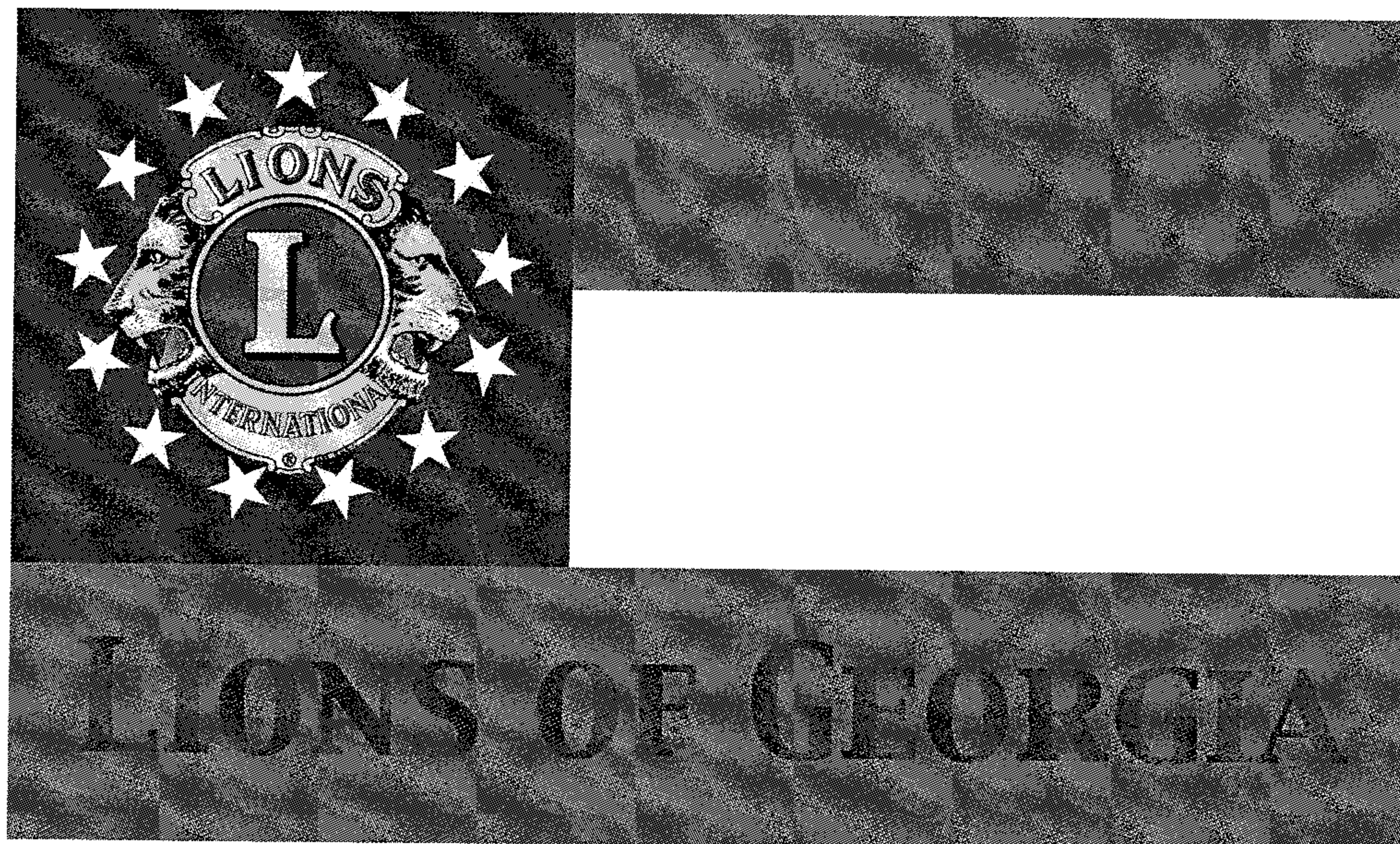


# ***Lions of Georgia***

*State Committee*

*Chair*

*Manual*



## **MD 18 COMMITTEE DUTIES AND RESPONSIBILITIES**

### **MD 18 CONSTITUTION AND BY LAWS COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10 B)

Members shall be appointed for a three year term with vacancies being filled by the Governor from the district having the vacancy, for the **unexpired term of office only**. The Chair is to be selected on a rotational basis (Constitution and By Laws, Article V, Section 10 B). This Committee shall notify the Secretary of each active club in the State of any Proposed Amendment to the Constitution not less than 30 days before the convening of the State Convention. The Constitution may be amended only by a State Convention, by Resolution properly presented before said Convention, and adopted by a two-thirds affirmative vote of the duly registered and qualified Delegates or Alternates present and voting at any Business session published in the Convention Program. The Constitution and By-Laws Committee is responsible to ensure that a proposed amendment is properly worded and presented by Resolution to the Presiding Officer at such Session of the Convention who will ensure that the proposed amendment is offered on the floor of the State Convention in regular session for appropriate action. The Committee shall revise the Constitution and By Laws of Multiple District 18 every five years, beginning with 2010. Proposed Amendments may be properly presented as prescribed in the MD 18 Constitution and By Laws, Article XII.

#### Suggested Duties:

- A. Work to build an active committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.
- C. Review any proposed amendments from the previous convention that failed to determine if revision and resubmission are warranted.
- D. Determine if additional revisions to the Constitution/By Laws are warranted.
- E. Council establish a method of "oversight" for the MD 18 Committees which are required by the MD 18 Constitution and By Laws, to present either written or oral reports at each Council of Governors Meeting. The committees which are not required to present report shall be identified and an "oversight" method established.
- F. Establish a standard to determine which words "chair, chairman, chairperson, and he/she shall be used with consistency within the MD 18 Constitution and By Laws.

### **STATE AWARDS COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10 A)

Members shall be appointed for a three year term by the District Governors with a member from each district. The Chair of the State Awards Committee will be appointed annually. The State Awards Committee is responsible to ensure that the State Awards Program is carried out and Clubs or Districts who are eligible for Awards are duly considered. The Committee must ensure that each Award applied for has supporting information attached when so required. The Committee shall meet annually to assess the Awards Program and to make recommendations to the Council of Governors. The committee will ensure that sponsors are available for each award. In the event that no sponsor is available, the awards committee will either find a new sponsor or remove the award from the program.

