

Chapter 12

ZONE CHAIR





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INTRODUCTION

Your role as zone chairperson is very important to the association. As a leader you will motivate, counsel, and communicate with volunteers from all walks of life who have chosen, just like you, to be members of clubs which belong to the world's largest service organizations, the International Association of Lions Clubs. By keeping the district officers informed of the clubs' activities and by encouraging the clubs to support district, multiple district, and international programs, the zone chairperson will be able to foster a spirit of communication and unity among all Lions in the zone.

As a motivator a zone chairperson should:

- Recognize the efforts of the club officers and offer them help
- Promote enthusiasm among Lions for their club's community service projects
- Encourage team spirit and unity among club members
- Point out the importance of respecting and working with other club members
- Encourage members of each club to participate in district events, conferences,
and training
- Encourage members to accept leadership challenges



As a counselor a zone chairperson should:



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- Offer direction and support to clubs
- Inform clubs of resources available from the association and the community
- Listen to the concerns of the clubs
- Offer amicable resolutions to misunderstandings and problems
- Provide guidance to weak clubs and those on status quo
- Encourage strong successful clubs to set higher goals

As a communicator a zone chairperson should:

- Inform clubs of district and multiple district events and training opportunities
- Provide suggestions on how clubs can participate in district events
- Report the club's activities to district officers
- Promote the objectives of the International Association of Lions Clubs

ZONE CHAIRPERSON'S RESPONSIBILITIES

A zone chairperson is the district administrative officer representing his/her zone. He/she under the direction of the district governor or region chairperson is accountable to them. The responsibilities of the zone chairperson are:



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- To further the purposes of the International Association of Lions Clubs
- To work closely with all the district officers
- To attend all regularly scheduled meetings of the district as provided for in the district constitution
- To play an active role in organizing new clubs
- To review the health and status of clubs regularly
- To reactivate as many status quo clubs as possible to good standing
- To serve as chairperson of the zone's District Governor's Advisory Committee and hold three meetings annually



- To visit regularly the meetings of each club in the zone within the first quarter of the term in office and to report these visits to the region chairperson (or the vice district governor if there is no region chairperson)
- To meet with the region chairperson (or vice district governor if there is no region

chairperson) bi-monthly to review and discuss the status of the clubs in the zone

- To be informed about the activities and the well-being of all the clubs in the zone and to suggest and implement methods for assisting all the clubs within the zone, especially clubs on status quo, young clubs, and clubs with problems
- To initiate the exchange of ideas on programs, projects, activities, and fund- raising methods in the clubs
- To create a good understanding within clubs about the district, multiple district, and international programs
- To make sure that every club within the zone respects its constitution and by-laws



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- To promote club representation at international, multiple district and district conventions by the full quota of delegates to which clubs are entitled
- To represent any club in the zone which has a problem with the district, the multiple district, or international headquarters
- To recommend qualified club presidents for the Club President Excellence Award and sign the application form
- To perform other functions and duties as required by the district constitution as well as the International Board of Directors and policies which affect the success of the International Association of Lions Clubs within the district.

WORKING WITH CLUBS

No other district officer has a closer relationship with the individual clubs as does the zone chairperson. He/she should work with the clubs as an advisor and help them identify the specific needs of a particular club. To do so, a zone chairperson should visit each club in the zone. The zone chairperson's visits will reinforce his role as a counselor and as a resource person, and will also give him/her the opportunity to identify the strong clubs as well as the weak clubs.

Strong clubs exhibit these characteristics:

- They are well organized
- They have members who are enthusiastic and take pride in their club
- They have a steady membership growth
- They sponsor numerous service projects which meet the needs of the community
- They have successful fund-raising projects



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- They have a strong public relations program
- They pay their dues on a timely basis and seldom have past-due accounts

Weak clubs exhibit the following characteristics:



- The members of the club lack initiative, unity, and are indifferent to each others' needs
- They have poor membership retention and/or growth
- They do not sponsor service activities to benefit the community
- They have no new member orientation programs and the club members do not attend functions sponsored by the district, region or zone
- They are delinquent in paying their dues and receive numerous past-due account notices
- They face the possibility of being placed on status quo

Diplomacy is most important when assisting weak clubs. Creating unity and harmony among club members may help the club become stronger. Identifying the main problems, listening attentively to the concerns of the members of the club, and giving constructive advice will bring stability and strength to the weak clubs.

CLUB REBUILDING PROGRAM can assist clubs which are considered to be weak by the zone chairperson and the district governor. The goal of this program is to improve the status of these clubs and avoid status quo. The following steps are suggested to rebuild a club:

- Consult the region chairperson (or the vice district governor if there is no region chairperson) and district governor about the weak clubs. If the district governor



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decides to initiate the Club Rebuilding Program, he/she appoints a Rebuilding Lion. It is essential that the zone chairperson, region chairperson (or the vice district governor if there is no region chairperson), and district governor coordinate their efforts when a club is in the rebuilding stage. It is also important that each one of the above officers work closely with the Rebuilding Lion.

- Enlist the assistance of district officers, including the district committee chairpersons, the sponsor club and the club's past officers. A Rebuilding Lion can benefit from their knowledge and experience.
- Investigate the club's entire situation by getting everyone's viewpoint.
- Identify a group of club members who are most interested in the survival of the club and enlist their help.
- Hold special meetings with the members of the club to gain information and input on club functions.
- Stand by the district governor and the decisions he makes as to the status of the club.

