

DISTRICT 24-A

HANDBOOK OF CABINET & ADMINISTRATIVE JOB DESCRIPTIONS

**THIS HANDBOOK WILL BE UPDATED.
IT IS HERE AS A REFERENCE.**



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DISTRICT GOVERNOR, 24-A
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Preface

There are Job Descriptions for both administrative and cabinet positions scattered throughout a number of publications prepared by MD 24, LCI and LCIF, but there is no single document that brings these all together in an easy to use handbook for the end users in District 24-A.

This document attempts to bring this information together so that the individual Lions that volunteer for these positions will have a better understanding of what they are responsible for doing during their tenure. The information provided was collected from the following Lions Publications, and in a number of cases, from the specific cabinet members themselves if there was not a prepared job description available. It is also not the definitive text and should be considered as a guide which can be modified and updated, as needed, for future administrations.

- LCI District Governor Manual 2010-2011
- LCI Standard District Constitution and Bylaws Revised October 4, 2009
- LCI District Governor Team Manual 2010-2011
- LCI/LCIF Web Sites

It is hoped that this document will be useful to all involved and will become a standard tool to help all those who serve do a better job in helping our communities both locally and internationally.

Acknowledgments

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Chairpersons of committees with an asterisk mark (*) serve for three years, subject to annual confirmation. These chairpersons are not appointed unless there is a vacancy.

Chairpersons with two asterisk marks (**) serve three-year terms appointed by the LCIF Multiple District Coordinator in consultation with the district governor. The District Coordinator is not an official committee position, but should be invited to attend cabinet meetings.

District Administration

1. District Governor

The by-laws of the *International Constitution and By-laws* state a district governor's responsibilities are to:

- Further the purposes of the association;
- Actively participate and inspire other District Officers to administer and promote effective membership growth and new club organization;
- Actively participate and inspire other District Officers to administer and promote leadership development at the club and district levels;
- Support and promote the Lions Clubs International Foundation;
- Preside, when present, over the District Conference, and cabinet and other District Meetings;
- Perform such other functions as required by the International Board of Directors.

Additional responsibilities may include:

- Coaching and motivating District Cabinet Members;
- Promoting membership retention;
- Encouraging fiscal responsibility at the club level;
- Striving to have all clubs be in good standing;
- Reviewing the strengths and weaknesses of clubs in the district;
- Providing guidance to declining clubs in the District and monitoring their progress.

2. First Vice District Governor

The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant and representative of the District Governor. His/her specific responsibilities shall include, but not be limited to:

- Further the purposes of this association;
- Perform such administrative duties assigned by the District Governor;
- Perform such other functions and acts required by the International Board of Directors;
- Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor, and participate in council meetings, as appropriate;
- Assist the District Governor in the review of the strengths and weaknesses of the clubs in the District, identifying the existing and potential weak clubs and establishing plans to strengthen them;
- Conduct club visitation as the representative of the District Governor when requested by the District Governor;
- Work with the District Membership Committee and the District Extension Committee, and assist them in reaching their goals for the year;
- Work with the District Leadership Development Committee and assist the Committee to develop and implement a District-wide leadership development plan to enhance the enthusiasm and capability of the District officers and members to serve effectively through utilization of the District MERL Team and integration of the team's work with the District's leadership development efforts;
- Work with the District Convention Committee and assist the committee in planning and conducting the annual District Conference; assist the District Governor in organizing and promoting other events within the District;
- At the request of the District Governor, supervise other District Committees;
- Participate in the planning of the next year including the District budget;
- Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the office of the District Governor, he/she would be better prepared to assume the duties and responsibilities of said office as the Acting District Governor until the vacancy is filled according to the by-laws and rules of procedure adopted by the International Board of Directors.

3. Second Vice District Governor

The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the District, and representative of the District Governor. His/her specific responsibilities shall include, but not be limited to:

- Further the purposes of this association;
- Perform such administrative duties assigned by the District Governor;
- Perform such other functions and acts required by the International Board of Directors;
- Participate in the cabinet meetings, and conduct meetings in the absence of the District Governor, and the First Vice District Governor and participate in council meetings as appropriate;
- Familiarize himself/herself with the health and status of the clubs in the District, review the monthly financial report and assist the District Governor and the First Vice District Governor in identifying and strengthening the existing and potential weak clubs;
- Conduct club visitations, as the representative of the District Governor, when requested by the District Governor;
- Assist the District Governor and First Vice District Governor in planning and conducting the annual District Conference;
- Work with the District Retention Committee, and assist the committee in preventing loss of clubs and members, particularly due to inactive club administration and/or financial suspension or other problems;
- Work with the District LCIF Coordinator and assist the committee in achieving the goals of the year through regular distribution of Lions Clubs International Foundation information and materials to increase understanding and support of LCIF;
- Work with the District Information Technology Committee and assist the committee in promoting the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- At the request of the District Governor, supervise other district committees;
- Assist the District Governor, First Vice District Governor, and the Cabinet in planning of the next year, including the district budget.

- Familiarize himself/herself with the duties of the District Governor so that, in the event of a vacancy in the offices of District Governor and First Vice District Governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the Acting District Governor or Acting First Vice District Governor until the vacancies are filled according to the by-laws and rules of procedure adopted by the International Board of Directors.

4. Cabinet Secretary

The Cabinet Secretary is part of the District Leadership Team. As secretary, he/she is a representative of the District Governor. Responding properly and promptly to all correspondence is vital to the success of your District and District Governor team. Official actions of the cabinet secretary are under the supervision of the District Governor.

The specific duties are to:

- Keep an accurate and complete record of the proceedings of all meetings of the District Governor's cabinet.
- Forward copies of minutes promptly after each meeting to all members of the cabinet and to Lions Clubs International.
- Submit all the books and accounts for audit whenever required by the cabinet.
- Place in the hands of the successor all records that pertain to the office of Cabinet Secretary, immediately following the end of the fiscal year.
- Perform such other duties as ordinarily pertain to the office of secretary, and as are delegated from time to time by the District Governor and the Cabinet.

Cabinet Meetings

At least four annual meetings of the District Governor's Cabinet are to be held during the Lions year, the first of which is within 30 days after the International Convention. As soon as possible, the Cabinet Secretary will ask the District Governor for dates of cabinet meetings. For confirmation of attendance and accommodation requirements, notices will be mailed (e-mail or if necessary, postal) to cabinet officers two to three weeks prior to the date of the next meeting. An agenda with the date, time and place of the meeting and request for any written report from cabinet officers will be included with this notice. The Secretary is expected to help the District Governor in preparation and printing of these agendas and notices.

Minutes

During the cabinet meetings, the Secretary will take minutes and collect and distribute certain reports, as well as answer queries from cabinet members. The Secretary will prepare the minutes as soon as possible following each meeting. The minutes will be sent promptly to all the members of the Cabinet and to Lions Clubs International and to the Lions of Virginia State Secretary.

Reports

When cabinet members are asked to provide a written report at the cabinet meetings, the Cabinet Secretary may ask for sufficient copies for distribution to all members. Oral reports will be concise, factual and to the point. All general business items to be added to the agenda should be given to the Cabinet Secretary in writing prior to the start of the meeting or, preferably, e-mailed prior to the preparation of the agenda.

Working with the District Governor

Constant communication with the District Governor is very important. Much follow-up action will be required of the Cabinet Secretary after helping the District Governor set up the official visitation schedule. The District Public Relations Chairperson can assist with publicizing visits. Club presidents usually appreciate being given a short biography of the District Governor so that club members and the community can learn something of the District Governor prior to the visitation.

Traveling with the District Governor

Sometimes a District Governor will ask the Cabinet Secretary to make travel arrangements. If the Cabinet Secretary actually accompanies the District Governor on an official visit, it will be for a definite purpose. There is no expectation that the club or function visited will pay for the cabinet secretaries meal.

Constitution and By-Laws

The Cabinet Secretary may need to refer frequently to the following publications, which can be found on the association's Web site (www.lionsclubs.org):

- International Constitution and By-Laws (LA-1)
- Standard Form Lions Club Constitution and By-Laws (LA-2)
- Standard Form District Constitution and By-Laws (LA-4)
- Standard Form Multiple District Constitution and By-Laws (LA-5)

Where the District has not adopted its own constitution and by-laws, or the topic is not addressed, the Standard Form District Constitution and By-Laws will prevail.

Correspondence

The Cabinet Secretary is responsible for handling cabinet correspondence properly and promptly. It is essential that all correspondence, including e-mails and faxes, be opened and read as soon as possible. If any of the correspondence is intended for another cabinet member, it will be forwarded immediately (scanned and e-mailed, if appropriate)

Forms and Filing

The District Governor may wish to have a file on each club, with a hard copy of past Monthly Membership Reports, Officers' Reports and other data. The District Governor will

probably continue to file current Monthly Membership Reports in those files and keep separate files on the District Governor's own correspondence and cabinet portfolios. Certain forms or reports are handled exclusively by the District Governor.

Filing System

Establishing a well-organized filing system is one of the most important responsibilities of the Cabinet Secretary. For example, folders will be maintained for each of the following records:

- General information.
- General correspondence.
- Cabinet meetings (including minutes).
- Charter nights/official visits.
- Monthly Membership Reports.
- Annual Club Activities Reports.
- Bulletins/newsletters.
- Governor's correspondence copies.
- Conventions/conferences.
- Region chairperson's reports/letters (if position is used)
- Zone chairpersons' reports/letters.
- Other cabinet members' reports/letters.

Forms

Very few forms are used by the Cabinet Secretary; however, the Cabinet Secretary will retain a few of the basic club forms to help clubs in urgent need.

The Cabinet Secretary will compile information for the District Directory based on the District Governor's copies of the PU-101 form. Other documents may be initiated by the cabinet secretary as deemed necessary. These documents might include:

- Calendar of events for Governor's visits and appointments.
- Tracking form of Monthly Membership Reports and the Annual Activities Report.
- An organization chart for the District Cabinet.
- A list of cabinet members' visitations.
- A biography of the District Governor, First Vice District Governor and Second Vice District Governor.
- A current directory of all members of the Cabinet with spouses' names, addresses, phone numbers, fax numbers, and E-mail addresses.
- A list of dates for all charter nights in the District.

Ordering Supplies

There will be a few instances when the Cabinet Secretary may have to order supplies for the Cabinet, either from International Headquarters or another Lions Clubs International supply office. All billings will be sent to the Cabinet Treasurer.

Miscellaneous

- Communicate to the 24-A Lion Reporter after review by the District Governor.
- Communicate relevant software problems with the Information Technology Division at International (it@lionsclubs.org).
- Assist with resolution of club problems regarding database entry of member data.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Cabinet Secretary.

