the district's leadership team, including the District Global Membership Team (GMT), the District Global Leadership Team (GLT) and the District Service Team (GST). You are a crucial link between the clubs in the zone and the district.

You motivate, counsel and communicate with the clubs and promote district programs and activities. You also keep the district's leadership team informed of the clubs' activities and share concerns and challenges the clubs may have.

## **RESPONSIBILITIES OF A ZONE CHAIRPERSON**

As zone chairperson, you are the administrative officer of the zone. You are a motivator, counselor and communicator. You are accountable to the members of the District Governor Team, as outlined in Appendix A, and region chairperson. Your primary responsibilities are to:

- Support the development of the clubs in your zone
- Further the purposes of the association
- In coordination with the District GMT Coordinator, play an active role in membership development including extension of new clubs
- In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions about leadership development opportunities at the zone, district, or multiple district level
- In coordination with the District GST Coordinator, play an active role in encouraging clubs to participate in service projects throughout the year and report those activities on MyLion

### **Additional responsibilities are to:**

- Monitor the health and status of clubs in the zone
- Assist clubs in status quo or financially suspension to return to good standing
- Communicate with each club on a monthly basis
  - Monthly communication may take the form of email or telephone calls, however, telephone or in-person communication should take place quarterly or more frequently as circumstances may determine
- Visit each club in the zone once during the Lion's year and provide a summary of these visits to the region chairperson
- Be aware of the activities of all the clubs in the zone

- Suggest and implement methods to assist all the clubs within the zone, especially status quo clubs, financially suspended clubs, young clubs, and clubs with a “priority designation”
  - Priority club designation allows members of the District Governor Team (the district governor, first vice district governor or second vice district governor) to make up to two additional club visits to the club funded by the existing district governor budget. This designation does not change the status of the club nor change the club’s rights or obligations and is designed to provide support to clubs that need additional attention.
  - Priority clubs automatically include all clubs that have been chartered over the previous 24 months, clubs in status quo or financial suspension and clubs that have been cancelled over the previous 12 months that could be reinstated.
- Promote the Club Quality initiative, Your Club Your Way, and Blueprint for a Stronger Club to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement appropriate programs within the zone
- Facilitate the exchange of ideas about programs, projects, activities, and fund-raising methods among clubs in the zone
- Promote district, multiple district, and international programs to clubs in the zone
- Ensure that every club in the zone operates according to its Constitution and By-Laws or, in the absence of their own Constitution and By-Laws, the LCI Standard Club Constitution and By-Laws
- Encourage clubs to attend district, multiple and international conventions, when possible
- Work in harmony with the district cabinet
- Attend all regularly scheduled meetings of the district

## **IDEAS TO HELP PLAN YOUR YEAR:**

### **Focus on Service:**

- Share the International President's theme
- Club service project Idea Exchange
- Ways to Identify New Service Projects
- Encourage club reporting of Service Activities on MyLion

### **Focus on Membership:**

- Encourage Club Membership Chair or Club President to follow-up with members that have left; perhaps they can be reinstated
- Encourage Club Secretary or Club Administrator to report their membership on MyLCI monthly even if there are no changes
- Identify clubs that could benefit by membership drives
- Identify communities that could, potentially, benefit from new or branch clubs

### **Focus on Leadership:**

- Process to select and install new leaders
- Highlight Leadership Support and Development Resources
  - Online Lions Learning Center
  - Club Officer Training
  - Lions Mentoring Program
  - GLT
- Remind clubs to report their new club officers on MyLCI prior to May 15<sup>th</sup>

### **Other:**

- Review with the club officers the application and criteria to earn the Club Excellence Award
- Open discussion on Club Challenges and Successes
- Promote District, Multiple and International Conventions and any upcoming leadership institutes or forums
- Encourage clubs to contribute to the District Newsletter L10News
- Encourage clubs to contribute to LCIF Campaign 100
- Encourage clubs to share their successes on social media
- Promote district website and Facebook page
  - <https://5m10lions.org/>
  - <https://www.facebook.com/5m10lions/>

## APPENDIX A

### ZONES AND DG TEAM (2020/2021)

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| Region 1 Zone 3 | Dryden<br>Dryden Trillium<br>Ear Falls<br>Ignace<br>Kenora Lake of the Woods<br>Pickle Lake<br>Red Lake<br>Sioux Lookout<br>Vermilion Bay | <b>DG</b>                 |
| Region 2 Zone 1 | Chisholm<br>Eveleth<br>Hibbing<br>Virginia  | <b>2<sup>ND</sup> VDG</b> |
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**Section IX**  
**Privacy Policy 5M10**

***Purpose:***

District 5M10 (5M10) recognizes the importance of protecting the private information of our members. 5M10 is dedicated to preventing the unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information.

Access to private information collected by 5M10 is limited to Lions, Lions Clubs, and authorized organizations that will use the information to further Lions' causes.

Access to information requires the agreement and compliance with the Lions' privacy policies and practices.

This privacy policy shall apply to all information maintained by 5M10 in whatever format, physical or electronic.

***Privacy Policy:***

***Please see the document entitled 5M10 Privacy Policy.pdf.***

***Although that document is maintained as a separate document, it forms part of, and is an integral part, of this policy.***

# District 5M10 Privacy Policy

## Collection and Use of Personal Membership Data by District 5M10

### YOUR PRIVACY IS IMPORTANT

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#### ***Purpose:***

District 5M10 (5M10) recognizes the importance of protecting the private information of our members. 5M10 is dedicated to preventing the unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information.

