

# MULTIPLE DISTRICT “A” POLICY MANUAL

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## M.D. "A" SECRETARY

### **SELECTION / RESPONSIBILITY**

- : An appointment by Governors Council for a five (5) year term subject to annual reviews
- : Responsible to Governors Council through the Council Chair.

### **DUTIES - KEY RESULT AREAS**

- : Perform such duties as required by the M.D. "A" Constitution and By-Laws and as assigned by the Governors Council.
- : Act as liaison between M.D. "A" and Lions Clubs International
- : Attend and be the Secretary of Council meetings; and Committee meetings as requested
- : Management of Office equipment & operations, including personnel. Preparation of Directory, documentation for Committees, statistics, mailing of official notices, budget, budget control and financial statements in co-operation with the Treasurer of M.D. "A".
- : As per the attached pages containing a more thorough breakdown of the Job.
- : The Secretary of M.D. "A" is an Ex-Officio member of the Governors Council and is a signing officer along with the M.D. "A" Treasurer and Council Chair.

### **QUALIFICATIONS**

- : Experience in Accounting and Data Processing.
- : Experience in Office Management & Supervision of Personnel
- : Experience in Lions Clubs Activities and Functions
- : Good Communication Skills. (Bilingual an asset).
- : Knowledge of the Constitution & By-Laws affecting M.D. "A" and Lions Clubs International.
- : Good knowledge of Computers and programs to maintain and upgrade as necessary.

## **DUTIES - KEY RESULT EXPECTATIONS**

: Send written notices of all meetings (Board of Governors, Governors Council at least two (2) weeks before the date of such meetings.

: Be responsible for all arrangements for the meetings specified above. These arrangements are to include confirmation of all reservations required, book all meeting rooms required for the Council meetings and individual meetings called by committee chairs and establish a check list with the local co-ordinators and/or the Hotel management thus assuring problem free operations at all meetings. Co-ordinate programs of all special activities (Host Committee Receptions, Get-together rooms, Group outings to Sporting events, Theatres, Restaurants, etc.)

: Prepare and assemble a "Council Meeting Package" for use by all Council members and Vice District Governors for each Council Meeting. This detailed package is to contain agendas, reports (Secretary - Treasurer - Committee Chairs - Special - etc.) , correspondence to be discussed at the meeting, statistics, budgets, etc. Arrange for distribution of this package two weeks prior to the date of each meeting.

: Be responsible for all arrangements for the M.D. "A" Convention pertaining to reservations of all accommodations for members of Council, District Governors Elect, M.D. "A" Committee Chairs. Send out invitations & notices including agendas, to all concerned for all meetings and functions of the M.D. "A" Convention.

: Prepare and assemble a Convention "Guide Book" for the use of the Council Chair, Convention Advisory Committee Chair, Promotion Chair, Convention Host Chair and others with a real need for its detailed information. This book is to be prepared in co-operation with the Convention Advisory Committee Chair and shall contain detailed day by day and item by item agendas, showing time of functions and any other pertinent information that may assist in the running of the function itself. This "Guide Book" should be ready and distributed six (6) weeks before the Convention.

: Supervise Office operations to ensure modern technology is used efficiently, i.e. communication tools - voice mail, email, fax memory functions, telephone memory functions, etc. Ensure computers are upgraded as necessary and software is being used effectively for financial control, word processing, data base usage, etc.

: Keep an accurate record of all meetings such as:-

Meetings of Governors Council

Meetings of the Board of Governors

Business sessions of the M.D. "A" Convention

Such other meetings as requested by the Council Chair

: Send copies of the meetings listed above to Lions Clubs International.

For all Governors Council Meetings, send copies to the members of Governors Council, Vice District Governors, and Past International Directors.

For the Board of Governors meetings, send copies to all voting members of the Board and Committee Chairs.

: Assist the Board of Governors and the Governors Council in conducting the business of M.D. "A" and perform such duties as are required by the Constitution & By-Laws of M.D. "A" and Lions Clubs International and any other request as may be assigned from time to time by Governors Council.

: Co-operate with the M.D. "A" Treasurer in the responsibility for receipts and disbursements pertaining to the Administration and Convention Funds, and any other special funds designated from time to time, while adhering to the Rules of Audit.

: In co-operation with the M.D. "A" Treasurer, arrange for year end Audited Financial Statements and prepare an Annual Budget and estimate of Receipts and Expenditures. Then, submit same to Governors Council for consideration at its first meeting of each fiscal year.

: Act as liaison between Lions Clubs International, the District Governors and the clubs of Multiple District "A", to receive reports from the District Governors, Region Chairs, Zone Chairs and Club Secretaries.

: Notify each Chair of a M.D. "A" Committee and each Committee member of his/her appointment, within fifteen (15) days of such appointment being made; the notices shall include the name and address of the other members of the same committee.

: Generally, perform the duties which are usually performed by a Secretary and pertain to this office.

: Maintain the list of VIP recipients of the Lion Magazine. The list is to be broken into six parts with each receiving one mailing per year. Maintain the Lion Magazine "non-Lion/paid" subscription list, send renewal notices and update address changes.

(Council Meeting 05/00 Admin. Report Agenda # 12)

## M. D. "A" TREASURER

### **JOB DESCRIPTION**

### **SELECTION/RESPONSIBILITY**

- An appointment by Governors Council and is reviewed annually. (Refer to Research and Long Range Planning job description as to selection and review.

### **DUTIES**

- The Treasurer shall have RESPONSIBILITY for all receipts and disbursements of the following:
  1. The Administration Accounts of MD "A"
  2. Convention Accounts
  3. The Lioness of MD "A" fee income Account
- The Treasurer will be ONE of THREE signing authorities for MD"A".
- The Treasurer and the Research & Long Range Committee may obtain Professional Financial advise as they deem necessary.
- The Treasurer shall:
  1. Deposit all Funds in a recognized Banking Depository. Disbursements shall be according to the direction of Governors Council and in accordance with MD "A" Constitution & By-Laws.
  2. Keep accurate records & books open to the inspection of the Governors Council and the Auditors names by such Council.
  3. Give Bond.
  4. In co-operation with the MD "A" Secretary and the Council Chairman, produce an annual Budget for MD "A". It should include estimated expenses and receipts. This will be submitted to Governors Council for consideration not later than the second Council Meeting following the close of the International Convention. Upon approval it will serve as the authority for the MD"A" SECRETARY and MD"A" TREASURER to administer the financial affairs of the Multiple Convention.

5. The MD “A” Treasurer is an ex-officio member of the following:
  - Board of Governors
  - Governors Council
  - Lion Magazine Committee
6. The MD “A” Treasurer is an active member of the Promotion Committee

### **POSITION REQUIREMENTS**

- 1) Have a general knowledge of Lionism.
- 2) Have a good knowledge of the Lions Constitution & By-Laws in particular those areas covering the application of the Rules of Audit.
- 3) Some Communication Skills are required.
- 4) Diligence in guiding the Council through difficult Financial discussions.
- 5) Assist the MD “A” Secretary when needed or called upon.
- 6) Assist the Council Chair in all matters relative to his/her office in Lionism.

## M. D. "A" ASSISTANT SECRETARY TREASURER

### RESPONSIBLE TO THE MD "A" SECRETARY FOR PROVIDING SERVICES:

- : As required by an International Officer, whenever in the Office, from an MD "A" District.
- : As required by the MD "A" Council Chair
- : As required by the MD "A" Secretary
- : As required by the MD "A" Treasurer

### DUTIES

- : Handle correspondence where applicable
- : Maintain and keep updated "Lions Year Monthly Diary-sample binder."
- : Prepare general mail-out material to the Officers & Clubs as required.
- : Respond to inquires received by mail or phone consulting with the Council Chair, Secretary, Treasurer or the appropriate District Governor as needed to resolve an issue. Directs Lion Magazine "undeliverable mail" to the Lion Magazine Committee.
- : Maintains data base of each Club (Lions, Lioness & Leos) Secretary, and Past District Governors. Produces address labels for periodic MD "A" bulk mailings and authorized groups (i.e. Lions Homes for the Deaf, CDA, LFC, CNIB Lake Joseph Centre, Convention Committee, Constitution & Bylaws Committee) when requested.
- : Maintains stationery supplies, archives (Lion Magazines, Financial Reports, Minutes, Promotion merchandise, etc.)
- : Maintains all general files for Clubs, District Governors, Past District Governors, A-Z general, MD "A" Committees, Correspondence.
- : Maintains all Financial files for Expense claims, Visitation Reports, General Ledger.
- : Responsible for the day to day operation of the MD "A" Office under the supervision of the MD "A" Secretary.
  