#### Suggested Goals:

- A. Work to build an active committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this committee.

- C. Design a promotion and information program for the awards program that will net an increase in the number of awards applied for.
- D. Develop a more meaningful awards presentation.

### **STATE CONVENTION COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10 D)

Members shall be appointed for a three year term with a member from each district. This Committee shall review applications for State Convention Sites and submit its recommendations to the Council Chair. It shall also provide a background of Convention experience to the Host Club or Clubs in the planning for and handling the many details for a State Convention. The Chair of the Committee shall be the District Governor elected from the Council each year. The State Convention Committee should make sure all necessary facilities are available and make a recommendation to the Council. The Lion Tamer is a member of this committee (See MD 18 Constitution and By Laws, Article IV, Section 4).

#### Suggested Goals:

- A. Work to build an active committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.
- C. Secure firm bids for five years beyond current year convention and confirm any tentative bids pending.
- D. Work with the appointed Convention Chair and host committee.

### **INTERNATIONAL CANDIDATES COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10 E)

Members shall be appointed for a three year term with one member from each district. The function of this committee is to pass on the qualifications of any persons appearing as Candidates for International Director or higher International Office from MD 18, using the criteria listed in the Constitution and By Laws as a guide. A secretary shall be elected from within the committee.

#### Suggested Duties:

- A. Work to build an active Committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.
- C. Act as an advisor to Georgia's current International Director on issues relating to Georgia's interests.
- D. Ensure that the qualifications of the potential candidate meet standards as listed in the MD 18 Constitution and By Laws Article V, Section 10, E, (c) (1) (2) (3) (4) (5) and (d) (1) (2) (3) (4) and (5).

### **LONG RANGE PLANNING COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10 F)

Each District Governor shall appoint a Past District Governor as a member for a three year term (one member from each district). The Chair of the Long Range Planning Committee will rotate each year according to the directive under the MD 18 Constitution and By Laws, Article V, Section 10 F. The current Council Advisor will serve as an ex-officio member. The function of this committee shall be to work with the Council to recommend changes needed for future growth and development. The committee shall annually submit its report to the State Convention and shall make reports to the Council of Governors.

**Suggested Duties:**

- A. Work to build an active committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.
- C. Beginning in 2010, prepare a five year long range plan report by the winter Council of Governors meeting detailing proposed recommendations for the objectives and direction for the State operations during the next five years.
- D. During each successive year, the five year plan will be updated and presented to the winter Council of Governors meeting.

**STATE PIN COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10 G)

**Purpose:**

The purpose of the State Pin Committee is to get suggestions from any Lion as to what the design and layout of the Georgia State Lions pin shall be. After the suggestions have been received by the State Pin Chair, the Chair shall call a meeting of the whole committee and review all the suggestions and ideas. The Chair shall get the pin layout completed and exact in order that the Council of Governors may make the final decision.

The Pin Committee shall make its recommendation to the Council of Governors, but the Council may direct the committee to work more on the pin if it does not like the design or feels that the particular design is not appropriate for the particular theme that the Council wants for a particular year.

**Report:**

The Pin Committee shall report to the Council no later than the October Meeting its selection or recommendation for the State Lions Pin. It would be better if the Council had the recommendation by the August Council Meeting so that the Council might study the pin design and make the final decision at the October Council Meeting.

**Quantity:**

The Pin Committee shall determine, after consulting with the Lion Tamer and/or State Pin Trading Committee, the amount of State Lions Pins to order for the Lions year; also, determination will be made upon which pin manufacturer will receive the pin order. This Committee shall recommend to the Council of Governors the number needed and manufacturer. Upon this recommendation from the Pin Committee, the Council shall take action as to what pins to order.

**Chair Duties:**

The Chair of the Pin Committee shall be responsible for seeing that the Pin Committee functions properly. If for some reason a member does not attend meetings or take the proper responsibility of the committee, then it shall be the duty of the Chair to report this to the Council of Governors for the replacement of such member.

**HEARING AND SPEECH ACTION AND WORK WITH THE DEAF COMMITTEE**

(LCI official committee)

**Suggested Duties:**

- A. Become familiar with the Information for chair section on the association's website.

- B. Utilize current resources and information gathered from official associations for people who are deaf or hard of hearing.
- C. 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.
- D. Encourage support of schools, rehabilitation centers, hearing ear dogs and support services for people who are deaf or hearing impaired.
- E. Encourage support of recreational camps for the deaf and hard of hearing persons.
- F. Participate in the Lions Hearing Aid Recycling Program (HARP).
- G. Cooperate with schools, professional organizations and agencies in organizing and conducting hearing screenings for children and adults.
- H. Consult with people in the community who are deaf or hard of hearing and convey information concerning their needs to clubs in the district.
- I. Visit clubs and support appropriate activities such as: organizing group screenings to detect hearing loss; support research on ear diseases; encouraging the collection of used hearing aids; supporting Lions Hearing Aid banks; and providing volunteer assistance or financial support to a hearing ear dog school.
- J. Keep the Governor and the international office informed of district activities. Provide a report for your successor.

### **OUTSTANDING DEAF AWARD COMMITTEE**

Each District shall appoint a member with the Council appointing a Chair. Each year the Council of Governors presents a deaf citizen of Georgia, Lion or non-Lion, with a plaque acknowledging his/her services to the community or area. Presentation is based on nominations received from Lions or Lioness Clubs in MD 18. This Committee must evaluate all information submitted to the Committee and select the Outstanding Deaf Citizen of Georgia.

#### Suggested Duties:

- A. Work to build an active committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.
- C. Promote, among the clubs of the State, this award so as to secure additional qualified applications for this award.
- D. Select the award winner and assist the nominating club in making arrangements for the winner to be present at the State Convention.
- E. Award winner should be awarded publicity in district newsletter, state magazine, and local news media.

### **INTERNATIONAL CONVENTION COMMITTEE**

(MD 18 State Constitution and By Laws, Article V, Section 10 C)

Members shall be appointed by the district governors annually with a member from each district and the Chair elected by the Council each year from one of its members.

The International Convention Committee, under the supervision and direction of the Council of Governors, shall have the duty of preparing plans and procedures approved by the Council to promote attendance at the International Convention, arrange for displays, parades, special transportation, Southeastern Breakfasts, and any other methods approved by the Council for promoting, publicizing, and advertising Georgia and Georgia Lions at the International Convention. The Lion Tamer is a member of this committee (MD 18 Constitution and By Laws, Article IV, Section 4).

