

Chapter 4

DISTRICT COMMITTEES

District committees assist district officers in accomplishing district goals.

Lions Clubs International officially recognizes 17 committees. Appoint the most qualified individuals as district committee chairpersons. You may appoint other chairpersons for special district projects. The official committees include:

- District Convention
- District Cultural and Community Activities
- District Diabetes Awareness and Action
- District Environment
- District Hearing Preservation, Awareness and Action
- District Honorary
- District Information Technology
- District International Relations
- District Leo Club *
- District Lions ALERT
- District Lions Quest *
- District Lions Services for Children
- District Peace Poster Contest
- District Public Relations and Lions Information
- District Reading Action Program
- District Sight Preservation, Awareness and Action
- District Youth (Lions Opportunities for Youth)
- District Youth Camp and Exchange

Chairpersons of committees with an asterisk mark (*) may serve for three years subject to annual confirmation. Do not appoint these chairpersons unless there is a vacancy.

All one-year chairpersons may be reported through MyLCI, except for District Youth Camp and Exchange Chairpersons who are appointed via the YCE-510D form.

It is important to report to LCI the district chairpersons as early as possible to ensure these district leaders are included in important communications.

The LCIF District Coordinator serves as the LCIF ambassador in the district and can provide valuable information about opportunities to support LCIF, as well as information about grant programs for local service projects. The LCIF Coordinator should always be invited to attend cabinet meetings.

Committee Chairperson Selection

Appoint your committee chairpersons carefully. Committee chairpersons should possess:

- Respect in the district
- Knowledge of the clubs in the district
- Interest and knowledge about the position being offered
- Strong personal drive with proven abilities to get things done
- Ability to work well with others
- Ability to communicate

Information for most district committee chairpersons is available on the association's website.

Convention Chairperson

International convention, multiple district and district conventions require coordination and promotion through the district.

Chairperson Duties

- Educate and motivate club members to participate in conventions at all levels of Lionism
- Urge clubs to appoint an active club convention chairperson
- Communicate with clubs using all available sources such as district governor's newsletter, visitations to clubs, zone and district meetings, special mailings, the Lion Magazine, and LCI website
- Inform clubs of the arrangements, programs and costs of each Lions convention
- Manage and coordinate district conventions and conferences
- Manage and coordinate delegation events at the international convention

Cultural and Community Activities Chairperson

The district cultural and community activities chairperson encourages clubs in the district to develop Lions Crew at Work and Lions Cultural and Community Activities projects.

Introduced in 2008, the Lions Crew at Work Program encourages clubs to undertake projects that physically enhance local facilities such as a food pantry, shelter for the homeless, shelter for domestic abuse victims, a community center, a playground, or a recreational camp for disabled children.

Introduced in 2000, Lions Cultural and Community Activities encourage clubs to undertake cultural projects that foster local customs such as concerts, theater productions, art exhibits, and handcrafts.

Chairperson Duties

- Become familiar with the Information for Community and Culture Chairperson section on the association's website;
- Identify appropriate projects for your district;

- Visit clubs. Explain the importance of community projects that demonstrate the “We Serve” motto. Encourage clubs to appoint a cultural and community activities chairperson;
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

Diabetes Awareness and Action Chairperson

The Diabetes Awareness and Action Program was adopted in March 1984 to raise awareness about diabetes through community education, advocacy efforts, and direct service delivery.

Chairperson Duties

- Become familiar with the Information for Diabetes Chairpersons section on the association’s website;
- Connect with Lions diabetes chairs worldwide via the LCI Facebook Group for diabetes chairpersons;
- Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy;
- Identify appropriate projects in your district;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - Strides: Lions for Diabetes Awareness events (banner patch available for participating clubs)
 - LCIF Core 4 Diabetes grant program
 - Diabetes Awareness Month (November)
 - World Diabetes Day (November 14)
- Encourage clubs to appoint a club diabetes awareness chairperson;
- Promote club awareness of the opportunity to earn the annual “New Horizons: In Diabetes Education” award;
- Plan and facilitate diabetes awareness presentations for forums, zone meetings, district and multiple district conventions;
- Keep the district governor informed of district activities; encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor.

