

# #1

## CHAPTER IV

### COMMITTEES AND OTHER APPOINTEES OF MD19

**NOTE: The several committees appointed, approved and functioning within MD19 shall be so structured as to complement, support and enhance each other's efforts through networking and communications designed to share ideas which would further the opportunity for success of all committees.**

A. The MD19 Vice Council Chairperson, with approval of the Council, shall appoint (with exceptions as listed within this chapter) the following Committee Chairpersons and committee members as are mandated by the Constitution and By-Laws of the International Association of Lions Clubs and Multiple District 19, and the MD19 Council of Governors' Policy Manual.

B. COMMITTEES OF MD19

Chairpersons with committees comprised of members from both the east and west side of the Cascade Mountains are encouraged to alternate meeting locations between the east and west side.

Standing Committees

- |                                 |            |
|---------------------------------|------------|
| a. Budget and Finance,          | Page IV-4  |
| b. Constitution & By-Laws,      | Page IV-6  |
| c. Contests and Awards,         | Page IV-7  |
| d. International Participation, | Page IV-12 |
| e. Policy Manual,               | Page IV-24 |
| f. Strategic Planning,          | Page IV-25 |

Progressive Committees

- |                        |           |
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| a. Contests and Awards | Page IV-7 |
|------------------------|-----------|

3. Three Year Committees

- |  |                   |
|--|-------------------|
| Multiple District <b>Global Action Team (MDST) (MDGAT)</b> | Page IV-14        |
| a. Leadership (Global Leadership Team Coordinator)         | Page IV-15        |
| Training Chairperson                                       | Page IV-16        |
| Special Events Coordinator                                 | Page IV-16        |
| Faculty Development  | Page IV-17        |
| Leadership 101 Coordinator                                 | Page IV-17        |
| b. Extension   | Page IV-18        |
| c. Membership (Global Membership Team Coordinator)         | Page IV-19        |
| d. Public Relations  | Page IV-19        |
| e. Retention   | Page IV-20        |
| f. <b>Service (Global Service Coordinator)</b>             | <b>Page IV-21</b> |

4. One Year Committees

- |  |            |
|--|------------|
| a. Annual Convention                       | Page IV-3  |
| b. Building and Headquarters               | Page IV-5  |
| c. CARE                                    | Page IV-5  |
| d. Diabetes Awareness                      | Page IV-8  |
| e. Environment - BC & US                   | Page IV-9  |
| f. Election / Certification                | Page IV-9  |
| g. Information & Technology                | Page IV-11 |
| h. International Convention                | Page IV-11 |
| i. Int'l Understanding & Cooperation       | Page IV-13 |
| j. LCIF                                    | Page IV-13 |
| k. Lions Opportunity For Youth             | Page IV-23 |
| LEO Clubs                                  | Page IV-23 |
| Youth Exchange Program (YEP)               | Page IV-24 |
| Youth Outreach-BC & US                     | Page IV-24 |
| l. Lioness                                 | Page IV-21 |
| m. Lions Foundation of Canada/Dog Guides   |            |
| Lions Leader Dogs for the Blind/USA        | Page IV-21 |
| Lions Foundation of Canada Provincial Dir. | Page IV-22 |
| n. USA/CANADA FORUM                        | Page IV-26 |

C. Parliamentarian Page IV-25

D. Webmaster Page IV-26

## Chapter IV-7 of revised February 19, 2017

### CONTESTS AND AWARDS

E. **GENERAL RESPONSIBILITIES** All Committee Members should become knowledgeable of the rules, requirements, and judging of the Contests listed in the current Contests and Awards book. They are expected to assume an active role in all phases of the committee's responsibilities. Committee members should assist the District Contests and Awards Chairpersons, in the promotion their District Contests and Awards Programs.

#### 1. Prior to the Annual Convention:

- Judge the District Bulletin winners from copies of the bulletins filed in the MD19 Office. The Chairperson is responsible for getting the judges if the Contests & Awards Committee is not going to do the judging.
- Select the recipient of the Lion, Lioness and Leo Distinguished Service Awards from the District Governors' nominations.
- Obtain a list of winners for the contests that are based on the statistics kept in the MD19 Office: Club Membership Growth & Club Visitations,
- Obtain the Judging Sheets from the MD19 Office for all Competitions held at the Convention.
- ~~Obtain the Book of Transparencies to be used when announcing the winners and runner-ups at the Closing General Session at the Annual Convention.~~ **REMOVE Housekeeping**
- Review the lists of District Contest Winners and Runner-ups to determine their eligibility to compete in MD19 Contests & Awards competitions.