## Suggested Duties:

- A. Work to build an active committee, with members who have attended at least one International Convention, engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.
- C. Develop the Georgia Jamboree as an event that Georgia Lions can be proud of and to provide handouts, souvenirs and gifts from Georgia Lions.
- D. Ensure that the Delegation from Georgia has a parade presence that has impact.
- E. Ensure that reservations for all international attendees have been completed in advance.
- F. Work with the Georgia Lions All State Band on arrangements for their participation in the Georgia events at International Convention.
- G. Set up district booth at the International Convention as approved by council.

**RULES COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10 J)

The duty of the Rules Committee is to ensure that all Rules printed in the State Convention Program are clear and concise and follow the rules and guidelines of Lions Clubs International and ROBERTS RULES OF ORDER newly revised. The Committee, one from each District appointed by the District Governor with Chair appointed by Council, shall be ready to discuss any rule which is printed in the State Convention Program and be familiar with its cause and purpose.

## Suggested Duties:

- A. Provide regular reports to the Council of Governors on the activities of this Committee.
- B. By the Spring Council of Governors Meeting, present to the Council proposed rules for the State Convention.
- C. Assist in the promotion and adoption of said rules on Friday night of the Convention.

**RESOLUTIONS COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10 K)

Each District Governor shall appoint a committee member and the Council shall appoint the Chair. Members shall be appointed annually. The Resolutions Committee is responsible to ensure that all Resolutions are clear in text and typewritten on one side of the paper and delivered to the Chair of the Resolutions Committee prior to the convening of the State Convention. The Committee shall, at the direction of the Chair, report such Resolutions to the Convention as it deems advisable, with its recommendations noted thereon. The committee should provide regular reports to the Council of Governors on the activities of this Committee.

**SERGEANTS-AT-ARMS COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 10)

Members shall be appointed annually by each District Governor with Chair appointed by Council of Governors. The committee's function is to maintain order and decorum at the Lions sessions and to assist the Elections Committee Chair and to perform other duties as are incidental to their office under ROBERT'S RULES OF ORDER, newly revised.

## Suggested Duties:

- A. Provide regular reports to the Council of Governors on the activities of this Committee.
- B. Assure that members of the Committee know their responsibilities at State Convention and are present at same to fulfill those duties.

**NOMINATIONS AND ELECTIONS COMMITTEE**

(MD 18 Constitution and By Laws, Article IV, Section 6)

Members shall be appointed annually by the District Governors, with the Chair being selected by the Council. The duties of this Committee are to ensure that Lions nominated for the office of Historian and Lion Tamer have met the pre-requisites as prescribed by the Constitution and By Laws of MD 18 and shall preside over the elections of such state officers.

Suggested Duties:

- A. Work to build an active committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.
- C. Secure qualified candidates for the open positions that are willing and able to fulfill the duties of the offices sought.

**GEORGIA LIONS UNIFORM COMMITTEE**

(MD 18 Constitution and By Laws Article VII, Section 2)

One member shall be appointed annually by each District Governor. The Lion Tamer serves as Chair of this Committee, and the Committee functions under supervision of the Council. The Committee's primary function is to ensure a professional looking official marching uniform is available for the Lions of Georgia during the International Convention parade. The Committee may be asked to assist in the Lion Tamer's store which is operated to financially assist the operations of MD 18. The Committee should review any store's operations to assure that the store is operating efficiently.

Suggested Dues:

- A. Work to build an active committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.

**MD 18 GOLDEN CHAIN COMMITTEE**

(MD 18 Constitution and By Laws Article V, Section 10)

Each District will appoint a Golden Chain Chair for one year. Each Chair is responsible to publicize the Golden Chain Award Program within their District and encourage Lions and Lionesses to apply for the Award. The District Chair should keep accurate records on those who apply for the Award and be sure that necessary pins, certificates and tabs are ordered from the State Office in sufficient time for presentation at the State Convention Breakfasts. The Golden Chain Committee will work closely with the State Office Secretary, who will order pins and certificates.

**SIGHT CONSERVATION AND WORK WITH THE BLIND COMMITTEE**

(LCI official committee)

Sight conservation and work with the blind have been synonymous with Lions Clubs International. All activities are aimed at the integration into society of persons who are blind or visually impaired while respecting their human dignity, rights, and potential.

Chair duties:

- A. Become familiar with the information for chairs section on the association's Web site and LCI's Sight partnerships with professional organizations.
- B. Collaborate with local health care and blindness professionals to help develop and implement training and educational programs for presentation at club meetings. Utilize expertise and advice of people who are blind or visually impaired.
- C. Encourage work with the blind, such as support for and participation in: mobility training; rehabilitation programs; education; social and recreation camps for the blind and visually impaired.
- D. Conduct public awareness campaigns, which can involve community organizations, local businesses, and schools.
- E. Stimulate club activities in preservation of eyesight including:
  - 1. Vision, glaucoma, cataract and Diabetic Retinopathy 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.
  - 2. Collection and distribution of used eyeglasses for the Lions Eyeglass Recycling Program.
  - 3. Support Lions Eye Bank.
  - 4. Use public awareness campaigns for eye health and safety.
- F. Encourage clubs to partner with professional organizations and agencies in developing programs to aid blind and visually impaired persons.
- G. 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.
- H. Develop district goals and reports and report plans and accomplishments to the district cabinet.

### OUTSTANDING BLIND AWARD

Each year the Council of Governors presents a blind citizen of Georgia, Lion or non-Lion, with a plaque acknowledging their outstanding services to the community or area. Presentation is based on nominations received from Lions or Lioness Clubs in MD 18.

- A. This Committee must evaluate all information submitted to the Committee and select the Outstanding Blind Citizen of Georgia.
- B. All informational materials must set out the depth and scope of the accomplishments or services and the period the services have been rendered or the general effect on the community or the achievement.
- C. The original application recommendations must be **sent to the Chair** of the Outstanding Blind Committee and a copy to:
  - 1. District's Committee member
  - 2. District Governor
  - 3. State Office
- D. All nominations to be considered must be in the hands of the Committee by April 15.
- E. Awards Plaques will be presented at the State Convention and will be secured by the State Office.
- F. The recipient and guest will be presented Hospitality Books by the Council of Governors. All other expenses connected with the attendance at the Convention must be borne by the sponsoring club or the recipient.
- G. Copies of the applications will be furnished to all committee members. The recipient will be decided by a vote of the committee.

