

Guide
For The
Zone Chairperson
In
District 14K



Introduction

The following document contains guidelines for those Lions who will be or are currently serving as Zone Chairpersons. The duties of a Zone Chairperson will be clearly presented. Specifically, we will address how to perform the many functions of a Zone Chairperson including the set up of a zone meeting in an effective and organized manner. If each zone leader in District 14K follows this set of guidelines, he/she will be able to conduct meetings that are consistent throughout the District. We hope that this document can also assist the district in finding Lions who will take on the responsibility of being a Zone Chairperson.

Duties of a Zone Chairperson

The following duties of a Zone Chairperson serve as a checklist for the office. In order to best serve a Zone, each of the following items should be accomplished at the appropriate time during the Lions year of July 1 to June 30. Most of the items are self-explanatory however, some of these will be discussed in further detail later in this document.

- Attend a Zone Chairperson orientation session
- Visit each club in the zone at least once. This visit is in addition to the Governor's visit when you will introduce the Governor to the club members.
- Attend four (4) Executive Committee Meetings that will last approximately 1 ½ hours each on a day selected by the current District Governor. These will usually be held in early August, November, February and June.
- Attend four (4) Sunday afternoon Cabinet Meetings. These dates will be selected by the current Governor and will usually be held on the Sunday following the Executive Committee Meetings.
- Conduct three (3) Zone Meetings during your year. These meetings should be scheduled within two (2) weeks of the first three (3) Cabinet Meetings.
- Attend District Convention meetings (the final three of these meetings are extremely important).
- Promote and attend the District Rally in September.



The following outline of items selects various roles of the Zone Chairperson and provides specific instructions for those tasks.

I. Mail Letters to All Club Presidents and Secretaries

- A. The new Zone Chairperson should write a letter to each club president and secretary. This letter will inform each club in the Zone that he/she is the incoming Zone Chairperson.
- B. Be brief but very friendly in this introductory note to clubs.

II. Prepare a Schedule of Visits

- A. The new Zone Chairperson should prepare a schedule of Zone Chairperson visits to the clubs in the Zone. Upon completion, a copy of this schedule should be submitted to the Region Chairperson.
- B. While preparing this schedule, check with each club to verify that the date selected is appropriate.

III. Identifying Host Clubs for the Zone Meetings

- A. Contact the Zone Chairperson from last year and determine who hosted meetings during the previous year.
- B. Most Zones conduct three (3) Zone Meetings per year but exceptions may be made if a fourth one is desired.
- C. Establish a list of host clubs for the year's Zone Meetings. If your Zone uses an alphabetical rotation of clubs, determine a starting position. Clubs that did not serve as hosts for the previous year may be asked first.
- D. It will be acceptable for two (2) clubs to co-host a Zone Meeting.
- E. Be sure to keep this "order list" in your files, i.e.

Lower Lehigh – Hosted Feb., '05

Alton Park – Hosted Aug., '05

Mountainville – Hosted Nov., '05

Emmaus – Hosted Feb., '06

IV. Setting Up Date and Details for First Zone Meeting

- A. Review the dates for Cabinet Meetings as indicated in the District Directory.
- B. Set up some potential dates for the first zone meeting AFTER the first Cabinet Meeting in August. Avoid scheduling this and all future meetings when the District Governor is making an official visit in your Zone. In addition, avoid dates when clubs conduct their regular meetings.