- : Under the supervision of the MD "A" Treasurer shall:
  - : Administer the MD "A" Accounting Systems (includes Lioness ledgers, Effective Speaking, CNIB Lake Jo 50/50, Friendship Arch, invoicing Lions & Lioness annual dues, etc.)
  - : Prepare year end journal entries/draft Auditor Statement
  
- : All other duties as required by the MD "A" Secretary

## COUNCIL CHAIR

- : The Council Chair is the Chief Executive Officer of Multiple District "A".
- : The Council Chair ( Chair Governors Council ) shall preside at all meetings of the Council and of the Board of Governors.
- : The Council Chair shall attend the International Convention immediately following the election to Council Chair. At this Convention the Council Chair shall hold a meeting of the Governors Elect to fully explain their Duties & Responsibilities for the coming year.
- : The Council Chair shall chair and conduct the Annual District "A" Caucus at the International Convention.
- : The Council Chair shall appoint such Committees and their Chairs as required by the MD"A" Constitution & By-Laws and as may be necessary to effectively conduct the affairs of District "A". Should vacancies occur on any Committees it is the responsibility of the Council Chair to fill those vacancies as necessary.
- : The Council Chair shall chair the "Canadian Breakfast" at the International Convention if such an event is held.
- : The Council Chair shall chair all Business Meetings at the District "A" Convention and the International Night Event.
- : The Council Chair shall call and chair the District "A" changeover meeting which must be held within nineteen days (19) following the close of the District "A" Convention.
- : The Council Chair is an ex-officio member of the Committees of District "A".
- : The Council Chair is a voting member of the International Advisory Committee and the Promotion Committee of District "A".
- : The Council Chair's appointments to various positions and District "A" Committees must be approved by the Governors Council. It is necessary for all to realize that the Council Chair in making the appointments has given full consideration to them and as the Council Chair is the Lion who has to work with these appointed Lions during the coming year.
- : To work in partnership with the Immediate Past Council Chair who in an advisory role is able to provide a degree of continuity and history to matters placed before the Council of Governors.
- : To have regard for the MD "A" Constitution and Policy Manual in all matters.

## REIMBURSEMENT

: The Council Chair shall be paid his/her expenses to attend the following:

- 1) International Convention
- 2) The USA/CANADA Lions Leadership Forum
- 3) All Council Meetings
- 4) Board of Governors Meetings
- 5) District "A" Committee Meetings
- 6) Such other Lions functions in District "A" to which he/she has received an invitation to attend as the representative of District "A".

: These expenses shall be paid in accordance with the MD "A" Rules of Audit.

## COUNCIL CHAIR SPOUSE

The spouse of the Council Chair may act as escort, host/hostess, coordinator and attend MD "A" functions as required from time to time.

With regard to the Spouses of the members of the Governors' Council, provide direction, support, and assistance to the new members of the Governors' Council as required. He/she should also assist in team building, orientation, advice on duties, dress, activities and information as may be deemed necessary.

PROCEDURE FOR THE ELECTION OF THE COUNCIL CHAIRMAN OF THE  
GOVERNORS' COUNCIL (Council Chair)

(Refer to Multiple District "A" Constitution and By-Laws, Article V)

1. The current Council Chair presides at the election meeting but will NOT have a vote.
2. The Multiple District "A" Secretary attends such meeting to record the proceedings but will NOT have a vote
3. The current Council Chair will decide on the location and the time of such meeting
4. The current Council Chair will invite no less than four (4) members in good standing to be present at the meeting. The current Council Chair will nominate only two (2) members to be designated for the position of scrutineer. Should there be any objection to one or either of the proposed nominees, the current Council Chair will present an alternate or alternates. The selection process will continue until two (2) of the nominees are unanimously acceptable
5. Only the current Council Chair, The Multiple District "A" Secretary, the District Governors and Vice-District Governors and the selected scrutineers may attend this election meeting.
6. The current Council Chair will call the meeting to order
7. All current District Governors are eligible for election
8. The current Council Chair will call for nominations for the position of Council Chair. Each District Governor has the right of refusal prior to the election by secret ballot.
9. When all nominations have been received the current Council Chair will call for a motion to accept those names as candidates for the position of Council Chair.
10. Each current District Governor and current Vice District Governor is eligible to have one (1) vote
11. Voting will be conducted by secret ballot once the District Governors and Vice District Governors decide whether to use the District Number or Governors name on the ballot.
12. The Multiple District "A" Secretary will make available sufficient blank ballots and the scrutineers will distribute one ballot to each eligible voter
13. Each vote will mark their ballot, voting by District Number or Name depending on the decision under 11. above. NOTE: Should a voter spoil a ballot before they are collected, a replacement ballot may be requested and the spoiled ballot must be destroyed immediately
14. The scrutineers will collect the ballots.
15. Once the ballots have been counted, the scrutineers will provide the Council Chair with the results of the vote on a tally sheet. NOTE: For a nominee to be elected there must be a clear majority of votes. For example: Currently with 20 eligible votes, to be elected a nominee must have at least 11 votes.
16. The Council Chair will announce if one nominee has received the required majority vote. If there is no majority vote, the Council Chair will advise the nominee with the lowest number of votes that the name will be removed from the list of nominees and all for another ballot. This process will continue until such time a one nominee receives a majority of the votes.
17. Once a majority vote has been secured the Council Chair will ask the scrutineers to confirm that a majority vote has been secured and will announce the name of the selected nominee.
18. The Council Chair will then call for a motion to destroy the ballots, to be completed by the scrutineers

## VICE DISTRICT GOVERNOR

- : The Vice District Governor shall be a voting member of the District Governors Cabinet.
- : Be responsible to the District Governor for all his/her actions and to act under the Governor's supervision.
- : Attend the meetings of the District Governors Cabinet.
- : Assist the District Governor by performing such duties as Club visitations, Extension, assist District Committees, attend Special Functions, etc as may be delegated by the District Governor or as may be required under the provisions of District, MD "A" or Lions International Constitution & By-Laws.
- : Promote Lionism in the District, promote the District Convention, promote the MD "A" Convention and the International Convention. Encourage each club to have representation at each Convention by the full attendance of delegates to which each club is entitled.
- : Familiarize himself/herself with the duties and responsibilities of the District Governor in order that he/she will be better able to discharge them when/if called upon to do so.
- : Assist in such administrative duties as may be assigned by the District Governor.

## REIMBURSEMENT

Expenses shall be paid in accordance with the MD "A" Rules of Audit as they relate to District functions. If the Vice District Governor substitutes ( for the District Governor ) as authorized by the District Governor those expenses shall be paid by Lions Clubs Internationals own reimbursement procedures for a District Governor.

## REGION CHAIRMAN

The Region Chairman shall be a voting member of the District Governors Cabinet and shall:

- : Be responsible to the District Governor for all your actions and act under the supervision of the District Governor.
- : Attend the meetings of the District Governors Cabinet and the Board of Governors.
- : Assist the District Governor by performing such duties as Club Visitations, Extension, assist District Committees, attend Special Functions, etc as may be delegated by the District Governor or as may be required under the provisions of the MD "A" Constitution and By-Laws.
- : Submit the required reports to the Vice District Governor and District Governor within 10 Days after each assignment.
- : Promote Lionism in the Region, promote the District Convention, promote the MD "A" Convention and the International Convention. Encourage each club to have representation at each Convention by the full attendance of delegates to which each club is entitled.
- : Supervise the activities of the Zone Chairman within the Region and assist them in the performance of their official Duties. Co-operate with them in holding regularly scheduled meetings of the District Advisory Committee.
- : Co-operate with the Zone Chairman in arranging Zone Meetings or Zone/Region Rallies and attending the same when called upon to do so.
- : Hold a Region Rally of all the clubs in the Region subject to the approval of the District Governor.

## REIMBURSEMENT

Expenses of such assignments shall be paid in accordance with the MD "A" Rules of Audit.

## ZONE CHAIRMAN

The Zone Chairman shall be a voting member of the District Governor's Cabinet and shall be Chairman of the District Governors Zone Advisory Committee for his/her Zone and shall:

- : Be responsible to the Region Chairman for all your actions and act under the supervision of the Region Chairman.
- : Attend the meetings of the District Governors Cabinet.
- : Assist the Region Chairman by performing such duties as Club visitations, Extension, assist District Committees, attend Special Functions, etc as may be delegated by the Region Chairman or the District Governor or as may be required under the provisions of the MD "A" Constitution & By-Laws.
- : Convene at least three ( 3 ) meetings of the Zone Advisory Committee in the Zone during the year in which he/she holds the Office.
- : Submit the required reports to the Region Chairman, Vice District Governor and District Governor within 10 Days after each assignment.
- : Promote Lionism in the Zone, promote the District Convention, promote the MD "A" Convention and the International Convention. Encourage each club to have representation at each Convention by the full attendance of delegates to which each club is entitled

## REIMBURSEMENT

Expenses of such assignments shall be paid in accordance with the MD "A" Rules of Audit.

## ACTIVITIES COMMITTEES

All of the Activities Committees in Multiple District "A" have several items in common.

NAMELY : The general purpose of each Activity Committee.  
The method of selecting the make-up of each Activity Committee.  
The qualifications of each Activity Committee Appointee.  
Re-imbursement to Activity Committee Appointees.