## Chapter IV-9 of revised February 18, 2017

### EXTENSION

(See Multiple District 19 **Support Global Action Team** in this chapter)

## Chapter IV-12 through 19 of revised February 18, 2017

### MULTIPLE DISTRICT **SUPPORT GLOBAL ACTION TEAM**

(LEADERSHIP, EXTENSION, MEMBERSHIP, PUBLIC RELATIONS, RETENTION, **SERVICE**)

MULTIPLE DISTRICT 19 **SUPPORT GLOBAL ACTION TEAM (MDST) (MDGAT)** is comprised of the LEADERSHIP (Global Leadership Team Coordinator – GLTC), EXTENSION, MEMBERSHIP (Global Membership Team Coordinator – GMTC), PUBLIC RELATIONS, ~~and~~ RETENTION **AND SERVICE** CHAIRPERSONS, AND THE VICE COUNCIL CHAIRPERSON AS THE FACILITATOR

#### SECTION 1: REQUIREMENTS

- A. **MEMBERS:** **The MD19 Council Chairperson will be the head of the MD19 Global Action Team and members will be the MD19 Vice Council Chairperson as facilitator, MD19 Leadership (GLTC), MD19 Extension, MD19 Membership (GMTC), MD19 Public Relations, and MD19 Retention and MD19 Service Chairpersons and Leadership Sub-Committee Chairpersons as listed in the Leadership Chairperson's Coordinator section of the Policy Manual, as well as the MD19 Council Chairperson and the MD19 Executive Secretary-Treasurer, as Ex-Officio Members.**
- B. **MEETINGS:** Regularly scheduled meetings of the **MDST MDGAT** will be held at least once every two months. The Vice Council Chairperson will be the facilitator. Based on the input given by the Team Members, he/she will create the meeting agenda and set the date and place for the meetings. An **MDST MDGAT** member or a person selected by the Team will take the minutes at the meeting. All **MDST MDGAT** are required to attend all meetings, unless excused by the MD19 Vice Council Chairperson.
- C. **TERM OF OFFICE**  
The term of Office for all **MDST MDGAT** Chairpersons (Leadership (GLTC), Extension, Membership (GMTC), Public Relations, ~~and~~ Retention **and Service (GSTC)** is three years with staggered terms of office.

The staggered selection process began in the year 2008-2009. The following selection schedule is based on those staggered years for the terms of office.

The **Leadership (GLTC), Public Relations and Faculty Facilitator Development Chairpersons** are a three-year term, effective 2012-2013, 2015-2016, etc.

The **Special Events Coordinator, Leadership 101 Coordinator and Leader Development Coordinator and Membership (GMTC) Chairperson Coordinator** are a three-year term, effective 2014-2015, 2017-2018, etc.

The **Training, Extension and Retention Chairpersons** are a three-year term, effective 2013-2014, 2016-2017, etc.

**The Service (GSTC) Coordinator is a three-year term, effective 2017-18**

During the final year in their term of office, the formal selection process will begin for the appropriate Chairpersons / **Coordinators**.

**The Lions assuming these positions shall hold no other office that would compete with the energy and time requirements of his/her three-year term.**

- D. **SELECTION PROCEDURE:** These are three (3) year appointments. A screening committee comprised of the Council Chairperson, Vice Council Chairperson, current MD19 Leadership Chairperson (GLTC), the Executive Secretary/Treasurer will review the qualifications of the candidates applying for this position. If the Screening Committee feels that it is necessary, an oral review with the candidate(s) will be conducted. This Committee will recommend to the Council of Governors the name of the best qualified candidate for Chairperson. The final decision will be made by the Council of Governors at the Winter Council Meeting. The **MDST MDGAT Chairpersons / Coordinator** positions will be advertised in the April and June editions of *The Border Crossing* in the year preceding the beginning of their term of office. The selection process for each **MDST MDGAT Chairperson** will take place in the months of August, September and/or October of the year preceding the beginning of their term of office. The newly selected **MDST MDGAT Chairperson / Coordinators** will assist the current **MDST MDGAT Chairperson / Coordinators** at the Annual Convention and the Regional Kick-Off Meetings for the Districts. In order to provide for a smooth transition, the outgoing **MDST MDGAT Chairperson / Coordinators** will serve as an advisor and resource person to the new appointee during the first year of the newly appointed **MDST MDGAT Chairperson's / Coordinators** term of office.
- E. **DISTRICT MEETINGS:** The MD19 Leadership **Chairperson Coordinator** (GLTC), MD19 Extension Chairperson, MD19 Membership **Chairperson Coordinator** (GMTC), **MD19 Service Coordinator (GSTC)**, MD19 Public Relations Chairperson and the MD19 Retention Chairperson shall:
1. Hold Regional Kick-Off Meetings in May or June with the District Support Teams to share ideas and set goals for the year.
  2. Half-time Regional Meetings will be held each January with the District Support Teams to celebrate the progress that has been made on the goals that were set in the spring, to reassess what still needs to be done and to rewrite the goals as necessary.
  3. The Chairperson should encourage the Chairpersons of the various Districts to meet at the Annual Convention in an informal manner for the exchange of ideas, planning and identifying materials available for their use.
- F. **FISCAL RESPONSIBILITIES:** These **MDST MDGAT Chairpersons / Coordinators** and committees handle no funds.
- G. **REPORTS:** All committee reports shall comply with Section G, page 2 of Chapter IV.
- H. **REVIEWS:** Should there be a failure to meet the standards of the **MDST MDGAT Chairperson(s) / Coordinators** a current Council Member may request a discussion in an Executive Session to discuss the job performance of the individual in question. Should the Council wish to replace that individual, a 2/3<sup>rd</sup> majority of the Council would be required. The original selection procedure would then be implemented immediately.