- C. During the first week of July, contact the president of the club that is scheduled for the first zone meeting. Pose several dates to him/her and ask for them to commit to one of these dates or one that is more appropriate for their club. This first zone meeting should take place no *earlier* than 3 or 4 days after the Cabinet Meeting and no *later* than two weeks after the Cabinet Meeting. These restrictions are made so that the information distributed at the Cabinet Meeting can be forwarded to the clubs as soon as possible.
- D. Notify the other clubs in the zone when their club will be responsible for the zone meeting. Simply indicate the month and general time frame that their meeting should be held. No specifics are necessary at this time; this is only a courtesy notification that “their turn” will be coming up this year.
- E. After the first zone meeting has been established, ask the host club to designate a location and starting time for this meeting. This location should be easily accessible by all members (consider handicapped accessible location) and have ample parking space.
- F. Inform this president that his club will be responsible for providing some form of refreshment. This could be a simple meal such as hot dogs or barbecue and some chips. Some clubs opt to provide a dessert format such as a “make your own” ice cream sundae. Beverages, such as soda and coffee, should also be on hand when the Lions arrive.
- G. The host club is responsible for seeing that the location is ready for the meeting at the designated time. This may involve arriving early at the site and setting up tables and food preparations. All items dealing with the food is the responsibility of the host club.

V. Securing Speakers/District Representatives for the meeting

- A. Usually, three (3) or four (4) speakers are asked to present at a zone meeting. Since membership is a key issue for our district, invite a member from the Membership team or the MERLOW team to attend each zone meeting. The other two (2) speakers may be selected from the District Directory for an appropriate speaker.
- B. Timely events such as the Bowl-A-Thon, Peace Poster Contest, White Cane Day, A.B.V.I., V.I.A.B.L., Journey for Sight, and District/State Convention can be inserted into appropriate time slots. For example, A.B.V.I. or V.I.A.B.L. representatives plus the Peace Poster Contest chairman can be scheduled for the August meeting since major events occur from September to November.
- C. Contact the designated speakers and request their presence at the zone meeting. Explain to them that they should not exceed 10 minutes in their presentation.
- D. Explain the schedule for the evening including starting time and refreshments that will be offered. If a meal is being served, tell them when the food will be offered and when the actual speaker portion of the meeting will take place.

- E. When all of the speakers have been confirmed, send a letter to each outlining their role and the general agenda for the evening.

VI. Preparing the Zone Meeting Announcement

- A. The announcement should be mailed four (4) weeks prior to the zone meeting. This will allow each club the opportunity to discuss this meeting with their club.
- B. This announcement should be directed toward each Lions and Lioness club president, 1st V.P., secretary, membership chairperson and all club members.
- C. Include such items as:
- Region, Zone and year
 - Date
 - Location
 - Time
 - Parking provisions
 - Food (meal or light refreshments)
 - Names of Presenters and their committee
 - RSVP date
 - Announcement that each club is to make a brief report about their club's activities between the last zone meeting and the next one. Be specific about the times...i.e. Report on activities from Nov. thru Feb.
 - Also remind each club that they will also be asked to discuss their current membership and what activities the Membership Committee are doing to increase membership and retention.
 - Signed by the Zone Chairperson (include a telephone number and/or an e-mail address so that the RSVP can be sent to you directly)
- D. A sample of a **Zone Meeting Announcement** can be seen on page 7 of this publication.
- E. Be sure to include all Lions & Lioness Clubs on this mailing. Each president and secretary should receive separate announcements sent directly to their home address.
- F. The District Governor, Vice District Governor and Region Chairperson should also receive this announcement.

VII. Preparing the Agenda for the Zone Meeting

- A. Prior to the scheduled zone meeting, the Zone Chairperson should contact the president of the club responsible for the **next** zone meeting of the year. Since that list was determined earlier, the club should be prepared to commit to a date and location for the meeting. The Zone Chairperson should provide an idea of time schedule based on the date of the next Cabinet Meeting. Allow the president some time to discuss this with his Board or club. This information will then be shared with all clubs at the immediate zone meeting.
- B. Prior to the scheduled zone meeting, the Zone Chairperson should prepare a detailed agenda to be distributed to all attendees of that meeting.