THEREFORE :

To eliminate a lot of duplication, the information on this page will apply to each of the following  
Activity Committees;

<u>PRIMARY COMMITTEE</u>		<u>SUB-COMMITTEE</u>
HEARING CONSERVATION		
LION MAGAZINE	---	BULLETIN CONTEST
SIGHT CONSERVATION	---	DIABETES AWARENESS
YOUTH OUTREACH	---	EFFECTIVE SPEAKING
	---	LEO
	---	LIONS QUEST
	---	YOUTH EXCHANGE

PURPOSE :

To encourage each District Governor and Club president to appoint a chair to each of the above  
Activities Committees.

To promote programs by and among the clubs in Multiple District "A".

SELECTION :

The Chair of the Governors Council shall appoint a Chair for each Committee and a Coordinator  
for each Sub Committee subject to the approval of the Governors Council.

QUALIFICATIONS :

- 1) The Chair of each Committee should be available to attend the Multiple District "A" Convention during his/her year as the Chair.
- 2) Be able to prepare materials promoting the Committee's goals.
- 3) Be available to attend and report to each of the Governors Council meetings as to the progress of the Committee as well as the promotion of the Committee's goals.
- 4) Be able to encourage cooperation between Lions, District Chairs and Committees and other organizations working in the same field.
- 5) The Coordinator of each Sub Committee may request, through the Committee Chair, to attend and report to a Council Meeting(s) and should make themselves available if requested to attend and report.

REIMBURSEMENT :

Each Committee shall have a budget, approved by the Governors Council. It should cover the expenses of the Chair, the Coordinator and any appointees approved by the Governors Council. Operating expenses are calculated & reimbursed according to the MD"A" Rules of Audit. Any Committee requiring additional funds MUST contact the Governors Council in advance for the appropriate approval.

## BULLETIN CONTEST

### Part 1 Club Bulletins

- 1 Encourage each of the District Governors to appoint a District Chair, and keep those individuals abreast of all that is happening with regard to the MD "A" Bulletin Contest Activity.
- 2 Through the respective District Chairs, encourage all Club Presidents to appoint a Bulletin Editor by explaining the advantages of having a proper medium of communication between the members of the club, the District Officers, Etc.
- 3 Provide all District Chairs with information regarding the rules of the Bulletin Contest so that these may be made available to all Club Presidents.
- 4 Through the respective District Chairs, ensure that all Club Presidents are thoroughly conversant with the Bulletin Contest Rules at the Multiple District level and encourage them to enter their Bulletins in the competition.
- 5 Judge the Bulletins according to the Bulletin Contest Rules.
- 6 Seek recommendations from each District Chair regarding the Bulletin Contest
- 7 Produce a report on the Club Bulletins & the Bulletin Contest, along with recommendations from each District Chair for inclusion in the final Report presented to the Governors Council.
- 8 Seek out and encourage opportunities to present Displays, Seminars Workshops Etc regarding this Activity.

### Part 2 District Bulletins

- 1 Encourage each of the District Governors to appoint a District Chair, then keep those individuals abreast of all that is happening with regard to the MD "A" Bulletin Contest Activity.
- 2 Judge the District Bulletins in accordance with the Bulletin Contest Rules.
- 3 Produce a report on the District Bulletins for inclusion in the final report presented to the Governors Council.

## MULTIPLE DISTRICT “A” CLUB BULLETIN CONTEST JUDGING GUIDELINES

The format of the cover of the Bulletin should include the identification of the Club, Zone, Region and District; the names, addresses and phone numbers of the Club President, Secretary and Bulletin Editor. Other appropriate information could include: names, addresses and phone numbers of District Officers; attendance make-up information including the place and time of meetings of nearby Clubs and finally the Club Roster or Membership Count.

POINTS	BULLETIN CONTEST GUIDELINES
COVER  5	1) Name of Club 2) Zone, Region & District identification 3) Names, addresses & phone numbers of Club President, Secretary & Bulletin Editor 4) Publishing date & frequency of the Bulletin 5) Any other appropriate information.
CONTENT	
7	1) The date, time and location of upcoming meetings & programs.
7	2) Report on Club activities; include actions by Board of Directors.
7	3) Coming events at the Club, Zone, Region, District and International levels.
7	4) Information relative to Membership Development & Retention
7	5) Report on previous meeting including any Board of Directors meetings.
7	6) Constructive editorials
7	7) Personal news about members.
7	8) General info as it concerns your District and Lions Clubs International.
7	9) Effective use of humour.
7	10) Continuous receipt of Bulletins i.e. Months of Oct.-Feb. inclusive
25	GENERAL EFFECT
100	SUB-TOTAL
( )	Deductions-10 points each of humour in bad taste & plagiarism
	TOTAL

*The Bulletin Contest is based on Bulletins published & judged for the months of October through February. There are two (2) categories: MONTHLY and TWICE MONTHLY*

# MD "A" CHAIR & DISTRICT CHAIR BULLETIN CONTEST SCORE SHEET

**Club Name:** \_\_\_\_\_ **Category:** Monthly \_\_\_ Twice Monthly \_\_\_

**District:** \_\_\_\_\_ **Region:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

	PTS	Oct	Nov.	Dec	Jan	Feb
Cover	5					
Content (1)	7					
Content (2)	7					
Content (3)	7					
Content (4)	7					
Content (5)	7					
Content (6)	7					
Content (7)	7					
Content (8)	7					
Content (9)	7					
Content (10)	7					
General Eff.	25					
Sub Total	100					
Deductions						
<b>TOTAL</b>						

**COVER PAGE: 5 Points**

- 1) The name of the Club
- 2) The Zone, Region and District of the Club
- 3) The name and address of the Bulletin Editor
- 4) The publishing date
- 5) Any other information which the Club considers appropriate

**CONTENTS: 7 Points per item**

- 1) The date, time, location of upcoming meetings and programs.
- 2) A report on Club activities including actions by the Board of Directors
- 3) Coming events at the Club, Zone, Region, District and International levels
- 4) Information relative to membership development and retention.
- 5) Report on previous meeting
- 6) Constructive editorials
- 7) Personal news on members
- 8) General information as it concerns your District and Lions Clubs International
- 9) Effective use of humour
- 10) Continuous receipt of Bulletins

**GENERAL EFFECT: 25 points**

- 1) Overall appearance and interest it creates

**DEDUCTIONS: 10 points each**

- 1) Humour in bad taste
- 2) Plagiarism unless credit is given to author

DIABETES AWARENESS  
(Sub Committee to Sight Conservation)

1. To work in partnership with the MD “A” Sight Conservation Chair and the District Diabetes Awareness Chairs.
2. To work in partnership with the District Diabetes Awareness Chairs, maintaining open communication, exchanging information, seeking recommendations for future fund-raising endeavors and sharing success stories.
3. To serve as a Liaison between MD “A”, the Canadian Diabetes Association(CDA) and other related agencies.
4. To encourage each of the District Governors to appoint a District Diabetes Awareness Chair.
5. To provide the MD “A” Sight Conservation Chair with a written report of activities and progression of goals prior to each Governors’ Council meeting.
6. To present any proposed MD “A” projects to the MD “A” Sight Conservation Chair who will in turn seek the Council of Governors’ approval prior to implementation.
7. To ensure that the Lions Family of MD “A” are aware, via the District Chairs, of the programs and services provided by the CDA.
8. To participate as a non-voting member of the CDA Board of Directors-Ontario Division, attending meetings as required (3-4 per year).
9. To host a meeting(s) in conjunction with one of the CDA Ontario Division Meetings for the benefit of the District Diabetes Awareness Chairs.
10. To work in partnership with the CDA National Division and attend meetings as required.
11. To pro-actively identify opportunities to present displays, seminars, workshops etc.
12. To continuously motivate District Governors and District Chairs to promote and support programs and activities related to Diabetes.
13. To Maintain accurate records and retain correspondence which will be provided to the successor.
14. To adhere to the MD “A” policy regarding Committee Bank Accounts, if applicable.
15. **Any mailings for Lions supported projects shall be proof read by the relevant MD “A” Committee and the MD “A” Office prior to the release of the mailing.**

## HEARING CONSERVATION

: Serve as the liaison between the Lions of Multiple District "A", Lions Clubs International, District Hearing Conservation Chairs and any other agencies concerned with the needs of the Hearing Impaired in our Communities.

: Inform and advise all of the above Lions & agencies of all the available programs & services related to the Hearing Impaired. Promote support of these Programs and Services.

: Receive and review all requests for financial aid or equipment from any public or private agency. Encourage & support any available assistance to service these requests. Do not undertake any District "A" project without approval of Governors Council or any Sub District without the approval of the District Governor and his/her Cabinet.

: Motivate within MD"A" through District Governors & District Chairs so that a meaningful Hearing Conservation Program is conducted.

: Seek a report on Hearing Conservation and recommendations from each District Chair to consider for inclusion in the final report to Governors Council.

: Seek out and encourage opportunities to present Displays, Seminars Workshops Etc. regarding this activity at all possible forums held at appropriate Lions functions and elsewhere.

