

District Information and Guidelines - Lions District 20E2

Long Range Planning Committee

Change History

1 Change History

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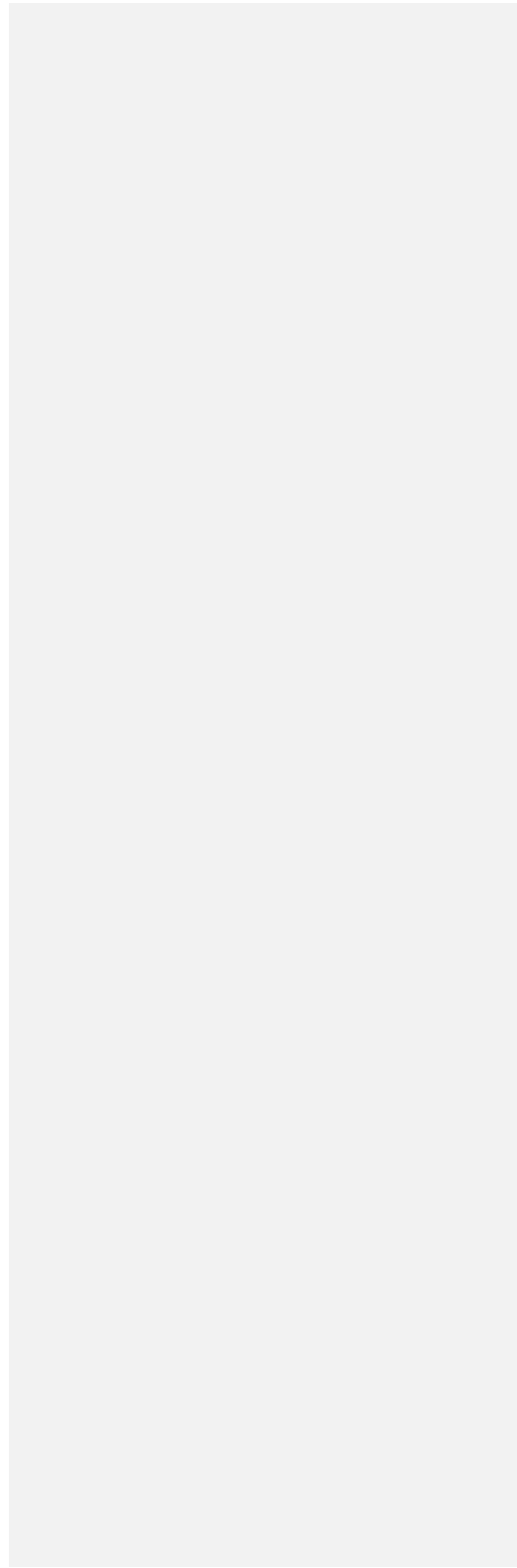
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District 20E2 Information and Guidelines Manual, and update procedure

Purpose –

This document is meant as a guideline for the District Governor, Vice District Governors, the Cabinet and Committee members and any Lion who may need it. What is NOT, is an instruction manual telling you what you MUST do. There are certain things that every District Governor MUST do, but these are primarily requirements established by LCI.

Using the information in this document will make your time as a District Governor easier, but whether you use the information as a roadmap for planning your year or simply as a rough template is up to you.

As for others that may use this document, remember, the District Governor is the boss, so read this information to familiarize yourself with your responsibilities but don't assume this as the only way!

Maintenance –

This is a living document, in other words, it will be under continual review and modification. If something in this document is incorrect or needs updating, changes must be submitted, a committee must review the suggested changes, integrated into the document, and submitted to the cabinet for final approval.

To submit changes to the "Information and Guidelines " manual for District 20E2 submit the change to the Long Range Planning committee chairman or one of the members of the committee for consideration. The committee will review the requested additions or changes before the next cabinet meeting and either accept or reject the change. If the change is rejected, the Lion submitting the change will be notified by email, giving the reasoning for not accepting the change(s)

Changes listed under "Items for YEAELY review" need to be reviewed by the committee but NOT voted on by the cabinet.

Content –

General Policies

District Newsletter –

The District's Newsletter a vital communications tool for staying connected with Lions and Lions Clubs throughout the district. It is your method of "getting the message out" to ALL the Lions of the district. To make the newsletter as useful as possible it is very important that it be timely and contains appropriate information. The newsletter should contain the DG's message each month however there are certain topics that should be in the newsletter at certain times of the year! Below you will find suggestions for each month of the year. Some are very important, some not so important but you should review them with the bulletin editor around 10 days prior to the submission deadline to insure nothing critical is missed.

Commented [c1]: Is this an appropriate name for this section? Policies sounds like something strictly enforced. Should it be Suggested General Policies?

Newsletter Deadlines –

Submission deadline = 20th of the previous month (NOTE: A week before the deadline, send an email reminder to all clubs to submit club events for the newsletter!)

Publication deadline = 25th of the month

Newsletter Information by month –

- July
 - Location of the first cabinet meeting
 - Note that NYS&BLF grant requests must be approved at this cabinet meeting to be considered at the October foundation meeting.
 - The name and title of all the cabinet members
 - Highlight any positions that remain unfilled!
 - The name of all committee chairs
 - The location and date of the Fall Conference
 - A reminder that International and State dues billings will arrive shortly. Info on how state dues invoices are sent and to whom, and how to get your International dues statement online.
 - We should also include information about the LCI policy of suspending clubs over 90 days delinquent on their dues.
 - MD-20 Lions Leadership Institute.
- August
 - The Location of the first cabinet meeting
 - Note that NYS&BLF grant requests must be approved at the August cabinet meeting to be considered at the October foundation meeting.
 - The general schedule of the day's meetings
 - Quick reminder of dues – along with an explanation of how International and State dues are to be paid (to whom).
 - Again, highlight any cabinet and committee positions that are unfilled.
 - The location and date of the Fall Conference
 - NYS&BLF grant requests must be in early this month to be considered at the next foundation meeting in October.
 - MD-20 Lions Leadership Institute
- September
 - An article on the 990 and how important it is for your club to complete it on time (Nov 15th.)
 - Fall Conference information, location, general agenda for the weekend (times, etc.)
 - Seminars
 - Announcement of who the International guest will be
 - Cost of registration and the Sunday Luncheon
 - Cost of the Saturday evening banquet
 - A summary of the first cabinet meeting
- October
 - Repeat the 990 information