5. Cabinet Treasurer

The Cabinet Treasurer under the supervision of the District Governor is the Chief Financial Officer of the District and is responsible for all financial matters. Principal responsibilities include: receiving all monies and paying District obligations, maintaining financial records, preparing financial statements, coordinating with the State Secretary-Treasurer on State budget matters, and submitting financial reports and tax returns. Duties/Objectives include:

- Further the Ethics and Objects of Lions Clubs International.
- Deposit funds in bank(s) as are designated by the Cabinet.
- Disburse funds only on authorization of the District Governor, a Vice District Governor, or the Cabinet.
- Assist the District Governor in preparing the District's budget for the upcoming year.
- Present the District budget at the first Cabinet meeting of fiscal year.
- Submit periodic financial reports to Cabinet, including a semi-annual financial report and any special reports requested by the Cabinet or the District Governor's Advisory Committee.
- Coordinate with the State Secretary-Treasurer on the District's state budget as part of the multiple district/Lions of Virginia budget.
- Represent the District, if requested, on any Multiple District or State budget/finance committees.
- Prepare and file accurate and timely tax returns for the District.
- Deliver to the designated auditor, at the close of the fiscal year, all of the books of account, checkbook, canceled checks, monthly bank statements, financial statements and reports, minutes for the year and a copy of the budget for review.

- Deliver to successor all monies and financial records that pertain to the office of Cabinet Treasurer immediately following the end of the office term.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Cabinet Treasurer.

6. Regional Chairperson

The region chairperson is an optional position. If the Governor chooses not to utilize the position, it is vacant during the governor's term.

The region chairperson is chosen for outstanding leadership ability. The region chairperson is not an honorary officer, but a Lion officer of first importance. Though many region chairpersons do not become governors, each should be qualified by personality and ability for the governor's job.

The region chairperson must:

- Be an active member in good standing of a club in good standing in the region.
- Have served or will have served, at the time of taking office as region chairperson, as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two additional years.

Chairperson duties include:

- Further the purposes of the association.
- Supervise the activities of the zone chairpersons in the region and such District committee chairpersons as may be assigned by the district governor.
- Play an active role in membership development, including organization of new clubs and strengthening declining clubs in the District.
- Play an active role in leadership development at the club level.
- Attend a business meeting and board of directors meeting of each club in the region and report the results to the District Governor.
- Endeavor to have every club in the region operate according to its constitution and by-laws and the association's policies and constitution and by-laws.
- Promote representation at international, multiple district and district conventions by each of the clubs in the region.

- Perform such other functions and acts as may be required by the International Board of Directors.
- If this office is vacated for any reason, the district governor appoints a successor to serve for the unexpired term.

7. Zone Chairperson

The Zone Chairperson is the link between the clubs in the Zone and the District Leadership Team. This officer motivates, counsels and communicates with clubs. The Zone Chairperson is a Lion who has leadership ability and is respected in the area. If this office is vacated for any reason, the District Governor appoints a successor to serve the unexpired term.

The Zone Chairperson must: be an active member in good standing of a club in good standing in the Zone and have served or will have served, at the time of taking office as Zone Chairperson, as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two additional years.

Chairperson duties include:

- Further the purposes of the association.
- Serve as chairperson of the District Governor's Advisory Committee in the zone and call regular meetings of the committee.
- Play an active role in membership development including the organization of new clubs.
- Be well-informed about the activities and health of the clubs in the zone.
- Endeavor to have every club in the zone operate according to its constitution and by-laws and the association's policies and constitution and by-laws.
- Promote representation at international, multiple district and district conventions /conferences by each of the clubs in the zone.
- Visit a regular meeting of each club in the zone at least once and report the results to the Region Chairperson (if position is used) or to Vice District Governors and District Governor.
- Attend a business meeting of each club in the zone and report the results to the Region Chairperson (if position is used) or to Vice District Governors and District Governor.

- Play an active role in leadership development at the club level.
- Perform such other functions and act as may be required by the International Board of Directors.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Zone Chairperson.
- 100% President, Secretary, Treasurer and State Achievement Awards from Club Presidents/Secretaries to be submitted to Zone Chairs by June 30th. Zone Chairs submits completed forms to their Region Chairperson (if position is used) or to their assigned Vice District Governors no later than July 31st.

8. District Governor's Advisory Committee

This committee serves in an advisory and administrative capacity to the District Governor and the Cabinet. It is composed of:

- A Zone Chairperson who serves as the committee chairperson.
- Presidents and Secretaries of clubs within the zone.

The duties of the District Governor's Advisory Committee are to:

- Assist the Zone Chairperson in making sure every club in the zone is operating efficiently and abides by the constitution and by-laws.
- Promote attendance from the clubs in the zone at the annual District, Multiple District Conferences and International Conventions.
- Assist the Zone Chairperson in promoting attendance during charter nights in the zone.
- Discuss ways of assisting clubs experiencing problems with club administration, membership development or finances, as well as status quo clubs.
- Cooperate with the Zone Chairperson in promoting various functions for the clubs in the zone, such as inter-club meetings, special functions observing District Governor month, installation of club officers, induction of new members, and ceremonies honoring Key members and participating in sport tournaments, banquets and celebrations.

Advisory Committee meetings present an opportunity for the Zone Chairperson to promote and encourage unity among clubs. Clubs can also exchange ideas about club operations during Advisory Committee meetings.

At least four meetings of the District Governor's Advisory Committee should be held during the year.

- The first is held within ninety days after the International Convention. The general condition of all clubs within the zone and the International Program can be discussed. Leadership development must be planned.
- The second meeting is held in November. General plans are formulated to promote the general welfare of the clubs and the association throughout the zone.
- The third meeting is held in February or March. The condition of the clubs within the zone is reviewed, and progress of the plans for the general welfare of the clubs is discussed.
- The fourth meeting is held approximately thirty days prior to the District or Multiple District Conference. It can be an occasion to honor present or Past District Officers. Suggestions can be offered as to how clubs can have at least their full quotas of delegates at the annual District, Multiple District Conferences and International Conventions.

District Cabinet Positions

1. District Awards (State Achievement Award Administration)

The Awards Committee is a standing committee of the Lions of Virginia. It is responsible for reviewing the State Achievement Award forms and requirements each year and recommending any changes for the following year.

Chairperson duties include:

- Work with the Multiple District General Chair.
- Communicate any changes to the State Achievement Award forms and requirements to the clubs.
- Bring any concerns or recommendations from the clubs regarding the State Achievement Award forward to the State Committee for consideration.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Awards Chairperson.

2. District Bland

The James Bland Music Scholarship Program was created to promote performing opportunities and scholarships for the musically gifted vocalists and instrumentalists of high school age in Virginia. This goal has been accomplished through a series of progressive contests, beginning at the club level and culminating at a State Contest during which scholarships are awarded.

The District Bland Chair sits on the board of the Bland Foundation (BF), which is responsible for the administration of the statewide program. The District Bland Chair also oversees Bland contests within the District and organizes the District contest itself.

District Bland Chair:

- Is automatically a member of the Bland Foundation, and as such is expected to attend Foundation meetings, participate in decision making on a statewide level, and disburse the information from BF meetings to clubs with in 24-A.
- Has a thorough understanding of the BF by-laws and contents of the Bland Handbook (rules, policies, recommendations, contest forms, contest protocols, structure of the Bland program, including Club/Zone/Region/District/State contests).

- Contacts all clubs in the District in the early fall to see which ones will be holding contests. DBC disburses current Bland Handbook and contest forms to clubs. Compiles a spreadsheet of district contests.
- Contacts music teachers, schools, and professional music teachers' organizations to inform them about the program and gives contest information to parents and teachers who make contact. Refers students to contest chairs in their localities.
- Oversees club/zone and region contests, collects winners report forms from clubs, and compiles statistics (total number of vocalists and total number of instrumentalists who participated in contests during current Bland year, total attendance at the contests).
- Organizes the District Bland contest. Refers to Bland Handbook for instructions. Uses District donations to fund the contest.
- May be called upon to provide some assistance if State contest is in District 24-A.
- Is available to speak to clubs about the Bland program for informational purposes, fundraising, or encouraging clubs to hold contests. Publicizes the Scholarship Sponsorship Program to all clubs in the district.
- Submits reports as requested by the DG.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

3. District Social Chair

The District Governor has two social functions a year. These are the Cabinet Installation and Winter Social.

Chairperson duties include:

- Coordinate with the Governor to choose a location for two (2) social events.
- Coordinate with the restaurant and Governor to review menus
- Negotiate meal costs with the restaurant.
- Provide decorations for the event – coordinate with the Governor such as a theme for the event.
- Work with the cabinet secretary and provide information to send out invitations

- Cost of meal
 - Location
 - Date
 - Time
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

4. District Canine Companions for Independence

The main function of this position is to promote an awareness of Lions Project for Canine Companions for Independence (LPCCI) and CCI programs to clubs and individuals in the District and see that CCI's mission to provide service dogs for individuals with disabilities is assisted financially by Lions. Websites: www.lpcci.com and www.cci.org.

Chairperson duties include:

- Promote awareness of \$100,000.00 pledge for CCI Lions Den conference room at new CCI NE HQ (13 State CCI Region, 7 year pledge).
- Stage a fund-raising event.
- Make 10 Club presentations during the Lions year in addition to manning informational booths at conferences & conventions.
- Speak to every club president in District 24-A to provide information about LPCCI/CCI and track those contacts.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

5. District Constitution and By Laws

The District Chairperson serves on the State committee with one member from each District. From this committee, the Council of Governors will appoint a General Chairperson for the Lions year.

Chairperson duties include:

- The District Chairperson should be available to the Clubs, Cabinet and District Governor to answer any questions about the intent of the written constitution.

- The chairperson should also be available to work with this group on any proposed amendments. A Constitutional amendment may be proposed by a Lions Club in good standing, the Council of Governors and the State Constitution and By-laws Committee. The proposed amendment must be submitted to the Committee 120 days before the opening of the State Convention. The final proposal must be mailed, by the state chairman to all Lions Clubs in MD – 24, sixty days before the opening of State Convention.
- The District Chairperson should be available to work with the clubs in the District to encourage each to have an updated Club Constitution and By-laws.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

6. District Cultural, Community and Environmental Activities

The District Cultural and Community Activities Chairperson encourages clubs in the District to develop Lions Crew at Work and Lions Cultural and Community Activities projects.

Introduced in 2008, the Lions Crew at Work Program encourages clubs to undertake projects that physically enhance local facilities such as a food pantry, shelter for the homeless, shelter for domestic abuse victims, a community center, a playground, or a recreational camp for disabled children.

Introduced in 2000, Lions Cultural and Community Activities encourage clubs to undertake cultural projects that foster local customs such as concerts, theater productions, art exhibits, and handcrafts. Lions can participate in the annual Lions Performance Festival that occurs during the Lions International Convention.