: Serve as an ex-officio member of the Board of Lions Homes for the Deaf

**: Any mailings for Lions supported projects shall be proof read by the relevant MD "A" Committee and the MD "A" Office prior to the release of the mailing.**

## LION MAGAZINE (MDA Issue)

- : Read and understand the editorial policy of the Lion as set down by Lions Clubs International.
- : Read and understand By-Law XV of the MD"A" Constitution & By-Laws.
- : Call the Lion Committee together in early August to review :  
The Publisher, Printer, Translator, Distributor, Duties of the Committee Members, Labels & Front covers for the next year.
- : Set the Budget for the Magazine.
- : Set the meeting dates for the upcoming year. ( 6 )
- : Review the advertising rates & set plan to seek advertisers for the magazine.
- : Layout plan & arrangements for address changes for Lions with Lions Clubs International.
- : Request from Lions Clubs International address labels for the International family & Past International Presidents.
- : Check our list & update Past Canadian Presidents and Directors addresses for mailing purposes.
- : Contact District Reporters & explain their Role & Duties for The Lion Magazine.
- : Contact the MD "A" Secretary & MD "A" Chair to make them aware of space available to them.
- : MD "A" Convention should be in all magazines with the MARCH/APRIL edition having use of the front cover & at least three pages inside to promote/advertise the upcoming Convention.
- : Contact the Council Chair in August for an Editorial for the Sept/Oct Issue also for May/June.
- : Contact the Canadian Director in office and allow room for an Editorial in each issue.
- : Prepare a written report for presentation to Governors Council at least twice a year or as requested.
- : Contact USA/CANADA Forum Committee for a Registration Form. Should be in the March/April and May/June issue.

## MD "A" FORUM

1. The MD "A" Forum Committee shall provide the Governors' Council with:
  - a. A brief summary of the program to be offered , at the Feb. Council Meeting
  - b. A budget projection to be approved or revised and approved
  - c. A final report summarizing results of the Forum, an evaluation of the proceedings, and a closing financial statement at the Nov. Council Meeting.
  
2. Should the Governors' Council wish to discontinue the program, a two year notification is required.
  
3. That the MD "A" Forum Committee be listed in the MD "A" Policy Manual along with a Job Description and the general policies governing the operation of this committee, beginning with those offered in this recommendation.

Approved Feb. 2001

## SIGHT CONSERVATION

1. To work in partnership with the Coordinator of the MD “A” Diabetes Awareness Program.
2. To work in partnership with the District Sight Conservation Chairs by maintaining open communication, exchanging information, seeking articles for the LIONS/CNIB Partnership Program Newsletter, sharing ideas for future fund-raising initiatives etc.
2. To serve as the Liaison between MD “A” and sight related agencies and organizations.
3. To encourage each of the District Governors to appoint a District Sight Conservation Chair.
4. To report to the Council of Governors on all Sight Conservation Activities ( Diabetes Awareness included), when requested.
5. To present any proposed MD “A” projects to the Council of Governors for approval, prior to implementation.
6. To participate as a Lion Representative on the CNIB/Knights of the Blind Committee, attending meetings as required (4 per year).
7. To participate as a Lions Representative on the Lake Joseph Centre Board of Directors, attending meetings as required (4 per year).
8. To attend as a Lion Representative at the annual Eye Van meeting held in the fall.
9. To attend as a Lion Representative to the Organ Donor meeting and promote the program within the Multiple District.
10. To ensure that the Lions Family of MD “A” are aware, via the District Chairs, of the programs and services provided by the various sight related agencies.
11. To promote the collection of used eyeglasses throughout the multiple.
12. To pro-actively identify opportunities to present displays, seminars, workshops etc.
13. To continuously motivate District Governors and District Chairs to promote and support sight related programs and activities.
14. To maintain accurate records and retain correspondence which is to be provided to the successor.
15. To adhere to MD “A” policy regarding Committee Bank Accounts, if applicable.
16. Any mailings for Lions supported projects shall be proof read by the relevant MD “A” Committee and the MD “A” Office prior to its release.

## YOUTH OUTREACH

1. To work in partnership with the Coordinators of the MD “A” Youth Exchange, Leo Clubs, Lions Quest & Effective Speaking programs
2. To assist each of the District Lions International Peace Poster Contest Chairs in the promotion and operation of the contest in their Districts.
3. To encourage each District Governor in MD “A” to appoint District Chairs for each of the MD “A” Youth Outreach programs.
4. To report to each of the Council of Governors meetings on all Youth Outreach activities ( Youth Exchange, Leo Clubs, Lions Quest & Effective Speaking) .
5. To present any proposed MD “A” Youth Outreach projects to the Council of Governors for approval prior to implementation.
6. To present a proposed budget for Youth Outreach (all programs) to the MD “A” office prior to the conclusion of the present Lions year pertaining to the upcoming Lions year.
7. To continuously motivate District Governors, Vice District Governors and District Chairs to promote and support all Youth Outreach projects and activities.
8. To pro-actively identify opportunities to present displays, seminars, workshops etc. at District and MD “A” Conventions, MD “A” Forum, and other events highlighting the Youth Outreach programs.
9. To maintain accurate records that can be forwarded to the incoming MD “A” Youth Outreach Chair.
10. To adhere to MD “A” policy regarding Committee Bank Accounts, if applicable.
11. **Any mailings for Lions supported projects shall be proof read by the relevant MD “A” Committee and the MD “A” Office prior to the release of the mailing.**

EFFECTIVE SPEAKING (Sub Committee to Youth Outreach)

- : To work in partnership with the MD “A” Youth Outreach Chair and the District Effective Speaking Chairs
- : Arrange printing of all material required in both Official Languages during the first month of the Lions year.
- : Organize a meeting at a convenient location of all District Chairs where all material will be handed out and plans for the year can be discussed and finalized.
- : Arrange a meeting with the Club hosting the MD “A” finals, to be held early in the Lions year to investigate the facilities, accommodations, club participation, etc. as these pertain to the hosting of the finals.
- : Keep in touch with the District Chairs and where necessary the District Governors, to ensure that Fundraising solicitation proceeds smoothly and effectively.
- : Purchase all trophies and awards and arrange for a bilingual Master of Ceremonies for the contest and banquet.
- : Arrange accommodations and escorts for the 1<sup>st</sup> place winners to attend the MD “A” Convention and ensure that the 1<sup>st</sup> place winners deliver their winning speeches to the Convention Delegates.
- : Provide the MD “A” Youth Outreach Chair with a written report of activities and progression of goals prior to each Governors’ Council Meeting.
- : A full financial statement shall be provided no later than June 30th.
- : Arrange a meeting of all District Chairs, if possible at the conclusion of the contest to review the policy & procedures of the current year and make recommendations for future contests and for next years’ Committee.
- : Adhere to MD “A” Policy regarding Committee bank accounts, if applicable.
- : **Any mailings for Lions supported projects shall be proof read by the relevant MD “A” Committee and the MD “A” Office prior to the release of the mailing.**

**Supplemental**

- : The LION Magazine should be used to promote this project. It is recommended that an article be produced for each issue leading up to the finals.
- : The Governors Newsletter in each District should be used to promote this project by the District Chairs.
- : Conducting of the program shall be in accordance with the procedures set out in the Multiple District “A” Effective Speaking Manual.

## LEO PROGRAM

(Sub Committee to Youth Outreach)

1. To work in partnership with the MD “A” Youth Outreach Chair and the District Leo Program Chairs.
2. To maintain open Communication with the District Leo Chairs ensuring that they share in an exchange of information, and to provide them with support.
3. To motivate the District Leo Chairs to promote Leo Club extension and membership growth.
4. To host an annual meeting (September/October) for all District Leo Chairs, their Teams and the MD “A” Youth Outreach Chair.
5. To provide the MD “A” Youth Outreach Chair with a written report of activities and progression of goals prior to each Governors’ Council meeting.
6. To ensure that all District Leo Chairs promote the activities provided by the Leo Program to the Lions Family of MD “A”.
7. To Continuously motivate District Governors, Vice District Governors, and District Leo Chairs to actively promote and support the Leo Program.
8. To pro-actively identify opportunities to present displays, seminars, and workshops etc. at District Conventions, the MD “A” Convention, the MD “A” Forum and other events for all aspects of the Leo Program.
9. To establish the needs of the Leo Delegates to the MD “A” Convention and provide the Youth Outreach Chair with the information.
10. To maintain accurate records that can be forwarded to the incoming Coordinator of the MD “A” Leo Program when one is appointed.
11. To adhere to MD “A” policy regarding Committee Bank Accounts, if applicable.
12. **Any mailings for Lions supported projects shall be proof read by the relevant MD “A” Committee and the MD “A” Office prior to the release of the mailing.**

LIONS QUEST  
(Sub Committee to Youth Outreach)

