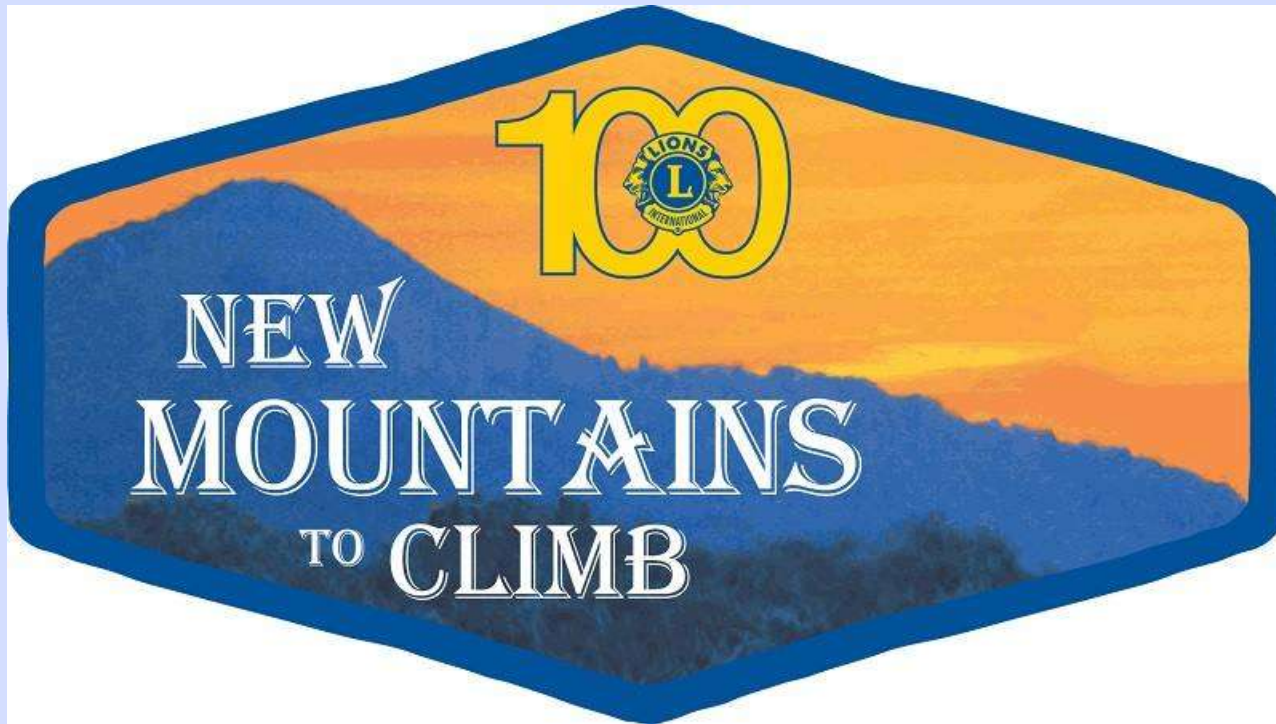




DISTRICT 410C ZONE CHAIRMAN WORKSHOP 4 JUNE 2016



ZONE CHAIRMAN WORKSHOP





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The objectives today are to support you in becoming the best Zone Chairperson you can be.....

- Examine your role as a zone chairperson within the larger structure of the association.
 - Review your duties as defined by the International Constitution and By-Laws
 - Understand your role as an active member of the GMT/GLT
 - Learn about the tools available to you on the association website
 - Take the opportunity to share best practices through small-group discussions





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Let's start with the main role of the zone chairperson.



The Zone (or Region) Chairperson is the link between the clubs in the zone (or region) and the district leadership.