Chairperson duties include:

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate projects for the District.
- Visit clubs. Explain the importance of community projects that demonstrate the "We Serve" motto. Encourage clubs to appoint a Cultural and Community Activities Chairperson.
- Keep the District Governor and the International Office informed of District activities. Provide a summary report to successor.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

7. Environmental Chairperson

The District Environment Chairperson encourages clubs in the District to implement Lions Green Team projects such as: cleaning the environment, planting trees, recycling and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.

Chairperson duties include:

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate Lions Green Team projects for the district.
- Meet with Lion leaders to develop a coordinated Lions Green Team plan for the year.
- Encourage clubs to participate in the annual Lions Environmental Photo Contest. Ensure that the selected district photo is submitted to the council chairperson by January 15.
- Visit clubs, to explain the importance of protecting our natural resources. Encourage clubs to appoint an environment chairperson. Discuss the urgency of protecting our natural resources, and solicit feedback and suggestions.
- Keep the District Governor and the International Office informed of District activities. Provide a summary report to successor.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

8. Diabetes Awareness Chairperson

In March 1984, the Diabetes Awareness Program became a major commitment of the association.

The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research. Diabetic retinopathy is a leading cause of new cases of adult blindness.

There is an emerging global epidemic of diabetes that can be traced back to rapid increases in obesity and physical inactivity. Diabetes is a "silent killer." Every 10 seconds a person dies of a diabetes-related cause. More than 285 million people worldwide live with diabetes.

Chairperson duties include:

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Encourage organization of Club-level or a District-level *Strides: Lions Walk for Diabetes Awareness* to help educate the public about diabetes and receive the Strides banner patch award.
- Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy.
- Visit clubs. Encourage them to appoint a Club Diabetes Awareness Chairperson.
- Promote club awareness of the opportunity to earn the annual "New Horizons: In Diabetes Education" award.
- Partner with local diabetes associations and health care professionals.
- Lead in planning and facilitating diabetes awareness presentations for forums, Zone meetings, District and Multiple District Conferences.
- Stress to clubs the importance of helping educate the public about diabetic retinopathy and action steps needed to reduce the new cases of blindness caused by diabetic retinopathy.
- Encourage clubs to carry out joint diabetes screening projects with other health care organizations, as well as combining a test for diabetic retinopathy with glaucoma testing whenever such activity is undertaken.
- Encourage clubs to participate in the following diabetes-related events: Diabetes Awareness Month (November), World Diabetes Day (November 14) and World Sight Day (second Thursday in October).
- Keep the District Governor and the International Office informed of District activities. Provide a summary report to successor.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

9. District Newsletter

District 24-A publishes the Lions Reporter on a monthly basis. It has a Senior Editor/Sales person and an Associate Editor. The newsletter is one of the main methods of communication for the members of District 24-A.

The Senior Editor of the District 24-A Newsletter has overall responsibility for the quality of the Newsletter. Specific duties include:

- Encourage all Lions Clubs to submit articles about their upcoming activities.

- Encourage the Lions Clubs within the District to advertise in the Newsletter.
- Send out invoices for advertising.
- Receive money for advertising
- Keep a record of all money received
- Forward money received to the District Treasurer
- Ensure that all paid advertisements are placed in the Newsletter
- Rotate the putting together of the newsletter with the Associate Newsletter Editor so that each puts together six newsletters per year.
- Establish appropriate deadlines for receiving articles and advertisements so that the Newsletter is published on or about the first of each month.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Senior Editor.

Associate Editor collaborates in the production of all editorial content for the Lion Reporter, the District's monthly newsletter. With the Senior Editor/Sales, helps manage the monthly operations of the newsletter. Specific Duties include:

- Along with Senior Editor set deadlines for newsletter article submissions.
- Review all submissions for content and correct spelling, punctuation, and glaring grammatical errors.
- Organize submissions by section, determines design and article layouts, makes a draft layout of the newsletter and proofreads copy, making all corrections.
- Submit to Senior Editor a draft of newsletter for comment prior to publication.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming associate editor.

10. District Extension *

District Extension Chairperson contributes to the success of the District by leading extension efforts through the formation of new clubs.

Chairperson duties include:

- Take direction and guidance from the Multiple District Extension Chairperson, District Governor and LCI.
- Develop and implement a District Extension Plan incorporating the goals and objectives of the District Governor team.
- Communicate goals and implementation procedures to extension-minded Lions.
- Present a budget to the District Cabinet in order to fund District extension plans.
- Establish a monthly reporting system to foster open communication and to monitor progress.
- Keep a record of the District's extension progress using the reporting system established by the Multiple District Extension Chairperson.
- Inform District leaders and other extension-minded Lions about extension programs and opportunities from LCI.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

11. District Conferences: Fall and Winter Conferences

District 24-A has a Fall and Winter Conference each year. The host club to sponsor the event is selected by the District Governor. A Conference Chairperson is selected by the Host Club.

Chairperson duties (for both) include:

- Acts as overall coordinator of Fall and Winter Conferences.
- Coordinates all the Chairpersons activities for the Fall Conference.
- Maintains schedule(s) to keep everyone on track for accomplishing their tasks.
- Negotiates Rates with Hotel for conference room and room prices.
- Ensures that all signage for conference has been proofed and displayed properly.
- Develops planned activities for spouses of Lion Attendees (i.e. trip to museum).

- Remediates issues with hotel concerning conference activities in case of unscheduled changes.
- Communicates to the other Lion's club concerning conference attendance.
- Ensures the chairpersons have everything they need to perform their duties.
- Works with committee on payments for conference related purchases.
- Provides updates on progression of activities to committee during update briefings.
- Follows-up with an after action report to District Governor and Host Club members on the final totals of attendance and lessons learned.

12. District Family and Women's Membership Development *

The District Family and Women's Membership Development Chairperson position is one of the key components of the association's initiative to bring more families and women into Lions clubs.

Chairperson duties include:

- Oversee the recruitment and participation of family and women throughout a three-year term.
- Take direction and guidance from the Multiple District Family and Women's Chairperson, District Governor and LCI.
- Establish goals for recruiting family and women and develop action plans to attain such goals.
- Conduct research to identify areas of possible family and women recruitment and new service projects.
- Offer educational seminars and provide instruction on recruiting family and women members and project development for members of the district.
- Communicate monthly, or more if needed, with the Multiple District Family and Women's Chairperson, District Membership Chairperson, District Governor and Vice District Governors.
- Develop articles on the recruitment of family and women for District and Multiple District publications and the LCI Family and Women's Membership

Development Chairperson Newsletter.

- Report progress to the District Cabinet and District Team and encourage them to become involved in family and women recruitment efforts.
- Provide encouragement, coaching and motivation for all Lions directly involved in recruitment and the development of new service projects.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

13. District Hearing Aid Bank Foundation, 24-A

The Foundation was formed in 2001 as a 501(c) (3) charitable organization to serve as a conduit for funds to provide financial assistance to those who need hearing aids and cannot afford them. Referrals are received from the various social agencies in our region (variously called Office of Aging, Office of Family Services, Office of Social Services, etc.), and arrangements are made for needy individuals to be fitted at no personal expense with reconditioned hearing aids at a local hearing aid center.

The Foundation collects used hearing aids, has them either returned for manufacturer's credit or rebuilt and then provides the reconditioned hearing aids to those in need. The hearing aid centers with whom we work share our sense of service—they charge reduced fees for ear molds and for fitting the aids.

Chairperson duties include:

- Receive referrals for assistance, and enter into database for tracking purposes. For those qualifying for assistance, notify the appropriate Lions Club and prepare written letter referring them to a local audiologist that cooperates with the Foundation.
- Receive invoices for services, and enter into database for tracking purposes. Forward to Foundation treasurer for payment, with copy to appropriate Lions Club.
- Solicit and receive donations of money and hearing aids. Prepare written acknowledgements (thank you letters) and forward checks to Foundation treasurer for deposit.
- Arrange for hearing aids received by eyeglass recycling center to be picked up. Periodically contact cooperating hearing aid centers to see if they need additional used hearing aids for use in our program.
- Coordinate purchase of Lions Affordable Hearing Aids from LCI as needed. This includes getting check for the purchase from Foundation treasurer and otherwise completing the appropriate paperwork.

- Give programs to local Lions Clubs and others on the work of the Foundation and on other hearing topics of interest (e.g., “Hear Better”).
- Solicit participation in our program by hearing aid centers, and make sure they receive a copy of our guidelines and practices (one-page memorandum).
- Periodically update written materials describing the work of the Foundation, including web page on District website and brochure.
- Prepare annual reports for State Convention and Alexandria attorney Peter Straub. The latter is the executor of the estate of Mrs. Catherine Joan Cole, a public relations executive who made a generous bequest to the Foundation in 2009.
- Serve as a member of the Advisory Board of the Virginia Lions Hearing Foundation and Research Center in Charlottesville, and attend quarterly meetings as appropriate.
- Attend Annual Meeting of the Foundation and other Foundation Board meetings as called, and deliver report on Foundation operations, including challenges and opportunities.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

14. District Hearing Conservation and Speech Action and Work with the Deaf

Hearing Conservation and Work with the Deaf became a major Lions activity in 1997. The program name was recently updated to: Hearing Preservation, Awareness and Action thereby broadening the Lion’s base of service.

Chairperson duties include:

- Become familiar with the Information for Chairpersons section on the association’s Web site.
- Utilize current resources and information gathered from official associations for people who are deaf or hard of hearing.
- Implement a District plan of action for a public education and awareness program to understand the needs of persons with hearing and/or speech impairments with the goal of improving their quality of life.
- Encourage support of schools, rehabilitation centers, hearing ear dogs and support services for persons who are deaf or hard of hearing.

- Encourage support of recreational camps for the deaf and hard of hearing persons.
- Participate in the Lions Hearing Aid Recycling Program (HARP)
- Cooperate with schools, professional organizations and agencies in organizing and conducting hearing screenings for children and adults.
- Consult with people in the community who are deaf or hard of hearing and convey information concerning their needs to clubs in the district.
- Visit clubs and suggest appropriate activities such as:
 - Organizing group screenings to detect hearing loss.
 - Supporting research on ear diseases.
 - Encouraging the collection of used hearing aids.
 - Supporting Lions Hearing Aid Recycling.
 - Providing volunteer assistance or financial support to a hearing ear dog school.
- Keep the District Governor and the International Office informed of District activities. Provide a summary report to successor.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

15. District Information Technology

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each District is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

Chairperson duties include:

- Create and maintain the District's home page.
- Establish communication system through e-mail between members and other clubs.
- Assist clubs in submitting the Monthly Membership Report, Lions Club Activity Report, Club Officers Reporting Form (PU101), and others through the association's WMMR Web site. NOTE: The WMMR Web site does not apply to those multiple districts that are presently using their own database.
- Show clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the Internet.
- Develop the District's record-keeping system on the computer.
- Work on other innovative projects.
- Monitor club Web sites and publications for use of official logos only.