## **SECTION 2: LEADERSHIP (Global Leadership Team Coordinator – GLTC)**

- A. **PURPOSE:** The MD19 Leadership **Chairperson's Coordinator's** (GLTC) position has a three-fold purpose:
1. To have a vision for the Multiple District and to bring new ideas and programs to the Leadership Teams of MD19 to improve the growth and direction of our organization.
  2. To oversee the development of leadership skills in the officers and members of Lions clubs within MD19. Under the leadership portfolio, a Training Chairperson will provide classes to teach the necessary skills for District, Zone and Club Officers. Together the Leadership **Chairperson Coordinator** (GLTC), ~~the Special Events Coordinator~~, the Training Chairperson, the **Faculty Facilitator** Development Chairperson, and the **Leadership 104 Leader Development Program** Coordinator will also provide leadership enhancement programs such as a Team Building, Conflict Management, and Motivation, etc.
  3. Recognize excellent club, zone, district and multiple district leadership at special Lions events throughout the year. ~~Oversee the activities and the efforts of the Special Events Coordinator, whose position is also under the Leadership portfolio, to provide outstanding and contemporary seminars and speakers at MD19 Forums and Conventions.~~
- B. **SELECTION PROCEDURE:** See MD19 ~~Support~~ **Global Action** Team Section 1.D above.
- C. **GENERAL RESPONSIBILITIES:**
1. Develop good working relationships and open communications with leaders, such as the Council Chairperson, Vice Council Chairperson, Executive Secretary-Treasurer and District Leaders.

2. Participate as a member of the MD19 District **Support Global Action Team (MDST) (MDGAT)** to develop and promote programs for the leadership growth of the Multiple District. This will involve regular meetings with this team.
3. Work with the District Club Support Teams at their Region Kick-Off and Half-time Meetings to develop and monitor District Leadership goals. The agenda, dates and sites for these meetings will be set in conjunction with the **MDST MDGAT**.
4. Act as a Resource Person for the District Leadership **Chairpersons Coordinators** (GLTC).
5. Assist the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors to prepare for their year in office by holding group discussion meetings whenever possible, and by regular contact through phone, email or regular mail. In order to create a "Team" attitude and to insure support for any training received by the 1<sup>st</sup> Vice District Governors, the Vice Council Chairperson will be included in all meetings and receive copies of written communications.
6. Utilize materials provided by Lions Clubs International, or develop materials specifically for the needs of MD19. The needs of the Multiple District should become apparent through the regular contacts being made with the District Governors, 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, District Leadership **Chairpersons Coordinators** (GLTC) and by attending or being represented at the District Spring Conferences and other Lions events.
7. Develop with the Training Chairperson, the Executive Secretary-Treasurer, and the **MDST MDGAT**, the MD19 training for the District Governors Elect, the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors Elect, and the Zone Chairpersons Elect, which will be held prior to the International Convention each year.
8. Serve as a member of the MD19 Lions Service and Leadership Development Foundation.

**D. QUALIFICATIONS:**

1. Demonstrated leadership abilities above the club level.
2. The ability to set clear goals and work to their completion.
3. Worked closely with District and Multiple District Convention Chairperson regarding seminars, presenters and speakers.
4. Demonstrated the ability to work with other Chairpersons as a team member.
5. Demonstrated the ability to effectively present in large and small group settings.
6. Created Leadership seminars of high interest and quality.
7. The ability and desire to communicate regularly with District Leadership **Chairpersons Coordinators** (GLTC).
8. The willingness to attend District Cabinet Meetings and Conferences to encourage leadership.
9. The ability to commit personal time and resources to reaching goals for leadership.
10. Demonstrated enthusiasm and motivation to do a good job.

