



# Zone Chair Training

## ***The Role of the Zone Chair***

The zone chair has three roles:

1. Administrative officer of the zone
2. Chair of the District Governor's Advisory Committee
3. Member of the district's cabinet

All three roles have the same overall goal:

*healthy and active clubs which are able to fulfill the mission of the organization and live up to our motto, "We Serve."*

The zone chair interacts with various leaders of the district and supports clubs in the zone.

The zone chair is supported by the District Governor's team including the Global Membership Team (GMT) and the Global Leadership Team (GLT).

## ***Communication***

The zone chair is the link between the clubs in your zone and the district.

- Forward emails from district to club president and/or secretary to share with members.
- Share information from district:
  - Training opportunities
  - Convention updates
  - Updates to the constitution and bylaws
  - Cabinet minutes
  - Fundraising activities and Charter nights for other clubs
- Stay in touch with clubs throughout the year.

Good communication is vital.

- This can be done via email, text, Messenger, Skype, or phone. Find out the best way to communicate with your team.
- Issue a monthly calendar of events to your clubs.
- Provide a calendar of events at each of your District Governor's Advisory Committee meetings.
- Provide important dates to the district for their newsletter or calendar.

Encourage communication among clubs in your zone:

- To share ideas.
- To participate in other club events.

Participate in communication with GMT, GLT, and the District Governor:

- Relate club member concerns.
- Discuss club training and membership needs.

Knowing what your District Governor expects from your clubs will help you communicate those needs.

## ***Administrative Officer of the Zone***

As administrative officer of the zone, your primary responsibilities are:

- Know what your clubs are doing (*sometimes these actions may require counseling or motivation by you*) :
  - Are they meeting regularly?
  - Are they abiding by the constitution and bylaws?
  - Are they current in their financial obligations to LCI and 49A?
    - Effective July 1, 2015, any clubs with outstanding LCI balances over 90 days will be in jeopardy and may be put on suspension.
  - Are they using charities monies in accordance with the constitution?
  - Are they current in their federal and state reporting?
  - Are they conducting service projects along with fundraisers for their community?
    - We Serve!
  - Do they have a public relations plan?
  - Do they have a membership recruitment, orientation, mentoring, and retention plan?
    - If we don't take steps to move forward, we will ultimately move backwards.
  - Do they encourage new leadership?
    - Are they grooming members to become leaders?
    - Without members who want to be leaders, clubs can become stagnant and die.
    - Leadership sustains our clubs!
  - Are they training their members?
    - Be creative and have fun!
- Further the Purposes of the association.
- Play an active role in membership development, including extension of new clubs.
- Inform members about leadership development opportunities.

- Monitor the health and status of clubs in your zone.
  - Become friends with MyLCI.
  - Monitor MyLCI for past due accounts or inactivity.
  - Make sure clubs are submitting their Monthly Management Reports.
  - Check to make sure the PU101 has been timely submitted (due April 15).
- Assist clubs in status quo or financially suspended to return to good standing.
- Be aware of community service and fundraising activities in your zone.
- Promote new resources from LCI, i.e., Blueprint for a Stronger Club.
- Facilitate the exchange of ideas about programs, projects, activities, and fundraising methods with clubs in your zone.
- Promote district and international programs and events.
  - Centennial Challenge
  - Global Campaigns
- Encourage members to attend international and district conventions.
- Work in harmony with the district cabinet.
- Attend all regularly scheduled meetings of the district.

### Meeting and Club Visits

As zone chair, you are expected to visit all clubs in your zone at least once during your term.

- At least one club visit should accompany the District Governor during their official visit.
- Check with clubs on the best time to visit. They may not want you or the District Governor to visit during their busiest fundraiser.
- Listen attentively to the concerns of the members and give constructive advice when necessary.
- Promote district and international programs, i.e., Centennial Challenge.
- Promote and encourage participation in district and international conventions and events.
- Be prepared to induct new members, install new officers, hand out awards and other special recognition, answer questions about Lionism, fees, district projects, and global campaigns.

Your objective is to maintain healthy and active clubs.

