

District 19B Policy Manual

Chapter 3

Committees and Other Appointees of District 19B

Note: The several committees appointed, approved and functioning within 19B shall be so structured as to complement, support and enhance each other's efforts through networking and communications designed to share ideas which would further the opportunity for success of all committees.

- A. The 19B District Governor during his or her term as Vice District Governor shall appoint the following Committee Chairpersons and committee members as are mandated by the Constitution and By-Laws of the International Association of Lions Clubs, District 19B and the Policy Manual.

- B. Committees of 19B
 - 1. Three Year Committees
 - LEMPR
 - a. Leadership
 - b. Extension
 - c. Membership
 - d. Retention
 - e. Public Relations

 - 2. One Year Committees
 - a. Budget and Finance
 - b. Constitution and By-Laws
 - c. Policy Manual
 - d. Spring Convention
 - e. Elections and Certification
 - f. Senior Advisory Council
 - g. Cultural & Community Activities
 - CARE
 - Diabetes Awareness
 - Environment/Health & Safety
 - Hearing
 - International Understanding
 - Leader Dogs For The Blind
 - LCIF
 - Poinsettia Project
 - Sight
 - USA/Canada Lions Leadership Forum
 - h. Public Relations

- Bulletin
- Information Technologies
- LCI Information
- District Rosters
- Web Master
- j. Lions Opportunities For Youth
 - LEOs
 - Peace Poster
 - Lions Quest
 - Youth Exchange
- k. Women's Development

C. Parliamentarian

1. **Name:** **Parliamentarian**
2. **Purpose:** To be a legal advisor to the District 19B Cabinet on the conduct of meetings, especially pertaining to proper parliamentary procedure.
3. **Chairperson:** The Parliamentarian is appointed by the District Governor. It is recommended that this member have a legal background or a sound working knowledge of Roberts' Rules of Order.
4. **General Responsibilities:**
 - a. Attend all regular and special meetings of the Cabinet.
 - b. Be knowledgeable in "Roberts Rules of Order" and parliamentary law as it pertains to the conduct of meetings.
 - c. Advise the cabinet, and its members, as to the legal interpretation of District 19B, MD 19 and Lions Clubs International Constitution & Bylaws.
 - d. Assist and advise the District 19B Constitution & Bylaws Committee on the proper and legal wording for additions and/or amendments to the District 19B Constitution & Bylaws.
5. **Reports:** The Parliamentarian shall not be required to make any reports unless the cabinet requests a written ruling or opinion on a specific matter. In that case, the Cabinet shall state a date and time the required opinion is needed. The parliamentarian shall respond accordingly.

- D. All members appointed to Committees of 19B shall be members in good standing of Lions Clubs in good standing, within the boundaries of 19B.
- E. Proposals for the creation of new 19B Committees shall be presented in writing to the Cabinet for their study and subsequent recommendation. (**Note: The exception to this would be in the case of a mandate coming from Lions Clubs International delegates' vote or Lions Clubs International Board of Directors' actions.**)
- F. Committee Chairmen serve as appointees of the current 19B District Governor. A Committee Chairman may be replaced by the sitting District Governor as deemed necessary by the Governor or Cabinet.

LEMPR Team

- A. **Facilitator:** Vice District Governor
- B. **Members:** The 19B Leadership, Extension, Membership, Retention, and Public Relations Chairpersons.
- C. **Meetings:** Monthly meetings of the 19B LEMPR Team will be held. The Vice District Governor will set the agenda for the meetings with input from the 19B LEMPR Team. The Vice District Governor will facilitate the meetings. Minutes will be taken at each meeting and will be made available to members within ten days of the meeting.

Leadership

- A. **Name:** **Leadership**
- B. **Purpose:** This position has a two-fold purpose:
 1. To oversee the development of leadership skills in the officers and members of Lions Clubs within District 19B. Under the Leadership portfolio, a designated Director of Training will provide classes to teach the necessary skills for District, Zone and Club officers, as well as provide leadership enhancement programs such as Team Building, Conflict Management, and Motivation, etc.

2. To have a vision for the District and look for new ideas and programs to bring to the Leadership Teams of 19B to improve the growth and direction of the organization.

C. **Selection Procedure:** This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor entering office when the vacancy occurs shall select the Leadership Chairperson, with advice given by the outgoing Leadership Chairperson and other members of the District Leadership Team.

Training Chairperson: This is a three (3) year appointment. The selection process for the Training Chairperson will be the same as the selection for the Leadership Chairperson. The Training Chairperson will be selected by the District Governor.

D. **Membership:** The Leadership Chairperson, the Training Chairperson and the six (6) Zone Leadership Chairpersons.

E. **General Responsibilities:**

1. Participate as a member of the 19B Leadership, Extension, Membership, Retention and Public Relations (LEMPR) Team to develop and promote programs for the leadership growth of the District. This will involve monthly meetings with this team.
2. Attend the regional Kickoff and Halftime meetings with the District LEMPR team to develop and monitor District Leadership goals. The agenda, dates and sites for these meetings will be set by the Multiple District LEMPR team and the Executive Secretary/Treasurer.
3. Act as a resource person for the Zone Leadership Chairpersons.
4. Communicate with the Vice District Governor throughout the year to encourage and assist in reaching the Districts' goals.
5. Utilize materials provided by Lions Clubs International, or develop materials specifically for the needs of 19B.
6. Develop with the Training Chairperson and the LEMPR team, a 19B training for Zone Chairpersons elect which will be held prior to the MD Annual Convention each year.

Training Chairperson: This will be a three (3) year term to coincide with the 19B Leadership Chairperson's term.

1. Assist in the development of curriculum and training of the 19B Zone Chairpersons elect, Club Officers and Lions in the understanding of the duties of their office and in the development of their leadership potential.
2. Work in cooperation with Lions Clubs International to provide the necessary training for strengthening and developing leadership skills on the District level.

F. **Fiscal Responsibilities:** This committee handles no funds.

G. **Meetings:**

1. There will be Regional Kick-off Meetings held in May, or June with several other District LEMPR teams to share ideas and set goals for the year.
2. Half-time Regional Meetings will be held each January with several other district LEMPR Teams to celebrate the progress that has been made on the goals that were set in the spring, to reassess what still needs to be done and to rewrite the goals as necessary.
3. Monthly District LEMPR meetings.
4. Notices of all meetings shall be emailed or faxed, as necessary to all LEMPR team members.

H. **Reports:** Prepare and present written reports for the Vice District Governor to present to Cabinet Meetings and the Spring Conference. Be prepared to present oral reports at these meetings if requested.

I. **Qualifications:** A Lion in good standing, in a club in good standing who has:

1. Demonstrated leadership abilities above the club level.
2. The ability to set clear goals and work to their completion.
3. Worked closely with District Spring Conference Chairperson regarding seminars, presenters and speakers.
4. Demonstrated the ability to work with other Chairpersons as a team member.
5. Demonstrated the ability to effectively present in large and small group settings.
6. Created Leadership seminars of high interest and quality.
7. The ability and desire to communicate regularly with Zone Leadership Chairpersons.
8. The willingness to attend Zone meetings and Club meetings to

- 9. encourage leadership.
 - 9. The ability to commit personal time and resources in reaching goals for leadership.
 - 10. Demonstrated enthusiasm and motivation to do a good job.
- J. **Reviews:** Should there be a failure to meet the standards of the Leadership Chairperson position, the District Governor may elect to replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.