- E. SUB-COMMITTEES** are the MD19 Training Chairperson, **MD19 Special Events Coordinator**, MD19 **Faculty Facilitator** Development Chairperson and the **Leadership 101 Leader Development** Coordinator.

**SELECTION PROCEDURE:** These are three (3) year appointments. The positions will be advertised in the April and June editions of *The Border Crossing* in the year preceding the beginning of the term of office. The Leadership **Chairperson Coordinator** (GLTC) will review the qualifications of the candidates applying and recommend to the Council of Governors the name of the strongest candidate. The final decision will be made by the Council of Governors at the Winter Council Meeting. To provide for a smooth transition, the outgoing Chairperson or Coordinator will serve as an advisor and resource person to the new appointee during his/her first year in office.

**1. MD19 TRAINING CHAIRPERSON**

- (a). **PURPOSE:** The MD19 Training Chairperson shall work with and assist the MD19 Leadership **Chairperson Coordinator** (GLTC) with the emphasis on those areas identified under General Responsibilities, Section 1, Paragraph (C).
- (b). **QUALIFICATIONS:** This position requires a Lion in good standing who has:
  1. Demonstrated leadership abilities above the club level.
  2. A proven track record in developing curriculum and training for Lion leaders.
  3. Effective interpersonal skills.
  4. Respect and credibility within the Multiple District.
  5. The ability to give an effective presentation before a group.

6. The willingness and temperament to take directions and guidance from the MD19 Leadership **Chairperson Coordinator** (GLTC) and the MD19 Council of Governors.
  7. A team player.
- (c). GENERAL RESPONSIBILITIES:
1. Assist in the development of curriculum and training of the District Governors Elect, 1<sup>st</sup> Vice District Governors Elect, Zone Chairpersons Elect, Club Officers and Lions in the understanding of the duties of their office and the development of their leadership potential.
  2. Work in cooperation with Lions Clubs International to provide the necessary training for strengthening and developing leadership skills on the Multiple District and District levels.

## **2. MD19 SPECIAL EVENTS COORDINATOR**

(a). ~~PURPOSE: The MD19 Special Events Coordinator will work with and assist the MD19 Leadership Chairperson (GLTC) with an emphasis on those areas identified under General Responsibilities, Paragraph C.~~

(b). ~~QUALIFICATIONS: This position requires a Lion in good standing who has:~~

- ~~1. Demonstrated leadership abilities above the club level.~~
- ~~2. A proven track record in arranging, promoting and overseeing quality workshops, seminars, round table discussions and other forms of leadership building events.~~
- ~~3. A knowledge of proper protocol with regards to International Guests, election procedures, etc.~~
- ~~4. Effective interpersonal skills.~~
- ~~5. Respect and credibility within the Multiple District.~~
- ~~6. The ability to give an effective presentation before a group.~~
- ~~7. The willingness and temperament to take directions and guidance from the MD19 Leadership Chairperson (GLTC) and the MD 19 Council of Governors.~~
- ~~8. Must be a team player.~~

~~C. GENERAL RESPONSIBILITIES:~~

- ~~1. Arrange for workshops and seminars as well as presenters and moderators for each at the MD19 Annual Convention.~~
- ~~2. Arrange for round table discussion sessions for Lions Club Presidents and Vice Presidents, and Lions Club Secretaries and Treasurers in conjunction with other leadership and training seminars at the Annual Convention.~~
- ~~3. Promote by example and training, good protocol with regards to International Guests, election procedures, etc.~~
- ~~4. Assist the Executive Secretary-Treasurer, Leadership Chairperson (GLTC), Council Chairperson and Convention Chairperson in selecting Convention speakers.~~
- ~~5. In the selection of the International Guest/Keynote Speakers for the MD19 Annual Convention, the seated International Director, or Immediate Past International Director will make recommendations and be involved with the selection process.~~