- Repeat the Fall Conference information with a little more detail
 - Ask for nominations for International awards. (Intl President's Leadership award and Intl President's' Award). **The criteria for the award should also be published in the newsletter.**
 - Note that NYS&BLF grant requests must be approved at the November cabinet meeting to be considered at the January foundation meeting.
- November
 - Final reminder on 990, deadline is Nov. 15th.
 - Ask for nominations for International, PDG Association and District Awards. List all awards and where to find the nomination forms or what format to use if it is in the form of a letter.
 - NYS&BLF grant requests must be in early this month to be considered at the next foundation meeting in January.
 - December
 - Merry Christmas message
 - Recap of the Fall conference / second cabinet meeting
 - Reminder to get your club membership in order because you will be billed on the membership number as of the end of December
 - Date and location of the 3rd Cabinet meeting
 - Reminder to register for the MD-20 Convention before the end of the month to save money on registration
 - Ask for nominations for PDG and District Awards
 - January
 - A reminder that International and State dues billings will arrive shortly. Info on how state dues invoices are sent and to whom, and how to get your International dues statement online.
 - Location of the 3rd Cabinet meeting along with a general schedule for the meeting.
 - Note that NYS&BLF grant requests must be approved at the February cabinet meeting to be considered at the April foundation meeting.
 - Ask for nominations for District Awards
 - Article encouraging clubs and individuals to place an ad in the District Directory, congratulating the incoming District Governor, etc. Include prices for the ads and who to notify that you will be purchasing and ad and where to send the money.
 - February
 - The Location of the third cabinet meeting
 - The schedule of the day's meetings
 - Quick reminder of dues
 - Reminder on election of club officers
 - Reminder to submit the club's PU-101 before the 15th of April
 - Announcement of the DG Testimonial and Awards Banquet
 - Reminder of nominations for District Awards
 - USA / Canada Forum
 - District Directory ad reminder

- NYS&BLF grant requests must be in early this month to be considered at the next foundation meeting in April.
-
- March
 - Information on the MD-20 Convention and meal order form in the state magazine.
 - Reminder on election of club officers
 - Reminder to submit the club's PU-101 before the 15th of April
 - Announcement of the DG Testimonial and Awards Banquet with invitation and response form
 - Reminder of nominations for District Awards
 - District Directory ad reminder
- April
 - Information on the MD-20 Convention
 - Reminder to file the PU-101 are due by the 15th of the month
 - Announcement of the DG Testimonial and Awards Banquet with invitation and response form
 - Location of the 4th cabinet meeting with a general schedule for the meeting
 - Note that NYS&BLF grant requests must be approved at this cabinet meeting to be considered at the August foundation meeting.
 - District Directory ad reminder
- May
 - Information on the MD-20 Convention (if needed)
 - MD-20 Lions Leadership Institute
 - USA / Canada Forum
 - District Directory ad reminder
- June
 - USA / Canada Forum
 - MD-20 Leadership Institute
 - NYS&BLF grant requests must be in early this month to be considered at the next foundation meeting in August.

District directory –

We need a timeline for gathering and publishing the directory. The directory should be available to hand out at the first Council meeting near the end of July.

Commented [c2]: Sent a note to Charlie to get additional information on this.

Time Line for District Directory production –

Need to fill this in

Club and personal Advertisements in the District Directory –

Advertising for Ads –

Cost of Ads -

1/4 Page add - \$17.00

½ page add - \$28.00

Full page add - \$45.00

District and Multiple District Education -

DG Information Seminar -

An Information Seminar for qualified District Governor candidates should be held at least once every 18 months. The purpose of the DG Information Seminar is to encourage qualified individuals to understand what a District Governor is, what their duties are, and the commitment required to be a District Governor.

Need a general agenda for the session.

Commented [c3]: Should this be in this document?

Club Officer Training -

Training for club officers is very important. General information, as well as important information to be passed on from Lions Clubs International should be on the agenda.

There should also be general sessions to pass information on to the entire group, as well as information specific to particular office i.e. President (or VPs if they attend), Treasurer, and Secretary, etc.

Since attendance is often a problem, when planning these sessions, it may be productive to hold sessions in different parts of the District so participants do not have to travel a long distance to attend.

District Cabinet Training -

District Cabinet Training is as important as Club Officer Training. Prior to the beginning of the new DGs year, a meeting should be scheduled for the District Governor (Elect) to explain what he expects from his cabinet.

The Cabinet includes the IPDG, the DG, Secretary, Treasurer, Zone Chairs, GLT, and GMT. The meeting does not have to be long, but it is important for the DG to make clear what is expected for each cabinet position.

Ideally, this meeting should occur after the International Convention but before the first Cabinet Meeting. The format of the meeting is up to the District Governor but it is important for the District Governor to have his entire cabinet participate so everyone hears the same message. For this reason, it may be necessary to hold the meeting as a conference call or web meeting if meeting in person is not possible or practical.

MD20 Lions Leadership Institute -

The MD20 Lions Leadership Institute has been offered by the Multiple District since 2001. The Leadership Institute is sponsored by MD20 and Lions Clubs International to develop future Lions Leaders and is available to all Lions, Leos (over 18 years), and Lioness who want to become better Leaders. There is the added benefit of meeting a lot of dedicated Lions, Leos, and Lioness from around the state.

There is a cost attached to attending the Leadership Institute that varies yearly. LCI does offer some reimbursement to the Multiple District for each student who attends but the remainder is the responsibility of the Lion attending. District 20E2 traditionally provides scholarships to those attending to help defray the cost however, either the individual Lion or their Lions Club must pay the remainder. The tuition includes the institute, room for 3 nights, supplies and all meals. Transportation to the Leadership Institute site is the responsibility of the Lion attending.

Anyone who aspires to be a District Governor is highly encouraged to attend the Lions Leadership Institute as part of their preparation.