Extension

- A. **Name:** **Extension**
- B. **Purpose:** To further the expansion of Lions Service in District 19B through the formation of new clubs.
- C. **Selection Procedure:** This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor entering office when the vacancy occurs shall select the Extension Chairperson, with advice given by the outgoing Extension Chairperson and other members of the District Leadership Team.
- D. **Membership:** The Lion selected by the above process.
- E. **General Responsibilities:**
- 1. Participate as a member of the 19B Leadership, Extension, Membership, Retention, and Public Relations (LEMR/PR) Team to develop and promote programs for the growth of the District. This will involve monthly meetings with the team.
 - 2. Work with the District 19B LEMR/PR Team to set attainable goals. Assist in achieving those goals.
 - 3. Identify those areas that can be targeted for the expansion of new Lions Clubs and Club Branches. Nurture sponsoring Lions Clubs for those targeted areas.
 - 4. Be accessible to the 19B District Governor, the Vice District Governor, the 19B Cabinet, the 19B LEMPR Team and the 19B Lions.
- F. **Fiscal Responsibilities:** This committee handles no funds with the exception of grant funding.

G. **Meetings:**

1. There will be regional Kick-off Meetings held in May or June with other district LEMPR teams to share ideas and set goals for the year.
2. Half time Regional Meetings will be held each January/February with other district LEMPR teams to celebrate the progress that has been made on the goals that were set in the spring, to reassess what still needs to be done and to rewrite the goals as necessary.
3. Monthly District 19B LEMPR meetings.
4. Notices of all meetings, regular or special, shall be mailed, faxed or emailed to all expected attendees at least fifteen (15) days prior to said meeting.

H. **Reports:** Prepare and present written reports for the Vice District Governor to present to Cabinet Meetings and the Spring Conference. Be prepared to present oral reports at these meetings if requested.

I. **Qualifications:** A Lions in good standing in a club in good standing who has:

1. Demonstrated leadership abilities above the club level.
2. The ability to be a panel presenter at District and above levels.
3. The ability to develop audiovisuals on pertinent topics, such as: Guiding Lions, Forming New Lions Clubs, the make-up of Lions Clubs, Educating Charter Members.
4. The willingness to meet with MD 19 and other district Chairpersons at the Kick-off and Half Time meetings to help formulate goals, check progress on reaching those goals and share information on the above topics.
5. The willingness to communicate regularly with the District Governor, Vice District Governor, the District Cabinet and the District LEMPR team.
6. The willingness to attend District 19B Cabinet meetings and LEMPR meetings to encourage the formation of new clubs.

7. The willingness to commit personal time and resources to reaching goals for extension
- J. **Reviews:** Should there be a failure to meet the standards of the Extension Chairperson position, the District Governor may elect to replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.

Membership

- A. **Name:** **Membership**
- B. **Purpose:** To help Lions Clubs better serve their communities through provision of advice and enthusiasm related to:
1. Retention of present members
 2. Attracting new members
- C. **Selection Procedure:** This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor entering office when the vacancy occurs shall select the Membership Chairperson, with advice given by the outgoing Membership Chairperson and other members of the District Leadership Team.
- D. **Membership:** The Lion selected by the above process and the six (6) Zone Membership Chairpersons.
- E. **General Responsibilities:**
1. Participate as a member of the 19B Leadership, Extension, Membership, Retention and Public Relations (LEMPR) team to develop and promote programs for the growth of District 19B. This will involve monthly meetings with this team.
 2. Work in harmony with the Cabinet, Zone Membership Chairpersons, and Lions Clubs International to achieve membership and extension development goals.
 3. Educate and assist Club and Zone Membership Chairpersons, and the 19B District Governor on those methods which are available to them on increasing membership.
 4. Utilize materials provided by Lions Clubs International, or develop own materials of a similar nature.

5. Coordinate and provide leadership and leadership training skills for strengthening and development of membership.
 6. Develop realistic and achievable 19B membership goals.
 7. Develop a networking program of communications with guidelines which would assist and enhance the efforts of the various Zone Membership Chairpersons.
 8. Communicate with the Vice District Governor of 19B throughout the year to encourage and assist in reaching the District's goals.
- F. **Fiscal Responsibilities:** This committee handles no funds.
- G. **Reports:** Prepare and present written reports for the Vice District Governor to present to Cabinet Meetings and the Spring Conference. Be prepared to present oral reports at these meetings if requested.
- H. **Qualifications:** A Lion in good standing in a club in good standing who has:
1. Demonstrated leadership abilities above the club level.
 2. Sponsored more than two (2) members.
 3. An understanding of the 19B Constitution and By-laws and the Lions International Constitution and By-laws and the District 19B Policy Manual.
 4. Demonstrated leadership skills in speaking, organization, setting goals and is a team player.
 5. Has vision and is open minded to new ideas.
 6. The ability to commit personal time and resources to reaching goals for membership growth.
 7. The ability and desire to communicate with Zone Membership Chairpersons.
 8. The willingness to attend 19B Cabinet meetings and Zone meetings to encourage membership growth.
- I. **Reviews:** Should there be a failure to meet the standards of the Membership Chairperson position, the District Governor may elect to

replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.

Retention

- A. **Name:** **Retention**
- B. **Purpose:** To help Lions Clubs better serve their communities through provision of advice and enthusiasm related to retention of present members.
- C. **Selection Procedure:** This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor entering office when the vacancy occurs shall select the Retention Chairperson, with advice given by the outgoing Retention Chairperson and other members of the District Leadership Team.
- D. **Membership:** The Lion selected by the above process and the six (6) Zone Retention Chairpersons.
- E. **General Responsibilities:**
1. Participate as a member of the 19B Leadership, Extension, Membership, Retention and Public Relations (LEMPR) team to develop and promote programs for the growth of District 19B, including the retention of current members. This will involve monthly meetings with this team.
 2. Work in harmony with the Cabinet, Zone Retention Chairpersons, and Lions Clubs International to achieve retention goals.
 3. Educate and assist Club and Zone Retention Chairpersons, and the 19B District Governor on those methods which are available to them to improve membership retention.
 4. Utilize materials provided by Lions Clubs International, or develop own materials of a similar nature.
 5. Coordinate and provide leadership and leadership training skills for strengthening and development of retention programs.
 6. Develop realistic and achievable 19B retention goals.

7. Develop a networking program of communications with guidelines which would assist and enhance the efforts of the various Zone Retention Chairpersons.
 8. Communicate with the Vice District Governor of 19B throughout the year to encourage and assist in reaching the District's goals.
 9. Develop and implement a 19B orientation program.
- F. **Fiscal Responsibilities:** This committee handles no funds.
- G. **Reports:** Prepare and present written reports for the Vice District Governor to present to Cabinet Meetings and the Spring Convention. Be prepared to present oral reports at these meetings if requested.
- H. **Qualifications:** A Lion in good standing in a club in good standing who has:
1. Demonstrated leadership abilities above the club level.
 2. Sponsored more than two (2) members.
 3. An understanding of the 19B Constitution and By-laws and the Lions International Constitution and By-laws and the District 19B Policy Manual.
 4. Demonstrated leadership skills in speaking, organization, setting goals and is a team player.
 5. Has vision and is open minded to new ideas.
 6. The ability to commit personal time and resources to reaching goals for membership retention.
 7. The ability and desire to communicate with Zone Retention Chairpersons.
 8. The willingness to attend 19B Cabinet meetings and Zone meetings to encourage retention of membership.
- I. **Reviews:** Should there be a failure to meet the standards of the Retention Chairperson position, the District Governor may elect to replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.