To help achieve this objective, clubs will need to:

- Understand their position and importance in the organization.
- Function within the framework of the constitution and bylaws.
- Feel an integral part of the district.
- Strive for excellence and continuous growth.

### Characteristics of a Healthy Club

- Meet on a regular basis.
- Members are enthusiastic and take pride in their club.
- Pay their dues on a timely basis and seldom have past-due accounts.
- Maintain continuous membership growth.

- Engage members in activities that are meaningful to them.
- Sponsor numerous service projects which meet the needs of the community.
- Involve and encourage members' interest in leadership development.
- Conduct successful fundraiser projects.
- File monthly membership reports on time.

### Tools to Help Determine the Health of a Club

- Club Health Assessment
  - A quick reference to data that helps the zone chair determine the health of the club.
- Blueprint for a Stronger Club brochure
  - Step-by-step to aid in assessing the club
  - Identify goals and challenges
  - Create an action plan
- Membership Satisfaction Guide and How Are Your Ratings guide.
  - This guide allows members to provide feedback on various facets of membership experience:
    - Quality of club meetings
    - Service activities
    - Areas of frustration

## ***District Governor Advisory Committee Chair***

Purpose of the advisory committee:

- To discuss matters which may affect all clubs in the zone.
- Determine training needs.
- Determine membership needs.
- To bring clubs together / build unity.

See “Model District Governor Advisory Committee Meetings” brochure available on the LCI website.

Members of the District Governor’s Advisory Committee include:

Club President  
Club Secretary  
Zone Chair

As a team, this committee works towards five important objectives:

1. Ensure every club in your zone operates efficiently and follows their constitution and bylaws.
2. Exchange ideas regarding service activities, inspire membership growth, leadership development, and effective club operations.
3. Promote various zone-wide functions and events, such as.
  - a. Inter club meetings or attendance at other club meetings
  - b. Installation of officers
  - c. Induction of new members
  - d. Special awards and recognition and Charter Nights
4. Promote attendance at district and international conventions

5. Make recommendation on matters affecting all clubs in the district.

### Planning a Successful Advisory Committee Meeting

Consider

- Meeting date and time when a majority can be there.
- Ask attendees for agenda items, create, and distribute an agenda prior to the meeting.
- Invite others who might further initiatives, i.e., membership chair, or someone who recognizes community needs. Be creative and think outside the box for guests.
- Ask someone to be a recording secretary to take minutes.
- Provide name tags, if necessary.
- Encourage participation and an open exchange of ideas.
- Make meetings fun, interesting, and short.

### After the Advisory Committee Meeting

- Complete and submit a District Governor Advisory Committee Meeting Form after each meeting and submit to the cabinet.
  - As Chair, it is your responsibility to share what you learned at this meeting.
  - The meeting report form is distributed to the District Governor, 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors, cabinet secretary, and LCI. You will find this on the bottom of the form.
- Share minutes of the meeting with club presidents.

## Advisory Committee Meeting Agendas

What follows is printed from LCI Zone Chair Manual. Add other items that affect your zone as appropriate.

- First meeting – Focus on Service
  - The International President’s theme
  - Club service project idea exchange
  - Ways to identify new service projects
  - Open discussion on club challenges and successes
  - Tools to guide club planning and management
- Second meeting – Focus on Membership
  - International President’s theme in relation to membership recruitment
  - Strategies and resources for increasing membership
  - Open discussion on club challenges and successes
  - Club Excellence Award
- Third meeting – Focus on Leadership Development
  - Progress to elect and install future leaders
  - Highlight leadership support and development resources
  - Promote the district conventions
  - Open discussion on club challenges and successes
  - Review with the club officers the application and criteria to earn the Club Excellence Award
- Fourth meeting – Focus on having fun! Have a social or a picnic!
- Include deadline reminders, i.e., election, PU101, IRS and state reporting, as appropriate.

## ***Member of the District Team*** **District Cabinet, GMT, and GLT Teams**

The district cabinet includes:

- District Governor
- Immediate Past District Governor
- 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors
- Zone Chair
- Cabinet Secretary
- Cabinet Treasurer
- Other

The district cabinet assists the district governor in making administrative plans which affect the success of international and district.