1. To work in partnership with the MD “A” Youth Outreach Chair and the District Lions Quest Chairs.
2. To attend and participate in the annual Lions Quest Leadership Session hosted by Lions Quest Canada during the month of June.
3. To coordinate a mid-year (January/February) follow-up meeting for the District Lions Quest Chairs and their Teams, in conjunction with Lions Quest Canada.
4. To maintain continuous communication with the Lions Quest Canada Office and the District Chairs.
5. To provide the MD “A” Youth Outreach Chair a written report of activities and progression of goals prior to each Governors’ Council Meeting.
6. To participate in District events, when invited.
7. To adhere to MD “A” policy regarding Committee Bank Accounts, if applicable.
8. **Any mailings for Lions supported projects shall be proof read by the relevant MD “A” Committee and the MD “A” Office prior to the release of the mailing.**

YOUTH EXCHANGE  
(Sub Committee to Youth Outreach)

1. To work in partnership with the MD “A” Youth Outreach Chair and the District Youth Exchange Chairs.
2. To Maintain open communication with the District Youth Exchange Chairs ensuring that they share in an exchange of information, and to provide support when needed.
3. To ensure that the District Chairs adhere to the Lions Clubs International guidelines for all Youth Exchange Programs.
4. To host semi-annual meetings (October & February) for all District Youth Exchange Chairs, their teams, and the Youth Outreach Chair.
5. To provide the MD “A” Youth Outreach Chair a written report of activities and progression of goals prior to each Governors’ Council Meeting.
6. To ensure that all District Youth Exchange Chairs promote the activities and services provided by the Youth Exchange Program to the Lions Family of Multiple District “A”.
7. To continuously motivate District Governors, Vice District Governors, and District Chairs to actively promote and support the Youth Exchange Programs.
8. To pro-actively identify opportunities to present displays, seminars, and workshops etc. at District Conventions, the MD “A” Convention, MD “A” Forum and other events for all aspects of the Youth Exchange Program.
9. To maintain records that can be forwarded to the incoming Coordinator of the MD “A” Youth exchange Program when one is appointed.
10. To adhere to MD “A” policy regarding Committee Bank Accounts, if applicable.
11. **Any mailings for Lions supported projects shall be proof read by the relevant MD “A” Committee and the MD “A” Office prior to the release of the mailing.**

## ADMINISTRATIVE COMMITTEES

All of the Administrative Committees in Multiple District "A" have several items in common.  
NAMELY :

- The general purpose of each Administrative Committee.
- The method of selecting the make-up of each Administrative Committee.
- The qualifications of each Administrative Committee Appointee.
- Re-imbusement to Administrative Committee Appointees.

THEREFORE :

To eliminate a lot of duplication, the information on this page will apply to each of the following Administrative Committees:

INTERNATIONAL ADVISORY COMMITTEE–Sub Committees: LCIF, 2004,  
Restructuring, International Officer Training  
MEL COMMITTEE–Sub Committees: Leadership, Membership, Extension  
MD “A” FORUM COMMITTEE  
CONVENTION ADVISORY COMMITTEE–Sub Committees: Credentials, Elections  
CONSTITUTION & BYLAWS COMMITTEE PROMOTION COMMITTEE  
RESEARCH & LONG RANGE PLANNING

PURPOSE : To assist with the administrative functions of MD “A”. In the case of the MEL and LCIF Committees, to promote these programs among the Clubs in MD “A” and encourage each District Governor and Club President to appoint a Chair.

SELECTION : The Chair of the Governors Council shall appoint a Chair for each Committee and a Coordinator for each Sub Committee subject to the approval of the Governors Council.

QUALIFICATIONS :

- 1) The Chair of each Committee should be available to attend the Multiple District "A" Convention during his/her year as the Chair.
- 2) In some cases be able to prepare materials promoting the Committee’s goals.
- 3) Be available to attend and report to each of the Governors Council meetings as to the progress of the Committee and in some cases the promotion of the Committee’s goals.
- 4) Be able to encourage cooperation between Lions, District Chairs and Committees and other organizations working in the same field.
- 5) The Coordinator of each Sub Committee may request, through the Committee Chair, to attend and report to a Council Meeting(s) and should make himself/herself available if requested to attend and report.

REIMBURSEMENT :

Each Committee shall have a budget, approved by the Governors Council. It should cover the expenses of the Chair, the Coordinator and any appointees approved by the Governors Council. Operating expenses are calculated & reimbursed according to the MD"A" Rules of Audit. Any Committee requiring additional funds MUST contact the Governors Council in advance for the appropriate approval.

## CONSTITUTION & BY-LAWS COMMITTEE

### **PURPOSE**

This Committee shall be responsible for the Multiple District "A" Constitution & By-Laws. It is charged with the duty of keeping it current and in proper alignment with that of Lions Clubs International.

### **SELECTION**

In accordance with the Constitution & By-Laws the Council Chair shall appoint annually a Chair and two members to this Committee.

They are subject to the approval of Governors' Council.

### **JOB DESCRIPTION**

To study the Lions International Constitution & By-Laws and gain a full working knowledge of its intent and purpose.

To be very knowledgeable/familiar with the M.D. "A" Constitution & By-Laws.

To review the Constitution & By-Laws each year.

To bring forward to the Governors' Council proposed areas or items requiring change.

To make recommendations as to what/how the above changes should be handled and implemented.

Receive and consider proposed requests for Amendments to the Constitution & By-Laws from Clubs, District Cabinets, the District Governors' Council, the Board of Governors of M. D. "A" and present such recommendations to the District "A" Convention with its own recommendations concerning said proposed amendments.

To assist with the counting of properly marked ballots when deemed necessary or when requested by the Council Chair.

At the request of the Council Chair may report the results of the Constitution & By-Law matters that were voted on at that M.D."A" Convention.

CREDENTIALS  
(Sub-Committee to Constitution & By-Laws)

**PURPOSE**

To ensure that each delegate to the Multiple District Convention is properly qualified to vote in accordance with the Constitution and By Laws III, Section 2.

**SELECTION**

The Council Chair must appoint a sub-committee chair no later than the mid-winter meeting of the Governors' Council. This sub-committee chair reports directly to the Multiple District Convention Advisory Chair.

Each District Governor is required to appoint a representative for his/her district to assist at the credentials desk at the Multiple District Convention.

**CLERICAL WORK REQUIRED PRIOR TO THE CONVENTION  
TO BE PERFORMED BY THE OFFICE STAFF AND SECRETARY:**

1. Prepare a list of all Club by District in **ALPHABETICAL ORDER**
2. Indicate each clubs membership number as at the date specified by the Constitution
3. Indicate the number of votes each club is entitled to cast. **PRESENTLY THE RULE IS 1 VOTE FOR EVERY 10 MEMBERS OR MAJORITY PORTION THEREOF.**
4. Prepare a alphabetical list in District order of all Past International Officers eligible to vote
5. Send every club Secretary the number of credential certificates corresponding to the number of eligible votes allowed for each Club along with a letter of explanation. The colour of the Credential Certificate must be changed annually.
6. Each Past and Present International Officer with a right to vote, must each be sent one (1) Credential Certificate
7. Prior to the Multiple District Convention each year, prepare a list of the clubs with "outstanding balances" owing Multiple District "A" and Lions Clubs International. These clubs have no right to vote unless payment is made. The criteria for a club 'IN GOOD STANDING' is all per capita dues must be paid in full and any balance of \$50.00 or more over ninety (90) days must also be paid.
8. Prepare sufficient copies of the lists for use by the Credential's Sub-Committee
9. **CERTIFICATION – A STICKER** with the word "DELEGATE" must be prepared for use by the Sub-Committee. Each delegate presenting a Credential Certificate will have this sticker affixed to the Convention Registration Badge. At voting time this sticker confirms that the delegate presenting a Credential Certificate has been certified as a voting delegate and is so indicated on the voting lists.

## **PROCEDURE FOR CREDENTIAL DESK OPERATION**

1. Request each District Governor to assign three (3) Lions from his/her District to help man the Credentials Desk during the Convention
2. The sub-committee chair must ensure that the Credentials Desk is located in an area close to the Convention Registration Desk.
3. The sub-committee chair must brief the Convention Registration representatives on the procedure to be followed and confirm that delegates be directed to the Credentials Desk
4. Arrangements must be made to ensure that the Credentials Desk is open at appropriate times subject to closing during the Opening Ceremonies, Convention Meals, events such as Parades and posted accordingly.
5. The assigned District representatives must be allocated specific hours each is required to be on duty for the smooth operation of the Credentials Desk
6. On voting day a team of representatives will be assigned to confirm the certified delegates, hand out ballots, crowd control and ballot counting.
7. The sub-committee chair must have a copy of the Resolutions to be voted upon available if requested.
8. Arrange for the production of professional looking signs showing the hours of operation of the Credentials Desk.