Public Relations

- A. **Name:** **Public Relations**
- B. **Purpose:** To encourage the dissemination of accurate information regarding Lions Clubs Objects, Lions Code of Ethics, Lions Motto, service activities of Lions Clubs and the various projects of Lions Clubs and their membership, both locally and worldwide.
- C. **Selection Procedure:** This is a three (3) year appointment in accordance with Lions Clubs International. The District Governor entering office when the vacancy occurs shall select the Public Relations Chairperson, with advice given by the outgoing Public Relations Chairperson and other members of the District Leadership Team.
- D. **Membership:** The Lion selected by the above process and the six (6) Zone Public Relations Chairpersons.
- E. **General Responsibilities:**
1. Participate as a member of the 19B Leadership, Extension, Membership, Retention and Public Relations (LEMPR) team to develop and promote programs for the leadership growth of District 19B. This will involve monthly meetings with this team.
 2. Provide information regarding the importance of the history and organizational structure of Lionism and the significance, of our motto, 'We Serve'. Promote the proper recognition, use and respect for our Lions Clubs International emblem.
 3. Assist in the training of Lions Club officers, Zone Chairpersons, and the District Governor for the development of programs to promote their activities within their particular communities and District 19B. Utilize materials provided by Lions Clubs International, and also develop 19B materials which are applicable to our own situation.
 4. Provide articles and pictures to 'The Lion' magazine, 'The Border Crossing', and 'The Busy B' to promote District and community activities. Encourage and promote, media coverage of Lions Clubs, Zone and District activities.
 5. Encourage Spring Conference attendance, club visitations, club brochures and bulletins, and the interchange of club bulletins.

6. Assist the District Editor in the promotion and production of the 'Busy B'.
 7. Communicate with the Vice District Governor of 19B throughout the year to encourage and assist in reaching the District's goals.
- F. **Fiscal Responsibilities:** This committee handles no funds.
- G. **Reports:** Prepare and present written reports for the Vice District Governor to present to Cabinet Meetings and the Spring Conference. Be prepared to present oral reports at these meetings if requested.
- H. **Qualifications:** The Lion assuming the position of Public Relations Chairperson will have demonstrated experience, interest and motivation in the area of PR.
- I. **Reviews:** Should there be a failure to meet the standards of the Public Relations Chairperson position, the District Governor may elect to replace said Chairperson. The District Governor will then follow the original selection procedure in filling this vacancy.

Budget And Finance

- A. **Name:** **Budget And Finance Committee**
- B. **Purpose:** To give Cabinet and District Governor recommendations and advice regarding all financial matters of 19B as may be directed by the Cabinet.
- C. **Membership:** The Budget and Finance Committee shall consist of the District Governor, (ex-officio member), Vice District Governor, and six (6) appointed members, one (1) serving from each of 19B's six (6) zones.
- D. **Chairperson:** The Chairperson shall be selected annually by the seated Vice District Governor.
- E. **General Responsibilities:**
1. Prepare and present to the Cabinet a balanced budget proposal for 19B for the ensuing year, based upon anticipated revenue.
 2. Annually review all monetary, budgetary policies and procedures and make recommendations for changes if deemed to be justified.

3. Monitor and ensure compliance with 19B Constitution and By-Laws, Rules of Audit of 19B Policy Manual regarding the accumulation, use, transfer and/or distribution of 19B funds.
4. Ensure the monthly income and expenditure versus budget statement and balance sheets are sent to all members of the Budget and Finance Committee.
5. Assist the Busy B Committee in all accounting and financial matters.
6. Assist the Cabinet in all accounting and financial matters.

F. **Fiscal Responsibilities:** This committee handles no funds.

G. **Meetings:**

1. **Regular Meetings:** There shall be at least two (2) regularly scheduled meetings each fiscal year, one (1) held prior to the summer cabinet meeting and the second to be held prior to the Spring Convention.
2. **Special Meetings:** Special meetings may be called by the Committee Chairperson, three (3) members of the Committee or the District Governor.
3. **Notices of All Meetings:** Notices of all meetings, both regular and special, stating time, location and purpose (agenda) shall be mailed, Faxed, or Emailed to all members of the Committee, District Governor and Vice District Governor at least fifteen (15) days prior to date of said meeting. If Emailed, recipient needs to reply that they received said Email
4. **Quorum:** A quorum shall be a simple majority of the total number of members on the Committee.
5. **Voting:** Each member present shall have one (1) vote on all matters.
6. **Minutes:** Minutes of all meetings will be recorded and distributed to all Committee members, District Governor and Vice District Governor.
7. **Reports:** All Committee Reports requiring no action shall be typed and submitted to the District Cabinet Secretary no later than thirty (30) days prior to the next regularly scheduled Cabinet meeting, to enable timely mailing to Cabinet members. All reports

are to be presented at the Cabinet meeting by the Committee Chairperson or that person's representative.

Constitution and By-Laws

- A. **Name: Constitution and By-Laws Committee**
- B. **Purpose:** To write and maintain, as directed by the 19B Cabinet, a clear and concise 19B Constitution and By-Laws which is in compliance with the Constitution and By-Laws of the International Association of Lions Clubs and Multiple District 19.
- C. **Membership:** The Constitution and By-Laws Committee shall consist of the District Governor, (ex-officio), Vice District Governor, six (6) appointed members, one (1) from each of the District's six (6) zones, and the Parliamentarian serving in the fiscal year in which the committee is meeting and who shall be a non-voting member.
- D. **Chairperson:** The Chairperson shall be appointed by the incoming District Governor.
- E. **General Responsibilities:**
 - 1. Ensure that all proposed changes to the 19B Constitution and By-Laws shall comply with and be as mandated by the 19B Constitution and By-Laws, the Constitution and By-Laws of Multiple District 19 and the Constitution and By-Laws of the International Association of Lions Clubs.
 - 2. Prepare and review all resolutions which may be submitted to this Committee by the Cabinet.
 - 3. Ensure that recommended changes as approved by the Cabinet to the 19B Constitution and By-Laws Committee shall be reported to the Lions clubs as mandated in Article VII, Section 3 of said Constitution and in Article VI, Section 3 of said By-Laws.
 - 4. Review all proposed changes to the 19B Constitution and By-Laws and report said changes with the Committee's recommendations at the next regularly scheduled Cabinet Meeting and at future Cabinet Meetings as may be necessary. Report any proposed changes due to appear for delegates voting on the ballot at the Spring Convention at the Opening General Session of said Spring Convention.

5. Shall present to the Cabinet at its next regularly scheduled meeting any proposed Constitution and By-Law changes the Committee deems to be necessary to ensure the continued legality of the 19B operations.

F. **Fiscal Responsibilities:** This Committee handles no funds.

G. **Meetings:**

1. **Regular Meetings:** There shall be at least two (2) regularly scheduled meetings each fiscal year, one (1) held prior to the summer Cabinet meeting and the second to be held prior to the Spring Conference.
 2. **Special Meetings:** Special meetings may be called by the Committee Chairperson, three (3) members of the Committee, or the District Governor.
 3. **Notices of All Meetings:** Notices of all meetings, both regular and special, stating time, location and purpose (agenda) shall be mailed, Faxed or Emailed, to all members of the Committee, District Governor and Vice District Governor at least fifteen (15) days prior to the date of said meeting. If Emailed, recipient needs to reply that they have received said Email.
 4. **Quorum:** A quorum is a simple majority of the total number of members of the committee present according to Robert Rules of Order, Revised Edition.
 5. **Voting:** Each member present will one (1) vote on all matters.
 6. **Minutes:** Minutes of all meetings shall be recorded and distributed to all Committee members, District Governor and Vice District Governor.
- H. **Reports:** All Committee reports requiring no action shall be typed and submitted to the Cabinet Secretary not later than thirty (30) days prior to the next regularly scheduled Cabinet meeting to ensure timely mailing to Cabinet members. All reports shall be presented at the Cabinet meeting by the Committee Chairperson or that person's representative.