### ANNE SULLIVAN AWARD

A State Award is presented annually during the State Convention for recognition of outstanding achievement in working with handicapped children. Applications must follow the guidelines as listed in the State Directory, "Anne Sullivan Award" page. Each District Governor annually will appoint a member of the Anne Sullivan Award Committee with the Committee Chair being appointed by the Council.

#### Rules:

- A. Recommendations may be made by any Georgia Lions or Lioness Club, giving full biographical data on the nominee and clearly stating the basis on which the Club is making its recommendations.
- B. All informational material must set out plainly the depth and scope of the accomplishment or services and the period the services have been rendered or the general effect on the community of the achievement.
- C. The original application must be **sent to the District Chair** of the Anne Sullivan Award Committee and copies to:
  1. District Committee member in the District in which the application originates
  2. District Governor
  3. State Office
- D. All applications to be considered must be in the hands of the Anne Sullivan Award Committee by April 15 of each year.
- E. An Award Plaque will be presented to the winner at the annual Georgia Lions State Convention.
- F. The recipient will be furnished up to two Hospitality Books by the Council of Governors. All other expenses must be borne by nominating club or their candidate.
- G. The Award Plaque will be secured by the State Office and be on hand for the presentation at the Georgia Lions State Convention.

### SPECIAL PROJECTS COMMITTEE

(MD 18 Constitution and By Laws, Article V, Section 3)

This committee is designed to cover those items of business conducted above and beyond any items not specifically covered under the MD 18 Constitution and By Laws (Ex- Ad Hoc Committees, special events, and unanticipated business). The Committee Chair is appointed from among one of the Council of Governors.

### INFORMATION TECHNOLOGY COMMITTEE

(LCI official committee; MD 18 Constitution and By Laws, Article V, Section 10 H)

The Council of Governors will appoint an MD 18 Information Technology Chair for a period of three years. Each District Governor will appoint an Information Technology Chair, who will also serve on the MD 18 Web Master Committee.

#### Chair Duties:

- A. Create and maintain the district's home page.
- B. Establish communication system through emails between members and other clubs.
- C. Assist clubs to submit monthly membership reports, monthly/yearly activity reports, Club Officer's Reports and other forms through the association's web site.
- D. Show Clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the internet.

- E. Develop the district's recordkeeping system on the computer.
- F. Work on other innovative projects.
- G. Monitor Club web sites and publications for the use of official logos only.
- H. 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 information and addresses; club officer information is the only exception.

### **STATE WEB MASTER**

(MD 18 Constitution and By Laws, Article V, Section 10 H)

The State Web Master Committee will consist of one Lion appointed by each District Governor, with the Council appointing the Chair. The members will serve for a three year period.

The State Web Master will ensure that an appropriate District Web page is established in accordance with the guidelines set forth by the MD 18 Constitution and By Laws. The Committee will operate under the auspices of the State Information Technology Committee.

Duties:

- A. Become familiar with the International Chair information section, on the association Web site.
- B. Maintain a website as a tool for information for the Lions Clubs and members in each district as well as supply information regarding districts to the State Web Master.
- C. Ensure that all Lions who operate websites and email addresses receive training in guidelines set forth by the Council of Governors concerning the use of information from minors.

### **PUBLIC RELATIONS AND LIONS INFORMATION COMMITTEE**

(LCI official committee)

The State Magazine Editor shall be appointed Chair and editors of sub-district newsletters shall be appointed as members of the Public Relations and Lions Information Committee. The appointment would be for one year.

The duties of the committee are to ensure that items of interest and projects being pursued by the Lions of Georgia at the state, district and club level are publicized. Proceedings of the State Convention should be brought to the attention of the news media.

Duties:

- A. The Chair of the Public Relations and Lions Information Committee should conduct training for district newsletter editors.
- B. The district newsletter editors, after receiving training from the Chair of the Public Relations and Lions Information Committee, should conduct training for club public relations chairs and club newsletter editors.
- C. Handle the public relations for MD 18, including news releases to all media, and edit or assist in the preparation of the State Magazine.
- D. Motivate clubs to promote continuous public relations programs in each community.
- E. Advise clubs on the printed material available from Lions Clubs International and promote its use for both internal and external communication.
- F. Assist district chairs with presenting relevant information about association programs.
- G. Arrange publicity for visits of International Officers or Directors and other dignitaries within the state.

- H. Assist clubs to submit monthly membership reports, monthly/yearly activity reports, club officers reporting forms, and other activities through the association's website.
- I. Encourage clubs to erect and maintain Lion Highway signs.

### **YOUTH (LIONS OPPORTUNITIES FOR YOUTH) COMMITTEE**

(LCI official committee)

The Chair and the Youth Opportunities State Committee are responsible for assisting and coordinating all comprehensive state activities and projects under the Lions Opportunities for Youth and Children's Services umbrella as stated by LCI. Members of the State Committee will include the MD 18 Chairs for the Georgia Lions All State Band, LEO Club and Gathering, Lions Quest, Peace Poster, Youth Camp & Exchange, and all District Youth Opportunities Chairs. The Chair is selected by the Council.

#### Committee Duties:

- A. Provide the Lions of Georgia with information concerning all activities and projects under the Youth & Children's adopted programs of LCI and MD 18 Georgia including Youth Opportunities, Children's Services (improvement of children's lives through health and education services), GLASB, LEO Club and State Gathering, Young Ambassador, Young Leaders, Peace Poster, Youth Camp & Exchange, Lions Quest, and Liberty Day.
- B. Coordinate opportunities for State and District Chairs to meet and discuss activities (such as at Council Meetings) across all Lions Y & C projects.
- C. Submit articles to District and State newsletters concerning all Youth & Children's activities.
- D. Provide a discussion forum at State meetings including the State Convention for Lions interested in Youth projects, for exchange of ideas, and for coordinating of activities.
- E. Offer guidance to all Lions and Chairs at the district level for growth in Youth & Children's services including needs assessment.
- F. Promote participation in all Y&C projects including individual achievements through the Georgia Lions Young Ambassador program (service / academic / leadership recognition) and Lions International Young Leaders in Service (service hours).
- G. Assist the Committee with coordination of youth activities including the Young Ambassador presentation at the State Convention.

