



Zone Chair Responsibilities

As Zone Chair, you are the first line of support for up to eight clubs. You will provide support to the club president and others as necessary, attend at least one club meeting and be the primary liaison between the clubs, District, State and International. Your job is to ensure the timely and appropriate flow of information to and from the clubs.

Position Requirement: Past Club President or Club Secretary and a member of the board of directors of a Lions club for no less than two (2) additional years.

Position Training: District Zone Chair Training and the Zone Chairperson Learning Path / Zone Chairperson Orientation in the Lions Portal Learn

Resources: Zone and Region Chairperson e-Book @ lionsclubs.org

Job Duties:

- Act as the Primary Liaison between your clubs and the District.
- Club Support
 - Attend at least 1 club meeting for each of your clubs.
 - Be prepared to make a three minute presentation during club visits.
 - o Remind your clubs to submit their activity reports by the last day of the month. Follow up on Lions Portal to remind clubs to get the reports in.
 - o Conduct a Zone meeting shortly after each of the first three Cabinet meetings.
 - o Conduct induction or installation ceremonies, present awards as requested.
 - o Identify Club level Lions projects for DG awards to recognize during his/her club visit.
- District Activities
 - o Attend District Cabinet meetings and Zone Chair meetings.
 - o Assist with the planning & attend the officer training meeting in your area.
 - o Assist with the arrangements for Cabinet meetings (when asked).
 - o Assist with extension (new club) activity in your zone.
 - o Submit a written (e-mailed) report to the DG & Cabinet Secretary before the District Cabinet Meeting. This should include what clubs in your zone have been doing since the last Cabinet meeting.
 - o Find your replacement and consider bringing him/her on as a co-Chair to provide hands-on training and leadership continuity.
 - o Identify grassroots Lions for Cabinet level positions.
 - o Use your budgeted funds appropriately. Mileage to club meetings, zone meetings, and supplies are legitimate uses of funds as well as postage for mailings. Budget \$250.
 - o Work closely with the appropriate VDGs to keep them abreast of issues in your Zone's clubs or events in the zone that the VDG might consider attending.
 - o See Section 13 of the District 27-E1 Constitution (on the district Webpage) for more details.
- Complete a District Governor Advisory Committee Meeting Report and send to the DG, VDGs, GMT, GLT, GST, & GET, with names of the clubs and other guests attending and a brief summary of the zone meeting itself. This should be done within five days after your zone meeting.
- Identify leaders in your zone to potentially move up into other leadership positions and report them to the DG, VDGs, GMT, GLT, GST, & GET.