

LIONS CLUBS INTERNATIONAL DISTRICT 2-S2 2019 – 2020 LEADERSHIP TEAM JOB DESCRIPTIONS



Introduction

These descriptions are designed to assist potential District officers understand the duties of the office and to provide a basis for discussion between the candidate and the DG. They do not replace the duties contained in the Constitution and Bylaws but are more of a practical approach for our officers. Obviously, the workload will vary depending on the time of year and the occurrence of special projects etc.

Cabinet Secretary

The CS also acts as the secretary to the Humanitarian Relief Fund and the District 2-S2 Project Fund.

- Keep an accurate and complete record of the proceedings of all meetings of the district governor's cabinet
- During the cabinet meetings, the secretary will take minutes and distribute certain reports, as well as answer queries from cabinet members. The governor presides at the meetings
- Forward copies of minutes promptly after each meeting to all members of the cabinet and to Lions Clubs International
- Constant communication with the 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.

Cabinet Treasurer

The CT also acts as the treasurer to the Humanitarian Relief Fund and the District 2-S2 Project Fund.

- Collect membership dues from the clubs in the district
- Deposit funds in such bank or banks as are designated by the cabinet
- Disburse those funds only upon the authorization of the cabinet
- Obtain bond for the faithful discharge of the duties in an amount set by the Cabinet
- Submit a quarterly financial report and such other special reports to the cabinet
- Submit all the books and accounts for audit whenever required by the cabinet
- Place in the hands of the successor all monies and records, financial and otherwise, that pertain to the office of cabinet secretary and treasurer, immediately following the end of the fiscal year

Zone Chairs

As zone chair, you are the administrative officer of the zone. You are accountable to the district governor. Your primary responsibilities are to:

- Support the development of the clubs in your zone
- In coordination with the District GMT Coordinator, play an active role in membership development including extension of new clubs
- In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions about leadership development opportunities at the zone, district, or multiple district level
- Monitor the overall health and status of clubs in the zone
- Assist clubs in status quo or financially suspended to return to good standing



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- Visit or call each club in the zone each quarter and provide a summary of these visits/calls to vice district governors and governor
- Be aware of the activities of all the clubs in the zone
- Promote the Club Quality initiative, Your Club Your Way, and Blueprint for a Stronger Club to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator, the District GST Coordinator and the District Governor Team to implement appropriate programs within the zone

Global Action Team

- **Membership Coordinator**
Develop membership, new club development, club success and member satisfaction goals and implement action plans incorporating the goals and objectives of the district. Communicate goals and plans to the GMT area leader on or before September 1st of each Lions year. Must possess the abilities and skills to identify, expand and present membership, new club development, club success and member satisfaction programs that meet the needs of their district.
- **Leadership Development Coordinator**
The focus of leadership development programs is on self-development and strengthening core skills such as practical Lionistic theories of servant leadership, effective leadership styles, inspiring a shared vision, team building, cross-cultural communication, motivation, and management.
- **Services Coordinator**
Increase service activity reporting through MyLCI/MyLion. Increase the percentage of hands on service projects delivered by clubs, with special focus on service areas that align with the Centennial Service Challenge and the new Service Framework. Encourage all clubs in District to complete at least one diabetes project in the Lion year.

Focus Service Activities Chairs

- **Diabetes Awareness and Action** - This Lion organizes effective service projects to help fight diabetes in their communities in the district. Diabetes Chairpersons support Lions and Leos engaged or interested in projects to reduce the prevalence of diabetes and improve the quality of life for those diagnosed.
- **Vision** - We serve to prevent avoidable blindness and improve quality of life for people who are blind and visually impaired. Conduct a [Community Needs Assessment](#) with a special focus on vision or blindness. Contact your local department of public health, or similar organization, to learn which populations are at greatest risk of vision loss and what services are needed for those who are blind or have low vision. Identify organizations, including Lions and Leos Clubs in your district/multiple district, which are already mobilized and assess where there are gaps in the services provided.



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- **Hunger** - Conduct a [Community Needs Assessment](#) with a special focus on hunger. Contact your local department of public health, or similar organization, to learn about the needs in your area and which populations are at greatest risk of hunger and malnutrition. Identify organizations, including Lions and Leos Clubs in your district/multiple district, which are already mobilized around hunger and assess where there are gaps in the services provided.
- **Environment** - Conduct a [Community Needs Assessment](#) with a special focus on environment. Contact your local environmental protection agency, or similar organization, to learn about the needs in your area. Identify organizations, including Lions and Leos Clubs in your district/multiple district, which are already mobilized and assess where there are gaps in the services provided.
- **Childhood Cancer** - Help those affected by childhood cancer survive and thrive. Meet with organizations already working on childhood cancer to discuss how you might support, expand upon, or compliment their ongoing work. Consider incorporating [Twinning](#) as a way to increase your local and global impact.

District Chairs

- **Marketing Communications** – As the Marketing Communications Chairperson, you will play a lead role within your club. Using social media, you will be able to motivate and excite new and existing members. Ways you can do this are by publicizing club activities, growing your club’s outreach and assisting the club president in communicating with club members.
- **Convention** - The Convention Chairperson works on behalf of the District Governor to execute a successful convention for the Lions members of the district.
- **Information Technology** - This chairperson maintains the District website and assists the district and club leaders with MyLion, eDistrict House and e-Clubhouse tools.
- **Leo Club** - Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs.
- **Camper Transportation**
- **Chaplain**
- **Constitution /Bylaws & Parliamentarian** -
- **Eyeglass Collection**
- **Hall of Fame**
- **Hearing Preservation, Awareness and Action** - This Lion organizes hearing service projects in the district and motivates clubs to undertake hearing service projects.
- **Leader Dogs for the Blind**
- **Lions ALERT** - This chairperson understands the ALERT program and helps clubs organize and execute ALERT programs in their communities.
- **Lions Clubs International Foundation**
- **Lion Tamer**
- **Opportunities for Youth** - This chairperson organizes service projects and activities for underserved children in the district.



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- **Peace Poster Contest** – This chairperson assists the district governor with the Peace Poster Contest in the district. This art contest for kids encourages young people worldwide to express their visions of peace. For more than 25 years, millions of children from nearly 100 countries have participated in the contest.
- **Song Leader**
- **Tail Twisters**
- **Texas Lions Foundation**
- **USA/Canada Lions Leadership Forum and Lions International Convention -**