Sr Lions Leadership Institute –

Lions Clubs International offers what is called the Senior Lions Leadership Institute. This institute is offered at various locations around the US and Canada in includes your room, supplies, meals but again, transportation is the responsibility of the Lion. Recently, LCI has begun assessing a \$95.00 fee for all institutes per board policy. The institutes are always held in very nice hotels and have excellent instructors. The curriculum is very similar to the MD20 Leadership Institute but there are assignments that must be completed before attending and normally is a group project to be accomplished BEFORE arriving at the institute.

Faculty Development Institute –

This institute is not held on a regular basis. To determine whether an institute will be held during a Lions year, you must either check the LCI web site or contact LCI in Oak Brook, IL. I believe it is left up to the GLT Constitutional Area Leader or the Area Leaders whether this institute will be held.

The Faculty Development Institute program is dedicated to the development and expansion of Lions faculty. The curriculum focuses on techniques and concepts that will enhance the quality of training and overall effectiveness of Lions leadership development programs.

Qualified candidates are those Lions who have some experience as faculty members at Lions training events, have demonstrated basic instructional skills, and have a keen interest in further developing those skills. Lions with extensive experience as Lions faculty or as professional trainers are not recommended for this institute. Participation is limited to Lions from the Constitutional/geographical area noted in the schedule below.

Lions participating in this four-day course will be required to conduct a training event within 6 (six) months of the institute, in order to be considered a graduate of the FDI program.

Again, there is a \$95.00 charge for attending the Faculty Development Institute.

Note: This institute is offered on an irregular basis. It seems to be a yearly decision on the part of the LCI's GLT Area Leader.

Club Health Assessment –

The district governor team the second week of each month. The report includes club status, membership statistics, club reporting history and financial status. A copy of this report goes to the Council Chairperson and members of the GMT and GLT.

Commented [c4]: We need to add some detail on how to read and use the Club Health Assessment report,

ZC and RC Cabinet Reports –

- Report minimum requirements
 - Membership numbers
 - Include the template supplied and figure.

Cabinet Meetings –

1st Cabinet Meeting

Time Frame –

Early to mid August... International says it should be within 30 days of the closing of the International Convention but the Council of Governors meeting is the last weekend of July so, considering information from the Council meeting should be passed on to the Cabinet, the August time frame is acceptable.

Recommended agenda items

- Present, discuss, amend, and approve the budget for the coming year
 - Prior to the first cabinet meeting, the Finance Committee must meet to develop the budget. This meeting should include the DGE, VDGEs, Cabinet Treasurer, and IPDG as well as the finance committee members.
- Fall Conference Seminar approval (*with involvement of PDGs, as necessary*)
- Determine fee for Fall Conference registration
- Max amount to be spent for President's Lunches?
- Recommendations from Constitution and Bylaws committee
 - Constitution and bylaws committee should perform a review of the Constitution to insure we agree with the Standard International Constitution and report to the cabinet.
- Etc.

2nd Cabinet Meeting

Time Frame –

The second cabinet meeting is held the Sunday after the Fall Conference is completed. The Fall Conference normally takes place the FIRST weekend of November, so the second cabinet meeting takes place on the first Sunday of November.

Recommended agenda items

- Nomination of candidate(s) for 2nd VDG
 - prior to this meeting, potential VDG candidate has to have resolution approved by his/her club's board and it must be read at the Cabinet Meeting as part of the nomination speech.
 - Hold election to endorse a candidate for the office of 2nd VDG.
 - Complete resume's for all candidates (DG, 1st VDG, and 2nd VDG)
 - Take pictures of each individual candidate AND a group shot
- Report on the previous Council Meeting.
- Report on the district's accounts payable.
- Etc.

3rd Cabinet Meeting

Time Frame -

- February, around Valentine's Day

Recommended agenda items

- Melvin Jones appreciation luncheon! All Melvin Jones Fellows will be treated to lunch by the District
- Report on the last Council Meeting
- NY&BLF tickets
- How are the district's clubs accounts payable doing for LCI and the State
- PU-101 reminder
- Verify the ad rates for the District Directory

4th Cabinet Meeting

Time Frame -

- Late April, very early May

Recommended agenda Items

- Report on the last Council Meeting unless the MD-20 Convention follows the cabinet meeting
- How are the district's clubs accounts payable doing for LCI and the State
- Status of PU-101s

Dress Code at various Cabinet Meetings –

- 1st
Summer Uniform (Lions shirt, etc.) or Casual.
- 2nd (normally the Sunday of Fall Conference Weekend)
Uniform or business casual.
- 3rd
Uniform or business Casual
- 4th
Summer Uniform (Lions Shirt, etc.) or Casual.

Fall Conference –

Planning Suggestions

We need a program to add as an example and suggestions on how to divide the responsibilities up among the VDGs and others to make the conference successful.

- Sample Agenda (need an attachment)
 -
- 1st VDG should start planning by April
- 1st VDG should begin finding an International Guest at the Fall Conference in November or before.
(using prior attendance at USA/Canada Forum, if possible)
- Hosting the International Guest (need details, possibly a separate section.)
- Nomination of 2nd VDG

Commented [c5]: Gary B. Can we get a copy of some of the programs you have done for the Fall Conference, as well as things like place cards, etc? I believe we should discuss having a resource section on the web site with templates for these types of things so they don't have to be reinvented each year.

- Gather information for VDG and DG Bios
 - Take Pictures, group and individual Take Pictures, group and individual.
- Awards – who pays for them and what is appropriate

Inviting an International Guest

Selecting, and inviting your international guest is a crucial part of planning for your fall conference / convention. You should begin your search by talking with PID Ed Cordes or one of the other International or Past International Officers you know from the MD20 Cabinet Meetings. Another great resource is the USA / Canada Lions Leadership Forum. At the forum, International Directors hold “Office Hours”! They actually have a schedule where each International Director will be available for a meet and greet. If you have an idea of who you might want to invite, this is a great opportunity!

Once you have selected 2 or 3 IDs that you would like to invite, discuss it with PID Ed then make your **invitations**.