## **DELEGATE CERTIFICATION PROCEDURE**

- a) To be certified a delegate must be registered at the Convention by producing the Convention Badge.
- b) Each delegate must present his/her Credentials Certificate duly completed and signed
- c) Each delegate's Club is verified that no outstanding balances exist (as outlined above)
- d) Once confirmed a DELEGATE sticker is affixed to the Convention Badge
- e) Once confirmed the Club list is appropriately marked, Once each club's quota of voting delegates has been confirmed the list is so marked
- f) A master list of certified delegates must be up-dated regularly and maintained by the subcommittee chair
- g) Any newly chartered Club and any other chartered club that takes in members prior to the convention shall have its quota determined on the basis of members who have been enrolled for a least one year and a day as shown on such records of the International Office

## ELECTIONS (SUB-COMMITTEE)

### **PURPOSE**

This sub-committee shall be responsible for the supervision of the VOTING in accordance with the Constitution & By-Laws

### **SUB-COMMITTEE CHAIR SELECTION**

The Council Chair usually appoints a sub-committee chair at the Mid-Winter Governors' Council meeting.

### **SUB-COMMITTEE ELECTION PROCEDURES**

1. Request each District Governor to assign at least two (2) representatives from his/her District to assist the sub-committee chair
2. Representatives will be assigned tasks on the day of the voting by the sub-committee chair
3. The Credentials sub-committee chair must provide the Election Sub-committee chair with the appropriate lists of certified delegates
4. The election sub-committee chair must secure an appropriate location where voting will take place and ensure that the delegates are made aware of its location
5. The voting location should have an ENTRY and an EXIT door to facilitate the flow of voters. Where this is not practical an appropriate area must be marked off as the voting area.
6. Display a sign indicating the voting area
7. Ensure that sufficient ballot boxes are prepared and are in place and properly sealed
8. Provide pencils for each voting ballot box
9. As each delegate arrives to vote the credential list must be checked off and a ballot given to the delegate.
10. Select an appropriate number of representatives to count the ballots.  
**CAUTION EACH VOTE COUNTER THAT THE RESULTS MUST REMAIN SECRET UNTIL ANNOUNCED AT THE MEETING OF LIONS IN SESSION AT THE CONVENTION**
11. Report on the voting results to the assembly when requested
12. Request a motion to destroy the ballots and ensure that they are so destroyed immediately.

## CONVENTION ADVISORY COMMITTEE

### PURPOSE

The Convention Advisory Committee has the responsibility to ensure that the Multiple District

Convention Host Committees carry out the requirements of the Constitution & By-Laws and the directives of the Governors' Council.

### SELECTION

The Council Chair shall appoint annually a Multiple District Convention Advisory Committee

Chair. The members of the Convention Advisory Committee comprise the Chair of the immediate past Host Committee, the Chair of the current Host Committee, the Chair of the next Host Committee (if known) and the Council Chair.

### REIMBURSEMENT

All members of the Multiple District Convention Advisory Committee shall be reimbursed in

accordance with the Multiple District "Rules of Audit" when attending any meetings duly call by the Multiple District Convention Advisory Committee Chair and for reporting to the Governors' Council.

### JOB DESCRIPTION

1. To guide the Governors' Council regarding Convention procedures.
2. To advise and oversee the Host Convention Committees activity
3. Be responsible for the planning and operation of the Multiple District Convention as outlined in the PURPOSE above
4. To convene and attend meetings of this Committee as required and to appoint his/her replacement if unable to attend such meetings
5. To prepare the agenda for such meetings and distribute well in advance of the meetings
6. To prepare minutes of all such meetings and distribute to all Committee Members
7. To report in person to the Governors' Council when invited to submit written reports at all other Governors' Council meetings.
8. To be available to attend meetings of any Host Committee when deemed necessary and to appoint a suitable representative when unable to attend
9. To ensure that Host Committees of the future Multiple District Conventions are aware of the Multiple District's subsidy to put on such Convention re. C&BL's Article XI Section 5
10. To review and advise the Host Committees on their prices for convention Pins, Souvenirs and tickets for Convention banquets and activities
11. To promote the hosting of a Multiple District Convention
12. To investigate all bids received from Clubs, Zone, Region or District to host a future Multiple District Convention (Bids must be received by December 15<sup>th</sup> in the fourth year preceding the year in which the bids apply.) Should no bids be forthcoming this Committee shall invite clubs in any given Zone, Region or District to host such Convention

## INTERNATIONAL ADVISORY COMMITTEE

### **COMMITTEE MEMBERS**

The Committee Membership shall consist of the Promotion Committee Chair, Council Chair, Present & Past International Presidents, Vice Presidents and Directors from within Multiple District “A”.

### **COMMITTEE CHAIR**

The Chair of this committee shall be appointed by the Chair of the Governors’ Council subject to the Council Approval.

### **COMMITTEE BUDGET**

The budget for this committee shall be determined as a separate item as part of the overall budget presented annually to the Governors’ Council for approval.

### **JOB DESCRIPTION**

1. Assist in securing the MD “A” Convention International Guest Speaker as selected by the Council Chair.
2. To assist the appropriate committee with the welcome and reception of the chosen International Guest at the MD “A” Convention.
3. To actively support the Promotion Committee in the efforts for the endorsed candidate from Multiple District “A” at the International Convention where the MD “A” Candidate for International Director or International Vice President is selected.
4. To advise the Multiple District Lions and delegates on the proposed changes to the International Constitution and By-laws. This advise can be delivered through articles in the Lion Magazine as well as at the Multiple District and International Conventions.
5. To assist the Promotion Committee with invitations to the Multiple District Caucus Meeting at the International Convention when in attendance.

LIONS CLUBS INTERNATIONAL FOUNDATION  
(IAC Sub-Committee)

- \*Serve as Liaison between the Multiple District and LCIF
- \*Secure information from LCIF on initiatives and information
- \*Communicate with and motivate District Governors & District LCIF Committee Chairs to implement LCIF activities
- \*Review ALL grant applications prior to submission to the Governors' Council for endorsement
- \*Secure a report from LCIF and each District Committee Chair for inclusion in the final report at the Multiple District Convention
- \*Seek out and encourage opportunities to present displays, seminars, workshops and the like regarding LCIF.

## INTERNATIONAL GUEST SPEAKER

The Council Chair is responsible for the selection of the International Guest Speaker with the assistance of the International Advisory Committee.

## PROTOCOL AIDE FOR THE INTERNATIONAL GUEST

The Council Chair in consultation with the International Advisory Committee has the responsibility to appoint a protocol aide for each Convention.

The Protocol Aide reports to and works under the guidance and direction of the Council Chair.

The duties and responsibilities of the Protocol Aide include:

1. arrange to meet and greet the International Guest upon arrival
2. arrange transportation for the International Guest upon arrival/departure and during the Convention when necessary
3. arrange transportation for the Council Chair to greet the International Guest upon arrival along with other dignitaries including Presidents, Vice Presidents, Past and President International Directors and the Host Committee Chair. (Caution should be taken not to overwhelm the guest with too large a reception group at the point of arrival)
4. arrange for a reception after arrival at the hotel to meet members of the Governors' Council, Governors Elect and All Past International Directors, Vice-Presidents or Presidents in attendance along with their spouses
5. arrange for the International Guest to attend the Post Convention Luncheon
6. arrange for refreshments and flowers to be placed in the International guests room prior to arrival
7. ensure that a suitable gift has been selected by the Council Chair and presented by him or her at the Convention Banquet after the International Guest's speech.

LEADERSHIP DEVELOPMENT  
(MEL)

JOB DESCRIPTION

- : To prepare the MD"A" Minutes binder for the incoming Governors and to see that these binders are distributed to them at an appropriate time during the MD"A" Convention.
- : To prepare with the help of knowledge Lions, suitable instruction sessions/seminars for the following groups of District Officers:

Region Chair Elect    Zone Chair Elect

- : To inform these newly elected officers, as soon as possible after their election/appointment of the time and place of these instructional sessions. The correspondence sent to these officers should clearly indicate that all the expenses for attending these sessions are the responsibility of the individual Lions.
- : To attempt to enroll the newly elected officers by including an enrolment form & pre-addressed envelope (with the NAME ADDRESS Etc of the Seminar Enrolment Chairman ). This form will assist the Committee with their final preparation for the Convention.
- : To work with the Convention Advisory Committee and the Host Committee to ensure that suitable facilities are available for the presentation of these training sessions at the MD"A" Convention.
- : To prepare a list of Individuals, Topics and times for the sessions to be held. To work closely with the Council Chair to make certain that the training sessions do not interfere with the Business sessions or any other planned activities being held during the MD"A" Convention.
- : To prepare a short but descriptive outline about the sessions that will be held at the MD"A" Convention. Copies of these outlines should be sent to the Host Convention Committee Chair, the Council Chair and the " LION " Chair so that proper information about these sessions can be outlined in all Convention literature.
- : To request at the beginning of November each year, from all MD"A" Activity Committee Chairs for an outline of their plans re: seminars, group meetings, displays Etc at the MD"A" Convention. The findings should be reported to the Council Chair so that adequate meeting rooms and display areas are made available. A copy of this summary should be sent to the Council Chair, Convention Advisory and the Host Convention Committee.