### **LEO CLUB COMMITTEE**

(LCI official committee)

The Chair and the LEO State Committee are responsible for all state activities associated with and sponsored by the LEO Clubs. As stated, LEO Clubs provide the youth of our state with an opportunity to develop leadership skills by conducting individual and group civic and service activities in their communities following the LEO motto of "Leadership, Experience, and Opportunity". Service-learning is a major component of LEO Clubs. The State LEO Committee, which shall include the District LEO Chairs, will promote service and growth of LEOS and LEO Clubs as a sub-committee of the State Youth Opportunities Committee. Each District Governor will appoint one member and the Council will appoint the Chair.

#### Committee Duties:

- A. Promote service among LEOS and LEO Clubs at the state levels to include the formation of a MD LEO District.
- B. Coordinate an annual state-wide Gathering of LEOS to promote fun, fellowship and service to other State Projects, leadership training, citizenship, and scholarship for all Georgia LEOS.

Under the direction of the Council of Governors, the State LEO Chair may choose Lions to serve as the Gathering Committee.

- C. Strive to increase the number of LEO Clubs within the State.
- D. Be ready to assist clubs with procedures in the formation of new LEO Clubs.
- E. Provide information, training, and articles for clubs interested in forming and/or continuing LEO Clubs.
- F. Provide items of LEO service to the State for Youth recognition.
- G. Maintain contact with LCI for LEO data and information.

### **YOUTH CAMP & EXCHANGE COMMITTEE**

(LCI official committee; MD 18 Article V, Section 10)

The Youth Exchange Program is conducted by Lions who have an interest in improving International relations and sponsoring a youth activity. The Youth Exchange Committee will be a sub-committee of the State Youth Opportunities Committee.

#### Committee Duties:

- A. Study the District Youth Exchange Guide to become familiar with the policy statement on Youth Camp and Exchange activities and International Relations Committee, and be certain that district chairs have access to and are trained in its use.
- B. Review past State Youth Exchange activities. Formulate and implement a plan to accomplish Exchange goals.
- C. Establish an Exchange Program with a Lions district in another country.
- D. Encourage clubs in the state to participate in youth exchange.
- E. Screen host families and participating youth.
- F. Assist exchange students as they enter Georgia with a Host Family or as they travel through our airports.
- G. Ascertain that all youth traveling abroad have the necessary travel documents and are adequately insured.
- H. Consider state sponsorship of an International Youth Camp.
- I. Keep the Council and the International Office informed of exchange agreements.

### **PEACE POSTER**

(LCI official committee and MD 18 Constitution and By Laws Article V, Section 10)

The Peace Poster contest challenges young people aged 11 – 13 to think about international peace and to express what it means to them through art.

#### Duties:

- A. Become familiar with rules of LCI for participation in the Peace Poster contest and share with clubs at the State Convention and/or beginning of the Lions' year to prompt participation for the coming year.
- B. Promote the current year's theme for Peace Poster.
- C. Announce deadlines and assist as needed for contests and judging.
- D. Coordinate entries with the Council Chair to ensure submission of State entry to LCI.

### **LIONS QUEST COMMITTEE**

(LCI official committee)

Members of the Quest Committee are appointed by District Governors with the Chair selected by Council. The Quest Chair and the Lions Quest Committee are responsible for all State Quest activities. Lions Quest projects strive to increase humanitarian service through character education, social life skills training, decision-making, drug abuse prevention, citizenship, communication, tolerance, and service-learning. The comprehensive Lions Quest program coordinated by LCI and LCIF for schools includes Skills for Growing, Skills for Adolescents, and Skills for Action to cover all grade levels. A committee to include the District Chairs will promote implementation and participation in these activities as a sub-committee of the State Youth Opportunities Committee.

Duties:

- A. Obtain current information concerning the Lions Quest Program from LCI and LCIF to share with Lions and clubs throughout the State.
- B. Promote contact with the State Department of Education to secure approval of Lions Quest as a state Character Education program.
- C. Conduct training (including possible uses of Lions Quest Core 4 Grants) for teachers, educators, and community leaders on the success and value of Lions Quest.
- D. Seek partnerships with other State agencies to implement Lions Quest.

### **LIONS SERVICES FOR CHILDREN**

(LCI official committee)

Adopted in 2003, the mission of the Lions Services for Children Program is to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and internationally. The District Governors each appoint a member and the Council appoints the Chair.

Duties:

- A. Become familiar with the information for Chairs page on the association's Web site.
- B. Become familiar with the Lions Services for Children Symposium Program and the procedure to apply for children's symposium expense assistance from Lions Clubs International.
- C. Learn the nature and scope of the health and education needs of children within the District.
- D. Network with educators, government agencies, health care organizations, and other individuals involved with serving children in need.
- E. Encourage clubs to conduct community assessments to identify children's health and education needs and partner with professional organizations and agencies to develop programs.
- F. Encourage clubs to invite health and education specialists and community leaders as Lions meetings speakers.
- G. Encourage clubs to involve community leaders in projects for children.
- H. Work with the district Public Relations Chair, Sight Chair, Hearing Chair and Diabetes Awareness Chair to generate publicity about Lions' services for children projects.
- I. Keep the governor and international office informed of district activities. Provide a summary report to your successor.

### **GEORGIA LIONS ALL STATE BAND COMMITTEE**

(MD 18 Constitution and By Laws Article V, Section 10 I)

It is the duty of this Committee to promote support for the Georgia Lions All State Band in each District. Each Committee member should solicit contributions from clubs and spearhead fund raising

efforts within the District to fund the expenses involved in having the All State Band perform both at the State and International Conventions. The Committee will select the directors to run the program and give general oversight to the Band program. The Council of Governors selects the MD 18 Georgia Lions All State Band Chair.

**Suggested Duties:**

- A. Work to build an active committee with members engaged to fulfill the purposes of this Committee.
- B. Provide regular reports to the Council of Governors on the activities of this Committee.
- C. Develop the Band Program to represent a wider representation of schools in the state.
- D. Develop the guidelines directed to be in place under the State Constitution.
- E. Submit by the Fall Council of Governors Meeting a budget of the Band's needs for the Lions year.