Commented [c6]: I need information on how to invite an international officer. I'll send Ed an email on this.

Hosting the International Guest

Sample weekend schedule

General Schedule for the weekend...

Saturday:

- 7:45 AM Breakfast, **(DG and partners first names)** will pick you up for breakfast
- 9:00 AM Seminars in the morning per the schedule provided.
- Noon Lunch program starts
- 3:30 PM Open forum: There is nothing else scheduled for this time. You will be able to talk to us about what is happening at LCI and we will certainly have questions for you.
- 6:00 PM Dinner
- After Dinner: Hospitality Room

Sunday:

- 7:45 AM Breakfast, **(DG and partners first names)** will pick you up for breakfast
- 9:00 AM PDG and RC/ZC meetings run at the same time. We can visit both
- 10:00 AM Cabinet Meeting starts.

11:30 AM **“Whoever is assigned”** will take you to the airport.

NOTE: *The item above depends on the schedule of the International Guest.*

DG Name	Cell: cell phone number
DG Partner Name	Cell: cell phone number
IPDG Name	Cell: cell phone number
Lions Hotel Contact	Cell: cell phone number
PID Dr. Ed Cordes	Cell: cell phone number (This is protocol since PID Ed is our past International Officer.)

President’s Recognition Luncheon–

We need some details for this... We need details like

- How we recognize each president
- Do we do anything for those presidents that do not show up.
- *Suggest that incoming DG send e-mail in July to incoming presidents congratulating them on their election to office and inviting them to the Fall Conf. luncheon as a guest of the district.*

Necrology Service

The Necrology Service honors all Lions in District 20E2 who died during the previous Lions year. That is, those Lions who were reported to LCI as having passed away between July 1st and June 30th of the previous Lions year. If the Lion Died in June and it was not reported to LCI until July, they will be included in the Necrology service for the Lions year the death was reported.

Traditionally, the ceremony involves reading a list of Lions, alphabetically by club then by the members name within the club. A bell tolls for each member read and a member of the club lights a candle and puts a rose in a vase for each.

MD-20 Convention –

Hospitality Room –

The hospitality room is a tradition that makes the MD-20 Convention fun! It’s a great time to meet Lions from all over the state and to spend some time with Lions from your own district in an informal setting. It is also a great way to get your club members involved in events beyond their club. Encourage your club members to be involved in running you hospitality rooms, both state and at the Fall Conference.

Normally, food and drink are shared in a hospitality room. . Our district leaves it up to the incoming leadership team. Some districts have a traditional item they serve, one district always has root beer floats for instance.

The theme of the room should be planned by the DGE and VDGEs. The leadership team should meet to make decisions regarding the hospitality room.

By tradition, the cost of the hospitality room is shared by the DGE, and the 1st and 2nd VDGE. The costs include the cost of the room, and the cost of any food and/or drink that will be served. Any trinkets handed out in the room are the responsibility of the District Governor Elect. These might include personalized pens or pads of note paper, eyeglass cleaning cloths, or whatever the DG decides to provide. You don't have to provide a trinket if you would prefer not to, one DG made a donation to Camp Badger and put a sign up saying that in lieu of a gift a donation was made. It is the choice of the District Governor Elect.

Normally, any monies donated by the DGE or VDGE's clubs to running the hospitality room come off the top of the bill and the remainder is split evenly.

DG Testimonial and Awards Banquet –

The District Governor's Testimonial Dinner is really an awards banquet. *Suggest we change the name to "District Governor's Recognition (or Awards) Dinner"*. It is an opportunity for us as Lions to show our thanks to the District Governor for the dedication to Lions not only for the year as DG but for the years spent preparing to become the District Governor. It is also a time for the District Governor to thank other Lions for service to their communities and to Lions beyond the local club.

All Lions are welcome and encouraged to attend the DG's Testimonial (*Recognition/Awards dinner*) but if you are a member of the Cabinet or a Past District Governor, *you should definitely plan to attend.*

Dress Code –

- PDGs, white dinner jacket preferred or formal for the ladies; otherwise suit / sport jacket and tie (similar attire for the ladies).
 - This also depends on the wishes of the sitting DG. If they have a boat cruise for instance, they may decide to change the dress requirements.

Lions, Business Suit or Sport Jacket and tie for the men, formal or semi-formal dress for the ladies. Who to invite –

- All Lions, Lioness, and Leos in the district should be invited via the newsletter
- All Lion, Lioness, and Leo Club Presidents and officers via the newsletter and possibly an email
- *Should PDGs be sent an invitation by mail?*
- The International Family by mailed invitation
- All DGs of your Council by mailed invitation
- If you choose, the 1st VDGEs in your council although most will not attend by mailed invitation

Finances –

The banquet is primarily self supporting. Any PDGs and Lions that attend the banquet will pay their own way. However, certain guests are the responsibility of the District Governor as follows:

- All fellow District Governors on your Council and their guest , including the Council Chair.
- The State Secretary Treasurer, sitting ID, and Past International President.
- The District Governor’s family members
- Anyone the District Governor would like to include.

The banquet is intended to be a break even event with the banquet itself costing the district nothing.

Certain expenses are billable to the district: (these items should be included in the district budget)

- Postage for invitations
- Invitations (printing or supplies to print)
- Awards to be presented at the banquet
- Anything else?

Awards –

The DG’s Recognition / Awards Banquet is the place to thank the Lions of the district for their efforts over the Lions year.

The awards normally given are:

- Thank you awards for the DG’s cabinet
 - Secretary
 - Treasurer
 - RCs (if this position is used)
 - ZCs
 - Others you may want to include
 - Committee chairs that did an especially good job
 - Certain Lions that helped you throughout the year or people who have been mentors to you during your journey to being DG.
- Special Awards
 - District Lion of the Year
 - Humanitarian of the year
 - Grass Roots Lion of the Year

- Newsletter Editor of the year
- Club Awards, given to clubs in the following divisions:
 - Pride Division Club of the Year – Small Clubs
 - Roar Division Club of the Year – Medium Clubs
 - Mane Division Club of the year – Large Clubs

Lions Leadership Institute –

Multiple District 20 and LCI sponsor a Leadership Institute each year. Attendance is open to all Lions of MD-20.