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As the LINK between the District and the Clubs,
the Zone Chairperson serves as:

Communicator

Consultant

Motivator





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Communicator

Facilitating two-way communication between the district and the clubs

Through three zone meetings using the suggested agendas provided in the Zone Chairperson Manual

Reporting back to the district leaders through the District Governor Advisory Report Forms





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Consultant

Assisting clubs to achieve excellence and remain strong

Making sure that clubs are functioning per policy

Assisting with conflicts within clubs





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Motivator

Look for potential new leaders and communities not yet served by Lions

Recognize accomplishments of clubs and Lions in their zone

Help club officers effectively fulfill their current role and provide opportunities for club leaders to consider higher offices and enhance their leadership skills

Look for communities within their zones which would benefit from the services of a Lions clubs in their area





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In fulfilling these key roles, the Zone Chairperson has many duties.

The Zone Chairperson is the chief administrator of his/her zone and has many responsibilities, including:

- To further the **Purposes** of the Association
- **Chairs** the District Governor's Advisory Committee and calls regular meetings of that committee
- Involves the District **GMT/GLT** and District Governor Team as special guests to a District Governor's Advisory Committee meeting - to discuss membership and leadership development **goals** and assist with membership and leadership **development** within the zone.
- Reports results of each District Governor's Advisory Committee meeting to the district governor, region chairperson, GMT and
- GLT coordinators.





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Additional duties are:

- **Visit** REGULAR club meetings of each of the clubs in your zone
- Ensure that every club **operates** under a duly adopted constitution and by-laws
- **Represent** each club with any problems
- **Promote** the district convention to the clubs and encourage full representation of each club at the district convention.





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You will also work with the **GMT/GLT** and **District Governor Team:**

- As an active member of the GMT, collaborate to **organize new clubs**
- As an active member of the GLT, support **leadership development** in the zone
- Promote the **Club Excellence Process** to the clubs within the zone and work in concert with the District GMT/GLT and the district governor team to implement the program within the zone.
- Supervise club involvement in District, Multiple District and International service projects





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Zone meetings are a key way to **COMMUNICATE**

Your District Governor Advisory Meetings – Or Zone Meetings as we also call them, offer the opportunity for good **communication**, both from the District to Clubs, and from Clubs to District.

Hold at least **three zone meetings** throughout the year, and change the meeting location to ease the burden of travel for club members to attend. You may wish to hold a fourth meeting of a more social nature for recognition purposes.

Refer to your **Zone Chairperson Manual (DA 100)** for suggested topics for your meetings. The Zone Chairperson Manual is available on the association website.

Schedule your zone meetings a week or so after the cabinet meetings so that you may communicate important information from the district to the clubs in your zone.





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Some Tips for Great Zone Meetings

Be sure that your zone meetings are interesting

- Make it full of information that is **pertinent and important to the clubs**
- Keep the meeting on track and respect the time of attendees





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Some Tips for Great Zone Meetings

By using good meeting procedures you will be able to demonstrate good leadership skills

- Use correct meeting procedure including an agenda
- Print a copy off for each club present
- Stick to it
- Use Zone Meetings for training purposes





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Some Tips for Great Zone Meetings

Finally remember you are in charge, and that includes keeping those who have the floor to speak remain concise in their reports, so as to not take too much time.

Your leadership and enthusiasm will make the meeting something that clubs will want to attend and will be seen as an informative communication tool.





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Here are some helpful tips to increase the success of your Zone Meetings;

Appoint a Zone Secretary to take minutes for you - you will be too busy to do it yourself.

Try not to have all the meetings in the same venue unless it is in the centre of your Zone, this will share the clubs' burden when it comes to traveling to the meeting.

Invite interesting speakers to share reports about their projects.

You can use other Cabinet Officers to share as well, or include district chairpersons.