Environment Chairperson

The district environment chairperson encourages clubs in the district to implement Lions Green Team projects such as: community clean-up, tree planting, recycling, and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.

Chairperson Duties

- Become familiar with the Information for Environment Chairpersons section on the association's website;
- Connect with Lions environment chairs worldwide via the LCI Facebook Group for environment chairpersons;
- Utilize current resources from official environmental agencies/organizations to become knowledgeable about the environmental priorities in your region;
- Identify appropriate Lions Green Team projects for the district;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - Lions Environmental Photo Contest. Ensure that the selected district photo is submitted to the council chairperson by January 15;
 - Protecting Our Environment Centennial Service Challenge (April)
- Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources, and solicit feedback and suggestions;
- Encourage clubs to appoint an environment chairperson;
- Keep the governor and the international office informed of district activities;
- Provide a summary report to successor.

Hearing Preservation, Awareness and Action Chairperson

Hearing Preservation, Awareness and Action became a major Lions activity in 1971.

Chairperson Duties

- Become familiar with the Information for Hearing Chairpersons section on the association's website;
- Connect with Lions hearing chairs worldwide via the LCI Facebook Group for hearing chairpersons;
- Utilize current resources from official hearing/deaf associations to become knowledgeable about hearing impairment and deafness;
- Identify appropriate projects in your district;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - Lions Hearing Aid Recycling Program (HARP)
 - LCIF's Affordable Hearing Aid Program (AHAP)
- Encourage clubs to appoint a club hearing preservation, awareness and action chairperson;
- Plan and facilitate hearing preservation awareness presentations for forums, zone meetings, district and multiple district conventions;
- Keep the district governor informed of district activities; encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor.

Honorary Chairperson

The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the district. This committee meets when and as called upon by the district governor. It acts under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee attends meetings of the cabinet when requested by the district governor.

Chairperson Duties

- Promote harmony through the district;
- Perform duties as requested by the district governor;
- Meet when called upon by the district governor to do so;
- Take problems assigned by the governor and recommend solutions after careful study.

Information Technology Chairperson

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each district is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

Chairperson Duties

- Create and maintain the district's home page;
- Establish communication system through e-mail between members and other clubs;
- Assist clubs in submitting their Monthly Membership Report, Service Activity Report and assigning current year and next year officers via the MyLCI website. Clubs that do not use MyLCI can submit their monthly membership report and their officer assignments, by sending the paper forms to the Member Service Center at international headquarters (MMR and Club Officer Reporting form) by post mail, email memberservicecenter@lionsclubs.org or fax 630-706-9295. **NOTE:** The MyLCI website does not apply to those multiple districts that are presently using their own database.
- Show clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the Internet;
- Develop the district's record-keeping system on the computer;
- Work on other innovative projects;
- Monitor club websites and publications for use of official logos only;
- Remind clubs with websites 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 addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse website;
- Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

International Relations Chairperson

The International Relations Chairperson's role is to encourage clubs to participate in activities in support of the third Purpose of Lions Clubs International: "to create and foster a spirit of understanding among the peoples of the world."

Chairperson Duties

- Become familiar with the Information for International Relations Chairpersons section on the association's website;
- Identify appropriate projects for the district;
- Encourage and facilitate participation in:
 - International club twinnings
 - Lions Day with the United Nations
 - Youth Camp & Exchange
- Meet with Lion leaders to develop a coordinated plan for the year.
- Visit clubs. Explain the importance of international programs;
- Keep the governor and the international office informed of district activities;
- Provide a summary report to successor.

Leo Club Chairperson

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities. Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs. Appointed at the district and multiple district level, Leo club chairpersons may be appointed for a one or three-year term during which they encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service, and grow the Leo Club Program.