## **3. MD19 FACULTY FACILITATOR DEVELOPMENT COORDINATOR CHAIRPERSON:**

- (a). PURPOSE: The MD19 **Faculty Facilitator Development Coordinator Chairperson** will be to train qualified Lions to make presentations at the Club, Zone, and District Levels.
- (b). QUALIFICATIONS: This position requires a Lion in good standing who has:
1. Demonstrated leadership abilities above the club level.
  2. A proven track record in arranging, promoting and overseeing quality workshops, seminars, round table discussions and other forms of leadership building events.
  3. Effective interpersonal skills.
  4. Respect and credibility within the Multiple District.
  5. The ability to give an effective presentation before a group.
  6. The willingness and temperament to take directions and guidance from the MD19 Leadership **Chairperson Coordinator** (GLTC) and the MD19 Council of Governors.
  7. Demonstrated that he/she is a team player.
- (c). GENERAL RESPONSIBILITIES:

~~1. The director of the MD19 Faculty Development Institutes / training sessions that are held in the districts and multiple district.~~

**1. Develop and maintain a reporting system to track the effectiveness of the Facilitator Development program**

2. Develop and/or coordinate the development of presentations to be given to Lions Clubs and Zone Meetings.
3. Strive to ensure that each District has at least ten **Faculty Facilitator** Development Team Members.
4. Work with District Support Teams to coordinate presentations at the club and zone levels.
5. Maintain and be responsible for the library of presentations for the Multiple District.
6. Ensure that both the list of **Faculty Facilitator** Development Members and the presentation library is kept current on the MD19 website.
7. Act as a facilitator at District Half-Time and Kick-Off Meetings.
8. Assist the Training Chairperson with the development of officer training courses as needed.
9. Develop and maintain a reporting system to track the effectiveness of the Faculty Development program.

**4. MD19 ~~LEADERSHIP 104~~ LEADER DEVELOPMENT COORDINATOR:**

- (a). **PURPOSE:** The MD19 **Leadership 104 Leader Development** Coordinator will work with and assist the MD19 Leadership **Chairperson Coordinator** (GLTC).
- (b). **QUALIFICATIONS:** This position requires a Lion in good standing who has:
  1. Demonstrated leadership abilities above the club level.
  2. A proven track record in arranging, promoting and overseeing quality workshops, seminars, round table discussions and other forms of leadership building events.
  - ~~3. A knowledge of proper protocol with regards to International Guests, election procedures, etc.~~
  3. Effective interpersonal skills.
  4. Respect and credibility within the Multiple District.
  5. The ability to give an effective presentation before a group.
  6. The willingness and temperament to take directions and guidance from the MD19 Leadership **Chairperson Coordinator** (GLTC) and the MD19 Council of Governors.
  7. Must be a team player.
- (c). **GENERAL RESPONSIBILITIES:**
  1. Encourage Districts to hold **Leadership 104 Leader Development Program** Courses annually.
  2. Assist Districts in writing grants to obtain funding for **Leadership 104 Leader Development Program** Courses.
  3. Arrange for the instructors (leaders) for **Leadership 104 Leader Development Program** Courses
  4. Work with instructors to update and maintain the course and power point material.
  5. Report to the MD19 Council of Governors on the activities concerning **Leadership 104 Leader Development Program** at Council Meetings.

**SECTION 3: EXTENSION**

- A. **PURPOSE:** The MD19 Extension Chairperson furthers the expansion of Lions Service in Multiple District 19 through the formation of new Lions Clubs.
- B. **SELECTION PROCEDURE:** See MD19 **Support Global Action** Team Section 1.D above.
- C. **GENERAL RESPONSIBILITIES:**
  1. All club categories to include Campus Clubs, Club Branches, New Century, Monarch, etc., should be under the direction of the Extension Chairperson. The Extension Chairperson may appoint an assistant as needed.
  2. Participate as a member of the MD19 District **Support Global Action** Team (~~MDST~~) (**MDGAT**) comprised of the Leadership (GLTC), Extension, Membership (GMTC), Public Relations, **and** Retention **and Service** Chairpersons / **Coordinators** develop and promote programs for the growth of the Multiple District. This will involve regular meetings with this team.

3. Work with the MD19 Council of Governors, District Extension Chairpersons, the District Club Support Teams and Lions Clubs International to set attainable goals. Offer assistance in achieving those goals.
4. Identify with the District Extension Chairpersons, those areas that can be targeted for the expansion of new Lions Clubs. Assist the District Extension Chairperson in nurturing Sponsoring Lions Clubs for those targeted areas.
5. Be accessible to the Council of Governors, the MD19 Office, the ~~MDST~~ MDGAT, District Extension Chairpersons, New Club Organizing Lions, and MD19 Lions.
6. Provide guidelines for the District Extension Chairpersons in the proper procedures to follow for extending new clubs and reporting new clubs to LCI and the Multiple District 19 Office once they are organized.
7. Communicate with the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors throughout the year to encourage and assist in reaching their District's goals.