Scholarship availability and amount determined yearly.

District 20E2 provides scholarship help to Lions in our district who have attended the Leadership Institute. and encourage participation by qualified Lions and those interested in pursuing future district office.

20E2 Specific Duties –

District Governor –

Club Visitations etc.

- Visit ALL Clubs (Lions and Lioness) -
- Try to attend all special club anniversaries –
- Attend all significant club anniversaries –

Preparation

Business Cards

As a District Governor, business cards are important. Give your business card to everyone you meet, use it as a note card (if someone asks you to do something, write it on a card and put it in your pocket), when you visit someone on Lions business, open up the conversation by handing them one of your cards! It's a great way to gain some credibility instantly!

The card should have provide the following:

- Who you are (your name)
- What your position is (District Governor)
 - Here I have a suggestion... As a VDG it is a good idea to have a business card but purchasing cards every year and redesigning them can be costly and time consuming. For that reason, I would like to suggest that if you are in the 'Chairs' to become District Governor, as a 2nd VDG have cards made that day **District Governor 2011 – 2012** for example. This way you can use the card before you are DG (because the years are in the future) while you are DG, and after you are DG because the year is obviously past.
- Where you're from (District 20E2)

- Contact information (address, phone number(s),email address
- And a few other pieces of information like the web address of LCI, the district's web address, if you are on social media; your facebook or google+ contact information

However you decide to design your business card, try to personalize it. If you know the design of your pin, put that on your business card or you could simply use the Lions emblem but purchase them and use them!

LCI DGE Seminar Preparation

LCI requires that before becoming a DG, an online DGE Seminar be completed. This course is a series of online assignments which include online courses and practical exercises that help you get ready for your year like, selecting RCs and ZCs, Committee Chairs, how to run a meeting, managing conflict and other topics.

MD-20 DGE Seminar

This seminar is a must! The seminar will normally take place in Binghamton during the month of April. This seminar is very valuable for several reasons; FIRST, it brings your Council together for the first time as a group. Expenses for the MD-20 DGE Seminar are paid by LCI and MD-20.

This seminar also provides a lot of 'boots on the ground' advice and information on what is expected of you as a District Governor, and what you should be prepared for during your year.

DGEs should consult with prior DGs/PDGs long before this meeting to plan their year.

USA Canada Lions Leadership Forum

It is highly recommended that you go to the USA / Canada Lions Leadership Forum as 1st VDG. Talk to anyone who has ever attended one and they will tell you, If you want to learn about Lions and what they do, AND come away motivated, go to the Forum.

Lions from all over the US, Canada, Bermuda, the Bahamas and some other Caribbean nations come together and share their enthusiasm and ideas with one another. There are also more sessions than you could possibly attend but there is sure to be something you can find that interests you.

The speakers they have are top notch professional motivational speakers!

It is recommended that you attend the USA / Canada Lions Leadership forum as the 1st VDG to identify people you may like to be your International Guest for your Fall Conference.

District Governor's pin

Although having a District Governor's Pin is common practice, it is **NOT** required. Should you decide you would like a pin, start planning EARLY, any time between November and January should be sufficient but no later than that! It takes time to design and produce a good pin. The USA/Canada Forum has several pin manufacturers who have booths in the exhibition area. If you have a design, some have a design system and can help you perfect your design right there.

Generally, the process goes something like this:

- Decide on a Theme (and "catch phrase") for your year as DG... This should be part of your pin design.

- Come up with a rough design.
- Send the design to the pin companies you have decided to deal with. At this point, they will work with you on polishing the design, normally at no charge.
- When you have settled on a design the company will send the design to their factory where they will produce a die and make some samples. There is a die charge for this so be sure to go over the art work with a fine tooth comb. Have others review it and make suggestions, double and triple check all the spelling and any other symbols because once the die is cut, there are charges for changing them, unless it is a mistake on the company's part.
- Now you have to decide how many pins you want! This is a hard decision but you will find that the more pins you order, the less each pin costs. As a rule of thumb, I believe 300 is a good number unless you are a big pin trader.
- Pins should be given to
 - The President of every club you visit along with a couple of other members like oldest and newest Lion or some formula you work out.
 - Every PDG
 - Every member of your Cabinet, including RCs, ZCs, Committee chairs, etc.
 - Each member of your Council including the International Family, DGs, 1st VDGs, Council Secretary Treasurer, Council Chair, etc.
 - When you go to the International Convention you will trade pins with the other DGEs in your class and people will be approaching you everywhere wanting to trade pins with you. You are under no obligation to exchange pins at the convention but it's actually kind of fun!

Cabinet

The District Cabinet is composed of the voting members of District Governor's Cabinet. Other members of the Cabinet such as the committee chairs are non-voting members. The voting members include:

- DG
- IPDG
- 1st VDG
- 2nd VDG
- Cabinet Secretary
- Cabinet Treasurer
- Region Chairs (4)
- Zone Chairs (8)
- Global Membership Team Chair (1)
- Global Leadership Team Chair (1)

Cabinet Secretary

See Chapter 3 "District Administration" in the "District Governor's Team Manual" for a description of the duties of the Secretary.

Cabinet Treasurer

See Chapter 3 “District Administration” in the “District Governor’s Team Manual” for a description of the duties of the Treasurer.

The Treasurer should also arrange to have Signature authority for the check book changed during July of the new DGs term. The checks require 2 signatures to be valid so enough people should have signature authority to insure checks are able to be written in a timely manner. Generally, the following people should have signature authority for checks:

1. District Governor
2. Cabinet Secretary
3. Cabinet Treasurer
4. 1st VDG
5. 2nd VDG
6. IPDG

Not ALL of these people are required to have signature authority and you might want to consider the location of those with signature authority. Signature authority should be restricted to cabinet members only and preferably to those listed.

Annual Audit?

The following is a proposed general procedure for the annual AUDIT of the District books. Please review it and give comments if appropriate.