Policy Manual

A. **Name:** **Policy Manual Committee**

- B. **Purpose:** To write and maintain a clear and concise District 19B Policy Manual, which shall be in compliance with the Constitution and By-Laws of 19B and the Constitution and By-Laws of the International Association of Lions Clubs and Multiple District 19.
- C. **Membership:** The 19B Policy Manual Committee shall consist of the District Governor, Vice District Governor (ex-officio members), and as many appointed members as deemed necessary by the District Governor, depending on the state of the policy manual and the nature of revisions identified as required. Terms shall be for one (1) or more years, based on the need of the committee.
- D. **Chairperson:** Annually, after determining the required size and makeup of the committee, the District Governor shall appoint one of the committee members as Chairperson of the committee. The Chairperson shall serve in that capacity for the current Lions fiscal year.
- E. **General Responsibilities:**
1. Review any proposed changes to the Policy Manual which may have been presented to the Cabinet to ensure proper wording before adoption and to provide a detailed report to the Council as to what impact adoption may have on the operations of District 19B.
 2. This Committee when it believes that a Policy Manual change would be beneficial, has the responsibility to present the matter to the Cabinet at its next regularly scheduled Cabinet Meeting.
- F. **Fiscal Responsibilities:** This Committee handles no funds.
- G. **Meetings:**
1. **Regular Meetings:** There shall be at least two (2) regularly scheduled meetings each fiscal year, one (1) held prior to the summer cabinet meeting and one (1) held prior to the Spring Conference.
 2. **Special Meetings:** Special meetings may be called by the Committee Chairperson, any two (2) members of the Committee or the District Governor.
 3. **Notice of Meetings:** Notices of all meetings, both regular and special, stating time, location, and purpose (agenda) shall be mailed, Faxed or Emailed to all members of the Committee, District Governor and Vice District Governor at least fifteen (15)

days prior to date of said meeting. If Emailed, recipient needs to reply that said Email was received.

4. **Quorum:** A quorum shall be a simple majority of the total number of members on the Committee according to Roberts Rules of Order, Revised Edition.
 5. **Voting:** Each member present shall have one (1) vote on all matters.
 6. **Minutes:** Minutes of all meetings shall be recorded and distributed to all Committee Members, District Governor, Vice District Governor and the 19B Cabinet Secretary.
- H. **Reports:** All Committee Reports requiring no action shall be typed and submitted to the Cabinet Secretary no later than thirty (30) days prior to the next regularly scheduled Cabinet Meeting, to ensure timely distribution to Cabinet members. All reports shall be presented at the Cabinet Meeting by the Committee Chairperson or that person's representative.

19B Spring Convention

- A. **Name:** **Spring Convention**
- B. **Purpose:** To assist in providing the highest quality Spring Convention for the Lions, Lioness, and Leos of District 19B.
- C. **Chairperson:** The 19B Spring Convention Chairperson shall be selected by the incoming District Governor at the beginning of their term of office.
- D. **Membership:** Membership on the Spring Convention Committee consists primarily of the Convention Chairperson and the District Governor. Additional members maybe added at the discretion of the Chairperson or District Governor depending upon known or expected needs of the Committee.
- E. **General Responsibilities:**
 1. Chairperson shall work closely with the District Governor in the planning and implementation of the Spring Convention.
 2. Chairperson shall be aware of progress, and be prepared to update the District Governor (as may be requested) regarding numbers of Lions and others pre-registered for rooms and/or meals.

3. Chairperson shall periodically contact the contracted facilities to ensure all activities and preparations are progressing as scheduled.
 4. Chairperson shall be available, and in attendance, during all scheduled functions of the Spring Convention.
 5. Chairperson shall ensure all meeting rooms, banquet rooms, rooms for voting, etc. are scheduled as requested and that the necessary set-ups (microphones, lecterns, seating, etc.) are in place and in good operating condition.
 6. Chairperson shall oversee and instruct Lions from the Host Club, and other clubs if involved, scheduled to assist with the function of the Spring Convention.
 7. Chairperson shall establish and maintain a separate 19B Spring Convention Account, and provide all financial reports and bank statements to the District Governor for his or her perusal.
 8. Chairperson will provide, with the cooperation of the District Governor, an accounting report of numbers of attendees at all events, so this may be available to assist planning by future chairpersons.
- F. **Fiscal Responsibilities:** The Chairperson in conjunction with his designee, and with the approval of the District Governor, shall collect and bank money received as pre-registration and any monies collected during various convention events, and pay such debts as may be incurred and/or be the responsibility of this committee.
- G. **Meetings:** As decided by the District Governor and the Chairperson.
- H. **Reports:** Reports will be prepared and sent to the MD-19 office as required. The final Convention report shall be prepared and published in the Busy B as soon as is practical.
- I. **Contests and Awards**
1. **Name:** Contests and Awards Committee
 2. **Purpose:** Lions Clubs International is a service club organization of Clubs composed of individual members who donate their time, talent and energy in a voluntary manner without any regard of personal gain. As a reward of recognition for outstanding service by Lions members and/or Lions Clubs, there are

appropriate rewards that indicate the appreciation of Lions and the public.

3. Membership: The Committee shall consist of six (6) members, the immediate past zone chairpersons. They will serve a term of one year.
4. Chairperson: The Chairperson of the Contests and Awards Committee shall be a Lion who is energetic, enthusiastic and has a positive motivating attitude. The Chairperson shall be appointed by the seated Vice District Governor and shall work in conjunction with the Spring Convention Chairperson.
5. General Responsibilities: All Committee members should become knowledgeable of the rules, requirements, and judging of the Contests listed in the Contests and Awards Book. In addition, they should be familiar with the rules, requirements and judging of District only contests. They are expected to assume an active role in all phases of the committee's responsibilities.
 - a. Prior to the Spring Convention
 - 1) Provide articles for the Busy B reminding clubs and individuals of contests that will require an early start and continuous involvement (Scrap Book, Club Bulletin)
 - 2) Visit zone meetings and promote Contests and Awards for the Spring Convention.
 - 3) One month before the convention, contact each club by mail reminding them of Contests and Awards available at the upcoming Spring Convention
 - 4) Assist judging of the web site contest.
 - b. At the Spring Convention
 - 1) Assist at the registration table taking preliminary registrations for the contests to be conducted at the Convention.
 - 2) Be available to assist in the conduct of the contests on Saturday afternoon.
 - 3) Assist the Chairperson in the selection of judges for the contests.

