

**49 DISTRICT CHAIRPERSONS**

**DUTIES AND RESPONSIBILITIES**

2012 - 2013

**District Governor** Serves as the chief administrative officer for the district. Responsibilities include representing the association in the district, supervising district officers, furthering the Objects and Ethics of the association, promoting the goals of the International Program, supervising the organization of the new Lions clubs and presiding over district meetings.

**Vice District Governors** Serves as chief administrative assistants to the district governor. Specific responsibilities are to further the Purpose and Ethics of Lions Clubs International, become familiar with the duties of the district governor should there become a vacancy in the office of district governor perform administrative duties assigned by the district governor, participate in district meetings, help prepare the district budget, supervise district committees at the request of the district governor, help review clubs and engage in all matters to be continued the next year. Both VDGs are members of the governor's voting cabinet.

**Cabinet Secretary and Cabinet Treasurer** Acts under the supervision of the district governor. Duties of each are to further the Ethics and Objects of Lions Clubs International and perform other functions and acts required through the cabinet secretary-treasurer manual and other directives. Secretary-treasurer is a member of the district governor's voting cabinet.

**Zone Chairperson** Subject to the supervision and direction of the district governor, is the chief administrative officer of the zone. Responsibility includes serving as chairperson of the district governor's advisory committee in the zone, playing active role in organizing new clubs and keep informed on the activities and well-being of all clubs in the zone. Zone Chair is a member of district governor's voting cabinet and is appointed by the district governor. Zone Chair will visit regular club meetings of the clubs of the zone and report their findings back to the district governor.

**ALERT Chairperson** Appointed by the district governor. Responsibilities include developing a standardized structure and network to deliver needed services to people in emergency situations. Help clubs and district set up and develop an Emergency Response Plan to deal with the needs of the community. Work with community, clubs and district before, during and after an emergency.

**Audit and Finance** Appointed by district governor. Responsibilities include supervising the annual audit and review of such statements with the cabinet and the independent auditor. Review annual financial statements, including any adjustments to those statements recommended by the independent auditor, and any significant issues that arise in connection with the preparation of those financial statements.

**Blood & Organ Donor/Hearing** Appointed by the district governor. Responsibilities include informing the district and clubs of the programs available to educate and promote awareness to hearing loss and provide support to the deaf and hearing impaired. Chair also is responsible for the promotion of the programs for blood and organ transplants. Chair will work with the Blood Bank of Alaska to fulfill the Lions pledge of support for the District 49A Blood Mobile Project.

**Camp Abilities/Youth Camp/Youth Exchange/Opportunities for Youth** Appointed by the district governor. Responsibilities include working with the Multiple District Chair to promote and support local,

regional and national and international youth camp programs. Chair is responsible for promoting and reporting to the clubs, the District and International on the activities of the camp for the blind and visually impaired as well as promoting our youth exchange camps. Chairman is responsible for overseeing the youth-related activities in the district.

Conference/ Mid-Winter           Appointed by district governor. Responsibilities are to plan and execute the annual Mid-Winter Conference with the approval of the district governor. Site selection, Ice Breaker planning, hotel designation, conference booklet, meal planning designated as responsibilities of the planning committee.

Constitution and Bylaws           Appointed by the district governor. Responsibilities include reviewing and monitoring the Constitution and Bylaws of the District and LCI and recommending changes to be adopted by the membership. Committee will advise and report to the district governor and the cabinet of any changes that need to be added or revised to comply with Internationals requirement for the district and multiple district.

Conventions/Forums   Appointed by district governor. Responsibilities include keeping the membership informed about the International Conventions, the USA/Canada Forums and the Multiple District Convention.

Cultural and Community Activity           Appointed by district governor. Responsibilities include reminding all of the clubs to showcase our Lions logo on public projects. Chair will provide suggestions to clubs for community projects that will promote Lionism and show our "We Serve" attitude. Chair should work with the Public Relations chairman to submit photos and articles to local media and to International.

Diabetes           Appointed by district governor. Responsibilities include communicating the goals and supplying project ideas for diabetes awareness to the membership. District Chair should arrange for awareness seminars and workshops to explain the topic to the club chairmen. Chair will coordinate the district governor's "Pet Project" for this year of 49A clubs "adopting" and financially supporting a diabetic child so they can attend the 2013 Diabetes Week camp in the Kenai. Chair will report diabetes awareness and action to the cabinet and to the local media through communications with the district public relations chairperson.