D. **QUALIFICATIONS:** A Lion in good standing who has:

1. Demonstrated leadership abilities above the club level.
2. The ability to be a panel presenter at District and Multiple District levels.
3. The ability to develop audiovisuals on pertinent topics, such as: Guiding Lions, Forming New Lions Clubs, the make-up of Lions Clubs, Educating Charter Members.
4. The willingness to meet with District Extension Chairpersons at the Kick-off and Half-time Meetings to help formulate goals, check progress on reaching those goals, and share information on the above topics.
5. The willingness to communicate regularly with District Extension Chairpersons.
6. The willingness to attend District Cabinet Meetings and Conferences to encourage the formation of new clubs.
7. The willingness to commit personal time and resources to reaching goals for extension.

#### **SECTION 4: MEMBERSHIP (Global Membership Team Coordinator – GMTC)**

A. **PURPOSE:** The MD19 Membership Chairperson (GMTC) helps Lions Clubs better serve their communities by providing ideas, suggestions and enthusiasm related to attracting new members.

B. **SELECTION PROCEDURE:** See MD19 ~~Support~~ Global Action Team Section 1.D above

C. **GENERAL RESPONSIBILITIES:**

1. Participate as a member of the MD19 District ~~Support~~ Global Action Team (~~MDST~~) (MDGAT) comprised of the Leadership (GLTC), Extension, Membership (GMTC), Public Relations, Retention and Service Chairpersons / Coordinators to develop and promote programs for the growth of the district and multiple district. This will involve regular meetings with this team.
2. Work in harmony with the Council, District Membership Chairpersons (GMTC) and Lions Clubs International to achieve membership and extension development goal.
3. Educate and assist Club, District and Zone Membership Chairpersons, and District Governors on those methods available to them to increase and retain membership using materials provided by Lions Clubs International, or developed personally.
4. Coordinate and provide leadership and leadership training skills for strengthening and development of membership.
5. Develop realistic and achievable MD19 membership goals based on the goals set by the District Membership Chairpersons (GMTC).
6. Develop a networking program of communications with guidelines to assist and enhance the efforts of the Districts Membership Chairpersons (GMTC).
8. Communicate with the District Governors, the Vice District Governors and the District membership Chairpersons (GMTC) throughout the year to assist them in reaching their District goals.

D. **QUALIFICATIONS:** A Lion in good standing who has:

1. Demonstrated leadership abilities above the club level.
2. Sponsored 3-5 members.
3. An understanding of the qualifications for the different types of membership and the MD19 and LCI dues structures.

4. Demonstrated leadership skills in speaking, setting goals and participating as a team player.
5. Has demonstrated being open-minded to new ideas.
6. The ability to commit personal time and resources to reaching goals for membership growth.
7. The ability and desire to communicate with District Membership Chairpersons (GMLT).
8. The willingness to attend District Cabinet Meetings and Conferences to encourage membership growth.

## SECTION 5: PUBLIC RELATIONS

- A. **PURPOSE:** The MD19 Public Relations Chairperson encourages the dissemination of accurate information regarding the Lions International Purposes, the Lions Code of Ethics, Lions Motto, Lions Service activities, and the various projects both locally and worldwide.
- B. **SELECTION PROCEDURE:** See MD19 ~~Support~~ **Global Action** Team Section 1.D above
- C. **GENERAL RESPONSIBILITIES:**
1. Participate as a member of the MD19 District ~~Support~~ **Global Action** Team (~~MDST~~) (**MDGAT**) comprised of the Leadership (GLTC), Extension, Membership (GMTC), Retention, ~~and~~ Public Relations **and Service** Chairpersons / **Coordinators**, to develop and promote programs for the leadership growth of the Multiple District. This will involve regular meetings with this team.
  2. Provide information regarding the importance of the history and organizational structure of Lionism and the significance, of our motto, 'We Serve'. Promote the proper recognition, use and respect for our Lions Clubs International emblem.
  3. Assist in the training of Lions Club officers, Zone Chairpersons, and District Governors for the development of programs to promote their activities within their particular communities and districts. Utilize materials provided by Lions Clubs International, and also develop MD19 materials which are applicable to our own situation.
  4. Provide articles and pictures to 'The Lion' magazine and the MD19 *Border Crossing* to promote District, Multiple District and community activities. Encourage, and promote, media coverage of Lions Clubs, Zone and District activities.
  5. Encourage convention attendance, club visitations, club brochures and bulletins, and the interchange of club bulletins.
  6. Assist the Multiple District staff in the promotion and production of the '*Border Crossing*'.
  7. As part of the ~~MDST~~ **MDGAT**, communicate on a regular basis with the District Governors and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors to offer assistance as needed.
- D. A publishing Editor will be selected to develop articles and act as the layout person for *The Border Crossing*. This person will work with the MD19 Executive Secretary-Treasurer to create the bi-monthly MD19 newspaper called *The Border Crossing*. Publication timelines and the organization of a Publication Committee will be addressed by the Publishing Editor and the MD19 Executive Secretary-Treasurer.