- c. Financial Responsibilities: This Committee handles no funds.
- d. Meetings
 - 1) Regular Meetings There shall be three (3) scheduled meetings during the year as a committee. The first will occur shortly after the Spring Convention to kick off those items that must be conducted throughout the year. The second will take place early in the fall to set zone visitation schedules. The third will take place six (6) weeks prior to the convention to assure all preparation for the convention Contests and Awards is complete.
 - 2) Notices of All Meetings: Notices of all meetings, both regular and special stating time, location, and purpose (agenda) shall be mailed, Faxed, or Emailed to all members of the Committee, District Governor, Vice District Governor and Cabinet Secretary at least fifteen (15) days prior to said meeting.
 - 3) Quorum: A quorum shall be a simple majority of the members of the Committee present according to Roberts Rules of Order, Revised Edition.
 - 4) Voting: Each member present shall have one (1) vote on all matters.
- e. Reports: The results of all contests held at the Spring Convention shall be reported, along with a complete list of participants, to the Multiple District 19 Contests and Awards Chairperson. A similar set of results shall be sent to the Executive Secretary/Treasurer of the Multiple District.

Elections and Certification

- A. **Name:** **Election/Certification Committee**
- B. **Purpose:** To oversee the proper conduction of election of 19B executive officers and ratification of constitution and by-laws changes.
 - 1. To certify the voting certificates of the registered delegates and alternates.

2. To certify the voting certificates of any current or Past International Directors, current or Past International Presidents, and/or current or Past District Governors who are members in good standing of Lions Clubs in good standing in District 19B.
 3. Compile a complete list of the accredited, registered delegates and alternates for each zone of District 19B.
 4. Supervise the balloting for District 19B Officers and all other balloted items. Assist in counting the ballots at the close of the elections.
 5. Report ballot results to the convention at the Saturday noon luncheon.
- C. **Chairperson:** The Immediate Past District Governor of District 19B shall be the Chairperson of the Election/Certification Committee. In the event the Immediate Past District Governor is unavailable or unable to serve as Chairperson, the seated District Governor shall appoint a Chairperson from the Past District Governors of 19B who are available and able to serve.
- D. **Membership:** The Chairperson shall select committee members adequate in number to conduct certification of delegates, alternates, etc. and to conduct the District elections.

Senior Advisory Council

- A. **Name:** **Senior Advisory Council**
- B. **Purpose:** To serve as an advisory committee to the seated District Governor
1. To form the core of the District Leadership Succession Planning Team.
 2. To serve as the 19B Audit Committee.
- C. **Chairperson:** The Chairperson shall be a Past District Governor of District 19B, a member in good standing of a club in good standing of 19B, and selected/appointed by the seated District Governor. He shall serve a term of one year. The Chairperson may be re-appointed by succeeding District Governors without a limit to number of terms as Chairperson.

- D. **Membership:** Membership in the Senior Advisory Committee is open to all Past District Governors of District 19B who are members in good standing of clubs in good standing in District 19B.
- E. **General Responsibilities:**
1. Act as advisors to the seated District Governor in any/all matters of District Leadership as requested by the seated District Governor.
 2. Meet as the District Leadership Succession Planning Team (Committee Chairperson, five (5) Immediate Past District Governors of 19B, Immediate Past Zone Chairmen of 19B). Identify potential new leadership for District 19B. Arrange for leadership training for identified potential leaders.
 3. Prepare for and conduct an annual financial review of the 19B District accounts. Report the results of this review to the District Governor and Cabinet.
- F. **Fiscal Responsibilities:** This committee handles no funds.
- G. **Meetings:** Meet as required (no mandatory meetings) to fulfill general responsibilities of Committee.
- H. **Reports:** Prepare written reports as required for District Cabinet Meeting. Be prepared to present oral reports at Cabinet Meetings.

Cultural and Community Activities

The Cultural and Community Activities Coordinator collects reports for the following 19B Committees and presents them at Cabinet Meetings and Spring Conventions: CARE, Diabetes Awareness, Environment/Health & Safety, Hearing, International Understanding, Leader Dogs For The Blind, LCIF, Poinsettia Project, Sight, and USA/Canada Lions Leadership Forum.

C.A.R.E.

- A. **Name:** **CARE**
- B. **Purpose:** To solicit funds from the Lions, Lioness, and Leo Clubs of 19B which, through MD-19 will be used for humanitarian purposes in selected developing countries.

- C. **Chairperson:** The Chairperson is appointed by the District Governor.
- D. **General Responsibilities:**
 - 1. Provide information on each approved project to the members of the Cabinet and Club members throughout the District.
 - 2. Present an oral overview of the projects to the Clubs of the District when requested.
 - 3. Encourage each Club to donate to the MD 19 CARE project.
- E. **Fiscal Responsibilities:** This Committee shall handle no funds. All Club CARE contributions shall be sent directly by the clubs to the MD 19 office.
- F. **Meetings:** The 19B CARE Chairperson shall meet as required with the MD 19 CARE Chairperson.
- G. **Reports:** All committee reports shall be typed and submitted to the Cultural & Community Activities Coordinator for presentation at the next scheduled Cabinet Meeting. The CARE Chairperson shall be available to make oral reports at Cabinet meetings as requested.

Diabetes Awareness

- A. **Name:** **Diabetes Awareness**
- B. **Purpose:** To develop an awareness by the Lions, Lioness, Leos and general public regarding diabetes detection and treatment.
- C. **Chairperson:** The Chairperson of the Diabetes Awareness Committee shall be appointed by the District Governor.
- D. **General Responsibilities:**
 - 1. Encourage participation in the Diabetes Awareness Program as developed by Lions Clubs International for use at club, district and multiple district levels.
 - 2. Assist Lions Clubs that initiate, develop or cooperate with existing community diabetes programs by providing: a) step by step direction for program development, b) information and material, c) training and education, and/or d) employing a task force approach using community members.

3. Develop and promote the use of publicity regarding the Lions Diabetes Awareness Program.
 4. Cooperate with, and assist, established agencies which have active diabetes programs.
- E. **Fiscal Responsibilities:** This committee shall handle no funds.
- F. **Meetings:** The committee Chairperson shall meet with the MD 19 Diabetes Awareness Chairperson as required.
- G. **Reports:** Prepare and submit written reports to the Cultural & Community Activities Coordinator for inclusion in his or her Cabinet report, and be available to make oral reports at Cabinet meetings, as requested.

Environmental/Health & Safety

- A. **Name:** **Environmental/Health & Safety**
- B. **Purpose:** To encourage the preservation of our natural resources and the improvement of the quality of life through the promotion of a healthy lifestyle and safety awareness and practices.
- C. **Chairperson:** The Chairperson shall be appointed by the District Governor.
- D. **General Responsibilities:**
1. Encourage Zones and Clubs to appoint a chairperson at each level with a goal of networking together for the benefit of all.
 2. Aid and assist Zone and Club Chairpersons with environmental, health and/or safety service activities.
 3. Identify the major environmental challenges of natural and biological environments (i.e. air, water, ground, sound, etc.) and potential solutions (i.e. regulate pollutants, recycle, lower decibel levels, etc.)
 4. Educate and promote a healthy, safe, and environmental quality of life through club presentations and regular informative articles in the Busy B.

- 5. Present short informative reports at the Spring Convention General Sessions covering selected topics concerning health and safety at the Convention.
- E. **Fiscal Responsibilities:** This committee handles no funds.
- F. **Meetings:** Meetings will be held as deemed necessary by the Chairperson.
- G. **Reports:** Written reports will be prepared and presented to the Cultural and Community Activities Coordinator for inclusion in reports to Cabinet meetings and the Spring Conference.