- Remind clubs with Web sites that only members should have access to member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse web site.
- Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

16. Lions Clubs International Convention

The function is responsible for keeping the membership updated on the International Convention.

Chairperson duties include:

- Educate and motivate club members to participate at all levels of Lionism.
- Communicate with clubs using all available sources such as District Governor's newsletter, visitation to clubs, Zone and District meetings, special mailings, the Lion magazine, and LCI Web site.
- Inform clubs of the arrangements, programs and costs of each Lions convention.
- Manage and coordinate delegation events at the International Convention.
- Inform international convention attendees of plans made by the District/Multiple District for special functions to be held during the convention.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

17. District International Relations/UN Days

The chairperson of this function is responsible for keeping the membership updated and supported on International Relations.

Chairperson duties include:

- Inform clubs that the third object of Lions Clubs International is: “To create and foster a spirit of understanding of the peoples of the world.”
- Encourage clubs to TWIN with Lions Clubs in other countries.
- Advise Lions to make visitations to clubs in foreign countries while on vacation or business travel.
- Promote “Lions Day at the United Nations”.
- Collaborate with the District Peace Poster Chairperson to promote UN Day.
- Make clubs aware that there are recognition and incentive programs for International Relations:
 - International Understanding and Cooperation Award (Outstanding Club Patch)
 - Club Twinning Award.
 - Award for Lions Top Ten Youth Exchange Chairpersons
 - Lions/UNICEF School-in-a-Box Banner Patch Award
 - LCIF Recognition.
- Work with the District Youth Exchange Chairperson concerning the Lions Clubs.
- International Youth Exchange and Youth Camp Programs.
- Provide information when requested on resources available to achieve international cooperation and understanding.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

18. District Lions Assisted Medical Projects (LAMP)

In July of 2000, MD-24 Lions joined Remote Area Medical (RAM), the Virginia Dental Association., The Health Wagon and others to put on the largest two day health fair in Virginia at Wise. The 2002-2003 Council of Governors made this a statewide program and the mission at Wise has been supported each year since.

Other missions have taken place on the Eastern Shore, at Grundy and other locations in Virginia. Lion duties include: registration, patient escort, sight and hearing screening, food services, eyeglass distribution, funding for eyeglasses and hearing aids, distribution of school supplies and used clothing.

Chairperson duties include:

- Serve as contact point for District Lions and other organizations regarding missions in the District.
- Communicate with State Chair and other District Chairs to stay aware of upcoming missions and capabilities within the State.
- Assist in planning State events.
- Reserve sight and hearing screening van if needed or arrange for screening equipment as needed.
- Recruit volunteers to serve on missions within the district and statewide.
- Encourage donations at State and District levels to support these missions.
- In the event of a mission in the District, work with Cabinet Treasurer to establish a line item in the District budget for donations and expenditures.
- Speak at club meetings to inform their membership, report results and encourage participation.
- Provide reports as requested by the District Governor for cabinet meetings and/or conferences and year end.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson

19. District Leader Dogs for the Blind

Leader Dogs for the Blind (LDFTB) was founded in 1939 by three members of a Detroit area Lions Clubs who were unable to obtain a dog guide for a friend from any other source. The trio led the purchase of an old farmhouse in Rochester Hills, Michigan to house the training facilities. Since then, the school has raised, trained and graduated more than 14,000 Leader Dogs.

LDFTB operates entirely on donated funds. No government or United Way funding is received. The continued success of the Leader Dog program depends on the generosity of

contributors and community funding sources around the world. Donations are raised through a variety of means. Several signature events, an annual giving program, planned gifts and Lions Club support are the primary means of raising money for Leader Dogs for the Blind.

Chairperson duties include:

- Make presentations to Lions Clubs and hopefully a District Conference or State Convention in District 2-A, talking about the benefits a Leader Dog can bring.
- Explain the rationale used to obtain or not obtain a Leader Dog, as well as what a Leader Dog does and does not do.
- Conduct fund raising efforts to support the Leader dog school as appropriate.
- As for succession, convey that obtaining a Leader Dog is not something that should be done lightly, and that maintaining a dog's skill set needs to be done during the entire time a dog is working. If somebody can understand that, they would be a good candidate to succeed the District Chair.

20. District Leadership Development *

The District Leadership Development Chairperson assumes an active role in the enhancement of the leadership skills of current, new and emerging Lions leaders in the District. The District Leadership Development Chairperson position is a three-year term.

The District Leadership Development Chairperson receives material and orientation from the Multiple District Leadership Development Chairperson and works closely with him/her. It is important for Governors to know that, in multiple districts; the Multiple District Leadership Development Chairperson is appointed by the Council of Governors for a three-year term and endorsed by a resolution. In single districts, the Leadership Development Chairperson is appointed by the District Governor also for a three-year term and endorsed by a resolution. The Council of Governors or the District Governor is notified when it is time to make these appointments.

Chairperson duties include:

- Establish leadership goals and related action plans for the District.
- Identify potential leaders and motivate Lions to develop and improve leadership skills.
- Organize, promote and conduct leadership development seminars for Lions of the District including club officers training and Vice District Governors/District Governors-Elect training.

- Promote the development of leadership within clubs.
- Assist the District Governor team in establishing effective and centralized leadership operations within the District.
- Educate Lions about the various LCI leadership development opportunities.
- Encourage participation in LCI leadership development programs including Lions Leadership Institutes, Faculty Development Institutes and online Lions Learning Center courses.
- Work collaboratively with other members of the district leadership team to promote effective leadership development and membership growth.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

21. District Coordinator LCIF **

The LCIF District Coordinator (LCIF DC) is appointed by the LCIF Multiple District Coordinator (MDC), in consultation with the District Governor, and will serve for a four-year term, although the duration of this term may vary in some parts of the Lions' world. LCIF DCs report directly to LCIF MDCs and are encouraged to work closely with local district leadership.

Because of the importance of this position to the future of the Foundation, it is subject to replacement if necessary. As this position is newly created, it is anticipated that job responsibilities will vary and/or expand as new aspects of the LCIF Development Plan are implemented. Flexibility will be the key to the successful implementation of this program.

As a respected Lion, you will serve as an ambassador for Lions Clubs International Foundation in your District. You have been chosen for this position because of your demonstrated leadership ability and commitment to the philanthropic and humanitarian-service ideals of LCIF. By serving in this position, you will help create a stronger LCIF, enabling the Foundation to advance its humanitarian work around the world.

Chairperson duties include:

- Oversee the implementation of the new LCIF Development Plan within your district.
- Educate Lions about the mission and success of LCIF and its importance to Lions Clubs International through LCIF presentations at District Conventions, District Cabinet Meetings, and Club Presentations.
- Promote LCIF whenever possible in District Newsletters, External Public Relations and press releases to local media outlets, and in working with the district PR Chairperson.

- Provide Grant Application Assistance (In Conjunction with District Governors), Educate Lions and clubs about LCIF grants and programs, Inform Lions of the LCIF grant opportunities at the local level, Assist the District Governor with grant applications to LCIF, as needed and help ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- Support all aspects of LCIF fundraising in your district, by encouraging all Lions to give to LCIF annually, encouraging all clubs to conduct one annual fundraising event to support LCIF programs, conducting appropriate club follow-up during LCIF annual appeal, assisting with execution and promotion of club and District-wide LCIF fundraising events whenever possible, promoting individual and club recognition programs as an incentive to donate to LCIF, and encouraging current Melvin Jones Fellows to consider becoming Progressive Melvin Jones Fellows.
- Identify Potential Donors by using reports provided by LCIF to help identify the highest-potential clubs that may continue to support LCIF and Lions with the capacity and interest to donate to LCIF through the Melvin Jones Fellowship program.
- Help identify local businesses with the potential to support LCIF.
- Assist Lions in Submitting Funds and LCIF Recognition Application.
- Communicate regularly with your LCIF MDC.
- Work Closely with District Governors and Other Local Lion Leaders to provide assistance regarding LCIF education, promotion and activities within the district and clubs.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

22. District Lions International Liaison

The Lions International Liaison Committee consists of one member from each of our six MD24 sub-districts. The primary responsibility and goal of the committee is to advise and assist the Council of Governors and individual Lions regarding matters related to the candidacy and election of Virginia Lions to the offices at the International level, i.e. International Director or International Second Vice President.

Chairperson duties include:

- To work at the direction of, and advise the Council of Governors on International Liaison matters.

- To work with and assist in the promotion and election of Virginia’s candidates for International office after they have received the endorsement of Multiple District 24.
- To advise the Council of Governors regarding the timing and nature of correspondence to be sent to past and current International officers regarding Virginia’s (MD24) position relating to elections and votes to be taken at the International Convention.
- To advise the Council of Governors and Virginia delegates at the International Convention on caucuses to be held and suggested positions regarding elections and votes that could benefit current and future Virginia candidates for International office.
- To emphasize the importance of voting at the International Convention and assist in promoting the largest possible Virginia delegate vote.
- In addition to “political” matters, provide assistance to all Virginia Lions and Lions clubs by identifying appropriate contacts within Lions Clubs International Headquarters on matters that relate to administrative and activities (project) information.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

23. District Long Range Planning

The Long Range Planning Committee is comprised of the IPDG and the PDG immediately preceding the IPDG

Objective

To determine, by thorough and systematic studies, long range issues affecting the District operations and to make recommendations to the Current DG and District Cabinet so that actions to meet the challenges can be taken.

Requisite

Study, review and gain a working knowledge of critical, high-priority District operations – past, current and prospective – at all levels. While some are already well established, others need more finite definition in the responsibilities of the District Chairmen vs. the Organizations’ or Foundations’ leadership. Examples are below:

- Club Excellence Process (CEP)
- LAMP/RAM Support
- Guidance and Support for the following Committees and Foundations :

- MERL
- Bland
- Hearing
- Hearing Aid Bank

Chairperson duties include:

- Study long range issues identified with membership. Based on studies and experiences, determine, within committee, new substantive long range problems, needs and desires of clubs, district, & MD.
- Prepare Long Range Planning Report for cabinet meetings as requested.
- Prepare general recommendations for study by specific standing district committees and implementation of specific action items. It is the responsibility of the Long Range Planning Committee to begin the identification of current Lions commitments. The process and criteria for such selection shall include the following:
 - Proposed projects must represent a challenge to the MD/District, Governors, the cabinet and clubs in meeting a significant need of communities.
 - Proposed projects are to be owned, controlled and administered by the MD or District.
 - Proposed projects are to be structured so that any collaborative efforts with non-Lion organizations, institutions, consultants, etc., will not prove detrimental to but will rather enhance the efforts and image of the association.
 - Proposed projects are to be an outgrowth of research and conference with experts inside and outside of Lionism.
 - Proposed projects are to provide for development of the desired relationship between individual club activities and the larger collective service mission of Lions, internationally.
 - Proposed projects are to achieve measurable results within a given period of time.
 - Proposed projects are to have a potential public relations benefit for the association which is clearly identifiable and understood.
 - Proposed projects may include a funding role for LCIF, when appropriate.
 - Proposed projects which become a MD/District's major service commitment adopted by the cabinet/COG shall be binding on councils, districts, clubs and generally be for a term of five years or more.