Chairperson Duties

- Provide encouragement, coaching and motivational aids for all Lions who are actively involved in Leo club extension and development activities;
- Become familiar with the fundamental principles and procedures for sponsoring a Leo club;
- Review the Leo Club Chairperson section on the association's website;
- Promote and publicize the Leo Club Program within the district;
- Encourage Lions clubs to sponsor Leo clubs;
- Become familiar with Leo resources and materials available from International Headquarters;
- Ensure Leo clubs within the district report annual officers, membership, and service activities via MyLCI;
- Contact advisors of new Leo clubs to offer encouragement;
- Maintain communication with advisors of existing clubs;
- Conduct two leadership development seminars at the beginning of the fiscal year – one for Leo advisors, the other for Leo club officers;

- Serve as non-voting member of the Leo district council (if one has been established);
- Serve as the official liaison between the Lions district cabinet and the Leo district council;
- Keep the district governor informed of the progress of the Leo Club Program in the district, and report to the Lions district cabinet all resolutions of the annual Leo district conference;
- Encourage graduating Leos to join an existing Lions club or form a new Lions club; work closely with Leos and Leo club advisors in the district to ensure that graduating Leos are aware of the many incentives and options available to former Leos who become Lions;
- Meet regularly with the multiple district Leo club chairperson, if one exists.

Lions ALERT Chairperson

The Lions ALERT Program encourages Lions clubs, districts, and multiple districts to cooperate with local authorities to develop a plan of action in the event of a natural, man-made, or healthcare emergency.

Chairperson Duties

- Consider joint projects with the local chapter of the International Federation of Red Cross and Red Crescent Societies (IFRC);
- Visit clubs. Encourage clubs to develop a Lions ALERT plan and receive the Lions ALERT banner patch award. Offer to provide assistance;
- Keep the district governor and the international office informed of district activities;
- Provide a summary report to successor.

Lions Quest Chairperson

Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

Chairperson Duties

- Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest website www.lions-quest.org, and the Lions Quest program informational CD and DVD;
- Speak at Lions Club meetings, district cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to lions clubs that request it;
- Network with educational institutions and other organizations involved in education in the district;

- Learn about the scope of Lions Quest activity currently occurring in the district/multiple district including the clubs that have sponsored the program in recent years and schools that utilize the program;
- Encourage clubs in the district to promote the program to school officials in their communities;
- Encourage clubs in the district to sponsor Lions Quest training or material purchases for local schools;
- Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program;
- Generate publicity about Lions Quest activity in the district;
- Keep the district governor and the LCIF Lions Quest Department informed of the progress of Lions Quest activity in the district;
- Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate.

Lions Services for Children Chairperson

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 Lions Services for Children chairperson assists clubs to provide aid to children.

Chairperson Duties

- Become familiar with the Information for Services for Children Chairpersons section on the association's website;
- Connect with children's chairpersons worldwide via the LCI Facebook Group for Lions Services for Children chairpersons;
- Network with educators, government agencies, health care organizations and other individuals involved with serving children in need to learn about the needs in your district;
- Identify appropriate projects for the district;
- Encourage and facilitate participation in:
 - Lions Services for Children Symposium Program
 - Lions Children First
- Keep the governor informed of district activities;
- Encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor

Peace Poster Contest Chairperson

The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the district for this annual contest that challenges young people to think about peace and express what it means to them.

Chairperson Duties

- Become familiar with the rules for participation in the Peace Poster Contest;
- Prepare a presentation about the contest for clubs in the district to encourage them to participate;
- Serve as a resource person for clubs that have questions about the contest;
- Promote participation in the contest at district conventions;
- Work with the district governor to conduct the district judging;
- Follow up with the council chairperson to make sure the district's entry was received in time;
- Work with participating club chairpersons to properly publicize their winning entry on the local level;
- Serve as a liaison between the district and headquarters for different aspects of the contest.

Public Relations and Lions Information Chairperson

This chairperson is responsible for providing guidance and support to club public relations chairpersons, publicizing district activities to the community and informing Lions of district activities. It is suggested that a past district governor serve in this position.

Chairperson Duties

- As the district's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons;
- Handle the public relations for the district, including news releases to all media, and edit or assist in the preparation of the district bulletin;
- Motivate clubs to promote continuous public relations programs in each community;
- Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication;
- Encourage representation at district and international conventions;
- Assist club public relations chairpersons with presenting relevant information about association programs
- Provide advance notice to clubs of the governor's visit with biographical information and photographs;
- Arrange publicity for visits of international officers, directors and other dignitaries within the district;
- Store and account for district-owned property such as publications, audio/visual materials, etc.;
- Inform club public relations chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities
- Encourage the use of website and social media by clubs.