## SECTION 6: RETENTION

- A. **PURPOSE:** The MD19 Retention Chairperson will work and coordinate information with the Membership Chairperson (GMTC) to identify true reasons of Lions resignations and to seek means to prevent drops in cases which may be prevented by finding solutions of common simple problems.
- B. **SELECTION PROCEDURE:** See MD19 ~~Support~~ **Global Action** Team Section 1.D above
- C. **GENERAL RESPONSIBILITIES:**
1. Participate as a member of the MD19 District ~~Support~~ **Global Action** Team (~~MDST~~) (**MDGAT**) comprised of the Leadership (GLTC), Extension, Membership (GMTC), Public Relations, ~~and~~ Retention **and Service** Chairpersons / **Coordinators**, to develop and promote programs for the leadership growth of the Multiple District. This will involve regular meetings with this team.
  2. Work in harmony with the Council of Governors, District Retention Chairpersons and Lions Clubs International to support and maintain membership and extension growth goals.
  3. Educate and assist Club, District and Zone Retention Chairpersons, and District Governors on those methods which are available to them to be used towards retaining membership.
  4. Utilize materials provided by Lions Clubs International, or develop own materials of a similar nature promoting retention.
  5. Coordinate and provide leadership and leadership training skills for strengthening and development of retention.



6. Develop realistic and achievable MD19 retention goals.
7. Develop a networking program of communications with the District Governors and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors which would assist and enhance the efforts of various District Retention Chairpersons.

D. **QUALIFICATIONS:** A Lion in good standing who has:

1. Demonstrated leadership abilities above the club level.
2. Sponsored more than two (2) members.
3. An understanding of the qualifications for the different types of membership and the MD19 and Lions Clubs International dues structure.
4. Demonstrated leadership skills in speaking, organization, setting goals and participating as a team player.
5. Demonstrated being open-minded to new ideas.
6. The ability to commit personal time and resources to reaching goals for membership retention.
7. The ability and desire to communicate with District Retention Chairpersons.
8. The willingness to attend District Cabinet Meetings and Conferences to encourage membership retention.

## SECTION 7: SERVICE

### Global Service Team (GST) MD Coordinator

A. **PURPOSE:** The GST multiple district coordinator is the service program expert who ensures districts achieve the distinct goals of their area. Educating, coaching and mentoring district coordinators while removing barriers that impede progress. Having drive and determination to inspire and empower districts to be successful in maximizing beneficiaries served.

B. **SELECTION PROCEDURE:** See MD19 Support ~~Support~~ Global Action Team Section 1.D above

### C. **GENERAL RESPONSIBILITIES**

1. Develops and executes an annual multiple district action plan that will monitor progress towards service goals.
2. Follows up with districts that are behind on their goals and offers motivation and support.
3. Collaborates with GLT and GMT multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
4. Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
5. Communicates regularly with GST district coordinators. Ensures they are aware of available LCI and LCIF service programs, partnerships, and grants.
6. Serves as a resource and content expert for regional best practices in service project implementation; prioritizing those aligned with Centennial Service Challenge (CSC) campaigns (FY 2017/18) and LCI Forward Service Framework initiatives. Promotes the continued execution of Centennial Community Legacy Projects (FY 2017/18).
7. Encourages GST district coordinators to promote service projects that attract multi-generational participants, including the integration of Leos.
8. Increases LCIF Coordinator collaboration at multiple district and district level in order to maximize LCIF resource utilization and fundraising engagement. Monitors LCIF Grants given to multiple district.

D. **QUALIFICATIONS:** A Lion in good standing who has:

1. Demonstrated leadership abilities above the club level.
2. Sponsored more than two (2) members.
3. An understanding of the qualifications for the different types of membership and the MD19 and Lions Clubs International dues structure.
4. Demonstrated leadership skills in speaking, organization, setting goals and participating as a team player.

5. Demonstrated being open-minded to new ideas.
6. The ability to commit personal time and resources to reaching goals for membership service.
7. The ability and desire to communicate with District Service Chairpersons.
8. The willingness to attend District Cabinet Meetings and Conferences to encourage membership service.
9. Demonstrated previous experience at managing service projects to completion.

