

District 19B Policy Manual

Chapter 11

Officer Job Descriptions and Leadership Training

A. District Governor

1. The MD19 LEMPR Team and Executive Secretary/Treasurer will provide each spring a 2-day training seminar. This training supplements and localizes the annual training provided by Lions Clubs International.
2. The District Governor's job description is found in the MD19 Constitution & By-laws, the "General Information" section of the District Governor's Manual and in the Lions Clubs International Constitution & By-laws.

B. Vice District Governor

1. The Vice District Governor shall serve District 19B as the facilitator and advisor of a team made up of the District Leadership, Extension, Membership, Retention and Public Relations Chairpersons. Measurable goals will be set each year at the Kick-Off Meeting by this team which includes the District Governor and Vice District Governor. The goals will be monitored and benchmarked in January at the Half-Time Meeting and completed by June 30th at the latest.
2. Throughout the year, the Vice District Governor should be in contact with the District Chairpersons mentioned above in order to know the status of the goals set at the beginning of the year. He or she will keep the District Governor informed of developments and provide encouragement or praise as the situation warrants.
3. The Vice District Governor shall serve District 19B as the Foundations Coordinator, acting either as the District interface between 19B and the Foundations and reporting on their activities at Cabinet meetings and the Spring Conference.
4. In addition to these major job responsibilities, the Vice District Governor has responsibilities defined in the "District Administration Section" of the District Governor's Manual and in the Lions Clubs International Constitution & By-Laws.

C. **Zone Chairperson**

1. MD 19 will continue its Zone Chairperson Seminars at the Annual Convention and Fall Forum.
2. The District Governor Elect of District 19B shall, in conjunction with the District Leadership Chairperson schedule a training session for the District Zone Chairpersons Elect.
3. The training session shall be scheduled following the election of the District Governor Elect, and the Zone Chairpersons Elect of 19B.
4. Training shall be conducted in a one (1) day format, preferably on a Saturday or Sunday and be not less than six (6) hours in duration.
5. Training sessions shall include, but not be limited to the following: Zone Chairperson's administrative role in zone, duties of the Zone Chairperson, Zone Committees and their relationship with the corresponding District Committees, visitations to clubs within the Zone and visits with the District Governor, proper protocol, and dealing with weak clubs, etc.

C. **Lions Club Officers**

1. The Zone Chairperson Elect and/or the current Zone Chairperson shall, working in conjunction with the District Training Team, schedule training for the following Club Officers: President, Vice Presidents, Secretaries, Treasurers, Secretary/Treasurers, and such other officers as are deemed advisable. These training sessions shall be conducted following the election of the Zone Chairperson elect and the newly elected club officers, before the beginning of the next fiscal year.
2. The training session shall be scheduled using a one (1) day format, preferably on a Saturday or Sunday and shall be no less than five (5) hours in duration. One training session shall be scheduled for a weekday evening to allow training for officers who work week ends.
3. The training sessions for club officers shall include, but not be limited to the following: administrative role and duties of the Club President, delegation of duties and authority to the vice presidents, and their responsibilities to the committees and activities of the club, duties of the secretary and that person's support of the President, duties of the treasurer, role of the club's Membership

Director, MMR's, visitations, contests and awards, etc.