**LCIF COORDINATOR**

A Multiple District Coordinator will be appointed every three years, by LCIF. The MD Coordinator will appoint District Coordinators.

**Responsibilities:**

- A. Leadership and working relationships: recruit, train and lead LCIF District Coordinator team, and work with District Governors and other district leaders.
- B. Give LCIF Presentations: Multiple District Conventions, Council Meetings, and club presentations.
- C. Promote LCIF whenever possible: Multiple District publications, web sites (where applicable), and external public relations.
- D. Grant Application Assistance (in conjunction with District Governors).
- E. LCIF Fundraising: promote the fundraising efforts of LCIF, identify potential donors, and assist with submitting of funds and LCIF recognition applications.

**DIABETES AWARENESS COMMITTEE**

(MD 18 Constitution and By Laws Article V, Section 10)

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 the leading cause of new cases of adult blindness, and diabetes is the third leading cause of death by disease.

The Council will appoint a Diabetes Awareness Chair for a one year term. Each District Governor will appoint a Diabetes Awareness member for a one year term. The Chair will report to the Council at each meeting, giving a full report of the activities and actions of the Diabetes Awareness Committee.

**Committee Goals:**

- A. Be familiar with the information for Diabetes Awareness on the Lions International website.
- B. Be knowledgeable about diabetes and diabetic retinopathy.
- C. Work to raise the level of diabetes awareness in the district by coordinating diabetes activities involving the clubs in the district.
- D. Be available for forums and presentations at club meetings and district events.
- E. Work to publicize what needs to be done and is being done to reduce new cases of blindness caused by diabetic retinopathy by placing information and articles in the State Magazine, District Newsletters, local media outlets and emails.

- F. Establish a liaison with local diabetes organizations and the medical community to plan diabetic activities.
- G. Encourage organization of club and district level "Strides: Lions Walk for Diabetes Awareness" to assist in educating the public.

### **FAMILY AND WOMEN'S MEMBERSHIP DEVELOPMENT COMMITTEE**

(LCI official committee)

This committee's work was previously accomplished under Women's Membership Committee. The Family and Women's Development Committee position is one of the key components of the association's initiatives to bring more families and women into Lions Clubs. The Chair is responsible for overseeing the recruitment and participation of family and women within the district and will serve as the cornerstone of the district's involvement in the family and women's initiatives. The Council will appoint a Chair who will serve a three (3) year term. The District Governors will appoint a Lion from each District to serve a three (3) year term.

#### Duties:

- A. Oversee the recruitment and participation of families and women within the district and, as appropriate, develop new community projects throughout their term.
- B. Each committee member shall recruit and promote participation and retain families and women Lions.
- C. The team will establish district goals for recruitment of families and women and will develop action plans to attain such goals. A copy of such plan is to be submitted to the MD Family and Women's Chair, the District Governor, Vice District Governors, and Lions Clubs International Membership Programs Department each year.
- D. Identify areas of possible recruitment and community service projects.
- E. Conduct educational seminars and provide individual instruction on recruitment of families.
- F. Communicate monthly with the District Governors and Vice District Governors.
- G. Develop articles on recruitment of family members and women for district publication.
- H. Report progress to the Council of Governors and encourage members to become directly involved in recruitment of families and women.
- I. Provide encouragement, coaching, and motivation for all Lions who are directly involved in recruitment.
- J. Work with MD Family and Women's Membership Development Chair by communicating quarterly to review District and Multiple District goals and action plans.

### **CAMPUS CLUB COMMITTEE**

(LCI official committee)

The Campus Lions Club program provides a strategy for reaching these important potential members with the message of Lions. The Chair of the Campus Club Committee will serve a three year term and will be elected by the Council of Governors. Each District Governor will select one member from their District, who will serve a three year term.

#### Chair Duties:

- A. Charter new Lions Clubs on college and university campuses.
- B. Provide encouragement, coaching, and motivation for all Lions who are actively involved in campus club extension and development activities.
- C. Conduct research to identify areas of possible campus club extension activities.
- D. Establish district goals and develop action plans to attain such goals. These goals are to include a timeline and action steps for chartering new campus clubs and provide support for

outgoing membership recruiting for existing campus clubs. Copies of the plans are sent to the multiple district campus club, or current district governor, vice district governor and Lions Clubs International.

- E. Meet at least quarterly or individually with the multiple District chair or extension chair to review district goals and action plans.
- F. Implement the action plan personally by visiting college and university campuses for the purpose of establishing and strengthening campus Lions clubs.
- G. Report progress to District Governor, as well as encourage them to become directly involved in campus club growth.
- H. Work with the campus club Certified Guiding Lion to assure that the graduating members of campus Lions clubs are encouraged to transfer into community based Lions Clubs.
- I. Attend annual training.

### **CULTURAL AND COMMUNITY ACTIVITIES COMMITTEE**

(LCI official committee)

Each District Governor will appoint one Lion from each district with Council of Governors appointing one member as Chair. The Committee Chair will report to the Council by written report or in person at each council meeting.

The Cultural and Community Activities chair encourages clubs to develop Lions "Crew at Work and Lions Culture projects". Introduced in 2008, the Lions Crew at Work Program encourages clubs to undertake projects that physically enhance local facilities such as: food pantry, shelter for the homeless, shelter for domestic abuse victims, community center, a play ground, or recreational camp for the disabled children.

Introduced in 2000, the Lions Cultural Program encourages 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.

Community and Cultural Program projects fulfill the Fifth Purpose of Lions Clubs International which is "To take an active interest in the civic, cultural, social, and moral welfare of the Community." Community projects can also include recreation, disaster relief efforts, environmental projects, aid to elderly, computer instruction and citizenship classes.

Chair Duties:

- A. Become familiar with the information for Chairs section on the association's web site.
- B. Identify appropriate projects.
- C. Visit clubs. Present a program explaining the importance of community projects that demonstrate the "We Serve" motto, and encourage clubs to appoint a cultural and community activities chair.
- D. Keep the Governor and international office informed of activities.
- E. Provide a report to your successor.

### **ENVIRONMENTAL COMMITTEE**

(LCI official committee)

Each District Governor will appoint one Lion, with one member being appointed as Chair by the Council of Governors. The Chair will report to the Council of Governors by written report or in person at each council meeting.

The district Environmental Committee Chair encourages clubs to develop Lions Green Team projects such as cleaning the environment, planting trees, recycling and environmental education.