Environmental           Appointed by district governor. Responsibilities include promoting and educating the clubs and district on the International programs for environment including tree planting, recycling, road cleanup projects, water preservation and green technology projects as well as involvement in environment advocacy/governance. Chair will work the district public relations chairperson to submit photos and articles to media and to International.

Historian           Appointed by the district governor. Responsibilities include the data management and archiving of the district business including memorabilia cataloging and storage.

**Honorary** Appointed by the district governor. Responsibilities include performing duties as requested by the district governor. He is the Personal advisor of the district governor. The honorary acts under the direction of the district governor in the promotion of harmony throughout the district and will attend all meetings of the cabinet as directed by the district governor.

**Information Technology/Webmaster** Appointed by the district governor. Responsibilities include creating and maintaining the district webpage and monitor web sites and publications for use of official logos. Chair will work with the associations IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

**International Relations** Appointed by the district governor. Responsibilities include encouraging the clubs to participate in activities in support of the third Purpose of Lions Clubs International: "to create and foster a spirit of understanding among the peoples of the world". It is the chair's job to identify appropriate projects for the district that may include club twinning, Lions Day at the UN and International Relations Month (October). The chairman will visit clubs to explain the importance of International programs. The chair will keep the district governor and LCI informed on the district's activities.

**Leader Dog/Service Dog** Appointed by the district governor. Responsibility is to make the district aware of the programs offered for guide dogs and service dogs. LCI does not provide endorsement for any particular assistance dog facility. It is the job of the chairman to make information available for people that are blind or visually impaired on their options for service animals.

**Legal** Appointed by the district governor. Must be licensed to practice law. Responsibilities include reviewing the contracts and agreements.

**Leo Clubs** Appointed by the district governor. The responsibilities include providing young people with the opportunity to develop leadership skills by conducting civic and service activities for the communities. They will provide encouragement, coaching and motivational aids to all Lions who are actively involved in Leo club extension and development activities. They will and publicize then Leo Club Program within the district and encourage Lions clubs to sponsor Leos clubs. They will maintain communication with advisors of existing clubs and the district governor.

**LCIF/Quest** Appointed by MD LCIF Coordinator with the approval of LCIF. Responsibilities include speaking to clubs at district meetings and club meetings to provide information on the LCIF and the Quest Program. Also to encourage clubs of the district to sponsor Lions Quest training or material purchases for local schools and to locate sources of funding to support and sustain the program.

**Nominations and Elections** Appointed by district governor. Responsibilities include certification of submitted letters of intent for district offices. The chairman will appoint and monitor a committee to count and tabulate the ballots at the Multiple District Convention and present to the convention floor upon completion of the voting.

Parliamentarian           Appointed by the district governor. Responsibility is to apply their knowledge of Robert's Rules of Order to district meeting and advise the cabinet of the proper policies and procedures for the meetings.

Peace Poster Contest/Lions Service for Children           Appointed by the district governor. Responsibilities include preparing a presentation about the contest for the clubs in the district to encourage them to participate. Chairman will serve as the liaison between the district and LCI for the different aspects of the contest. Responsibilities for the chairman for the Lions Services is to improve the lives of children and young adults in adverse circumstances through health and education services, locally and internationally. The chairman assists clubs to provide aid to children.

Pin Chairman           Appointed by the district governor. Responsibilities are to secure pins from MD Pin Chairmen and then distribute and sell the designated district pin.

Protocol           Appointed by the district governor. Responsibility of chairman is to eliminate confusion on the proper recognition and seating order of Lion officers and dignitaries at official events.

Public Relations/Lions Information           Appointed by the district governor. Responsibilities include providing guidance and support to club public relations chairpersons, publicizing district activities to the community and informing Lions of district activities.

Sight/ Work with the Blind           Appointed by district governor. Responsibilities include organizing and implementing projects that provide assistance to blind and visually impaired adults and children and promote awareness of blindness prevention. Chair is responsible for setting up seminars and workshops to provide educational resources and information on sight conservation and work with the blind and visually impaired. Chair should develop new programs and projects while supporting the existing local, regional and national programs. Chair should inform the clubs of the programs and projects available and encourage clubs to participate in sight-related events.

Sight/Vision screening           Appointed by the district governor. Responsibilities include keeping the clubs and district informed about the ongoing vision screening projects and organizing teams to go into the local schools to assist the school nurses with their sight-related exams. Chair will also coordinate the screening events with the Alaska Health Fair organization. Chairman is responsible for the training of the vision teams and coordinating with the various Lions Joint Sight committees to secure glasses and examinations for those in need.