Meetings

Meetings of the Long Range Planning Committee may be held at such place and at such time as shall be approved by the MD/District chairperson.

Reports

Committee gives preliminary report of areas of study at the October/November cabinet/council meeting and final substantive report at March/April cabinet/council meeting.

24. District Lions of Virginia Foundation (LOVF)

This is a three-year position. The District Governor nominates a person for this position, and the selection of the nominee is voted on IAW Article VII Section 3 of the LOVF Bylaws.

The District 24-A Representative is a voting member of the LOVF Board of Directors, and has these responsibilities:

- Attend all meetings and vote on the various LOVF activities.
- Educate the District 24-A clubs concerning LOVF by visiting the clubs and sending e-mail messages concerning LOVF activities.
- Distribute the LOVF raffle tickets to the clubs.
- Encourage the clubs to make donations to LOVF.
- Advertise the LOVF Humanitarian Award (available for a \$750.00 donation).
- Collect all money from raffle ticket sales, LOVF Humanitarian Awards, and donations.
- Forward all money received to the LOVF Treasurer.
- Attend LOVF meetings and give status report on your efforts within District 24-A.
- Attend the State Convention in order to collect raffle ticket stubs and ensure that all ticket stubs are paid for.

NOTE: Raffle ticket distribution is the largest part of the job. The key is to attend the Visitation Kickoff, Fall Conference, and Winter Conference, so that the clubs can pick up their tickets. This has been going on for many years, and the clubs expect this. Some clubs take large numbers of tickets each year, others can be depended on for smaller amounts, and some clubs need a little “encouragement.” There is historical information that will make this part of the job easier.

25. District Membership *

Membership growth and development is vital to all clubs. The success of any club is dependent on continually obtaining and retaining quality members to carry on the principles of the Lions club. The District Membership Chairperson position is a three-year term.

Chairperson duties include:

- Become familiar with the District Membership Chairperson Guide.
- Know the clubs in the District, their strength, weak points and potential.
- Serve as a member of the District Team.
- Develop a membership plan for the clubs in the District.
- Work with the Vice District Governors and Zone Chairpersons to carry out the program.
- Encourage clubs to select qualified men and women as new members.
- Provide a membership stabilization program by developing present members into participating members.
- Hold several meetings of the club membership chairpersons.
- Ask cabinet officers to assist with weak clubs.
- Promote the International membership programs.
- Assist the District Governor in the implementation of the District membership.
- Growth and development programs.
- Develop objectives and create a timeline for short term, mid term and long term goals.
- Submit a quarterly membership article to be included in the Lion Reporter.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

26. District Membership, Extension, Retention, Leadership (MERL)

The four key functional responsibilities of the MERL team are:

- Membership
- Extension
- Retention
- Leadership Development

Teams may include other functions/chairpersons based on the district's needs or based on local custom. Examples of additional team members include:

- Campus Club Chairperson
- Guiding Lions
- Orientation Chairperson
- Public Relations Chairperson
- Family, Women's, Development & Participation Chairperson

Each of the four chairpersons or team functions (membership, extension, retention and leadership development) may have a sub-committee dedicated to fulfill its designated responsibilities. Members of the sub-committee may vary from year to year depending on the specific objectives and accountabilities.

The Chair may be one of the MERL team members or another qualified Lion leader who is appointed by the council of governors for the multiple district MERL team or by the District Governor for the district MERL team. In the case of District 24-A this is the incoming 1st VDG.

Chairperson duties include:

- Provides support and promotes communication and collaboration among team members.
- Guides in the development of near and long term measurable objectives that result in a net gain in membership.
- Develops a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

27. District Member Orientation

The importance of a proper, thorough, new member orientation cannot be emphasized enough. The information provided during orientation provides a foundation for members. It helps them understand how the club functions, what their role will be and also gives them

the big picture of the association. A properly instructed member is one who is most likely to remain in Lions through the years.

Chairperson duties include:

- Serve as a member of the District MERL Team.
- Become familiar with the LCI Orientation Guide. (ME 13)
- Become familiar with the LCI New Member Kit. (M 10)
- Encourage all clubs in the District to conduct an orientation before a new member is formally inducted into the club.
- Develop a brief presentation to give to clubs in the District.
- Proactively contact clubs and offer to give presentation.
- Send welcome letters to all new members.
- Send “Congratulation” emails to all club presidents.
- Send New Member Orientation Brochure to Club Presidents and New Members.
- Develop New Member Orientation Kit to give to the clubs Membership Chair.
- Work closely with the World Wide Induction Chair.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

28. District Northern Virginia Lions Youth Camp (NVLYC)

Primary responsibility is to present programs at the district clubs and request donations to support the NVLYC.

Chairperson duties include (by month):

- July: send a letter to the Lion Reporter editor to be placed in the August & September issue informing the clubs about the Open House scheduled for September.
- July: compile a donation spreadsheet with each club name, dollar donation & date donation received.

- July: draft a “thank you” letter that will be sent out to each club president after receiving a donation.
- July: start a spreadsheet that lists all the invitations to present at clubs.
- August: send out a letter to each club in the District and offer to give a program.
- September: work with the camp president to assist with the picnic.
- January: send out another letter to the clubs who have not requested a program.
- February: send a letter to the Lion Reporter editor to be placed in the March & April issue informing the clubs about the Earth Day cleanup & picnic.
- July: check to be sure that you have enough patches and current year chevrons to put into club packets of those who have made a donation. Order patches, if required.
- August: (after your year is over) work with the treasurer and get an end of the year report so you can compare your spreadsheet of donors against theirs. Note: some clubs send the donation directly to the treasurer.
- August: Visitation Kickoff
- Write three letters & stuff envelopes
 - Thank you letter to go with the patches/chevrons.
 - Letter to clubs that didn't donate asking them to remember the Youth Camp in their upcoming budget.
 - Letter to all clubs requesting a program next year. This will need to have the incoming Youth Camp Chairs information in the text.
- Work with the outgoing Governor to allow a packet for each club to be mingled with their packets. NOTE: Take the youth camp pins to each presentation to sell at the clubs, print out brochures as handouts at the clubs and setup a table to sell pins at the Fall & Winter conferences.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

29. District Old Dominion Eye Foundation Representative

Old Dominion Eye Foundation (ODEF) provides quality human eye tissue for sight restoration and conservation through the promotion of eye donor awareness and the care of donors, recipients and their families. Serving the Commonwealth of Virginia with offices

in Abingdon, Annandale, Richmond and Roanoke, ODEF is accredited through the Eye Bank Association of America.

The Eye Bank Chair is the liaison between the District and the Old Dominion Eye Foundation. This individual serves one year on the board with full voting rights. The individual reports to the District Governor and draws on the eye bank staff for information. This individual must be appointed by the sitting District Governor of District 24-A

The Old Dominion Eye Foundation is responsible for training the individual on all aspects of the donation program. Usually the executive director of ODEF will meet one on one with the chairman. The eye bank is available to assist in any way and will furnish all printed materials to the chair.

Chairperson duties include:

- Presents programs to Lions Clubs when requested.
- Attends fall conference and assists if eye bank program is presented.
- Presents reports to the board of directors regarding programs and financial contributions from the district.
- Reports to the District Governor on the activities of the eye bank.
- Distributes educational material about the eye donor program.
- Develops a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

30. District Peace Poster

The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the District for this annual contest that challenges young people to think about peace and express what it means to them.

Chairperson duties include:

- Become familiar with the rules for participation in the Peace Poster Contest.
- Prepare a presentation about the contest for clubs in the District to encourage them to participate.
- Serve as a resource person for clubs that have questions about the contest.
- Promote participation in the contest at District Conferences.
- Work with the District Governor to conduct the District judging.

- Follow up with the council chairperson to make sure the District's entry was received in time.
- Work with participating club chairpersons to properly publicize their winning entry on the local level.
- Serve as a liaison between the District and headquarters for different aspects of the contest.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

31. District Protocol

Within Lionism, protocol is the act of doing things proper and treating your guests in a courteous manner. Advanced planning is critical if we are to create a dignified image in the eyes of all attending a particular function. If we achieve this atmosphere, we will surely create the desire on the part of our guests to return to our future events.

Protocol within Lionism is designed to eliminate confusion regarding the proper recognition of dignitaries from within the organization, as well as those from outside the organization. Whether for purposes of introduction or head table seating, it provides a simple and definitive answer to the question of "Who comes first?" Obviously, local traditions or customs should always be taken into consideration when determining the order of precedence for introductions of non-Lion dignitaries. However, as a general rule for introductions of Lions officials, we begin with the lowest ranking persons to the highest ranking.

Chairperson duties include:

- Serve as the primary advisor to the District Governor on all matters of Lions protocol.
- Provide head table seating arrangements for all District functions, including the Fall and Winter Conferences. When there is insufficient space (do not overcrowd) to accommodate all, reserved tables may be deemed appropriate.
- Ensure that the U.S. flag is placed to the right of the speaker.
- Ensure that any Lions banners that are to be displayed are behind the head table and that they DO NOT in any way obscure the U.S. flag.
- Where possible, and when appropriate, secure place cards for use at the head table and any reserved tables that may be necessary to accommodate the distinguished guests.