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**MEMBERSHIP (Global Membership Team Coordinator)**  
(See Multiple District 19 **Support Global Action** Team in this chapter)

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**PUBLIC RELATIONS**  
(See Multiple District 19 **Support Global Action** Team in this chapter)

**RETENTION**  
(See Multiple District 19 **Support Global Action** Team in this chapter)

## #2

### Chapter VI – Conferences and Conventions

#### A. ANNUAL CONVENTION

~~32. Nomination Procedures: Candidates for Vice Council Chairperson and International Director will each have 12 minutes total time for their nomination, second, candidate's comments and demonstration. MD19 Leadership Chairperson will monitor.~~

33. Renumber to 32. and renumber 34. and 35. to 33. And 34.

**32. Certification and** Election Procedures (the following procedure is a combination of a. d. and f. in the current MD19 Policy Manual)

- a. Election/Certification Committee: Sixty days (60) or more prior to the Annual Convention, the Chairperson of the MD19 Council of Governors shall appoint the Chairperson of the Election/Certification Committee. Each District Governor shall appoint two Lions, both of whom ~~should~~ could be immediate Past Zone chairpersons. The names and phone numbers of the District Appointees must be sent to the Multiple District 19 Office and MD19 Election Committee Chairperson
- b. The Election/Certification Committee shall conduct the Election at the Annual Convention as follows:
  1. Request proof of convention registration, which is the "Registration" Ticket that is found in each convention attendee's Registration packet.
  2. Confirm that the Club is in good standing with the Multiple District as printed on the Club Page in the District Voting Registration Book prepared by the Multiple District. Any club not in good standing must pay the outstanding MD19 dues in the MD19 Convention Office on site before being certified to vote.
  3. Delegate presents the valid Voting Certificate that has been signed by the Club President, Club Secretary or the District Governor to the Election/Certification Official to receive the certification stamp. The Delegate and Alternate portions of the Voting Certificate are on opposite sides of each other.
  4. The Delegate will print and sign his/her name on his/her Club Page in the District Voting Registration Book.
  5. The Election/Certification member will initial the delegate signature line and check the Box marked Ballot #1.
  6. The Delegate or Alternate will be given a ballot and after voting, the ballot will be placed in the proper ballot box.
  7. The Election Certification Committee will supervise the balloting, monitor the doors of the Election Room and the ballot boxes and will count the ballots at the close of the elections.
  8. The Election Certification Committee Chairperson will report the results of the election immediately to the Convention.

c. Scrutineers

If there is an endorsement of an International Director Candidate on the ballot, that candidate will be allowed to appoint one Lion to represent him or her to scrutinize the voting and tallying of the ballots for the office for which he or she is being endorsed.

d. Hours for Certification of Credentials and Voting

~~Thursday 1:00 pm – 5:00 pm~~

Friday 8:30 am – 12:00 pm; 2:00 pm – 5:00 pm; ~~and 7:00 pm – 9:00 pm~~

Saturday 7:30 am – 11:30 am

~~Two people are required for each shift.~~

e. Hours for certification and voting will be published in the Convention Program.

Note: There will be no need for the 6:30 AM meeting on Saturday with these new procedures.

Reletter “DISTRICT CONFERENCES” and “INTERNATIONAL CONVENTION” to B and C.

**B. DISTRICT CONFERENCES**

Add #12 as written below:

12. The Election of the MD19 Council Chairperson and Vice Council Chairperson will take place at the individual District Spring Conferences. Information regarding the election and ballot boxes is found in the MD19 Constitution and By-Laws under ARTICLE IV “OFFICERS” SECTION 3 b. and ARTICLE 1 “BL” SECTION 1.

**C. INTERNATIONAL CONVENTION**

## #3

### CHAPTER VIII COUNCIL OF GOVERNORS

Add new #3 and renumber current 3 to 4, etc.

**H. COUNCIL CHAIRPERSON:**

1. The Council Chairperson shall be the presiding officer at all meetings of the Council and perform all duties listed in the Constitution and By-Laws.
2. The Council Chairperson shall be the presiding officer at the MD19 Annual Convention.
3. The Council Chairperson will serve as the multiple district chairperson of the Global Action Team. Will ensure that the multiple 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. The driving force that ensures the multiple district is strong, stable and focused.
4. The Council Chairperson shall be an ex-officio member of all MD19 Committees.
5. The Council Chairperson shall be the liaison between the Council and the MD19 Executive Secretary/Treasurer.