STATUS QUO CLUBS

In addition to reviewing the general health of Lions clubs in the zone, providing assistance to clubs in preventing clubs from going into status quo, and reactivating clubs in status quo are the most important responsibilities of the zone chairperson.

Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions club.

When a district governor feels it would be the best interest of the club to be placed in status quo, he/she makes



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such recommendation to headquarters before December 31. The recommendation form must be signed by the vice district governor and the zone chairperson as well as the district governor. The same procedure is required when the club is ready to be released from status quo. The final decision to place a club in status quo or to release a club from status quo is made by the International Board of Directors.

While a club remains in status quo, the zone chairperson needs to have close contact with the club and make sure that following activities are taking place:

- a. Hold meetings to discuss the future of the club. Provide support and encouragement to club members to find ways to reactivate.
- b. Make sure the club reports its status to the district governor.
- c. If the club has some outstanding balance, encourage the club to pay up the debt.
- d. Assist members to recruit new members aggressively.

At the same time, the zone chairperson must make sure the status quo club is not involved in following activities:

- a. Conduct service activities and fund raising activities.
- b. Participate in district functions and seminars.
- c. Endorse or nominate a candidate for district, multiple district and international office.
- d. Submit the Monthly Membership Report.
- e. Sponsor new clubs, including Leo and Lioness clubs.

REACTIVATION OF STATUS QUO CLUB

Within 90 days after being placed in status quo, following steps must be taken in order for the club to be released from status quo:

- a. Submit the reactivation report to international headquarters along with (1) a list of members and addresses,



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- with sponsor names if new members. (2) a list of names and addresses for the club president, secretary and treasurer.
- b. Pay all outstanding balance in the club account and submit the proof of the payment to headquarters.
 - c. The entrance fee of US\$25 for each new member must be paid.
 - d. The club must have a minimum of ten members.

DISTRICT GOVERNOR'S ADVISORY COMMITTEE: Zone Meetings

The zone chairperson serves as chairperson of the zone's District Governor's Advisory Committee, which comprises the club presidents and club secretaries (and club treasurers where appropriate). The committee serves the governor and the cabinet in an advisory and administrative capacity.

The committee's duties are:

- To hold at least three business meetings during the fiscal year
- To assist the zone chairperson in making sure that every club operates efficiently according to the guidelines set by the constitution and by-laws
- To promote the attendance of club members at the annual district, multiple district and international conventions
- To assist the zone chairperson in promoting club attendance during charter nights within the zone
- To plan and discuss zone projects
- To discuss ways of assisting weak and status quo clubs
- To 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



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members, and ceremonies honoring Key members and participating in sport tournaments, banquets and celebrations. The Advisory Committee Meeting presents the ideal occasion during which the zone chairperson can promote and encourage unity among clubs. It also provides an opportunity to exchange ideas about club operations and to solve problems, if any.

A fourth meeting, or zone social, can be held during April or May as an occasion to honor a present or past district officer(s). Advisory Committee Meetings can be reported to the district governor using the DA-ZCM Form, a sample of which is shown in the back of this manual.

The following is a check list to help the zone chairperson in planning successful meetings:

- Select an evening when the majority of the clubs can be represented and send notices well in advance
- Appoint a reporting secretary, have a well organized plan for the meeting, make check lists
- Use name tags, visual aids, overhead projectors
- Encourage participation from all those who attend
- Following the meeting, send copies of the minutes to all club presidents, plus a summary of the items discussed. Clubs may want to use this information for their bulletins.

FIRST ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for discussion during the First Advisory Committee Meeting (in September):

- The duties of the club presidents and the secretaries
- The club's objectives for the year, including those of the district governor and the zone chairperson



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- The association's international program
- The leadership development programs
- The sponsor's responsibilities towards the new member
- New member induction and orientation
- Plan of action needed to increase and retain members
- Club finances and the importance of fulfilling its financial obligations to the district, multiple district and international association
- The rules of the Club President Excellence Award
- The importance of the Monthly Membership Reports and their timely submission, and advantage of reporting online
- Possibilities of organizing new clubs

SECOND ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for the Second Advisory Committee Meeting (in November):

- Progress review of the club presidents' objectives and goals
- The sponsor's responsibilities toward the new member
- Plan of action needed to increase and retain members
- New member induction and orientation
- The club finances
- Progress report on organizing new clubs and promotion of attendance at charter nights

THIRD ADVISORY COMMITTEE MEETING

Here are some suggested guidelines for the Third Advisory Committee Meeting (in March or April):

- The appointment of the club's nominating committee
- The filing of the PU-101 reports (Club's Officer Reporting Form), preferably online
- The club officer installation ceremony
- The club officers schools



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- The audit of the club funds
- The selection of the convention delegates and the alternates for the district, multiple district and international conventions
- The Lions Clubs International award programs and the need for the club secretary to order the awards on time from headquarters

PLANNING THE YEAR

A model zone chairperson's calendar is provided for you in this manual. Important Lions Clubs International programs and events could be written on the calendar and the clubs in the zone informed. The zone chairperson's calendar of events can include additional events, such as:

- Region meetings
- District Governor's Advisory Committee Meetings
- Club meetings to attend
- Bi-monthly meetings with the region chairperson (or vice district governor if there is no region chairperson) and other zone chairpersons
- District conventions and conferences
- Multiple district conventions and conferences
- International convention
- Club officers schools
- Other special events to attend