Duties:

- A. Become familiar with information for chairs section on the association's web site.
- B. Identify appropriate Lions Green Team projects.
- C. Meet with Lion leaders to develop a coordinated Lions Green Team plan for the year.
- D. Encourage clubs to participate in the annual Lions Environmental Photo Contest. Ensure that the selected photo is submitted to the Council Chair by January 15.
- E. Visit clubs and explain the importance of protecting our natural resources.
- F. Discuss the urgency of protecting our natural resources, and solicit feedback and suggestions.
- G. Keep the Governor and the international office informed of activities. Provide a summary report to your successor.

**LIONS ALERT COMMITTEE**  
(LCI official committee)

The objective of the Lions ALERT Program is to develop a plan of action in case of a **Level One** (affecting a few people), **Level Two** (affecting a community), and **Level Three** (affecting hundreds or thousands of people in a region) emergency. The emergency may be a natural disaster, a man-made disaster, or a public healthcare crisis such as a large-scale (pandemic) influenza (flu) outbreak.

Lions Alert Chair Responsibilities:

- A. Willingness to organize a Lions ALERT plan in the event of a local emergency.
- B. Understanding of program parameters
- C. Knowledge of Lions ALERT program resources.
- D. Ability to cooperate with local emergency assistance resources.
- E. Ability to mobilize a Lions ALERT team after an emergency has occurred.
- F. Understanding of Lions Clubs International Foundation (LCIF) resources.

Before an Emergency Occurs – Chair Responsibilities:

- A. Develop a district Lions ALERT plan.
- B. Share the plan with the multiple district Lions ALERT Chair
- C. Encourage and promote club Lions ALERT plans
- D. Organize district training classes and seminars for club Lions ALERT Chairs.
- E. Remind all Lions ALERT Chairs to complete an annual review of their Lions ALERT plan.

After an Emergency Occurs – Chair Responsibilities:

- A. Serve as the central figure in implementing the district ALERT plan. Communicate with district and multiple district leaders as well as outside agencies about the situation and capabilities of the Lions ALERT team.
- B. Assist clubs in implementing a Lions ALERT plan.
- C. Encourage clubs in the district to work together in the event of a natural, man-made, or healthcare emergency.
- D. Remind Lions ALERT team members to comply with safety regulations.
- E. Work with public relations chairs to submit Lions ALERT news and photos to local media.
- F. Remind Lions to use Lions-logo signs and wear Lions-logo apparel when serving as members of a Lions ALERT team.
- G. Work with all Lions Clubs to obtain assistance during emergencies.
- H. Maintain records of activities.
- I. Report efforts and activities to local Lions Clubs, District Governor, and LCI.

- J. Present programs to Lions Clubs, District and State functions.
- K. Attend disaster training through Lions and local state and federal agencies.
- L. Pass on all records to your successor.

**MD 18 CREDENTIALS COMMITTEE**

(MD 18 Constitution and By Laws, Article V, Section 9)

The Cabinet Secretary-Treasurer and/or Secretary of each District shall comprise the Credentials Committee. The Council of Governors will designate the Committee Chair.

Rules:

- A. No candidate for elective State or District Office may serve on this committee.
- B. If such a disqualification occurs, the District Governor of the District in which the member serves will designate a substitute committee member.

**LIONS LIBERTY DAY**

(MD 18 Constitution and By Laws, Article V, Section 10)

Each District Governor appoints a Liberty Day committee member and the Council appoints the Chair. Liberty Day is concerned with the understanding of the United States of America Constitution. The Liberty Day purpose is to promote citizenship skills in the United States of America. The State Chair will instruct district chairs in the use of materials and will be responsible for securing such materials for district chairs.

Liberty Day Duties:

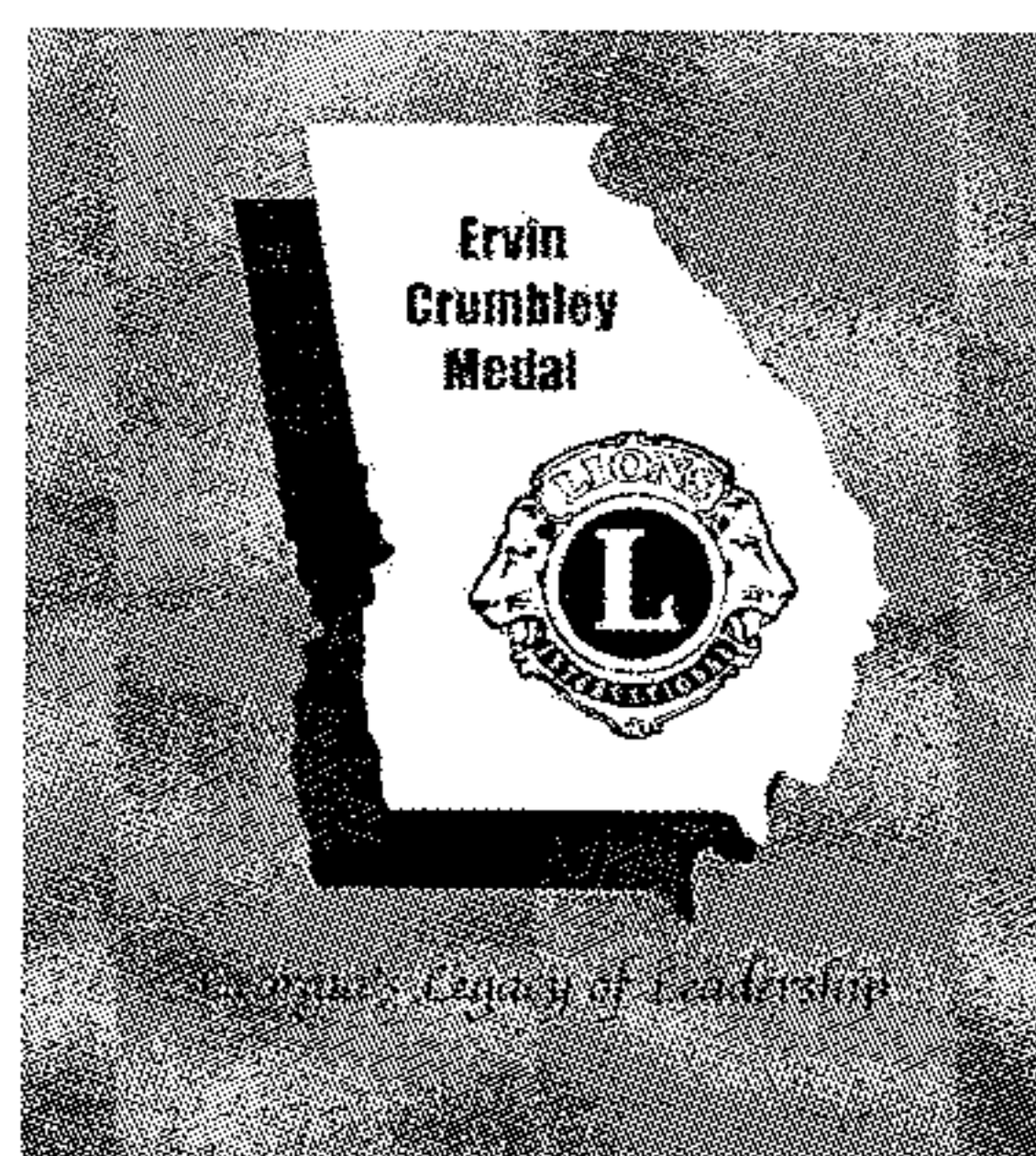
- A. Be knowledgeable of the Liberty Day program.
- B. Promote the Liberty Day Program.
- C. Build and maintain contacts with schools, civic organizations, and government organizations.
- D. Ensure supplies are available and are given to appropriate individuals.

