



## **ZONE CHAIRPERSON TRAINING**

By PDG Connie Inman

### **INTRODUCTION:**

**You, as zone chairperson, are a member of the district's leadership team. You are the link between the clubs in your zone and the District Governor Team.\* You must be a motivator, counselor, and communicator with your clubs. You will keep the District Governor Team informed about each club's activities. You will share concerns about any of the clubs with the District Governor Team and be involved with helping to solve any problems relating to these club concerns. You will also encourage the clubs in your zone to support district programs and activities.**

**You are the leader of your zone and you support quality clubs in your zone. You ensure that clubs understand their purpose in the association, function within the association's constitution and policies, know they are part of the district, and strive for excellence. You will strive for leadership and membership growth in each of your zone's clubs.**

\*The District Governor Team consists of the District Governor (DG), First Vice District Governor (1VDG) and Second Vice District Governor (2VDG).

### **TRAINING OUTLINE:**

1. Responsibilities of the Zone Chairperson
2. The District Cabinet and Your Role
3. The Global Membership Team (GMT) and the Global Leadership Team (GLT)
4. The District Governor's Advisory Committee
5. Planning Successful Zone Meetings
6. Working with Clubs
7. The Big Picture: Lions Clubs International
8. Resources and Additional Information

## **RESPONSIBILITIES OF THE ZONE CHAIRPERSON**

You, as the zone chairperson, are the **administrative officer of the zone**. You are accountable to the District Governor and region chairperson (if applicable).

Your responsibilities are ...

- **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 which are called zone meetings**
- **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 in the zone about leadership development opportunities at the zone, district, and multiple district level**
- **Monitor the health and status of clubs in the zone**
- **Help return status quo and financially suspended clubs to good standing**
- **Attend meetings of each club in the zone and provide a summary of these visits to the District Governor Team and the region chairperson (if applicable)**
- **Discuss the status of the clubs in the zone with the District Governor Team and/or region chairperson (if applicable), especially clubs that are experiencing difficulties.**
- **Be aware of the activities of all the clubs in the zone.**
- **Facilitate the exchange of ideas about projects and activities among clubs in the zone.**
- **Work in harmony with the district cabinet and attend all regularly scheduled meetings of the district.**

## **THE DISTRICT CABINET AND YOUR ROLE**

### **The District Cabinet:**

The purpose of the district cabinet is to assist the District Governor in making administrative plans, which affect the success of the International Association of Lions Club within the district. Cabinet members work together to maintain healthy clubs within the district. The district cabinet holds four meetings each year.

Cabinet members include the District Governor (who is the chairperson), Immediate Past District Governor, First Vice District Governor, Second Vice District Governor, Region Chairpersons (if the position is utilized in the district), Zone Chairpersons, Cabinet Secretary and Treasurer, and other Lions as specified by the district or multiple district constitution and by-laws as district committee chairpersons.

### **Working with the District Cabinet:**

The District Governor represents the International Association of Lions Clubs in the district. He/she supervises and works with the vice district governors, cabinet secretary/treasurer, region and zone chairpersons, and other members of the cabinet.

You, as Zone Chairperson, collaborate with the District Governor to ensure that the clubs in your zone:

- Are in good standing
- Are visited more than once annually, which includes the Governor's official visit to the club (and at least one visit by the zone chairperson)
- Conduct service projects in their community
- Maintain effective internal communications and a continuous community public relations program
- Demonstrate good administrative and financial practices
- Implement membership recruitment, orientation and retention programs
- Participate in district, multiple district and international events

The First and Second Vice District Governors are key members of the district leadership team. You, as Zone Chairperson, will work with them to...

- Identify clubs requiring encouragement to improve their community service activities, membership orientation, membership retention or recruitment practices, and their daily operations
- Promote leadership development opportunities at the club and district level
- Prepare and submit reports on the clubs in the zone to the district governor, other district officers, the district GMT and the district GLT coordinators as needed/requested

The Region Chairperson is an optional position on the district cabinet. This chairperson supervises zones within the region. Region and zone chairpersons work together to ensure the growth and success of the clubs in the zones within the region.

The Cabinet Secretary and Treasurer are responsible for district record keeping and finances.

The District Cabinet Committee Chairpersons provide information to clubs to promote district and international programs and to encourage clubs in the zone to participate.

## **THE GLOBAL MEMBERSHIP TEAM (GMT) and GLOBAL LEADERSHIP TEAM (GLT)**

### **Overview and Structure:**

The Global Membership Team (GMT) and Global Leadership Team (GLT) work together to expand membership growth and enhance leadership development throughout the organization. The objective of the GMT is to expand membership and club growth and maximize club success. The objective of the GLT is to identify and cultivate effective leaders through active training and leadership development initiatives.