- C. Be sure to have an agenda placed on the table by each seat.
- D. Any other material may also be set up in a similar fashion or distribute them at a time preferred by each presenter.
- E. The agenda should include:
 - Welcome by the host club president
 - Call to Order by the Zone Chairperson
 - Singing of “America”
 - Pledge of Allegiance
 - Invocation
 - Lions Toast
 - Introduction of the Head Table
 - Club Introductions of each member attending
 - Club membership recruitment and projects/activities report (list club and presidents on the agenda)
 - Up-Coming events
 - Remarks by Region Chairperson, PDGs, Vice District Governor, and District Governor (if attending)
 - For the good of Lionism
 - General announcements
 - Announcement about next zone meeting including date and location.
 - Adjournment with the singing of “God Bless America”
- F. A sample copy of a **Zone Meeting Agenda** can be seen on page 8 of this publication.

VIII. Zone Meeting Items

- A. The Zone Chairperson is responsible for conducting the meeting after the host club president welcomes everyone.
- B. Introduce the Head Table
- C. Establish protocol at the beginning of the meeting recognizing the District officers in attendance.
- D. Introduce club presidents who will in turn introduce their club members in attendance.
- E. Introduce each presenter as listed on the agenda.
- F. Answer any questions that people may have. Direct questions to the appropriate person if that Lion is in attendance.
- G. Continue with the agenda items
- H. Distribute a sign-in sheet for all to sign. Include Name, Club and current club/district position

- I. Be pleasant but do not let the meeting bog down. If questions seem to result in much debate, intervene and say that someone will answer the question(s) and contact the person asking the question. Be sure to get the name and phone number of such people.
- J. Arrange with the host club to determine when the refreshments are to be served. Will drinks be available throughout the meeting (preferred) or will everything be ready at one time. Usually, the food is served at the end of the meeting but drinks are always available.
- K. Thank the host club for their hospitality and announce when the next zone meeting will take place and who will be hosting it.
- L. Thank the speakers for their time and announce that any club may avail themselves of these people by setting up a time for a club visit.

IX. Zone Meeting Follow-Up Activities

- A. Send a thank you note to the president of the host club.
- B. Complete the **Zone Chairperson's Report** [a copy can be seen on page 10] including any special items of interest that surfaced during the meeting. Include the sign-up sheet with this report. Send copies to the District Governor, Vice District Governor and the Region Chairperson.

(Sample Zone Meeting Announcement)

October 19, 2006

Zone Meeting Announcement

To: Lions, Lioness Club Presidents, Secretaries and all Club Members

The second Region I, Zone A meeting has been scheduled for:

Thursday, November 16, 2006

Location: Association For The Blind & Visually Impaired (ABVI) building at
614 N. 13th Street in Allentown

Time: 6:30 PM

Host Club: Lower Lehigh Lions Club and President Ron Bechtel

Refreshments: There will NOT be a dinner but light refreshments and ice
cream sundaes will be served

Presenters:

- Diabetes Awareness – Lion Galen Moyer
- Leadership Team (MERLOW) – PDG Ray Taylor
- Bowl-A-Thon – Lion Peggy Kratzer

Reports: Please come prepared to make a brief report on your club's activities
through February 2007. In addition, report on your club membership
program including number of current members.

**Each club is encouraged to have the President, Secretary, 1st V.P., Membership Chairperson
and other interested club members attend this meeting. Please RSVP by November 10, 2006**

Yours in Lionism,

(signature)

(phone number)

(Zone Chairperson's Name)

(e-mail address)

(Sample Zone Meeting Agenda)

Agenda
District 14-K Region I, Zone A
November 28, 2005

Welcome.....Lion Bud Godshalk (President: Lower Lehigh Lions Club)

Call to Order.....Lion Cheryl Fatzinger (Zone Chairperson)

Singing of “America”.....Lion Charlie Bickel (Lower Lehigh Lions Club)

Pledge of Allegiance.....Lion Fred Folland (Region Chairperson)