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District Governor's Advisory Committee Meeting Report

District _____ Region _____ Zone _____

Meeting location (city) _____

Meeting Date _____

Time called to order _____ Adjourned _____

Next Meeting Date _____

Clubs and Officers in Attendance

Club Name/Number	President	Secretary	Club Name/Number	President	Secretary
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	5. _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	6. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	7. _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	8. _____	<input type="checkbox"/>	<input type="checkbox"/>

Club Re-Cap

- Does each club conduct service activities? Yes No If no, identify those which do not _____
- Does each club have a membership plan? Yes No If no, identify those which do not _____
- Does each club hold board of directors meetings at least monthly? Yes No If no, identify those which do not _____
- Does each club have a public relations plan? Yes No If no, identify those which do not _____
- Did you find any barriers to success? Yes No Comment _____



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To prepare your report for the District Cabinet, include:

Membership gains and Losses (the Club Health Assessment Report)

Interesting **Projects** being initiated by your clubs (Service Activities)

Any **Concerns** you have or problems being experienced by your clubs

Any **Recommendations** you would wish the cabinet to consider

DO NOT copy and paste Club reports

The District Governor Advisory Meeting Report Form is available on the Association website. (DA – ZCM)

To assist the Cabinet Secretary, please furnish reports to him/her by the dates specified.





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In your role as a **Consultant** - All clubs in your zone should be visited during your term as Zone Chair. Before you go – **PREPARE!**

Your visit may be completed

- at a regular club meeting or
- a business meeting

Before you go to your club visit

- make sure you check for the club's website.
- become knowledgeable about its projects.
- You may find it helpful to have a club roster as well.
- Ask club leaders about their interests and how the district might support them.

Always take a induction ceremony with you and be ready to induct new members – and an invocation incase you are requested to do that honor.

Be prepared to answer questions from a wide range of subjects including International and District Dues. Time spent preparing for your visit will ensure a smooth time at the club





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As a well-prepared Zone Chairperson; you will be ready to work with your clubs to ensure they;

- Meet on a regular basis
- Abide by constitutional provisions
- Demonstrate sound financial practices
- Conduct service projects in their communities
- Maintain effective internal communications and a community public relations program
- Implement membership recruitment, orientation and retention programmes
- Encourage the development of new Lions leaders





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What should you do when people disagree? As a **conflict advisor**, you may be asked to advise on disagreements within clubs.

Remember to do the following:

- Listen to both sides
- Be sure of your facts – verify all that you are able to verify
- If in doubt, seek a second opinion from a trusted confidant not directly involved with the conflict
- Understand when it is appropriate to seek the use of the appropriate Dispute Resolution Procedure.
- The Lions Learning Centre contains additional self study on Conflict Resolution





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As a **motivator**, you play a key role to inspire clubs to grow and encourage the creation of new clubs.

With the district GMT coordinator, you will play an active role in:

- Organizing new clubs
- Conduct new member orientation
- Promote the Club Excellence Process to the clubs in your zone
- Assist a club to implement membership recruitment plan





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As an active member of the District GLT, you play an active role in:

Nurturing current and future leaders

Promote the leadership development opportunities and resources

The task of developing new leaders is as important and critical as organizing new clubs.

I'd like to reiterate one very important feature of the GMT/GLT structure:

The District Governor Team are members of both the GMT and GLT at the district levels, they can ensure the GMT and GLT ultimately improve and strengthen our clubs and zones to increase our service impact and ensure our future success.





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There is a web-page designed specifically for Zone and Region Chairpersons which is located in the Member Centre under the Managing a District Menu.

The Zone and Region Chairperson Centre webpage contains links to

- Training
- Awards
- Tools
- Special Presidential Awards





Goal Setting

How will you achieve that by the end of the year?

A goal is an outcome that you want to achieve by a specific point in time.
It is the end result towards which your efforts are directed.





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Benefits of Goals

- Research shows that people who consistently set goals have high levels of achievement.
- By deciding what is important to you and what you want to achieve, you are outlining your path to success.
- When you achieve some of your goals, you will become more confident in yourself and your abilities.
- Once you know what you want to achieve, you will not be distracted by things that are irrelevant.





Smart Goals

Smart goals describes goals that are written so everyone can understand what the goal result will be and when it will be completed.