The GMT and GLT structure consists of Lion leaders designated to serve specific constitutional or regional areas and are appointed for a three-year term. At the International level the GMT/GLT Executive Council is led by the LCI International President with the 1<sup>st</sup> Vice President overseeing and providing guidance for GMT and the 2<sup>nd</sup> Vice President overseeing and providing guidance for GLT. There are Constitutional Area Leaders worldwide and Area Leaders assigned to the geographic territory structure of Lions Clubs International to oversee and provide guidance for each of the Multiple District GMT and GLT Coordinators. The Council Chairperson is a member of the Multiple District teams. The Multiple District teams oversee and provide guidance to the district teams. The GMT-D and GLT-D are the district teams that work together with the District Governor Team at the district level. Each district has a GMT District Coordinator and a GLT District Coordinator.

As Zone Chairperson, your commitment is a vital component in the success and growth of the club, the satisfaction of its individual members, and the identification and development of new leaders.

As a member of the GMT-D, you will work closely with multiple district and district leaders...

- To promote membership resources to clubs
- To promote and identify clubs to participate in the Club Excellence Process (CEP)
- To ensure that club membership chairpersons know their roles and responsibilities
- To identify communities for new club charters
- To emphasize engagement of members in new or existing service projects
- To encourage clubs to implement a membership growth plan and to promote their activities within the community
- To communicate membership development needs and successful strategies to fellow district GMT members

As an active member of the GLT-D, your primary responsibilities include...

- Identifying potential leaders at the club level
- Communicating the availability of and promoting participation in training and leadership development opportunities
- Encouraging the engagement of new leaders in leadership responsibilities
- Collaborating with the GLT-D to ensure that club officer training is effectively conducted
- Communicating training and development needs to fellow GLT-D members

## **THE DISTRICT GOVERNOR'S ADVISORY COMMITTEE**

The zone chairperson, club presidents and club secretaries of the clubs in the zone are members of the District Governor's Advisory Committee. The zone chairperson is the committee chairperson. This committee meets at least three times a year and the meetings are called **zone meetings**. Zone meetings are reported to the District Governor using the DA-ZCM Form. (A copy of the form will be provided with the Zone Chairperson Training.)

Zone meetings are not to be limited to only club presidents and secretaries. Other club members are encouraged to attend. All clubs in the zone are expected to have at least one member in attendance at each zone meeting, preferably the club president and/or secretary. The meetings provide an opportunity for the zone chairperson to promote and encourage unity among clubs in the zone. The clubs exchange ideas about club operations, projects and activities during the meetings. Encourage Lions to socialize and remember to make your zone meetings fun.

## **PLANNING SUCCESSFUL ZONE MEETINGS**

Use the following checklist in planning a zone meeting:

- Select a meeting time when the majority of the clubs can be represented. (Do not plan a zone meeting at the same time as a club's regular meeting.)
- Send meeting notices well in advance (at least one month is preferable for clubs to get the meeting on their club calendars).
- Prepare an agenda for each meeting, and ask someone to be a recording secretary/take minutes.
- Provide name badges for all attendees.
- Include roll call of clubs on the agenda and record number of attendees from each club.
- Encourage attendees to share their thoughts and ideas with others. Allow a time on the agenda for each club to give a brief report about their club's recent activities (including fundraisers and service projects).
- Send meeting minutes to all club presidents and encourage them to share the information with the members of their clubs.

### Discussion Topics for the First Zone Meeting:

- The general welfare of clubs in the zone
- Review duties of the club president, secretary, treasurer, and club membership chairperson (or provide club officer training if needed)
- The goals of the District Governor and the Zone Chairperson
- The importance of the Monthly Membership Reports and their timely submission to Lions Clubs International
- The rules/criteria for the Club Excellence Award

### Discussion Topics for the Second Zone Meeting:

- Share membership recruitment and retention plans and ideas
- New member induction and orientation
- Review a new member sponsor's responsibilities

- Discuss communities where new clubs could be formed and extension plans
- Discuss leadership development needs among clubs in the zone

#### Discussion Topics for the Third Zone Meeting:

- How to report club officers for the next fiscal year online by submitting an Officer Reporting Form (PU-101)
- Training for club officers
- Club officers installation and orientation of new members
- How to do an annual audit of a club's funds
- Selecting club delegates for the district, multiple district, and international conventions
- End-of-year club awards

Consider having a Fourth meeting as a social event such as a Halloween party in the fall, a Christmas party or a spring or summer picnic.

## **WORKING WITH CLUBS**

As zone chairperson, you need to visit the clubs in the zone at least once each year. Listen attentively to any concerns of the members and give constructive advice. Document your findings and the advice given to the clubs to evaluate the progress of each club. Speak to clubs about the resources available to increase membership and develop leadership. Recognize the club's achievements during your visit. Be prepared to be a **motivator, counselor** and **communicator** while visiting clubs.

As a **motivator**, a zone chairperson...

- Recognizes clubs' successful community service projects and public relations events
- Encourages team spirit and unity among the club members
- Explains the importance of respecting and working with other club members
- Encourages members to participate in district events, multiple district events and training opportunities
- Encourages members to accept leadership responsibilities

As a **counselor**, a zone chairperson...