Invocation.....Lion Fred Folland

Lions Toast.....Lion Charlie Bickel

Introduction of the Head Table

Introduction of Zone Clubs and their presidents/representatives:

Allentown Alton Park Lions..... Lion President Sherry Hillborn

Emmaus Lions..... Lion President Lou Miller

Lower Lehigh Lions..... Lion President Bud Godshalk

Mountainville Lions..... Lion Secretary Kevin Blose

Lioness Clubs

Presenters:

**Lions Clubs International Foundation (LCIF).....Lion Shirley Hawk
LCIF Chairperson**

Public Relations/Lion & Lioness Information.....Lion John Kratzer, PDG

Association for the Blind & Visually Impaired.....Lion Lowell Hawk, PDG, PCC

Charitable Enterprises, Inc.....Lion Lowell Hawk, PDG, PCC

District 14-K Convention.....Lion Cheryl Fatzinger, Convention Secretary

Membership Recruitment and Project/Activities Report by clubs

Allentown Alton Park Lions

Emmaus Lions

Lower Lehigh Lions

Mountainville Lions

Lioness Clubs

Up-Coming Events

- February 19..... Cabinet Meeting**
- February 25..... District Lioness Meeting**
- March 12..... Bowl-A-Thon**
- April 7..... Melvin Jones Honor Dinner**
- April 8,9..... District Convention/Necrology**
- April 11..... District Lioness Rally**
- April 28-30..... Youth Seminar**
- April 30..... Journey for Sight – Lehigh County**

Region Chairperson Remarks

PDG Remarks

Vice District Governor Remarks

District Governor Remarks

For the Good of Lionism

General Announcements

Date and Location of next Zone Meeting

Adjournment with the singing of “God Bless America”

ZONE CHAIRPERSON'S REPORT
ADVISORY COMMITTEE MEETING

Meeting held at (city) _____ Date _____ Time _____ Adjourned _____

Clubs at meeting:

- | | | | | | |
|------------|-------------|------------|-------------|------------|-------------|
| (1) _____ | Pres. _____ | (2) _____ | Pres. _____ | (3) _____ | Pres. _____ |
| | Sec. _____ | | Sec. _____ | | Sec. _____ |
| (4) _____ | Pres. _____ | (5) _____ | Pres. _____ | (6) _____ | Pres. _____ |
| | Sec. _____ | | Sec. _____ | | Sec. _____ |
| (7) _____ | Pres. _____ | (8) _____ | Pres. _____ | (9) _____ | Pres. _____ |
| | Sec. _____ | | Sec. _____ | | Sec. _____ |
| (10) _____ | Pres. _____ | (11) _____ | Pres. _____ | (12) _____ | Pres. _____ |
| | Sec. _____ | | Sec. _____ | | Sec. _____ |

Clubs not represented _____

Were all subjects on agenda discussed? _____ If not, which were not? _____

Are all clubs in the zone carrying on activities? _____ If not, name those that are not _____

Which clubs have not established a set of objectives for this year? _____

Are regular board of director meetings held at least monthly in all clubs? _____

If not, give the name of the club or clubs and the reason given by the officers _____

Is each club's list of speakers available to the zone advisory committee? _____

Next Advisory Committee Meeting will be held at (City) _____ Date _____

Other matters to report: _____

Speakers: _____

Signed: _____ Zone Letter _____ Region No. _____ District No. _____

Zone Chairperson

Send a copy of this report to the district governor and the region chairperson.

Retain a copy in the zone chairperson's file.

We hope that this document will serve as an instructional guide for all Zone Chairperson's in District 14-K. Through the experience of past Zone Chairperson's and current District Lions on the Leadership Team, the information contains practical information written in a form that should be easy to follow. Please feel free to contact any member of this writing team to express opinions relative to this document. The Leadership Team responsible for this project is listed below:

Lion Ray Taylor, PDG - Chairperson
Lion Bud Godshalk
Lion Paul Stoudt

January 21, 2007