Commented [c7]: We need information on the proper method for auditing the books. We also need to identify the time frame when the audit should take place.

Audit Procedure

1. Review a list generated by the Treasurer showing outstanding checks, not cashed for six months or longer. Action needs to be taken by the Treasurer to determine why the checks were not cashed by following up with party the check was written to. After the investigation the amount may be put back in treasury with board notification.
2. Review “end of year” (June) bank statements for certificates of deposits, savings accounts and compare amounts to District reporting, and the Treasurers computer input. Pick one other month at random and perform this same analysis.
3. Review the check register for any missing or questionable checks, if any are found, compare the amount to District computer information posted, and also bank statements for the amount and check number.
4. Review the bank reconciliation’s for the months when two Cabinet Meetings occurred. Compare this to District reporting. Bank reconciliation’s should be completed every month.
5. This needs to be completed for ten checks (all over \$100) that cleared the bank and picked at random from different months. Review these check and cross check to

computer posted input, for same amount, check number and proper account posting. Also compare amount to bank statement.

6. Check computer summary for closing year end balances and compare to District reporting form. Also compare to actuals reported as part of next year's budget comparison.
7. Obtain from one meeting the Income reporting sheet and trace the amount to the associated bank deposit slip, and compare to the bank statement for proper posting. Check these amounts also for accurate computer record posting to the Activity Fund.
8. The above recommended audit procedure is meant to be a guide, based on facts that present themselves during the audit more items may have to be tested depending on the results and or scope of the audit.

Region Chairs – 4 Regions

See Chapter 3 “District Administration” in the “District Governor’s Team Manual” for a description of the characteristics and duties of the Region Chair.

The Region Chairs in District 20E2 are expected to visit each club in the Zones in their Region at least once each Lions year. After each visit a report should be written describing the club, the effectiveness of the club’s meetings, important activities the club plans or has accomplished since the last visit, and identify any members of the club that may be a candidate for a District office or committee membership or special awards like the District Lion of the Year, Humanitarian of the year, PDG Leadership Award, etc..

The report for each club visitation should be sent to the DG by email and summarized in the RC Report at the next Cabinet meeting.

Zone Advisors –

We need to develop specific duties for the Zone Advisors! This was discussed at the cabinet meeting in April, 2013. I need feedback on this. Should there be separate advisors for each Zone, or an advisor for multiple Zones?

Zone Chairs –

See Chapter 3 “District Administration” in the “District Governor’s Team Manual” for a description of the characteristics and duties of the Zone Chair.

The Zone Chairs in District 20E2 are expected to visit each club in their Zones at least twice each Lions year. After each visit a report should be written describing the club, the effectiveness of the club’s meetings, important activities the club plans or has accomplished since the last visit, and **identify** any members of the club that may be a candidate **for a** District office or committee membership or special awards like the District Lion of the Year, Humanitarian of the year, PDG Leadership Award, etc..

The report for each club visitation should be sent to the DG by email and summarized in the ZC Report at the next Cabinet meeting.

The Zone Chairs are also responsible for organizing at least two [and preferably three (3)] Advisory Cabinet Meetings (ACMs) or “Zone Meetings” during the Lions year. These meetings should be timed to occur within the month preceding the next Cabinet meeting.

Committees

NOTE: I would like to suggest that we have certain committees assigned to give more complete reports at specific cabinet meetings, i.e. the Constitution and Bylaws committee will review the constitution for required or suggested changes and report at the first cabinet meeting, The Conventions committee give a report on the upcoming convention venues and arrangements at the 3rd cabinet meeting, etc.

- **Alert**
- **Chaplain**
- **Constitution and By-Laws**
- **Conventions - International & MD-20**

Commented [c8]: Should this be removed since we no longer have Region Chairs?

Commented [c9]: The information displayed in GREEN will be DELETED from this document. Is there anything in this section that should be retained in a different area of the document? (i.e. Zone Chair or some committee chair.)

Commented [c10]: This needs to be discussed at the a future meeting, especially since we no longer use the Regional organization. Should we have Zone Advisors or assign PDGs to multiple zones as advisors?

- Diabetes Awareness
- Dog Schools
- ESSNE
- Environmental
- Eyeglass Reclamation
- Finance
- Finger Lakes Region Lions Hearing Foundation
- Global Leadership Team Leader
- Global Membership Team
- Hearing Speech Action and Work with the Deaf
- Historian
- Honorary Committee (PDGs) – Suggest name change to “PDG Comm. (Recognition/District Support)”.
- Information and Technology (Web Page/E-mail)
- Long-Range Planning
- Lion Tail Twister
- Lion Tamer
- Lions Clubs International Foundation (LCIF)
- Lions Quest
- MD-20 Magazine Reporter
- NYS and Bermuda Lions Foundation
- Vision
- Newsletter Editor; Public Relations
- Pin Collecting, Trading Pins (State & District)
- Special Funds Project
- USA/Canada Forum
- Vision Screening
- Women’s Initiative
- Youth Outreach

LCI Reporting and special awards (This needs to be reorganized)

Visitations and Travel – Club Visitations and travel reports are reported to LCI using the M-26 “District Governor Meeting and Club Visitation Report”. This report is searchable on the LCI web site using the form number “M-26”. The report is able to be filled in online and saved to your hard drive so you can keep a record of all your visitations in soft copy. This form may also be submitted electronically by emailing it to :

englishlanguage@lionsclubs.org .

Semi Annual GMT / GLT Reporting

Presidential Leadership and Presidential medal recommendations

PDG Awards

(need attachments of nomination forms or a link to the form on the web site)

The following awards will be presented by the IPDG at the Fall Conference.

Club Excellence Nominations

This is an award from LCI and there is a deadline (**when?**) for nominations. Clubs should be asked to nominate their club president for this award if the requirements for the award have been met. (we need a date to begin the process of reminding Club Secretaries to do the nominations.

100% Secretary Nominations

This is a district award. It is the responsibility of the Club President to nominate the Secretary for this award if the requirements for the award are met! (need attachments of nomination forms or a link to the form on the web site)

Before taking office

Preparing for your year as District Governor (DG) is very important. While a Vice District Governor (VDG) you should be learning about the District and how it operates because when you become the District Governor, it is your responsibility to insure that it runs smoothly.

