

Zone Chairperson Duties and Responsibilities

Visit your clubs twice a year unless they have trouble or ask you to come to their club. At the present time you will be paid \$10.00 a visit for two visits to each club. You must submit a **Club Visitation Report** to the Governor, 1st Vice District Governor, and Membership Chairperson. If there are any problems within a club you must state so, on the report for the Governor.

At the end of each month you are to prepare a **Consolidated Membership Report** (all your clubs MMR report and is a excel file) for your Zone and submit the report to the Governor, 1st Vice District Governor, and Membership Chairperson, by the 10th of the Month after the close of the Month. You will get this information from the Monthly Membership Reports (MMR) that the Clubs send you. The clubs have up to the 5th of the month to send you their manual MMR or the Web Monthly Membership Report (WMMR) in which they have the capability to send to you by e-mail as soon as they do their report (which is a PDF format).

Membership Reports if done manually, must be mailed by the 15th to arrive at Lions International, The Governor, The 1st Vice District Governor, Membership Chairperson, and Zone Chairperson, so that everyone receives their copy by the 20th of the Current Month. If the Club Secretary submits their report through the computer, they should submit by the 25th so that everyone receives their copy before the end of the Current Month. Although the cut off on the MMR report is the last day of the Month. You may need to call or e-mail the clubs to remind them. I also recommend that the Secretary give a copy of their report to their President. All Club Presidents, Secretaries and Treasurers have an ID and Password to do their Membership Reports on Line. If they forget them, the Governor and the Cabinet Secretary/Treasurer have a listing of ID's and Passwords for all the Clubs

The Region Zone Chairperson's should have three Region Meetings a year, and one President/Secretary Meeting. The Zone Chairperson's should take turns sending out Club Invites and Running the Meeting

Zone Chairperson's, should attend the other Region Meeting at least once a year.

Zone Chairperson's, should attend the Cabinet Meetings, and submit a report to the Cabinet Secretary/ Treasurer for the First Cabinet Meeting listing there Goals, and how they will be working to achieve the District Governor Goals for the District.

On their report for the Second and Third Cabinet Meeting they need to report on how he or she is doing with their Goals.

When a Zone Chairperson visits a club, check on how the meeting is run:

- Does the meeting start and end on time.
- Is there a proper opening, pledge of allegiance, prayer song, introduction of guests.
- Does the President use an agenda.
- Is there a program.
- Are Secretaries and Treasures Reports given
- All these subjects are listed on the visitation report.

Complete the visitation report as mentioned at the beginning and send in. This is a great tool to track progress and alert the Governors and membership chairpersons or others of any great stories or problem/s. E-mail or call this important information to the Governor's attention as soon as possible.

Zone Chairperson's, are given at least one job to do at the District Convention.

Zone Chairperson's, should attend the State Convention, MD-1 Forum

Zone Chairperson's, should attend the Lions Convention if possible.

Zone Chairperson's, should attend the USA/Canada forum if possible.

Zone Chairperson's should attend the zone meetings.

As a Zone Chairperson and Cabinet Member you should support the Governor/s and District 1-J.

Every Club does things differently, some clubs run their meeting similar to the District, others are very loose, these are usually the smaller Clubs. Problems that could affect a club are having the same President over and over again, this usually happens mainly in clubs under 20 members. Other problems can be clicks in a club, where some members run everything, this will destroy a club. They have the same officers, directors, and chairpersons. Other members are ignored and their ideas and suggestions are not accepted, this can lead to members dropping. Bring ideas, support, and change to a club, change is good. A club that is alive and growing is a club that has programs of all types, good location, good food, fun (tail twister), guest speaks, good communication to members (newsletter) and

starts, ends on a reasonable time (1 -1/2 hours). Do not over push or be demanding with a Club. Suggest ideas and be a mentor. When you go to a club meeting be brief, to the point, be prepared, three minutes or less. Don't use the "I" word. "We" works better. No one respects or likes a person that takes 5 to 10 minutes of their clubs time with a speech and says nothing (air) or something that they already know (wasting of time).

There is a CD/DVD and is on the District 1-J web site all information for zone chairpersons responsibilities/ training/ etc. The Governor has the CD/DVD's so e-mail or call him/her for a copy.

Here are a list of links to important web sites:

[Lions International](#)

[Lions International Foundation](#)

[Lions of Illinois Foundation](#)

[The State, Lions of Illinois \(MD-1\)](#)

[District 1-J](#)

[Zone Chairperson Training](#)