



# ZONE CHAIR SUMMARY OF DUTIES DISTRICT 16-N

## RESPONSIBILITIES OF A ZONE CHAIRPERSON

As zone chairperson, you are the administrative officer of the zone. You are accountable to the district governor and the 1 & 2 VDGs. Your primary responsibilities are to:

- Support the development of the clubs in your zone.
- Serve as chairperson of the district governor's advisory committee in your zone and organize the meetings of this committee. These are your Zone Meetings.
- In coordination with the District GMT Coordinator, play an active role in membership development including extension of new clubs
- In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions about leadership development opportunities at the zone, district, or multiple district level (succession planning).

Additional responsibilities are to:

- Monitor the health and status of clubs in the zone
- Assist clubs in status quo or financially suspended to return to good standing
- Visit each club at least once each Lionistic year in the zone and provide a summary of these visits to the District Governor or Vice District Governors.
- Be aware of the activities of all the clubs in the zone, and attend at least one club activity in your zone.
- Suggest and implement methods to assist all the clubs within the zone, especially status quo clubs, financially suspended clubs, young clubs, and clubs with a "priority designation"
- Promote the Club Quality initiative, Your Club Your Way, and Blueprint for a Stronger Club to the clubs within the zone and work in concert with the District GMT Coordinator, the District GLT Coordinator and the District Governor Team to implement appropriate programs within the zone
- Facilitate the exchange of ideas about programs, projects, activities, and fund-raising methods among clubs in the zone
- Promote district, multiple district, and international programs to clubs in the zone
- Ensure that every club in the zone operates according to its constitution and by-laws
- Encourage clubs to attend international convention, multiple district/state convention and district /cabinet meetings.
- Attend all regularly scheduled District/Cabinet meetings.

## PRIMARY DUTIES

1. Chair Zone meetings
2. Coordinate with GMT for membership growth, also work on locations for new clubs.
3. Coordinate with GLT on new and upcoming leaders and leadership opportunities by LCI.
4. Do whatever the District Governor needs you to do and have knowledge of the clubs, members, and contact info for clubs in your zone.
5. You are the link between District 16-N and the clubs that comprise our district.
6. Inform the District Governor of all new members, deaths, major activities & fundraisers.



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## SECONDARY DUTIES

1. Get clubs back to good standing if not paying dues or keeping records (MMR). Have DG send you recap and club assessment reports.
2. Attend meetings of your zone and report findings to DG, including Informing the DG of clubs visited, and problems or excellent work done by the club.
3. Be aware of club activities in your zone. Attend Service Activities when possible
4. Promote CEP, Your Club, Your Way, Blueprint for a Stronger Club
5. Promote LCI activities (monthly service/activity reports)
6. Promote attendance at Cabinet/District meetings, Charitable Foundations and associated Charity Balls and Testimonials, State & International conventions, USA/Canada Forums, webinars, and training classes. (ELLI, ALLI, Lions University).
7. Promote LCIF

## **These 4 things are the basis of a Great Zone Chair!!!**

1. Club/member motivation
2. Becoming a good counselor
3. Communication between DG & Club members
4. Telephone calls and e-mails for constant contact with your assigned clubs.

## **The 3 Zone meetings**

Your first meetings should be at a convenient time and location. Give plenty of notice and have an agenda. Keep a record of the meeting highlights and send an e-mail to all clubs in the zone about the results of the zone meeting.

The second meeting should dwell on club problems, all the new presidents or secretaries will have questions that need to be answered. Try and find out if they need training or just feel unsecured in their positions. Remind the clubs that MMR reports need to be done as well as paying dues.

The third meeting will be to remind the clubs to elect new officers and to have the PU-101 filled out. You can install officers and offer to do the service. All members need to be acknowledged and this is a good way to show what a good job they did.