- When requested, provide the names and Lionistic titles of all who may be expected to be introduced or recognized during an event.
- If names of individuals to be recognized are difficult to pronounce, make sure that the person who is expected to make the introduction is fully aware of the proper pronunciation.
- Provide protocol assistance to clubs within the District, when requested.
- When the District Governor makes his/her official visit to a club within the District, He/she IS the program. It is considered a serious breach of protocol to schedule any other program.
- The club should appoint a specific member, usually a PDG or a Past President of the club, to serve as the host during the DGs visit.
- It shall be the responsibility of the host to introduce the DG to as many club members as possible and to otherwise keep the DG “occupied” during the period preceding the actual meeting.
- The DG is always seated at the head table with the club president and other club and/or district officials.
- The DG is not introduced until he/she is expected to speak.
- The introduction of the DG shall be made by the club president or, if considered appropriate, by the ranking Lions official in attendance. The introduction should be brief in order to avoid “stealing” the time allotted for the program.
- Although the DG is always considered a guest of a club and is not expected to pay for meals, it is recognized that local custom may dictate that other District officials shall be expected to pay. To avoid any embarrassment, it shall be the policy for all other District officials to offer to pay.
- The DG is expected to meet briefly with the club’s board of directors, immediately following the regular meeting. At this time, it is appropriate to question the DG on any and all matters under his purview, multiple district matters or constitutional areas, irrespective of local custom. The principal speaker should acknowledge all dignitaries present.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

32. District Public Relations and Lions Information

This chairperson is responsible for providing guidance and support to club Public Relations Chairpersons, publicizing District activities to the community and informing Lions of District activities. It is suggested that a Past District Governor serve in this position. This function is split between a Director and Associate Director.

Duties of the Director include:

- As the District's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons. This will be accomplished by giving presentations to clubs or at the Governor's discretion a group presentation at specified venues.
- Handle the public relations for the District, including news releases to all media.
- Motivate clubs to promote continuous public relations programs in each community, including local newspapers, newsletters and local radio stations.
- Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication.
- Encourage representation at District Conferences and International Conventions.
- Assist Club Public Relations Chairpersons with presenting relevant information about association programs.
- Provide advance notice to clubs of the District Governor's visit with biographical information and photographs. This has traditionally been handled by Region/Zone Chairs, but information can be disseminated as requested.
- Arrange publicity for visits of International Officers, Directors and other dignitaries within the District.
- Store and account for District-owned property such as publications, audio/visual materials, etc.
- Inform Club Public Relations Chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities.
- Check for available Grants to help with District Public Relations efforts.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Director.

Duties of the Associate Director include:

- Assist with creating a District wide public relations outline for clubs to emulate.
- Create sample media kits to be available on the web.

- Help to insure brand continuity by creating and sending out information on branding and checking to see if all district clubs are in compliance by the end of the first quarter of each new Lions year.
- Create a District wide media database that can be put onto the District website. This will take time and should not be expected to be an immediate usable function.
- Create a standard SWOT (Strengths, Weaknesses, Opportunities, and Threats) Club evaluation form for distribution.
- Work with other chairs to put together one-page information sheets to be available on the website. (Addressing items such as protocol and District wide responses to things such as Haiti relief or local emergency responses).
- Be available to assist in answering questions on how to implement a public relations plan.
- Conduct seminars yearly on PR and the importance of Branding.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Associate Director.

33. District Retention *

The International Board of Directors initially approved this position in June 2001, with the specific mission of minimizing the member drops within the district. The district retention chairperson's position is a three-year term.

Chairperson duties include:

- Become familiar with various materials and publications on retention.
- Serve as a member of the District Team.
- Motivate club membership committees to set goals and develop programs that assist in retaining members.
- Conduct educational seminars about retention for members of the Districts.
- Develop articles on retention for District or club publications.
- Submit a quarterly report to the Membership Operations Department at International Headquarters on the status of retention in the District.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

34. District Safety

The District Safety Cabinet Chair is a conduit for clubs that desire information or presentations from public and private safety sectors.

Chairperson duties include:

- Contact clubs in the District to arrange presentations on Safety related issues.
- Present topics such as crime prevention, fire safety, crime trends, local gang activity, and prevention methods, personal security and first aid.
- If clubs desire community service projects, they could be partnered with local law enforcement or fire departments.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

35. District Sight and Hearing Van

The District Sight & Hearing Mobile Screening Unit Chairperson encourages all clubs in the District to utilize the two vans throughout the Lion's Year in fulfilling Lions Clubs International's core mission of sight and hearing conservation.

Chairperson duties include:

- Take direction and guidance from the Van Board and District Governor.
- Act as liaison between van drivers/technicians and van board.
- Coordinate with van scheduler, lead van technician, and van board treasurer.
- Keep record of clubs, schools and individuals that contribute funds to the van board, in concert with the van board treasurer.
- Visit clubs to explain the use of the sight and hearing screening vans, encourage their year around use, and emphasize this activity as a great club membership recruiting tool.
- Act as point of contact in aligning appropriate clubs and schools, etc. with van scheduler, when a new request is received.
- Support effort in recruiting new van drivers/technicians.

- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

36. District Sight First/Sight Conservation/White Cane

The goal of this Chairperson is to provide programs and assistance to aid people who are blind and visually impaired and support the District Wide White Cane activities as appropriate.

Chairperson duties include:

- To become familiar with the information for Chairpersons on the association's Web site and understand how LCI envisions sight partnerships with professional organizations.
- To collaborate with local health care and blindness rehabilitation professionals in implementing training and educational programs appropriate for presentations at club meetings.
- To encourage work with the blind and visually impaired in the areas of:
 - Mobility training
 - Rehabilitation programs
 - Education
 - Social and recreational services
 - Lions recreational camps for the blind and visually impaired
- To conduct public awareness campaigns at community events, local businesses and schools.
- To stimulate club activities in preservation of eyesight including:
 - Vision, glaucoma, cataract and diabetic eye disease screenings.
 - Help to organize a community screening event and provide assistance to local health care professionals and/or organizations, as needed, on the screening day.
 - Collection and distribution of used eyeglasses for the Lions Eyeglass Recycling Program.
 - Support Lions Eye Banks by creating public awareness of the eye donor program.
 - Promote public awareness campaigns for eye health and safety.
- To encourage clubs to partner with professional organizations and agencies in developing programs to aid blind and visually impaired persons.
- To encourage club and district participation in annual Lions sight events, such as Lions World Sight Day, International White Cane Day, Lions Eye Bank Week, Sight Night, Helen Keller Day and World Diabetes Day.
- To promote club awareness of the opportunity to earn the annual "Club Excellence in Effort" award

- Promote awareness and support of the LCIF Sight First program.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

37. District Special Needs Equipment

Chairperson duties include:

- Respond to requests from people with visual and hearing impairments, who request assistance from the Lions.
- Coordinate requests for assistance with local Lions Clubs.
- Advise our customers with disabilities about some of the limitations of the Lions Special Needs Equipment Program.
- Attend Lions Club meetings to present programs about the accomplishments of the Lions Special Needs Equipment Program.
- Request funding for the Special Needs Equipment Program from local Lions Clubs.
- Submit reports about what the Special Needs Equipment Program has accomplished in District 24-A. Increase communication between the Special Needs Equipment Chairmen/women throughout the State of Virginia.
- When the Lions cannot fill request for assistive technology, refer the customer with a disability to an organization that can assist him/her in learning how to work with Virginia Department for the Blind and Visually Impaired or with the Virginia Department for the Deaf and Hard of Hearing. Sometimes this requires that the consumer with a disability will have to work with the consumer organizations for people with disabilities. In many cases, these consumer organizations of people with disabilities have members, who can help the people who need assistance learn to advocate more effectively for the equipment that they want someone to buy for them.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

38. District Stamps for the Wounded

The Lions of District 24-A collect canceled postage stamps for a very important cause, "Stamps for the Wounded." Stamps for the Wounded (SFTW) is a service of the Lions

International Stamp Club. SFTW is a 100% volunteer organization. It was founded in 1942 in response to an appeal from the Armed Services Hospitals.

While SFTW is not affiliated with the government, both the American Red Cross and the Department of Veterans' Affairs recognizes SFTW as an agency accredited to serve the philatelic needs of hospitalized servicemen and women.

Chairperson duties include:

- Collecting all philatelic material, this includes stamps both US and foreign, in any quantity. The one exception in the 39 cent US flag stamp – too many have already been collected.
- Envelopes are also of interest. This includes those with special postmarks, first-day covers, first airmail flights, and so on.
- Please remember SFTW does not want badly torn or defective stamps.
- Stamps for SFTW are easy to find. They are in your own mail, your friend's mail, your business mail, old stamps are in attics, trunks, and closets, and anywhere you may have a discarded or forgotten letter.

In clipping and saving your stamps please remember the following:

1. Be SURE to leave at least a quarter-inch margin of paper around the stamps you tear off the envelopes or packages. Please DON'T try to peel or steam stamps off!
2. If more than one stamp is on the envelope, leave the trim line around all the stamps.
3. If possible, separate the stamps into 3 groups: Cancelled US, Un-cancelled US, and Foreign stamps.

Once you have gathered your stamps please call the District Chair and they make arrangements to mail them in.



A sample canceled stamp

Please Note: DAMAGED STAMPS and COVERS ARE OF NO USE.

Materials NOT needed:

- Greeting Cards
- Postmarks
- Meters
- Publications

39. District State Convention

The term of this Office is set by the State Constitution for a three year period. At the First Council Meeting the General Chairperson (from the District where the State Convention will be held) will be appointed. The District State Convention Chair insures that all Clubs receive the "Information Packets" from the State Chairperson and assists the Clubs with their participation in the State Convention.

40. District Trading Pins

The District Pin Chair position is established for the purpose of providing for the control and distribution of District and Multiple District trading pins, and for providing assistance to individual Lions Clubs on such matters, when requested.

The District Pin Chair shall:

- Provide assistance to the District Governor in the design of District pins.
- Receive the District pins directly from the pin manufacturer and provide immediate accountability of same to the District Treasurer, who shall be expected to make immediate payment to the manufacturer.
- Receive the Multiple District pins directly from the Multiple District (MD) Secretary-Treasurer, and maintain control and accountability of same to the MD Secretary-Treasurer by means of a reporting system established by the MD Council of Governors.
- Provide to the District newsletter chair and other means available, publicity about the availability of both the District and MD pins.
- Arrange to have a sales table at the District conferences and other meetings where the pins may be sold to attendees. The District shall provide table space at no cost to the District Pin Chair.
- Upon request, provide programs on pin trading.

- Provide assistance on matters pertaining to pin design, pricing, and available authorized pin makers. When the matter concerns a personal pin or a Club pin, the final decision on the use of a particular manufacturer is the prerogative of the individual Lion or Lions Club.
- Be the focal point on matters that may arise on the use of trading pins, particularly with regard to the use of unauthorized pin makers. In this connection, Lions Clubs International has established a network of manufacturers that are authorized to make trading pins that contain the official Lions emblem. Improper use of the Lions emblem is an infringement of a registered item.
- In keeping with the requirements of the MD Council of Governors, be an active member of the Pin Traders Club of Virginia.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

41. District USA/Canada Lions Leadership Forum

The role of this function is to keep the membership updated on the USA/Canada Lions Leadership Forum:

Chairperson Duties include:

- Encourage attendance to the annual Lions Leadership Forums.
- Communicate with clubs, using available resources, to inform them of the date, location, and costs of the Leadership Forum.
- Coordinate with other District Chairpersons and the Council of Governor's plans for special District gatherings/events to be held during the Leadership Forum. Relay those plans to club members who are planning to attend.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

42. District Virginia Lions Eye Institute - President

The President of VLEI is elected by the VLEI Board of Directors to serve for two years at the semi-annual election. The President presides at all meetings of the Board of Directors. The President is responsible for setting the goals and objectives of the Foundation and the execution of all programs developed to support the Lions Eye Clinic located at 3299

Woodburn Road, Suite 105, Annandale, VA 22003 and those programs developed to support the blind student population of Lions District 24-A.