DG Calendar

- March –
 - Begin working on you visitation calendar. It is recommended that you try to complete your visitations before the end of the calendar year if possible. Your International President and you will have goals and a message for the Lions so you will want to get that message out as soon as possible.
NOTE: It is always a good idea to coordinate with your VDGs to try to visit every club in the district BEFORE the Fall Conference. This is the time to touch base with them to see if you can visit 100% of the clubs to promote the converence by the middle of October.
- April
- May
- June
- July -
 - International Convention normally ends during the first week of July. The DG attends the District Governor Elect school then the international convention and returns home.
 - The first Cabinet meeting is held in Corning (normally) the last weekend of July.

Commented [c11]: This is impossible to find on the LCI web site so I'm leaving it up to the GLT and GMT to handle this.

Commented [c12]: This should be communicated to the District Governor during one of the early Council Meetings. Perhaps PID Ed can give me a little more formal information on how this works.

- Send an email to all incoming presidents, congratulating them on their service to their clubs and communities AND inviting them to the Fall Conference. Also, invite them to attend the luncheon as guests of the District.
 - NOTE: Only the President is a guest of the district, this does not include a guest.
 - NOTE: This also does not include the registration fee, which is nominal and hopefully will not be a problem.
- Schedule a Cabinet Training Seminar, preferably after the International Convention and before the first Cabinet Meeting.
- August
 - The first district cabinet meeting is normally held during August. International suggests that the first cabinet meeting be held within 30 days of the International Convention. This is NOT mandatory, but a suggestion.
- September
- October
- November
- December
- January
- February
- March
- April
- May
- June

Commented [c13]: DG and IPDG, I need recent experience on this! These things change fairly often and things are added by LCI on a regular basis. I think this should be in a list of things to review yearly.

District Yearly Calendar

- July
 - Pres / Secretary reminders to do WMMR and Activities Reports
 - Note to all NEW presidents that they are invited to the Presidents Recognition Luncheon at the Fall Conference as guests of the District!
- August
 - Pres / Secretary reminders to do WMMR and Activities Reports
- September
 - Pres / Secretary reminders to do WMMR and Activities Reports
- October
 - Pres / Secretary reminders to do WMMR and Activities Reports
- November
 - Pres / Secretary reminders to do WMMR and Activities Reports
- December
 - Pres / Secretary reminders to do WMMR and Activities Reports
- January
 - Pres / Secretary reminders to do WMMR and Activities Reports
- February

Commented [c14]: I would like everyone to review this and make suggestions.

- Pres / Secretary reminders to do WMMR and Activities Reports
- March
 - Pres / Secretary reminders to do WMMR and Activities Reports
- April
 - Pres / Secretary reminders to do WMMR and Activities Reports
- May
 - Pres / Secretary reminders to do WMMR and Activities Reports
- June
 - Pres / Secretary reminders to do WMMR and Activities Reports

1st Vice District Governor –

Inviting an International Guest –

- Contact PID Ed Cordes concerning choosing an International guest as soon as possible, September of the 1st VDG year.

USA Canada Lions Leadership Forum –

Visitations –

You should begin setting up your visitation schedule by March before you become the 1st Vice District Governor.

As the 1st Vice District Governor, you will be visiting Zones III and IV. NOTE that this divides the district into roughly equal parts and insures that you, as a VDG, will visit every club in the district before becoming District Governor.

It is a good idea to find someone to help you with scheduling and verifying your visitation schedule. You will find that you are very busy and having someone handle this for you really helps.

1st VDG Calendar –

- March - Begin planning your visitation schedule. You will be responsible for visiting Regions 3 and 4 this year.
NOTE: Don't forget to coordinate with the DGE on visitations. The DG Team should try to visit 100% of the clubs in the District before the Fall Conference.
-
- July
 - VDG article for the 20E2 August newsletter (due by the 20th)
- August
- September
 - Attend the USA / CANADA FORUM
 - This is the venue to visit with IDs you may like to be your guest at the Fall Conference for your DG year.
 - If you are going to have a special District Governor's Pin, you should be thinking about it already... At the forum, you will find several vendors that make custom pins and they are very helpful. If you have an idea of what you want, bring some art work and they will help you.
 - VDG article for the 20E2 October newsletter (due by the 20th)
 -
- October
 - Work with PID Ed and others to find an International Guest for the Fall Conference NEXT year.
- November
 - Secure the site for the next fall conference.

- Talk to people you would like to be on your cabinet. The Fall Conference is an especially good time to work on this since many of them will be at the conference and you can talk with them personally.
- VDG article for the 20E2 December newsletter (due by the 20th)
-
- December
- January
 - This month or next you will be starting your District Governor Elect (DGE) training from LCI. The first stage of the training is composed of online training, some training from the online education on the LCI web site. It also includes some very practical things like recruiting your cabinet and committee chairs. *It is very important to complete these assignments since LCI can choose not to pay for your trip to the convention if they are not completed.*
 - VDG article for the 20E2 February newsletter (due by the 20th)
- February
- March
 - VDG article for the 20E2 April newsletter (due by the 20th)
- April
 - **Begin planning the Fall Conference.**
- May
 - You should start planning your visitations for next year. Visitations are a very important part of your year as District Governor. You will be responsible for visiting each Lions Club in the district as well as each Lioness Club. Try to get your visitations completed as soon as possible during your year. You will be telling Lions and Lioness about what you would like to happen during your year and it does little good to do this when the year is coming to an end! A good goal to set is to complete your visitations by the end of December!
 - VDG article for the 20E2 June newsletter (due by the 20th)
- June
 - Send a note to all incoming presidents notifying them that they are invited to the Fall Conference recognition luncheon as guests of the district.
-

2nd Vice District Governor –

Visitations –

You should begin setting up your visitation schedule by March before you become the 2nd Vice District Governor.

As the 2nd Vice District Governor, you will be visiting Zones I and II. NOTE that this divides the district into roughly equal parts and insures that you, as a VDG, will visit every club in the district before becoming District Governor.