- Offers direction and support to clubs
- Informs clubs of resources available from Lions Clubs International
- Listens to the concerns of the clubs
- Offers potential resolutions to misunderstandings and problems within clubs
- Provides guidance to status quo clubs and clubs in financial suspension
- Offers direction to clubs that are experiencing difficulties
- Encourages strong successful clubs to set higher goals

As a **communicator**, a zone chairperson...

- Informs clubs about district and multiple district events and training opportunities
- Provides suggestions on how clubs can participate in district events
- Report the clubs' activities to district officers
- Promote the purposes of Lions Clubs International
- Send email reminders to clubs' officers about upcoming events in the zone and district

- Make personal phone calls to follow up concerns a club may be having or to encourage attendance at the zone meetings and other events in the district
- Responds to a club's questions and concerns promptly and effectively

**Good communication will help to develop good rapport with the clubs in the zone!**

## **THE BIG PICTURE**

### **Structure of Lions Clubs International**

1. You are a member of your **Club**.
2. Your club is a member of a **Zone**.
3. (Optional—Your zone is a member of a **Region**.)
4. Your zone/region is a member of your **District**.
5. Your district is a member of **Multiple District 9** (Lions Clubs of Iowa).  
There are seven districts in Multiple District 9.
6. MD-9 and all the Multiple Districts of the world make up the worldwide organization called **Lions Clubs International**.

#### **ORGANIZATION OF INTERNATIONAL HEADQUARTERS:**

International Headquarters is accessible to all clubs. The staff is ready to assist Lions with their quest for information, supplies or answers to their questions. The general phone number for International Headquarters is **(630) 571-5466**. As Zone Chairperson, encourage your club officers and club members to also browse the Lions Clubs International website:

**[www.lionsclubs.org](http://www.lionsclubs.org)**

The website is an essential tool for club and district officers. There are hundreds of pages of information on the site organized in an easy-to-follow format. You can use the search box to find specific information.

The Divisions of International Headquarters: Club Supplies and Distribution Division, Convention Division, District and Club Administration Division, Extension and Membership Division, Finance Division, Information Technology Division, Leadership Division, Legal Division, Lions Clubs International Foundation (LCIF), Public Relations and Communications Division, Service Activities Division

**As a club within the International Association of Lions Clubs, your mission is to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.**

THE LIONS CLUBS OF IOWA are MULTIPLE DISTRICT 9 or MD-9. As Zone Chairperson, you will want to also become familiar with the information on the state website:

[www.iowalions.org](http://www.iowalions.org)

You can email the state office: [iowalions@aol.com](mailto:iowalions@aol.com) or phone: (515) 232-2215 or FAX: (515) 232-5590.

## RESOURCES AND ADDITIONAL INFORMATION

As Zone Chairperson, you will want to help the clubs in your zone to strive for the Club Excellence Award.

### CLUB EXCELLENCE AWARD CRITERIA:

- Service Activities--The club must host a minimum of three service projects and make a donation to LCIF.
- Membership Growth—The club must attain a net membership growth or sponsor a new club or club branch.
- Communications—The club must communicate effectively with the public and internally with the members. (Present examples of club newsletters, community newspaper articles, etc.)
- Leadership Development—Club officers attended and were involved in district activities and zone meetings during the year.
- Club Development—The club hosted regular and meaningful meetings and submitted membership and activity reports in a timely manner.

### BLUEPRINT FOR A STRONGER CLUB

It is important for clubs to develop and implement a plan or a “blueprint” to guide their actions. The *Blueprint for a Stronger Club* provides a simple process for clubs to develop and implement a plan that emphasizes four core dimensions: club operations, service, leadership development and membership. Clubs may choose to include additional aspects, but these four are essential.

As a Zone Chairperson, you have the opportunity to promote this tool to each of your clubs. Familiarize yourself with the *Blueprint for a Stronger Club* and help your clubs to utilize this resource. You can find the publication by typing the title in the search box on the website at [www.lionsclubs.org](http://www.lionsclubs.org) or you can order copies by emailing [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org) or phone (630) 571-5466.

### CLUB EXCELLENCE PROCESS (CEP)

The Club Excellence Process (CEP) is a workshop program dedicated to club improvement. CEP can be conducted in one of two formats: CEP Pro, which is guided by a trained facilitator, or CEP Lite, which is self-guided by a member of the club. Using a four-step process, a participating club will identify their community needs, take a survey on their membership experience, use resources and develop action plans. For more information go to [www.lionsclubs.org](http://www.lionsclubs.org) and type “Club Excellence Process” in the search window.

### CLUB HEALTH ASSESSMENT

The Club Health Assessment is sent to the district team in the first week or two of each month and includes information on membership, reporting, payments and donations in one comprehensive report. Problem areas appear in red. The report is a critical tool for allowing the



district team to better monitor club progress. As Zone Chairperson, you will want to use this monthly report to help you determine clubs in your zone that need your help and support.

**Your best resource is the ZONE CHAIRPERSON MANUAL which you can access on the website at [www.lionsclubs.org](http://www.lionsclubs.org) to download and print your own copy.**

**Approved by MD9 Council of Governors  
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