Hearing

- A. **Name:** **Hearing**
- B. **Purpose:** To promote hearing programs within the Zones and Clubs of District 19B, including purchase of hearing aids for qualified assistance applicants. Support the hearing programs of the Northwest Lions Foundation For Sight & Hearing.
- C. **Chairperson:** The Chairperson of the Hearing Committee shall be appointed by the District Governor. He/she may, but does not have to be, the District Trustee of the Northwest Lions Foundation for Sight & Hearing.
- D. **Membership:** The Hearing Chairperson of each 19B Zone is a member of this committee.
- E. **General Responsibilities:**
 - 1. Assist and encourage Club Hearing Chairpersons in the promotion of safe hearing practices.
 - 2. Prepare and make available hearing presentations for the Zones and Clubs of 19B stressing hearing activities and aid available within the District.
 - 3. Assist Clubs as necessary in the preparation of hearing grant requests to the Northwest Lions Foundation for Sight & Hearing.
 - 4. Promote Play It By Ear as a fund raiser of the Northwest Lions Foundation for Sight & Hearing.

5. Encourage Club visitations to local hearing health facilities (Bloedel Institute, Listen and Talk Pre-school, Northwest Lions Foundations for Sight & Hearing, etc.)
- F. **Fiscal Responsibilities:** This committee handles no funds.
- G. **Meetings:** The Chairperson shall meet with the Zone/Club Chairpersons as required to facilitate hearing awareness and to schedule hearing presentations at Club and/or Zone meetings.
- H. **Reports:** Written reports shall be prepared and presented to the Cultural and Community Activities Coordinator for their inclusion and presentation at Cabinet Meetings and the Spring Convention. The Chairperson shall be available for oral reports at these meetings as requested.

International Understanding

- A. **Name:** **International Understanding**
- B. **Purpose:** To create and foster a spirit of international understanding, cooperation and generous consideration among the peoples of the world.
- C. **Chairperson:** A Chairperson shall be appointed by the District Governor.
- D. **General Responsibilities:**
1. Encourage Lions to recognize themselves as citizens of the world, as well as their community and nation.
 2. Encourage activities which promote international understanding and cooperation, such as: club twinning, Lions Day with the United Nations, World Peace Day, Stamp Exchange, LCIF humanitarian endeavors and youth activities such as Lions Youth Exchange, in cooperation with the 19B Youth Exchange Foundation, youth camps, and Peace Poster Contest.
 3. Work closely with the 19B International Convention Chairperson, especially encouraging participation at International Conventions and/or other international meetings.
- E. **Fiscal Responsibilities:** This committee handles no funds.
- F. **Meetings:** The Chairperson should encourage meetings with the Zone and/or Club Chairpersons to share individual Zone/Club activities.

- G. **Reports:** Prepare and submit written reports to the Cultural & Community Activities Coordinator for inclusion in their Cabinet Meeting and Spring Convention reports and be available to present oral reports at these meetings as requested.

Leader Dogs For The Blind

- A. **Name:** **Leader Dogs For The Blind**
- B. **Purpose:** To support and promote the Leader Dogs For The Blind program, located in Rochester, Michigan.
- C. **Chairperson:** The Chairperson shall be appointed by the District Governor.
- D. **Membership:** A Leader Dogs Chairperson shall be appointed for each zone and be a member of this committee.
- E. **General Responsibilities:**
1. Encourage each Zone Chairperson of District 19B to appoint a Leader Dogs Chairperson for his or her zone.
 2. Inform, aid and assist each of the Zone Chairpersons concerning information coming from Leader Dogs headquarters.
 3. Encourage each Zone Chairperson to work with the Clubs in his/her Zone to raise funds to support the Leader Dogs program. Also, identify blind or blind/deaf individuals in each Zone that could benefit by having a guide dog.
 4. Arrange for displays at the Spring Convention to promote Leader Dogs For The Blind.
- F. **Fiscal Responsibilities:** All funds raised by clubs will be sent directly to Leader Dogs For The Blind in Rochester, Michigan. Additional funds collected by the Chairperson will be sent annually directly to Leader Dogs For the Blind.
- G. **Meetings:** Regular meetings of the Leader Dogs committee will be held to encourage club participation in the program.
- H. **Reports:** Written reports will be prepared and presented to the Cultural and Community Activities Coordinator for inclusion in their

Cabinet Meeting and/or Spring Convention Reports. The Committee Chairperson will be available to make oral reports at the meetings/conferences as requested.

L.C.I.F.

- A. **Name:** **LCIF (Lions Clubs International Foundation)**
- B. **Purpose:** To support the humanitarian endeavors of the Lions Clubs International Foundation.
- C. **Chairperson:** The Chairperson shall be appointed by the District Governor of 19B.
- D. **General Responsibilities:**
1. Encourage Lions Clubs' fund raising activities designated to assist in funding humanitarian efforts of the Lions Clubs International Foundation (LCIF)
 2. Educate Lions and Lions Clubs as to the purpose, accomplishments, and organization of LCIF and the various categories available for donation.
 3. Encourage Lions Clubs to use the presentation of Melvin Jones Fellowships as a means of showing appreciation for a fellow member who has been distinguished in service to the club or community.
 4. Become knowledgeable as to the procedure necessary for requesting and receiving LCIF grants for local needs, and make those requirements known to Lions Clubs.
 5. Make Lions Clubs aware of the major objectives of LCIF, which are:
a) major disaster relief, b) humanitarian service, and c) vocational assistance.
 6. Become knowledgeable with the format of SightFirst II as it addresses, both, the program side and Campaign SightFirst II, the fund raising side.
 7. Develop a networking program of communication and assistance directed to the enhancement and support of the LCIF efforts of the various Zone Chairpersons in cooperation with the 19B Chairperson.

- 8. Research and make available current LCIF donation status to clubs and individuals upon their request.

- E. **Fiscal Responsibilities:** This committee handles no funds. All funds contributed by Clubs, Zones, District and individual members shall be forwarded directly to the MD 19 office for subsequent mailing to LCIF.

- F. **Meetings:** Meetings, with the Zone and Club LCIF Chairpersons will be held as needed.

- G. **Reports:** Prepare and submit written reports to the Cultural and Community Activities Coordinator for inclusion in reports for Cabinet Meetings and the Spring Convention, and be available to present oral reports at these meetings if requested.

Poinsettia Project

- A. **Name:** **Poinsettia Project**

- B. **Purpose:** To obtain (from local Nordstrom stores) poinsettia plants previously used as seasonal (Christmas) decorations for distribution to nursing homes, etc. by District 19B Lions Clubs.

- C. **Chairperson:** The Chairperson shall be appointed by the District Governor.

- D. **General Responsibilities:**
 - 1. Coordinate procurement of poinsettias from the local Nordstrom stores.
 - 2. Coordinate with each Zone poinsettia project Chairperson to determine which clubs will participate in the annual distribution project.
 - 3. Inform each Zone Chairperson of the approximate number of poinsettias that will be available for distribution.
 - 4. Assure poinsettias available for distribution are picked up by the participating clubs and distributed.

- E. **Fiscal Responsibilities:** This committee handles no funds.

- F. **Meetings:** The Chairperson will meet with the Zone and Club representatives as necessary to assure proper completion of the annual project.
- G. **Reports:** Prepare and submit written reports to the Cultural and Community Activities Coordinator for inclusion in reports to Cabinet meetings and the Spring Convention. Be available to present oral reports at the Cabinet Meetings and Spring Convention if requested.