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**COMMITTEE CHAIR GUIDELINES:**

1. Please submit a written report on your committee's activities at least two weeks prior to each Council Meeting.
2. Make sure the report notes any items that will require a Council vote.
3. Please make plans to attend the Council Meeting if your report requires the Council to take any action.
4. Please attend the Council Meeting if your Committee has undertaken actions that could lead to questions.
5. If the Chair is not able to attend a Council Meeting, send a member. This will build future leaders on your committee.
6. Budget requests should be limited to program needs. The Council wants to make sure that dues from the Lions of Georgia are only spent on providing programs that help clubs.
7. Be mindful of the litmus test for all activities of the Lions of Georgia. How does the activity benefit the clubs of the state?

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## The Ervin Crumbley Medal

*Policy Statement of the Council of Governors*

**Purpose:** The Ervin Crumbley Medal is the highest honor that the Lions of Georgia, Inc. can bestow upon a Lion. It recognizes the Lion's outstanding, life-long contributions to the Lions of Georgia, Inc. Any active member of a Lions Club in Georgia is eligible for this award; however, a Lion may only receive the honor one time.

**Limit on Awards:** The Council of Governors may elect to award up to six medals each year. No more than one medal may be awarded to the Lions of a District in a Lions year. Thus, it is possible that a District may have no medals awarded to members of their District, but that "unawarded" medal may not be given to a member of another District.

**Selection:** In April or May of each year, the voting members of the Council of Governors (i.e. the Governors and the Council Chair) will meet in executive session to determine the honorees for that Lions Year.

**Considerations:** In determining what Lions are selected for the Medal, the Council of Governors should consider the Lion's contributions throughout their Lions career. The length of that career, the contributions and leadership that the Lion has played in developing Lionism on the District or Multiple District Level, and the quality of dedicated service should be considered. It is not the intent of this award to be given to the one Lion that has helped the current Governor the most. Instead, the award should be given to a Lion who has given long and untiring service to the District and Multiple District over many years.

**Presentation:** Given the nature of this award, it should be the highlight of the annual District Governors' banquet at State Convention. The Council Chair, together with the individual governors, will present the medals to the honoree. Such ceremony should also publicly recognize the prior honoree of the Medal.

## MD 18 SPONSORED PROJECTS

GEORGIA LIONS LIGHTHOUSE FOUNDATION, INC.

Mission Statement – The Georgia Lions Lighthouse Foundation provides vision and hearing services through education, detection, prevention and treatment. Through collaborative partnerships, we enable greater independence and increased quality of life for Georgians in financial need.

The Georgia Lions Lighthouse is owned, managed, and operated by MD 18 Georgia Lions. The Lighthouse has its own Constitution and By Laws and Board of Directors.

### **GEORGIA LIONS CAMP FOR THE BLIND, INC.**

Mission Statement – It is the mission of the Georgia Lions Camp for the Blind to provide personal growth experiences for children, teens, and adults with visual impairments through the use of recreation, education, socialization, and rehabilitation in an outdoor setting.

The Georgia Lions Camp for the Blind, Inc. is owned, managed and operated by MD 18 Lions of Georgia. The Camp has its own Constitution and By Laws and Board of Directors who are directly responsible to MD 18 Council of Governors.

## **MD 18 ELECTIVE PROJECTS**

### **RECORDING FOR THE BLIND & DYSLEXIC**

(MD 18 Constitution and By Laws Article V, Section 10)

#### Overview

- ◆ RFB&D Committee consists of one (1) State Chair and six (6) District Chairs (one for each District in MD 18, subject to changes in MD 18 structure).
- ◆ State Chair – appointed by the incoming Council of Governors – assumes office at the beginning of each Lion year to a one year term.
- ◆ District Chairs – appointed by each District Governor to a one year term – assumes office at the beginning of District Governor's year.

The Chair and the Recording for the Blind & Dyslexic Committee are responsible for all state activities, promotion, and support associated with the Recording for the Blind & Dyslexic program, especially the Athens, Georgia Unit. The Committee will be responsible for promotion to schools throughout the State to encourage the use of services from RFB&D to individuals/students with blindness, visual disabilities, physical disabilities, and learning disabilities. The State of Georgia RFB&D Committee including the District Chairs will promote and assist in these activities.

### **LEADER DOGS FOR THE BLIND**

(MD 18 Constitution and By Laws Article V, Section 10)

An MD 18 Chair will be recommended by Leader Dog, Inc., subject to approval by the Council of Governors.

District Leader Dog Chairs will be recommended by the MD 18 Leader Dog Chair, subject to approval by the District Governor.

**SOUTHEASTERN GUIDE DOG**

(MD 18 Constitution and By Laws Article V, Section 10)

An MD 18 Chair will be recommended by SEGD, Inc., subject to approval by the Council of Governors.

District SEGD Chairs will be recommended by the MD 18 SEGD Chair, subject to approval by the District Governor.