President's duties include:

- Maintain an accurate listing of board members, including their name, address, phone, fax and email.
- Create an agenda for each board meeting, and send to all board members.
- Send a meeting reminder to board members at least two weeks prior to meetings.
- See that board room reservations are made.
- See that arrangements for a catered lunch are made.
- Assign duties to record the minutes of each board meeting.
- Assign duties to develop the minutes of past Board meetings.
- Record all contributions to VLEI from individuals, District 24-A Clubs, and the Combined Federal Campaign.
- Send a written acknowledgement to all individual and club contributors.
- Forward all contributions to the VLEI Treasurer for deposit into the VLEI account.
- Review all VLEI investment fund management statements and coordinate with the VLEI Treasurer on required changes to the portfolio.
- Apply for the annual Combined Federal Campaign of the National Capital Area.
- Create and mail at least two letters to District Club Presidents (each Lions year), updating the clubs on recent VLEI developments/accomplishments and enclose a VLEI Scholastic Grant application.
- Make appropriate organizations that deal with sight-challenged individuals aware of the existence of the VLEI-sponsored Scholastic Grants, and forward an application to each organization.
- Provide copies of Scholastic Grant requests to the VLEI Board for voting.
- Make appropriate arrangements for the presentation of the Scholastic Grants to the recipients.

- Ensure records of all awarded grants are maintained.
- Provide information briefings, as appropriate, at the Fall and Winter District conferences or task the District Representative.
- Meet with the appropriate INOVA Health System staff to resolve any issues of coordination or conflict that may arise.

43. District Virginia Lions Eye Institute - Representative

The District VLEI Representative serves as a member of the VLEI Board of Directors and represents the Lions Clubs of the District on all matters brought before the Board. The Representative is a member of the District Governors Cabinet.

Representative's duties include:

- Attend all VLEI Board of Director meetings.
- Respond to all takings of the VLEI Board.
- Attend all District Governor Cabinet meetings and functions.
- Inform all clubs of the District of your availability to speak to the clubs.
- Respond to all club requests for guest speakers on the subject of VLEI.
- Design and implement all VLEI publicity to inform the clubs of the District on the programs of VLEI and how they can support the clubs sight conservation objectives and assistance to the blind student population.
- Assist the President of VLEI as requested in the accomplishment of the VLEI mission.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

44. District Visitation

Chairperson Duties include:

- Oversee the complete Visitation Program for the District Governor.
- Develop a roster of all Club Visitation Chairpersons, with address, telephone numbers and e-mail addresses.
- Plan with the District Governor the Visitation Kickoff Awards Dinner in August of the next Lion Year. The District Governor will select the location, date and time of the event, which is usually held on a Sunday afternoon.
- Review the rules for the upcoming year on the Visitation Program and up-date, as necessary.
- Develop flyers on the rules of the Visitation Program and hand out at the Visitation Kickoff Dinner.
- Receive annual reports from the participating Clubs and review them to see if they would qualify for the 100% Club Award and the 100% Membership Award.
- Order the award patches from supplier by early August.
- Before the Visitation Kickoff event, prepare envelopes with patches for the winning Clubs to be handed out with the envelope of awards that the Governor presents.
- Be prepared to give a report at one of the District Meetings if the Governor requests such a meeting.
- Visit Clubs to explain and encourage participation in the Visitation Program.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

45. District World Induction Day

World Wide Induction Day is a worldwide event that welcomes new members and gives Lions the opportunity to stimulate membership growth and increase public awareness.

Chairperson duties include:

- Inviting all new members and their sponsor from April of the previous Lions year thru March of the current Lions year to the event.

- Preparing a program that includes refreshments and has a guest speaker while supporting the District Governor in preparing and handing out certificates to all new members and their sponsors.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

46. District Campus Club *

District Campus Club Chairpersons team up with the Multiple District Campus Club Chairperson and the District and Multiple District Extension Chairpersons to build and strengthen campus club membership.

Chairperson duties include:

- Oversee campus club development throughout a three-year term.
- Take direction and guidance from the Multiple District Campus Club Chairperson, District governor and LCI.
- Establish goals for campus club development and action plans to attain such goals with help and approval from the Multiple District Campus Chairperson. These goals should include a timeline for chartering new campus clubs and plan for ongoing membership recruitment for existing campus clubs. A copy of these goals should be sent to the district extension chairperson, district governor and vice district governor.
- Conduct research to identify areas of possible campus club extension activities.
- Offer educational seminars and provide instruction about campus club development for members of the District and for area college educators and administrators.
- Communicate monthly, or more if needed, with the Multiple District Campus Club Chairperson, District Extension Chairperson, District Governor and Vice District Governors.
- Develop articles on campus club extension for District, Multiple District and International publications.
- Report progress to the Multiple District Campus Club Chairperson, District Governor and District Extension Chairperson.
- Provide encouragement, coaching and motivation aids for all Lions actively involved in campus club extension and development activities.

- Work with the campus club guiding Lion to assure graduating members of the campus Lions are encouraged to transfer into community-based clubs.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

47. District Leo Club *

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities.

Chairperson duties include:

- Become familiar with the fundamental principles and procedures for sponsoring a Leo club. Review the Leo Club Chairperson section on the association's Web site.
- Promote and publicize the Leo Club Program within the district. Encourage Lions clubs to sponsor Leo clubs.
- Provide a Leo presentation to Lions clubs that plan to start Leo clubs and include information on "lessons learned" on starting a Leo club.
- Know what Leo program resources/materials are available from International Headquarters. Provide current information to Lions clubs that request it.
- Contact advisors of new Leo clubs to offer encouragement. Maintain communication with advisors of existing clubs.
- Conduct two leadership development seminars at the beginning of the fiscal year – one for Leo advisors, the other for Leo club officers.
- Serve as the official liaison between the Lions District Cabinet and the District Leo clubs.
- Keep the District Governor and International Office informed of the progress of the Leo Club Program in the District. Conduct a Leo Club District Conference held in conjunction with one of the Lions District Conferences. Report to the Lions District Cabinet all resolutions of the annual Leo District Conference.
- Encourage graduating Leos to consider joining a Lions club.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

48. District Youth (Lions Opportunities for Youth)

This chairperson is responsible for overseeing the Lions Opportunities for Youth

Committee that coordinates all youth-related activities in the district. Members of the committee include: Leo Club, Youth Camp and Exchange, and Peace Poster Contest Chairpersons. The committee may also include chairpersons of other youth activities sponsored at the District level. It is suggested that the Vice District Governor and, if applicable, the Leo District President, serve on the Lions Opportunities for Youth Committee.

Chairperson duties include:

- Become familiar with the various youth programs in your district: Leo clubs, youth camp and exchange, Peace Poster Contest, Scouts, Special Olympics, scholarships, etc. For additional information, visit the Lions Web site at www.lionsclubs.org. The Lions Opportunities for Youth section may be accessed by clicking on "Member Center," then "Planning Projects," and then "Youth."
- Provide a forum for youth activities chairpersons to exchange ideas and coordinate activities.
- Encourage Lions clubs in the district to support youth activities.
- Provide guidance to the club and district-level Lions Opportunities for Youth Committees.
- Promote youth awards available from Lions Clubs International, including the Leo of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo District/Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Awards.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

49. District Youth Camp and Exchange

The Youth Camp and Exchange Program is conducted by Lions who have an interest in promoting international relations and sponsoring a youth activity.

Chairperson duties include:

- Become familiar with the Chairpersons and Camp Leaders section on the association's Web site.
- Review past District Youth Camp and Exchange activities. Formulate and implement a plan to accomplish camp and exchange goals.

- Establish an exchange program with a Lions district in another country.
- Encourage clubs in the District to participate in Youth Camp and Exchange.
- Screen host families and youth applicants.
- Help organize camp accommodations and activities with camp leaders.
- Help provide cultural and program orientation to sponsored participants and host families.
- Ascertain that all youth traveling abroad have the necessary travel documents and are adequately insured.
- Consider District sponsorship of a Lions International Youth Camp.
- Keep the District Governor and the International Office informed of District Camp and Exchange activity.
- Ensure that all Youth Camp and Exchange Program activities in the District are in compliance with the policies outlined in the LCI Board Policy Manual.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

50. District Youth Outreach/Lions Quest

Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

Chairperson duties include:

- Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest Web site www.lions-quest.org, and the Lions Quest program informational CD and DVD.
- Speak at Lions Club meetings, District Cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to Lions Clubs that request it.
- Network with educational institutions and other organizations involved in education in the District.

- Learn about the scope of Lions Quest activity currently occurring in the District/Multiple District including the clubs that have sponsored the program in recent years and schools that utilize the program.
- Encourage clubs in the District to promote the program to school officials in their communities.
- Encourage clubs in the District to sponsor Lions Quest training or material purchases for local schools.
- Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program.
- Generate publicity about Lions Quest activity in the District.
- Keep the District Governor and the LCIF Lions Quest Department informed of the progress of Lions Quest activity in the District.
- Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate.
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

51. District Advisory/Honorary

The Advisory Committee Member assumes an active role in guiding and giving advice to the District Governor.

The Advisory Committee Member is a position that is appointed by the District Governor for a one-year term.

The Advisory Committee Member is available to the District Governor to advise him/her on items that he/she may have questions/concerns about such items as listed below.

Chairperson duties include:

- Cabinet appointments
- Fall and Winter Conferences
- Multiple District Conferences and International Conventions
- Budget
- Finances
- Conflict Management
- Sub-District, Multiple District and International

- Support the District Governor in his or her goals
- Any other items that may come before the District Governor

52. District Chaplain

The District Chaplain role is to perform the Invocations and Benedictions at all District functions – i.e., conferences, cabinet socials and State conventions, and official meetings.

Chaplain duties include:

- Upon request, organize and conduct memorial services for deceased Lions in District 24-A.
- Participate in necrology services at the State convention with Chaplains from Multiple District 24. This service memorializes all Lions that have passed on within the last year.
- Each Chaplain can create their own method for arranging and conducting a memorial service for a deceased Lion. Below is a recommended procedure to follow.