Sight

- A. **Name:** **Sight**
- B. **Purpose:** To promote sight programs within the Zones and Clubs of District 19B including purchase of eye glasses for qualified assistance applicants. Support the sight programs of the Northwest Lions Foundation for Sight & Hearing and the sight programs (including Project SightFirst II) of the Lions Clubs International Foundation.
- C. **Chairperson:** The Chairperson of the Sight Committee shall be appointed by the District Governor. He may but does not have to be the District Trustee of the Northwest Lions Foundation For Sight & Hearing.
- D. **Membership:** The Sight Chairperson of each 19B Zone is a member of this committee.
- E. **General Responsibilities:**
 1. Assist and encourage Club Sight Chairpersons in the promotion of eye glasses collection for redistribution.
 2. Prepare and make available sight presentations for the 19B Zones and Clubs stressing sight activities and aid available within the District.
 3. Assist Clubs as necessary in the preparation of sight patient care grant requests to the Northwest Lions Foundation for Sight & Hearing.
 4. Promote White Cane Days as a fund raiser of the Northwest Lions Foundation for Sight & Hearing.
 5. Encourage Club visitations to Sightlife, located at the Northwest Lions Foundation for Sight and Hearing offices.
- F. **Fiscal Responsibilities:** This committee handles no funds.

- G. **Meetings:** The Chairperson shall meet with the Zone/Club Chairpersons as required to facilitate sight awareness and to schedule sight related presentations at Club and/or Zone meetings.
- H. **Reports:** Written reports shall be prepared and presented to the Cultural and Community Activities Coordinator for their inclusion and presentation at Cabinet Meetings and the Spring Convention. The Chairperson shall be available for oral reports at these meetings as requested.

USA/Canada Lions Leadership Forum

- A. **Name:** **USA/Canada Forum**
- B. **Purpose:** To encourage participation at the annual USA/Canada Lions Leadership Forum.
- C. **Chairperson:** The Chairperson shall be appointed by the District Governor of District 19B.
- D. **General Responsibilities:**
 - 1. Make Lions at all levels aware of what the USA/Canada Forum offers: guest speakers and their qualifications, main seminar presenters and their topics, special interest sessions, training and networking opportunities.
 - 2. Promote 19B participation in the Forum through items in the Busy B and oral presentations at Club and Zone meetings, and the Spring Conference.
 - 3. Encourage the Vice District Governor and local Lions Clubs 1st Vice Presidents to attend the Forum during their year, in preparation for their following year of leadership service.
- E. **Fiscal Responsibilities:** This committee handles no funds.
- F. **Reports:** Written reports shall be prepared and presented to the Cultural and Community Activities Coordinator for their inclusion and presentation at Cabinet meetings and the Spring Convention. The chairperson shall be available for oral reports at these meetings, as requested.

Public Relations

The Public Relations Chairperson collects reports for the following 19B Committees/functions and presents them at Cabinet Meetings and Spring Conventions: Bulletin, Information Technologies, LCI Information, District Rosters, and Web Master.

Bulletin

- A. **Name:** **Governor's Bulletin – Busy B**
- B. **Purpose:** To inform all 19B Lions of club, zone and district activities.
- C. **Chairperson:** The Co-Chairpersons of the Busy B Committee shall be appointed by the District Governor with District Cabinet approval. The editor of the Busy B shall be appointed by the Busy B Committee.
- D. **Membership:** The Committee shall select its membership which shall include representatives from each zone within District 19B.
- E. **General Responsibilities:**
1. Publish the Busy B at least ten (10) times during each Lions year.
 2. Gather articles and edit as necessary for each issue of the Busy B.
 3. Assemble each issue of the Busy B on a computer disk for delivery to the printer in a timely fashion for printing and delivery.
 4. Participate as a committee member in fund-raising activities to allow continued publication of the Busy B.
- F. **Fiscal Responsibilities:** This committee manages funds raised for publication and distribution of the Busy B.
- G. **Meetings:** The Busy B editor shall meet with contributors, including the District Governor, Vice District Governor and the six (6) Zone Chairpersons as necessary to discuss material presented for publication.
- H. **Reports:** Written reports shall be prepared and presented to the Public Relations Coordinator for their inclusion and presentation at Cabinet Meetings and the Spring Convention. The editor shall be available for oral reports at these meetings as requested.

Information Technology (IT)

- A. **Name:** **Information Technology Committee**
- B. **Purpose:** The purpose of this committee is to design, in conjunction with the Multiple District Information Technology Committee, a district technology plan that will set standards, address basic technology needs, and prepare for the advancement of technology in the future for District 19B.
- C. **Membership:** The Information Technology Committee shall consist of the District Governor (ex-officio), Vice District Governor, Chairperson, and six (6) Zone representatives. All appointments shall be for the current Lions year. Committee members shall be appointed, if possible, with strong consideration for their understanding and involvement in current and emerging Information Technologies.
- D. **Chairperson:** The Chairperson shall be appointed by the incoming District Governor. The Chairperson may be, but is not required to be, the District Web Site Webmaster.
- E. **General Responsibilities:**
1. Assist the District during all stages of the development of policies, procedures, and implementation in relation to the design and use of Information Technology.
 2. Encourage and support the development and expanded use of technologies that aid in enhancing communications within the Clubs Zones, and District 19B.
 3. Investigate and evaluate future and emerging technology tools and their potential to assist in the advancement of processes within the District.
 4. Assemble, create, organize and disseminate information about the use of technology through articles in the Busy B and educational panels at the Spring Conference.
 5. Encourage and promote the development and use of web sites by each club. Prepare a model for Clubs to follow for “Best Practices” in creating web sites and the use of email.
- F. **Fiscal Responsibilities:** This committee handles no funds.

- G. **Meetings:** Meetings will be held as often as deemed necessary and/or useful by the Chairperson and/or the committee members.
- H. **Reports:** Written reports shall be prepared and presented to the Public Relations Coordinator for their inclusion and presentation at Cabinet Meetings and the Spring Convention. The Chairperson shall be available for oral reports at these meetings as requested.

LCI Information

- A. **Name:** **LCI Information**
- B. **Purpose:** To inform all District 19B Lions of Lions Clubs International programs, procedures, functions and history
- C. **Chairperson:** The LCI Information Chairperson shall be a knowledgeable Lion appointed by the District Governor.
- D. **Membership:** The District Governor, Vice District Governor and the Committee Chairperson shall be members of this Committee.
- E. **General Responsibilities:**
 1. Prepare Lions Information articles several times a year for presentation at Club or Zone meetings. Make these articles available for publication in the Busy B.
 2. Be prepared to make personal presentations at Club and Zone meeting.
 3. Assist District Orientation teams in the gathering of Lions information for presentation to new Lions.
 4. Assist the District Leadership Chairperson in the gathering of Lions information for use in the District New Member Pamphlet.
- F. **Fiscal Responsibilities:** This committee handles no funds.
- G. **Meetings:** The LCI Information Chairperson shall meet with the District Governor and Vice District Governor as necessary to plan for information presentation during the Lions year.
- H. **Reports:** Written reports shall be prepared and presented to the Public Relations Coordinator for their inclusion and presentation at Cabinet Meetings and the Spring Convention. The LCI Information

Chairperson shall be available for oral reports at these meetings as requested.