*Zone Chair is expected to be familiar with 4-8 clubs in the zone.*

*The District Governor is expected to understand the operation of 35+ clubs in the district!*

The District Governor will rely on the zone chair to provide important details on the operations, successes, and challenges of clubs in the zone.

### **Working With the District Cabinet**

The zone chair will collaborate with different members of the district cabinet to ensure goals and objectives of the district are met:

- Ensure clubs are in good standing.

- Ensure clubs are visited at least once annually, which includes the District Governor's official visit to the club.
- Seek guidance from district leaders to assist clubs.
- Communicate events and opportunities to your clubs.
- Conduct service projects and has a public relations program.
- Maintain effective internal communication.
- Demonstrate excellent administrative and financial practices.
- Implement membership recruitment orientation and retention programs.
- Participate in district and international events.

Zone chair collaborates with the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors to identify clubs which require encouragement to improve:

- Community service projects.
- Membership orientation, retention, and recruitment.
- Leadership development opportunities.

Zone chair collaborates with the GMT and GLT to:

- Encourage new club sponsorship.
- Improve membership orientation for new and existing members.
- Implement a membership retention and recruitment – or growth – plan.
- Nurture current and future leaders within the clubs.

Zone chair collaborates with others:

- Centennial Chair.
- District committee members.

## Representing the Zone

The zone chair:

- Represent and acts on behalf of the clubs in the zone.
- Forward concerns and suggestions discussed at the Advisory Committee meeting and share with district cabinet.
- Communicate priorities from the district to the clubs to ensure district objectives and priorities are supported throughout district.

## Quarterly Cabinet Meetings, Conference, and Convention

Quarterly cabinet reports:

- Zone chair ensures clubs prepare and submit quarterly cabinet reports timely.
- Prepares a zone chair report as well.

Attend cabinet meetings, conferences, and conventions:

- This builds unity within the district.
- Gives the zone chair an opportunity to network, discuss concerns.
- You can take information back to the clubs and share it.
- Lead by example.

## Reports

Reports will be a valuable tool for each role the zone chair plays.

Administrative Officer:

- Encourage clubs to file Monthly Management Reports and club service activities on-line in a timely manner.

District Governor's Advisory Committee Chair:

- Zone chair is responsible for completing and submitting the District Governor's Advisory Committee Meeting Report Form (DA-ZCM).

Member of the District Team:

- As a member of the district cabinet, the zone chair will have access to the Club Health Assessment data.

## End of Year

*As the end of the year comes to a close, remind clubs of the following:*

- *End of year awards and recognition*
- *Annual audit of books*
- *Grooming next year's leaders*
- *State and federal accounting, if any*

*As zone chair, remember to:*

- *Thank your club presidents and secretaries*
- *Thank your District Governor and cabinet*

*Always remember to appreciate everything your clubs and their members do because they are all volunteers and have busy lives.*

*Thank you.*

## ***Resources***

Lions Learning Center: Courses on: developing leadership skills, managing others, achieving results, effective communication.

[www.lionsclubs.org](http://www.lionsclubs.org) – Member Center – Resources – Lions Learning Center

Leadership Resource Center

[www.lionsclubs.org](http://www.lionsclubs.org) – Member Center – Resources – Leadership Resource Center

Global Membership Team (GMT): Provides for an enhanced focus on membership development.

[www.lionsclubs.org](http://www.lionsclubs.org) – Member Center – Resources – Global Membership Team

Global Leadership Team (GLT): Provides for an enhanced focus on leadership development.

[www.lionsclubs.org](http://www.lionsclubs.org) – Member Center – Resources – Global Leadership Team

Zone Chair Center: Provides access to many useful documents such as Zone Chair Manual, District Governor Advisory Committee Meeting Report and information on Excellence Awards, Blueprint for a Stronger Club brochure.

[www.lionsclubs.org](http://www.lionsclubs.org) – Member Center – Districts – Zone and Region Chairperson

District Governor Advisory Meetings:

[www.lionsclub.org](http://www.lionsclub.org) – Member Center – District – Zone and Region Chair