MEMORIAL SERVICE GUIDELINES FOR A DECEASED LION

Membership in the world's largest service organization is a badge of honor. The virtues of that service to mankind are indeed praiseworthy and deserve the widest possible recognition. Such recognition serves to enhance and further the service of Lionism and to give honor to those who serve as Lions. It is especially appropriate to do this when paying homage to a deceased member. Thus it is fitting and proper that the death of a member be commemorated by his or her club with an appropriate service of remembrance, praise and thanksgiving or the life and service of that member. That is the purpose of this Memorial Service.

PREPARATION

First Things:

Club members should be aware that just as soon as the death of a member is known, the club president should be contacted immediately. The president or his or her representative should then contact the family of the deceased and seek permission to have a memorial service. The nature and purpose of the service should be explained as well as the three basic service options. (See information regarding service options which follows). If the family concurs and expresses a service option preference, the president should proceed immediately to work out arrangements according to the option desired by the family.

Funeral Home Option:

If the family wishes the memorial service held in a funeral home, time and procedural details should be worked out with the funeral director. Usually, the service will be held the evening before the day of burial. If the deceased person was a member of other organizations, almost certainly other memorial services will be conducted the same evening for the departed Lion. Thus it is important that a mutually agreed time frame for each service be set in coordination with such other organizations and the funeral director.

Church Option:

Always get the permission of the clergy person or other official in charge for a memorial service in a church. On rare occasions, you may be refused permission. If this occurs, accept the refusal courteously and do not press the point.

If permission is granted and a date and hour is set, be sure to ascertain the applicable customs and procedures of the particular church and observe them during the memorial service.

Club Meeting Option:

Insofar as possible, the memorial service should be the program at the next regular club meeting following the burial (if the club option is elected by the family). All club members should be notified as well as appropriate district Lions. The family of the deceased Lion should be invited. Notify the District Governor and determine the Governor's wishes regarding his/her part, if any, in the memorial service.

PARTICIPATION

When the memorial service is held in a funeral home or a church, every effort should be made to have all the local club members attend the service and participate. The District Governor or his designated representative should always be given the courtesy of leading the service or participating in it as he chooses.

SUGGESTED PROCEDURES FOR CONDUCTION THE MEMORIAL SERVICE

In a Funeral Home or Church:

A memorial service in a public place, such as a funeral home or church, exposes Lion members to close public scrutiny. The appearance, the entry and exit procedures and attitude during the service can go far in creating a favorable or an adverse public reaction. Thus, the work of Lionism can be greatly enhanced by conducting an orderly, respectful and impressive service.

Suggested Specific Procedures:

Members with identifying vests, jackets should wear them but lack of such apparel should not keep anyone from participating in the memorial service. Participating members should gather in an outer room or area well ahead of the time set for the service and know what to do in the service before going in.

At the established time, participants should form a column and go in two abreast, with the club banner and the flag carried at the head of the procession. The District Governor or other officiating person(s) should be at the rear of the column.

At the casket or other designated place, if space permits, the column should separate to the right and the left. If necessary, multiple ranks should be formed with all members standing facing the ends of the casket or place where the officiating person will stand. A semi-circle of members with the casket in the middle of the semi-circle is an ideal arrangement.

During the service the leader(s) should stand close to the head end of the casket but not in front of it. He or she should face the casket during prayers; otherwise, he or she should face the people in the audience or congregation.

The readings, prayers and other spoken parts of the service should be clearly heard by all the people assembled for the memorial service. Pre-service preparation and practice will go a long way toward making the service impressive and memorable.

When the service is concluded, the participating members should go out in procession as they came in (the banner and flag bearers leading, etc.)

Memorial Service in the Club:

With the exception of having the president and officiating leader, if not the president, in place and seated at the center of the head table, the procedures suggested for use in a church or funeral home may be used in the club. As the procession enters the club room, the president and/or the officiating leader would rise and the members form to either side of him/her and remain standing through the service. They should face the service leader.

THE MEMORIAL SERVICE

The service form which follows is not "set in concrete". Appropriate additions or changes may be made by the local club as may be fitting for particular situations.

Suggested Additions or Changes:

One or more readings from the Old and/or New Testaments of the Bible is recommended. The following selections are "chaplain" recommended:

From the Old Testament:

Isaiah 25: 6 – 9

Isaiah 61: 1 – 3

Lamentations 3: 22 – 26, 31 – 33

Psalms 23: 27, 46, 90, 106 or 116

From the New Testament:

John 5: 24 – 27

John 6: 37 – 40

John 10: 11 – 16

John 14: 1 – 6

Revelation 7: 9 – 17

Revelation 21: 2 – 7

When appropriate, time in the service of Lionism can be added as well as any special accomplishments. Offices held at the club and district levels are always appropriate additions.

A short, appropriate poem may be read or pertinent quotations used. A short personal eulogy may be added.

Precautions:

We should always remember that ours is a special memorial service to honor a deceased Lion, the virtues of their service in Lionism. Therefore, we should not attempt to imitate a formal funeral service nor the services of other organizations. And, we ought not load out service with long-drawn-out speeches or eulogies nor quote a lot of poetry that does not directly enhance the purpose of our service.

SERVICE CONTENT:

Friends and Family of Lion (full name of deceased) , we are members of the world-wide organization known as Lions International. We have gathered here in remembrance and to pay homage to a departed Brother/Sister Lion. We are here to mourn with you the death of Lion (first name) and we are here to offer praise and thanksgiving for his/her life and service in Lionism.

Lion (first name) served faithfully (here may be added any special accomplishments, offices held, etc)

With you, the family and friends of Lion (first name) , we share the grief of parting that bears so heavily on all who knew him/her. He/she leaves a void that cannot be filled. He/she will be sorely missed. Yet, even as we feel this pain of parting, we have the comfort and consolation of happy memories of life and work with him/her. He/she shared with us the unselfish service to his/her God, his/her community and mankind which is the hallmark of Lionism.

Through this far-reaching humanitarian service, he/she helped prevent blindness, he/she helped the blind to see, he/she helped the deaf to hear, he/she helped to promote the spirit of friendship and understanding among the peoples of the world, he/she helped contend with the evils of drug abuse, he/she helped provide medical research and health services, and he/she helped other volunteer organizations to better serve our community and the larger community about us.

In these and many other ways, Lion (first name) helped to make our world a better place to live. In these and many other ways he/she has been an instrument whereby many people, especially those less fortunate than us, live better, fuller, more useful lives. Now, may we share with you (here may be read one or more passages from the Bible, a poem, quotation, etc. as may be appropriate).

In the giving of himself/herself, his/her time and his/her money in the service of Lionism, Lion (first name) was obedient to the will and inspiration of God. Accordingly, it is fitting and proper that we conclude this service by offering to God our prayers for our Brother/Sister, for his/her service, his/her family and for us. May we stand as we pray?

Suggested Concluding Prayer:

Lord God, Creator and Sustainer of the Universe, we come before You and these Thy people to praise and thank You for the life and service of our Brother/Sister Lion (full name). We thank You for inspiring him/her to join with us in the service of Lionism. We give praise and thanks to You for the opportunity given us to enjoy for a while his/her genial and strengthening fellowship. We thank You for the opportunity to work with him/her for the betterment of our community and mankind both here and in the wider world about us.

We ask Thy comforting blessings on all who mourn his/her departure from our midst, especially his/her family. Grant to all of us we pray, the courage and strength to carry on the goodly work started by our departed brother/sister. May we live and work in thankful remembrance of Thy great goodness and in joyful expectation of life eternal with You and our brother/sister.

Finally, we pray, make us ever mindful of the shortness and uncertainty of human life that we may serve You and Thy people faithfully and well while yet we have time, and at the end, grant us the blessing and peace of Thy heavenly rest. Amen.

53. District Global Membership Team Chairperson

The Global Membership Team Chairperson contributes to the success of the District by working with the District Governor and MERL (Membership, Extension, Retention, and Leadership) team to achieve membership growth. The District Global Membership Team Chairperson's position is a three-year term.

Chairperson duties include:

- Serve as a resource on LCI membership initiatives.
- Work with District Governor and MERL team to improve communication and recommend growth and promotion strategies.
- Promote and coordinate workshops, training seminars, and district activities for club membership growth and extension of clubs.
- Evaluate plus troubleshoot unique challenges within clubs.
- Assist the District Governor and MERL team in developing a three-year District Membership Plan.
- Keep record of the District's membership growth.
- Serve as an advisor on the MERL team.

54. District Parliamentarian

The District Parliamentarian should be present at all District meetings (Fall and Winter Conferences and Cabinet Meetings) to insure that Roberts Rules of Order are adhered to and followed during the course of said meeting. At the First Council Meeting the General Chairperson for the State will be appointed.

55. District Historian

The District's Historian is an individual who studies or writes about its history. They are concerned with the continuous, methodical narrative and research of past events as relating to their particular environment.

Chairperson duties include:

- Maintain current status of various records to include:
 - International Presidents
 - International Conventions
 - Lions of Virginia Conferences & Conventions
 - District Governors
 - Vice District Governors
 - Melvin Jones Fellowship
 - Life Member Lions Clubs International
 - Life Member Lions of Virginia
 - Chairperson, Council of Governors

- Vice Chairperson, Council of Governors
 - Bios of Past Governors & Past International Directors
 - Pin Traders of Virginia Current & Past Presidents
- Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.

56. District Speakers Bureau

A District Speakers Bureau Chairperson will be appointed by the District Governor. The objectives of the District Speakers Bureau are:

- Promote Lion's Club membership to external audiences
- Promote District 24A Lions programs and charities to the community at large
- Solicit program support and financial contributions from non-Lions

Chairperson duties include:

- Work with the District Governor to identify prominent Lions who have public speaking skills and are willing to make formal presentations to select external audiences.
- Work with the District Governor and Speakers Bureau members to develop and update presentation materials for use by members.
- Maintain a library of PowerPoint presentations.
- Provide training to Speakers Bureau members.
- Develop an annual mailing list of targeted audiences which might include:
 - Prominent homeowners associations (Reston, Sterling, Burke, and others).
 - High School PTA's.
 - Professional Organizations of Physicians, Ophthalmologists, Dentists and other care givers.
 - Church men and women organizations.
 - Large regional employers (Cox, Verizon, Dominion, Various beltway bandits, Hospitals).
 - Other professional organizations located regionally.
 - Others.
- Develop brochures and letters, produce quarterly or semiannual mailings to a portion of the mailing list.
- Maintain a schedule of requested presentations and match up to available speakers.

It is essential that materials developed for presentations are professional and impactful. Speakers must be practiced at the delivery of the presentation to be delivered. Messages must include the stated objectives, and request action by the audience.