Access to private information collected by 5M10 is limited to Lions, Lions Clubs, and authorized organizations that will use the information to further Lions' causes.

Access to information requires the agreement and compliance with the Lions' privacy policies and practices.

This privacy policy shall apply to all information maintained by 5M10 in whatever format, physical or electronic.

#### ***Privacy Policy:***

1. 5M10 collects personal information about Lions Club, Lioness Club and Leo Club members to facilitate communications with and between our members. This information is used solely to further 5M10's Purposes including that "to unite the clubs in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:
  - Dues and other billings
  - Distribution of 5M10 Newsletter and membership/officer information and updates
  - Compilation of membership profiles and trends to support membership growth, extension and retention programs
  - Meeting planning as to facilitate 5M10 events and training
  - Furtherance of Public Relations activities and Cooperative Alliances
  - Support of Lions Clubs International Foundation and other adopted service programs
  - Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the district
  - Disclosure of information as required by law or that is pertinent to judicial or governmental investigations
2. 5M10 protects personal information by using password-protected member only areas and by restricting access to such information. It is expected that you will exert due diligence in your password security.
3. Any payment information collected shall be protected by software during transmission, which encrypts all your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order. At the present

# District 5M10 Privacy Policy

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time, 5M10 uses PayPal.

4. You should be aware that when you are on the website, you could be directed to other websites beyond our control. If you visit a website that is linked to our website, you should consult the privacy policy of that website before providing any personal information.
5. The content of this website may not be retrieved, displayed, modified, copied, printed, sold, downloaded, hired, reverse engineered or transmitted in any way without the prior written permission of 5M10. The content of our website including, without limitation, all information, text, photographs, and graphics are protected by copyright, trademarks or other proprietary rights of others or ourselves. An exception is specifically granted to all Lions and Lions Clubs that will use the content absent any contact information to further Lions' causes.
6. The District Governor or designate of 5M10 shall determine what constitutes an authorized organization. 5M10 shall establish a list of authorized organizations and this list shall be reviewed annually and approved by the District Governor team. Organizations requesting authorization will complete a written request for approval to solicit as per Mailing List requirements.

#### ***Mailing Lists***

- 7.0 To facilitate internal communications among authorized users, 5M10 may use:
  - 7.1 An information opt-in form, distributed by the Cabinet Secretary to all district cabinet members/chairpersons, requiring submission back to 5M10's Cabinet Secretary
- OR**
- 7.2 An online service for collecting such information.
- 7.3 If the latter is used, all data being transferred must be encrypted and, upon completion of obtaining authorization from all members, the information collected will be printed and maintained by the Cabinet Secretary prior to all such data will being removed from the online service.
- 7.4 No member information will be posted or distributed without proper authorization.
- 7.5 District 5M10 uses a form-based email distribution system that is available only from the secure members site. This site can be accessed only by Lions members in District 5M10 that have registered and been authorized by the site admin. All email addresses are hidden and cannot be revealed.
- 7.6 5M10 prohibits furnishing any list of Lions' contact information to any person/organization for personal advantage or gain.
  - 7.6.1 The District Governor team will review requests from organizations and allow the furnishing of mailing lists by the District Office to individuals or groups using the lists for approved fundraising or informational purposes.

## District 5M10 Privacy Policy

### Collection and Use of Personal Membership Data by District 5M10

#### YOUR PRIVACY IS IMPORTANT

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- 7.6.2 List Requests must include the following:
- a. Name, address, phone number and email of person or organization requesting the list
  - b. Purpose for which the mailing list is to be used
  - c. Written assurance that the list will be used one-time only for the stated purpose and will not be given or sold to others
  - d. An exact copy of the material being mailed
  - e. Requests for lists not conforming to the above minimum standards will be returned to the submitter noting that District Governor action will not be taken on incomplete requests.
- 7.6.3 The following do not require district approval to receive available contact information for Club Presidents and Secretaries:
- a. Clubs bidding for state or province wide events
  - b. Individuals seeking International office
  - c. Multiple District Projects or Programs
  - d. 5M10 Convention
- 7.6.4 Available Information - Only contact information listed in the 5M10 Directory is available and will only be provided electronically. Any approved requests for lists not obtainable from the 5M10 Directory will be referred to the organization that, in the district's opinion, has the information available.
- 7.6.5 Request Fulfillment – District Secretary or designate will download the most recent contact information and supply it electronically to the requestor within 15 days of the request being approved.
8. In compliance with the Children's Online Privacy Protection Act of 1998(COPPA), site operators should never knowingly request personal information from anyone under the age of 13. If such personal information is inadvertently collected, it will be deleted from the systems.
9. Lions/Leo/Lioness Clubs and/or Foundations should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in the course of conducting your activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing email addresses with third parties.

**District 5M10 Privacy Policy**  
**Collection and Use of Personal Membership Data by District 5M10**

**YOUR PRIVACY IS IMPORTANT**

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10. It is recognized that 5M10 is an international district and acknowledges the privacy policies of Ontario however this Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Any legal action concerning this Agreement shall be brought exclusively in a court of competent jurisdiction nearest the home of the current District Governor.

Any cause or claim must be commenced within one (1) year after the cause or claim arises.

5M10's failure to insist upon or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provision or right.

Neither the course of conduct between the parties nor trade practice shall act to modify any provision of the Agreement.

5M10 may assign its rights and duties under this Agreement to any party at any time without notice.

If you have any concerns or questions about these policies, please contact the 5M10 District Governor.