- : To request some of the members of the Leadership Committee to prepare materials or aids that could be used by the District Governors, Vice District Governors, Region Chairs and Zone Chairs during their term in office.
- : This material should be reviewed to determine those that maybe included in the Governors Elect Minute Books and/or handed out to various officers at their training sessions.
- : To work with the District Leadership Chairs by keeping them informed of the Plans for Training of District Officers & Lions members at both MD"A" and International Conventions.
- : To request information from District Leadership Chairs with regards to the type of Training sessions held for Club Presidents Secretaries & Treasurers in their own home Districts as well as the usual times, formats of these training sessions.
- : To prepare general information sessions on topics of general interest to most Lions if requested to do so by the Council Chair. If such sessions are to be held, it will be the responsibility of this Committee's Chair to work through the above sections of this Committee's Job Description for use during these sessions.
- : To prepare and submit from time to time , new ideas in Leadership or Club Management to the Lions of MD"A" by submitting articles for publication in the " LION ". The Committee could also use information letter or bulletins that could be handed out to District Cabinet members by the District Governor.
- : To prepare a suitable signed certificate indicating participation in the District Officers training sessions and or General Information Sessions and to distribute the same to all of the participants.
- : To prepare a questionnaire on the value of the instructional sessions and determine if or where improvements can be made. Submit the findings of such work to the Council Chair and the MD"A" Office.
- : To send a suitable " Thank You " letter to all presenters, moderators and group leaders involved in the training sessions.
- : To periodically prepare written reports on the planned sessions and activities of the Leadership Development Committee, as well as progress reports to be sent to the Council Chairm or presented to the members of the Governors Council during the year as requested.

## PROMOTION COMMITTEE

### PURPOSE

1. To promote the ethics and ideals of Lionism within MD "A".
2. To promote MD "A" throughout the world of Lionism.
3. To promote the Friendship Arch program throughout MD "A".
4. To promote candidates from MD "A" seeking the office of International Director or the office of Second International Vice President or the office of International President
5. To manage the budgets allocated from the Multiple District Revenue.

### JOB DESCRIPTION

#### (A) Duties of the Chair of the Promotion Committee.

1. Attend the MD "A" and International Conventions.
2. Convene a Promotion Committee meeting as early as possible after the beginning of each Lion's year to prepare plans for the ensuing year.
3. To submit a report at the first meeting of the Governors' Council.
4. To convene other meetings as deemed necessary and prepare appropriate agenda for each.
5. To recommend the appointment of additional committee members as deemed necessary for Governors' Council approval.
6. To submit reports as requested by Council Chair.
7. To prepare budgets for the year with the assistance of the Multiple District Treasurer. The budgets include the Promotion Committee and any sub-committee.
8. To assist the Council Chair at the MD "A" Convention when requested.

#### (B) Duties of the Promotion Committee

- a. To submit a design for the Multiple District "A" trading pin(s) along with recommended quantities, pricing and delivery schedule to the Governors' Council for approval.
- b. Submit a report on sales activity of all Multiple District "A" merchandise at the Governors' Council meeting when required to report.
- c. To recommend a "uniform dress" for Multiple District "A" Lions for Special and International functions.
- d. Appoint a Chair from among the Committee Members for the Friendship Arch Program, to report regularly to the Promotion Committee, to manage the fund raising and distribution of Arches to the Lions Family of MD "A" and to present an annual report of the activities of the program at the MD "A" Convention.
- e. To appoint a Webmaster for the Multiple District and monitor content according to MD "A" policy.
- f. To arrange a photo session for Governors Council at the MDA Convention.

- g. Post Convention Luncheon – arrange this luncheon to take place immediately following the close of the Multiple District Convention. Guests at this luncheon include Members of the Promotion Committee, Members of the IAC Committee, Council Chair, Immediate Past Council Chair, Governors, Governors Elect, Multiple District “A” Secretary and Treasurer, the Convention Guest and Protocol Aide and the spouses of each invitee.
- h. Plan and organize the following events and activities for the International Convention
  - a) Secure a band to lead the Multiple District contingent in the International Parade and negotiate cost.
  - b) Register the Band and Marching Group with Lions International in a timely manner.
  - c) Ensure the flags and banners are available for the International parade.
  - d) Appoint parade Marshals for the International parade.
  - e) Arrange the Multiple District Breakfast at the International Convention including ticket printing and sales, room, menu (speaker and gift for guest speaker, if applicable), reimbursement of caterer and financial report to the Governors’ Council when reporting.
  - f) Arrange facility for the Multiple District “A” Caucus and appoint personnel to greet speakers and ensure appropriate protocol. Prepare invitations to MD “A” Caucus meeting at the International Convention.
  - g) Arrange facility for a registration, information and hospitality area at the Multiple District assigned hotel.
  - h) Organize voting delegates to vote “en bloc”
  - i) Organize a facility for a “wrap up” activity for the last evening of the International Convention.
  - j) Arrange for transportation for the Promotion Committee at the International Convention as necessary.

## RESEARCH & LONG RANGE PLANNING

### **SELECTION**

: The Chair of the Governors Council, subject to the approval of the Governors Council shall select and appoint the Chair and members for the Research & Long Range Planning Committee for each Lions year.

### **QUALIFICATIONS**

: The members of this Committee shall have served successfully as District Governor.

: The Chair of this Committee should :

- 1) Have the time available to meet with and organize this Committee to deal with any items concerning Multiple District "A" which fall within this Committee's mandate.
- 2) Be available to meet with and report to the Council Chair, or the Council of Governors during regularly scheduled meeting times during the year at the request of the Council Chair in order to report on the progress of this Committee and to present its recommendations.

### **REIMBURSEMENT**

: The members of the Committee shall be reimbursed as per the MD"A" Rules of Audit for attending any meetings duly called by the Committee Chair and for reporting to the Council Chair or the Governors Council.

### **JOB DESCRIPTION**

At the request of the Council Chair and the Governors Council:

: Research, prepare and/or revise Job Descriptions of the Various Multiple District "A" Committee's and District Officers.

: Research and prepare subject matter vital to the betterment of Lionism in M. D. "A".

: Act in a consulting capacity in co-operation with the MD"A" Secretary and Treasurer relative to the operations of the Multiple District "A" Office.

: Assist the Treasurer to obtain Professional Financial advice when it is deemed necessary.

: Review annually the Honorarium of the Multiple District "A" Secretary and Treasurer as well as the salary and benefits for the Assistant Secretary/Treasurer and make recommendations to the Governors Council.

: Conduct on an annual basis or more often as required a job performance review of the Secretary, Treasurer and Assistant Sec/Treas and report those findings to Governors Council. The reviews annual timing should be prior to the MID WINTER Council Meeting with the recommendations being presented as part of the Research & Long Range Planning Committee report at that MID WINTER Council meeting.

: To recommend replacements for these Officers when required.

## SELECTION OF ONTARIO LFC DIRECTOR

The following is the procedure to be used to select the Ontario LFC Director:

**A)** The term of office of the elected or appointed Ontario LFC Director shall be three (3) years.

**B)** At the mid-winter Council Meeting, one year prior to the completion of the three (3) year term, the sitting Ontario Director shall:

1. Request that the MD "A" Council of Governors notify each sub District of the opportunity to submit the name of one candidate, per sub District, to the MD "A" Office within seven (7) calendar days following the close of the sub District Convention.

2. Provide the MD "A" Council of Governors, in writing, the qualifications as set by LFC necessary to become a LFC Director.

**C) Procedure:**

1. Each sub district is entitled to nominate one candidate for the Office of Ontario Director-LFC.

2. The selection process at the sub District level shall be determined by the sub District Cabinet.

3. Nominations shall be forwarded to the MD "A" Office within seven (7) calendar days following the close of the sub District Convention.

4. Each nomination shall be accompanied by documentation ensuring that the candidate meets the necessary qualifications as set by LFC and shall carry with it the signature of the District Governor.

5. The Council of Governors will conduct interviews, in camera, and will make the final selection, by secret ballot, during the Council of Governors Meeting held in conjunction with the MD "A" Convention the year prior to the term of office being completed.

6. The MD "A" Secretary shall forward the name of the elected candidate together with a qualification resume to the LFC Office on or before December 31 of the year prior to the year the newly elected Ontario Director would assume Office.

7. Provided that the elected candidate meets the qualifications as set by LFC, LFC will endorse the candidate or give just cause for refusal.

**D)** If for any reason no nomination is received for the position of Ontario Director within the specified time, LFC shall appoint a qualified individual to fill the said position.

Approved May 2001

## FINANCE

### REIMBURSEMENT OF EXPENSES

- : The expenses paid to ALL ELECTED OFFICERS and APPOINTED COMMITTEE members shall be paid in accordance with the MD "A" Rules of Audit.
- : Those Rules of Audit are governed under the Constitution and By-Laws and require not only the approval of changes by Governors Council but they must come before the Lions of Multiple District "A" to be balloted on.