Reading Action Program Chairpersons

The Reading Action Program began in 2012 as a 10-year commitment to increasing reading and literacy rates. It's a call to action for every Lions club around the world to organize service projects and activities that underscore the importance of reading and address specific needs related to illiteracy within their own communities.

Chairperson Duties

- Connect with Lions reading action program chairs worldwide via the LCI Facebook Group for reading action program chairpersons;
- Utilize current resources from official literacy and education organizations to become knowledgeable about potential needs in your region;
- Identify appropriate projects in your district;
- Develop goals and an overall district action plan;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - World Literacy Day
- Encourage clubs to appoint a reading action program chairperson;
- Plan and facilitate literacy awareness presentations for forums, zone meetings, district and multiple district conventions;
- Keep the district governor informed of district activities; encourage clubs to report reading action program projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor.

Sight Preservation, Awareness and Action Chairperson

The mission of the program is to provide programs and assistance to aid people who are blind or have low vision and eliminate preventable blindness.

Chairperson Duties

- Become familiar with the Information for Sight Chairpersons section on the association's website
- Connect with Lions sight chairs worldwide via the LCI Facebook Group for sight chairpersons;
- Utilize current resources from official blindness prevention organizations to become knowledgeable about preventable blindness;
- Identify appropriate projects in your district;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - Lions Eye Health Program (LEHP)
 - Lions Eyeglass Recycling Centers (LERC)
 - Lions Eye Banks (LEB)

- LCIF SightFirst
- Sharing the Vision Centennial Service Challenge (October)
- World Sight Day (October 14)
- Lions Eye Bank Week
- International White Cane Day
- Helen Keller Day
- Encourage clubs to appoint a club sight preservation, awareness and action chairperson;
- Promote club awareness of the opportunity to earn the annual “Club Excellence in Effort” award;
- Plan and facilitate blindness prevention awareness presentations for forums, zone meetings, district and multiple district conventions;
- Keep the district governor informed of district activities; encourage clubs to report sight projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor.

Youth Chairperson (Lions Opportunities for Youth)

This chairperson is responsible for overseeing the Lions Opportunities for Youth Committee that coordinates all youth-related activities in the district. Members of the committee include: Leo Club, Youth Camp and Exchange, and Peace Poster Contest chairpersons. The committee may also include chairpersons of other youth activities sponsored at the district level. It is suggested that the vice district governor and, if applicable, the Leo district president, serve on the Lions Opportunities for Youth Committee.

Chairperson Duties

- Become familiar with the various youth programs in your district: Leo clubs, youth camps and exchange, Peace Poster Contest, etc. For additional information, visit the LCI website at www.lionsclubs.org and keyword search “youth development.”
- Provide a forum for youth activities chairpersons to exchange ideas and coordinate activities;
- Encourage Lions clubs in the district to support youth activities;
- Provide guidance to the club and district-level Lions Opportunities for Youth committees;
- Promote youth awards available from Lions Clubs International, including the Leos of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo District/Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Award.

Youth Camp and Exchange (YCE) Chairperson

The Lions International Youth Camp and Exchange Program is conducted by Lions who have an interest in promoting international relations and sponsoring a youth activity.

Chairperson Duties

- Review past district youth camp and exchange activities. Formulate and implement a plan to accomplish camp and exchange goals;
- Become familiar with the Youth Camp and Exchange Program policies outlined in the LCI Board Policy Manual and ensure that all YCE activities in the district are conducted in compliance with these policies;
- Become familiar with the Chairpersons' and Camp Leaders' sections on the association's website;
- Encourage clubs in the district to participate in youth camp and exchange;
- Consider district sponsorship of a Lions International youth camp;
- Establish exchange programs with Lions districts in other countries;
- Screen host families and youth applicants;
- Help organize camp accommodations and activities with camp leaders;
- Organize cultural and program orientation to sponsored participants and host families;
- Ascertain that all youth traveling abroad have the necessary travel documents and are adequately insured;
- Keep the district governor and the international office informed of district camp and exchange activity.