District Rosters

- A. **Name:** **District 19B Roster Committee**
- B. **Purpose:** To prepare, publish and distribute a complete roster of all Lions, Clubs and District 19B Committees and Officers at the lowest reasonable cost.
- C. **Chairperson:** The District 19B Roster Chairperson shall be appointed by the Vice District Governor by January of his/her year in office. Previous experience with 19B Roster publication is desirable.
- D. **Membership:** This committee requires no membership.
- E. **General Responsibilities:**
1. Prepare a complete roster of District 19B Lions, by Zone and by Club for the upcoming Lions year.
 2. Distribute roster forms to each club for updating and correcting during the annual roster process.
 3. Encourage each Club to sell advertising for the roster to reduce cost of purchase to each club.
 4. Distribute rosters to Zone Chairpersons, as ordered by clubs in each zone, in time to be available for the majority of the upcoming Lions year.
- F. **Fiscal Responsibilities:** This committee collects advertising fees, and the costs of rosters from each club. Any club generating advertising income a 25% commission toward purchase of rosters equaling one roster per club member. Commission amounts in excess of club membership will be remitted in rosters, or cash, as requested by the clubs. Roster publishing costs are paid by this committee from roster income. The District 19B Roster shall be a self-supporting project.
- G. **Meetings:**
- This committee holds no meetings.

- H. **Reports:** Written reports shall be prepared and presented to the Public Relations Coordinator for their inclusion and presentation at Cabinet Meetings and the Spring Convention. The Roster Chairperson shall be available for oral reports at these meetings as requested.

Web Master

- A. **Name:** **Web Master**
- B. **Purpose:** The purpose is to design, produce and administer the District 19B Internet Web Site.
- C. **Membership:** Although there is no formal committee, the Web Master shall meet regularly with the District Governor and the Vice District Governor to assure the material shown is sufficient to meet current needs of the District.
- D. **Chairperson:** The Chairperson/Web Master shall be appointed by the incoming District Governor. The Chairperson/Web Master may be, but is not required to be the District Information Technology Chairperson.
- E. **General Responsibilities:**
1. Assist the District in the preparation and maintenance of the District Web Site.
 2. Encourage and support the development and expanded use of Club level web sites within the Zones, and District 19B.
 3. Promote the use of the District web site through presentations at clubs, Zones and the District Spring Convention.
- F. **Fiscal Responsibilities:** This committee handles no funds.
- G. **Meetings:** Meetings will be held as often as deemed necessary and/or useful by the Web Master and/or the District Governor.
- H. **Reports:** Written reports shall be prepared and presented to the Public Relations Coordinator for their inclusion and presentation at Cabinet Meetings and the Spring Convention. The Web Master shall be available for oral reports at these meetings as requested.

Lions Opportunities For Youth

The Lions Opportunities For Youth Coordinator collects reports for the following 19B Committees and presents them at Cabinet Meetings and Spring Convention: Leos, Peace Poster, Lions Quest, and Youth Exchange.

LEO Clubs

- A. **Name:** **LEO Clubs**
- B. **Purpose:** To promote Leo Clubs as an activity of a Lions Club, with the goal being to encourage and assist the youth of our communities to become leaders and providers of service to others who may be less fortunate than they.
- C. **Chairperson:** The Leo Chairperson shall be appointed by the incoming District Governor of District 19B.
- D. **General Responsibilities:**
1. Educate District 19B Lions Clubs about Leo Clubs, each of which is an activity of a Lions Club; and promote their sponsorship.
 2. Seek out, educate and assist Lions Clubs, which may become sponsors of Leo Clubs.
 3. Organize Leo Clubs, in conjunction with local Lions Clubs.
 4. Assist and strengthen Leo Clubs.
 5. Ensure that Leo Clubs abide by the Leo Club Constitution & By-laws as established by Lions Clubs International.
 6. Organize specific Leo Activities and encourage participation in the annual 19B Spring Conference.
 7. Encourage participation of Leos, or Leo Clubs, at the 2011 Seattle International Convention; especially their attendance at the Leo Seminar.
- E. **Fiscal Responsibilities:** This committee handles no funds.
- F. **Meetings:** None required, but should encourage networking with the various Zone Leo leaders.

- G. **Reports:** Written reports shall be prepared and presented to the Lions Opportunities For Youth for inclusion in their Cabinet/ Spring Convention Reports. The Leo Chairperson shall be available to present oral reports as requested.

Peace Poster

- A. **Name:** **Peace Poster Contest**
- B. **Purpose:** To promote the Lions Clubs International Peace Poster Contest among the Lions Clubs of District 19B with the further intent of the clubs promoting the contest at schools within their area of service.
- C. **Chairperson:** The Peace Poster Contest Chairpersons (2) shall be appointed by the 19B District Governor. The District shall be divided north and south and a Chairperson for 'North' and a chairperson for 'South' shall be appointed.
- D. **General Responsibilities:**
1. Educate District 19B Lions Clubs about the Peace Poster Contest and encourage them to sponsor the contest in schools in their area of service.
 2. Assure that each club is well aware of the contest rules.
 3. Educate Lions Clubs in the procedures of selecting winners at the various schools in their area of service.
 4. Publicize the dates the winning posters must be sent to the District Governor to be eligible for the District judging.
 5. Visit the Zones to publicize the contest.
- E. **Fiscal Responsibilities:** This committee handles no funds.
- F. **Meetings:** None required.
- G. **Reports:** Written reports shall be prepared and presented to the Lions Opportunities For Youth for inclusion in their Cabinet/ Spring Convention Reports. The Peace Poster Chairpersons shall be available to present oral reports as requested.

Lions Quest

- A. **Name:** **Lions Quest**

- B. **Purpose:** To promote the Lions Quest program in the various (K-12) schools, both public and private, in the service areas of District 19B Lions Clubs.

- C. **Chairperson:** The Lions Quest Chairperson shall be appointed by the incoming District Governor of District 19B.

- D. **General Responsibilities:**
 - 1. Educate District 19B Lions Clubs about the Lions Quest Program and encourage clubs to sponsor local teachers in the Lions Quest teacher training programs.

 - 2. Along with the Multiple District Lions Quest Chairperson, meet with school administrators in District 19B to encourage schools to participate in the Lions Quest Program.

 - 3. Encourage local Lions Clubs to partner with Parent/Teacher/Student Associations in their areas service to assure all teachers who desire training will be able to take part in the Lions Quest program.

 - 4. Publish articles in the Busy B to encourage participation in the Lions Quest program.

 - 5. If necessary, the Chairperson may appoint an associate Chairperson whose term would coincide with that of the Chairperson.

- E. **Fiscal Responsibilities:** This committee handles no funds.

- F. **Meetings:** None required, but should encourage networking with the various Zone Lions Quest leaders.

- G. **Reports:** Written reports shall be prepared and presented to the Lions Opportunities For Youth for inclusion in their Cabinet/ Spring Convention Reports. The Lions Quest Chairpersons shall be available to present oral reports as requested.

Youth Exchange

- A. **Name:** **Youth Exchange Program**
- B. **Purpose:** To promote the Youth Exchange Program as an activity of a Lions Club, with the goal being to encourage and assist the youth of our communities to travel abroad, meet and interact with youth from other countries, and further, to promote the hosting of international youth involved with LCI Youth Exchange.
- C. **Chairperson:** The Youth Exchange Chairpersons (North and South) shall be appointed by the incoming District Governor of District 19B.
- D. **General Responsibilities:**
1. Educate District 19B Lions Clubs about Youth Exchange and Encourage them to identify and encourage eligible youth.
 2. Publish articles in the Busy B encouraging participation in the Youth Exchange program.
 3. Identify and support host families for incoming youth.
- E. **Fiscal Responsibilities:** This committee handles no funds.
- F. **Meetings:** None required, but should encourage networking with the various Zone Youth Exchange leaders.
- G. **Reports:** Written reports shall be prepared and presented to the Lions Opportunities For Youth for inclusion in their Cabinet/ Spring Convention Reports. The Youth Exchange Chairpersons shall be available to present oral reports as requested.