### SALARY ADMINISTRATION

- : The only SALARIED individual in MD"A" is the Assistant Secretary Treasurer.
- : The monies paid to the MD "A" Secretary and the MD "A" Treasurer are HONORARIUMS.
- : All the remunerations paid to the MD "A" Secretary, MD "A" Treasurer and Assistant Sec/Treas shall be approved by the Governors Council on the recommendation of the Research & Long Range Planning Committee.
- : The Research & Long Range Planning Committee shall carry out an annual review of the THREE (3) positions mentioned above.  
Part of that Job Performance review includes their salaries and honorariums. The reviews shall be conducted prior to the MID Winter Council meeting with the findings and recommendations reported to the Council at their MID WINTER Council meeting.

### MD "A" ASSET and SURPLUS MANAGEMENT

- : This particular section is to be used in reference to both FINANCIAL and PHYSICAL Assets.
- : The Treasurer and the Secretary of MD "A" shall review at least annually or as required with the assistance of the Research & Long Range Planning Committee or a suitably appointed sub committee of Research & Long Range Planning the Assets and Surplus of MD "A". This review shall be part of the Research & Long Range Planning report to Governors Council.

## MULTIPLE DISTRICT “A” INVESTMENT POLICY

### **INTRODUCTION**

The purpose of this policy is to establish guidelines for investing M.D. “A” surplus or idle cash. This policy will provide direction as to the allowable investments for M.D. “A”, the decision making process and reviewing and reporting of the investment process.

### **OBJECTIVES**

- 1) Preservation of Capital
- 2) Liquidity
- 3) Yield

### **CRITERIA**

- 1) Smaller denominations (\$5000) will be used for liquidity purposes.
- 2) Maturities will be staggered to achieve a better overall yield.
- 3) Government Coupons will be the primary investment vehicle used.

### **SELECTION OF SECURITIES**

Limited risk will be assumed by M.D. “A” while investing surplus cash. As such, the following risk profile will be in place:

- a) Government backed securities (federally or provincially backed)
- b) Securities backed by the 5 major Canadian Banks, namely the Bank of Montreal, Royal Bank, CIBC, Toronto Dominion and the Bank of Nova Scotia and insured under Canadian Deposit Insurance Corporation.

### **DECISION MAKING PROCESS**

The M.D. “A” Secretary and the M.D. “A” Treasurer and the Council Chair, or any two of them, will decide as to the suitability and recommendations of each investment. If future cash flow patterns are known with reasonable certainty and the yield curve is upward sloping in the sense of longer term securities yielding more than shorter ones, M.D. “A” may wish to arrange its portfolio so that securities will mature approximately when the funds will be needed. By doing so, M.D. “A” will maximize the average return on the entire portfolio.

### **REVIEWING AND REPORTING**

RBC Dominion Securities will provide a monthly statement of all transactions in your account and a quarterly written report on the portfolio. On an annual basis:

- 1) A comprehensive review of the performance of the portfolio will be made.
- 2) This Investment Policy Statement will be reviewed to ensure that it continues to meet your requirements.

## COMMITTEE BANK ACCOUNTS

(Council Meeting 05/00 Admin. Report, Agenda #

12)

**The MD “A” Office will receive and disburse funds on behalf of its committees.**

However, a committee chair may request the permission of Council to open a committee bank account.

In an effort to protect its committee members and before funds can be advanced, a committee chair must first arrange that:

- The bank of choice is a branch of the bank used by MD “A” (presently Royal Bank of Canada), whenever possible.
- The account must be opened in the name of Lions Clubs International, Multiple District “A”, *name of committee*.
- Any two of four signing officers (Committee Chair, Committee member, MD “A” Treasurer and MD “A” Secretary) will be needed for disbursements.
- Disbursements must be supported by receipts and invoices.
- Monthly, a copy of the bank statement with its supporting vouchers be forwarded to the MD “A” Office.
- At year end, all funds remaining, must be returned to the MD “A” Office.
- Following the year end, the bank account must be transferred to the bank branch location convenient for the incoming Committee Chair.

## MULTIPLE DISTRICT FUNDRAISING APPLICATION

### GUIDELINES

1. It will be the responsibility of the club to complete the club information section of this form and submit the completed form to the District Governor.
2. Upon Cabinet disposition, it will be the responsibility of the District Governor to submit the completed application to the Multiple District "A" Secretary. The secretary will see that the application form is presented to the Multiple District "A" Research and Long Range Planning Committee.
3. Upon the Committee reaching a recommendation, it will be the responsibility of the Committee Chair and or the Multiple District Secretary to see that the application and the Committees recommendation are placed on the agenda of the next meeting of the Governors Council.
4. After the Governors Council has made their decision, it will be the responsibility of the Multiple District "A" Secretary to convey Council's decision to the Lions club Secretary, the District Governor and the MD "A" Research and Long Range Planning Chair by means of a competed copy of the Application From.

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT "A"

MULTIPLE DISTRICT FUNDRAISING APPLICATION

GENERAL INFORMATION

1. Date of Application \_\_\_\_\_
  
2. Club Name \_\_\_\_\_ District Number \_\_\_\_\_  
Club Address \_\_\_\_\_  
Telephone # \_\_\_\_\_
  
3. Club President \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_
  
4. Club Secretary \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_
  
5. Fundraising Project Description
  
6. Club Approval:      Date  
President (signature) \_\_\_\_\_  
Secretary (signature) \_\_\_\_\_

DISTRICT INFORMATION

1. Date submitted to District Cabinet \_\_\_\_\_

2. District Governor Comments

3. District Cabinet Recommendation

Approved ( ) Not Approved ( ) Date \_\_\_\_\_

District Governor \_\_\_\_\_ Cabinet Secretary / Treasurer \_\_\_\_\_  
(signature) (signature)

MULTIPLE DISTRICT INFORMATION

1. Dated Submitted to Research & Long Range Planning Committee \_\_\_\_\_

2. Committee Recommendation:

Approved ( ) Not Approved ( ) Date \_\_\_\_\_

3. Committee Chair Comments

4. Committee Chair (signature) \_\_\_\_\_ Date \_\_\_\_\_

5. Date submitted to Council \_\_\_\_\_

6. Council Decision

Approved ( ) Not Approved ( ) Date \_\_\_\_\_

Council Chair Comments

Council Chair (signature) \_\_\_\_\_

MD "A" Secretary & Treasurer (signatures) \_\_\_\_\_

7. Application Disposition (action taken)

Date \_\_\_\_\_ MD "A" Secretary (signature) \_\_\_\_\_

## GENERAL POLICIES

FROM TIME TO TIME THE COUNCIL OF GOVERNORS CONSIDERS ISSUES AND PASSES MOTIONS THAT ARE DESIGNATED AS POLICIES.

THIS SECTION IS DESIGNED TO TRACK THESE POLICIES AND RECORD THEM RATHER THEN LEAVE THEM IN THE MINUTES OF COUNCIL MEETINGS.

IT IS THE INTENTION TO MAKE THIS SECTION COMPLETE AND UP TO DATE, YET THERE MAY BE POLICIES THAT ARE MISSING FOR LACK OF FINDING THEM IN PAST MINUTES. IT IS HOPED THAT MISSING POLICIES WILL BE BROUGHT TO THE ATTENTION OF THE MD "A" SECRETARY.

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In the event that a Governors' Council is presented with a request to:

1. Create a new policy or procedure - or -
2. Amend or recind an existing policy or procedure - or -
3. Create, change or eliminate a committee's/sub-committee's job description,

it is stongly recommended that the Governor's Council refer the matter to the Research and Long Range Planning Committee and the appropriate committee being affected, for study and recommendation(s) before any such request can be approved or denied.

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## ADMINISTRATIVE FUNCTIONS

Change Over Meeting: The outgoing Council Chair, the incoming Council Chair, the Immediate Past Council Chair, the MD "A" Secretary and the Chair of Research & Long Range Planning shall be the participants at this meeting.

Budget Meeting: The Council Chair, the MD "A" Secretary, the MD "A" Treasurer, the Vice Council Chair and the Outgoing Council Chair shall be participants at this meeting.

Staff Reviews: The review of the Assistant Secretary/Treasurer shall be conducted by the Council Chair, the Immediate Past Council Chair and the MD "A" Secretary.

The review of the MD "A" Secretary shall be conducted by the Council Chair, the Immediate Past Council Chair and the Chair of Research & Long Range Planning.

The review of the MD "A" Treasurer shall be conducted by the Council Chair, the Immediate Past Council Chair and the Chair of Research & Long Range Planning.

OFFICE SUPPORT REPLACEMENT: The selection of a replacement of the:

- Multiple District "A" Secretary
- Multiple District "A" Treasurer
- Assistant Secretary/Treasurer

shall be by a committee composed of the Council Chair, the Immediate Past Council Chair and the Chair of Research & Long Range Planning. Replacements are to be approved by the Governors' Council.

If any of the above committee members are not available for the selection process, they are to be replaced by an appointment of Council.

## M.D. "A" COMMITTEE CHAIR RECOGNITION

A donation to an acceptable charity is to be made in recognition of the service provided to M.D. "A" by the various Committee Chairs rather than the presentation of a certificate.  
(11/99)