The goals are:

- specific
- measurable
- actionable
- realistic
- time bound





Action Plans

What to include in each action plan:

- Action
- Who will do
- Deadline date
- Results





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Summary

- Goal – specific measurable statement of desired result by a specific time
- Action Plan – details of how and who will achieve specific results by a specific time
- Wish – a goal without any action plan

**It is pointless having Goals and Action Plans
if there is no implementation**





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Summary

- Now you have reviewed possible club goals
- What goals do you have as Zone Chairperson?
- Write a few goal statements for yourself
- Be sure they are specific, measurable, actionable, realistic and time bound





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Group Discussions

There are five discussion questions.

Please allow five minutes for discussion, and record your ideas to share with the group.

Please designate a spokesperson to report back the results of your discussion.





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Group Discussion Topic 1

A Club has a potential problem regarding the election of officers for the following year. A number of members on the Board do not want the current 2nd Vice President to be 1st Vice President the following year.

How can you, as Zone Chairman assist the Club in ensuring a fair and credible process and election and maintain harmony within the Club?





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Group Discussion Topic 2

The President of a Club is very controlling. She does not welcome new ideas from members. Some members have transferred to another Club because of the President's actions and attitude. Members requested a meeting with the president to discuss their concerns about a recent Club officer election, but she did not respond. The members contacted you as Zone Chairman for guidance on its election and maintaining the Club.

What advice and guidelines can you give the Club?





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Group Discussion Topic 3

It has become practice in the Zone for Clubs to procrastinate regarding membership and activity reporting and payment of dues. These Clubs are consistently showing as non-reporting or delinquent in payment of their account balance.

How can you monitor the Clubs' monthly reporting and payment of dues to ensure that they are completed in a timely manner and each Club maintains its active status?

What can you do as Zone Chairman to ensure the Clubs in your Zone earn the Club Excellence Award?





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Group Discussion Topic 4

A two-year old Lions Club has a Club register that shows 50 members but only 15 are active dues-paying members. The others are not active and have not paid dues. It is July and the Club Treasurer has just received the Club's per capita billing. The Club is now scheduled for financial suspension because it could not pay the dues for all of the members on the register for the past year.

What advice and guidance can you give the club officers that could help correct its financial situation?





Group Discussion Topic 5

A group of younger members of a Club has been working to sponsor a new club with younger members and transfer themselves as charter members. The leading lion of the group is energetic and has lots of ideas and you personally would support their efforts. However, some of the members of the Club started to oppose the formation of the new Club and one of the reasons is that the new Club's dues are significantly lower than traditional Club dues in the Zone.

The new Club seems to be attracting many younger members, and the prospective charter members have reached over 30 people, but the hostile atmosphere within the existing Club is getting intense and it turned out impossible for the Club to be the sponsor Club. The Club President and leader of the younger Lions separately asked for your help.



What action will you take?





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There are several good training and references to help prepare you fulfill your role as a Zone Chairperson.

Among those are:

- Zone Chairperson Online Training
- Zone Chairperson Training Workshop (Contact your GLT District Coordinator for more information)
- Zone Chairperson Manual (DA 100)
- Club Officer Manual
- Standard Club Constitution and By-Laws (LA-2)
- Board Policy Manual Chapter V - Clubs





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Here are additional **Tools to help you Support your clubs.**

- www.lionsclubs.org
- **PU-101** – Club officers reporting form
- Club Excellence Award Application (DA-1)
- Club Election Guidelines
- Induction Ceremony
- E-Clubhouse Application
- **Club Health Assessment Report** - Use this report to look for trends or membership losses; indicating that a club is becoming weak and may need your assistance.
- **Membership Reports are on MyLCI Logon Page.** There are several membership reports available in MyLCI on the Logon Page – you do not need to logon to gain access. Simply find the hyperlink on the right-hand side of the page.
- Service Activity Reports for your clubs on MyLCI





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GENERAL DISCUSSION





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“我們服務”

“*Servire*”

“우리는 봉사한다”

« *Nous servons* »

“*Nosotros servimos*”

“*Nós Servimos*”

“*We serve*”

“*Me palvelemme*”

「われわれは奉仕する」

“*Wir dienen*”

“*Vi tjäna*”

“*The best way to find yourself is to lose yourself in the service of others.*”

- Gandhi