- 2nd VDG CalendarMarch – (Before becoming 2nd VDG)
 - Begin planning your visitation schedule. You will be responsible for visiting Regions 3 and 4 this year.
NOTE: Don't forget to coordinate with the DGE on visitations. The DG Team should try to visit 100% of the clubs in the District before the Fall Conference.
- June: 2nd
 - VDG article for 20-E2 July newsletter (due by 20th)
- July:
 - Make contact other VDG's and arrange to order 2nd VDG shirts,
 - begin visitations
- August:
 - 1st Cabinet Meeting.
 - 2nd VDG article for 20-E2 September newsletter (due by 20th)
- September:
- October:
 - 2nd VDG Training in Binghamton,
 - Lions Leadership Institute (mentor or attendee),
 - 2nd VDG article for 20-E2 November newsletter (due by the 20th)
- November:
 - Fall Conference,
 - 2nd Cabinet Meeting
- December:
 - 2nd VDG article for 20-E2 January newsletter (due by the 20th)
- January:
- February:
 - 3rd Cabinet Meeting,
 - 2nd VDG article for 20-E2 March newsletter (due by the 20th)
- March:
- April:
 - 4th Cabinet Meeting,
 - 2nd VDG article for 20-E2 May newsletter (due by the 20th)
- May:
 - MD-20 Convention,

- DG Testimonial Dinner
- June:
 - District Officer Training

Funds and Foundations –

District Special Funds Project –

Mission –

Grant Submission Process –

Grant Limits –

New York State and Bermuda Lions Foundation (NY&BLF) –

Mission –

The New York State and Bermuda Lions Foundation, Inc. is a non-profit 501(c)3 organization that assists in the support of charitable efforts of Lions Clubs throughout New York State and Bermuda. The Foundation solely, or in conjunction with Lions Clubs, foundations and other organizations, provides its assistance through a grant process or through direct or indirect programs and services with an emphasis on sight, hearing and humanitarian services.

Grant Submission Process –

A grant application form can be obtained from any Trustee and must be completed and endorsed by either a Trustee from the District that the sponsoring Lions Club resides in or the District Governor of that District.

The Grant application must also have the certification of the Sub-District Cabinet, to be evidenced by the submission of the minutes of the meeting at which the application was certified.

Forward all Grant applications with all supporting documentation for review and approval by the Board of Trustees of the Foundation to:

New York State & Bermuda Lions Foundation, Inc.
PO Box 383
Horseheads, NY 14845

Grant proposals must be received by the Foundation at above address **60 days** prior to the next Foundation Meeting.

Grant Guidelines –

For information on Grants submission and guidelines visit the foundation's web site at <http://www.md20lf.org/> and Grant Application. On this page you will find links to Grant Guidelines and to a grant application.

Grants must be submitted at least 60 days prior to the next foundation meeting so don't delay in getting your grant applications completed. Meetings of the foundation are normally held on the second Saturday of August, October, January, and April each year as well as at the MD-20 convention however, NO GRANTS ARE VOTED ON AT THE CONVENTION MEETING.

Brandel – Murphy Youth Foundation –

Mission –

"To provide assistance to children in need, throughout the state of New York and the country of Bermuda, through partnerships with Lions and other organizations, by supporting programs that will improve the lives of those served."

Grant Submission Process –

Grant requests must be submitted by one of the following dates to be considered, December 31, March 31, June 30 or September 30. Grant applications can be found by going to the foundation web site at <http://www.brandelmurphyfoundation.org/grant.html> then selecting the Grant Application Form at the bottom of the page.

Types of Grants –

Detailed information on grants can be found on the foundation web site <http://www.brandelmurphyfoundation.org/grant.html> and selecting FAQ on Grants. This document answers most questions you might have on types of grants and the grant process.

Online references –

<http://www.brandelmurphyfoundation.org/grant.html>

Lions Clubs International Foundation –

Mission –

Types of Grants –

"To support the efforts of Lions clubs worldwide in serving their local communities and the world community as they carry out essential humanitarian service projects." Since our founding in 1968 we have strived to sustain Lions' humanitarian service goals throughout the world, awarding over 11,300 grants totaling more than US\$826 million, in the four key areas of sight, youth, disaster relief and other humanitarian efforts.

Online references –

Descriptions of grant categories and the application visit the following link, then select GRANTS on the banner near the top of the web page. This will display the various grant categories. Select one of the categories to link to a page describing that grant category.

<http://www.lcif.org/EN/index.php>

Other Foundations?

Commented [c15]: Have I missed any of the Foundations we would normally deal with?

Items for YEARLY review

1. DG Calendar by month
2. LCI, MD, and District award deadlines
3. All web links, especially the LCI Links (which seem to change fairly often)

1. Glossary of Acronyms and terms

1 st VDG	First Vice District Governor Governor – The 1st VDG is the next officer in line to be DG. If the DG is absent from a meeting the 1st VDG will conduct the meeting and if the DG leaves office for some reason, the 1st VDG assumes the duties of the DG.
1 st VDGE	First District Governor Elect -The title ELECT is given to an officer who has been duely elected but has not yet taken office. An officer is ELECT from their election at the State Convention until the end of the International Convention
2 nd VDG	Second Vice District Governor
2 nd VDGE	Second Vice District Governor Elect - See ELECT description under 1st VDGE.
ACM	District Governors Advisory Committee Meeting - Commonly called Zone
DG	District Governor
DGE	District Governor Elect - See ELECT description under 1st VDGE.
GLT	Global Leadership Team
GMT	Global Membership Team
ID	International Director
IPDG	Immediate Past District Governor
LCI	Lions Clubs International
LCIF	Lions Clubs International Foundation
LRP	Long Range Planning Committee
MD20	Multiple District 20
NY&BLF	New York and Bermuda Lions Foundation
PDG	Past District Governor
RC	Region Chair
VDG	Vice District Governor
VDGE	Vice District Governor Elect

We need to collect as many acronyms and definitions as possible. We want this to be a reference for anyone who needs information and a resource for District Officers.

NOTE: When printed the lines will not be on the table...