

DISTRICT A-12
GOVERNOR'S
& VICE-GOVERNORS'
REFERENCE
MANUAL



DISTRICT A-12 GOVERNOR'S & VICE-GOVERNORS' REFERENCE MANUAL

INTRODUCTION

Congratulations on planning to be our District Governor.

This reference manual is not intended to replace any of the information you will obtain from MD“A” or from Lions International. There are, however, several things that must be done within our District. Hopefully, this handbook will provide you with some guidance, some suggestions, and make your year run smoothly. Most of the duties have been laid out on a monthly basis for your year. We suggest you review the duties at the beginning of each month and make up a check list for the month.

This handbook has been prepared by A-12 Governors who have held the position before you. If you have any questions, please do not hesitate to contact any of them for advice or assistance.

Please advise the District Global Leadership Coordinator of any errors, alterations or additions to be made to this manual.

PDG Dave Durant
March 2000

Revised January 2014

PART 1 – THE CHALLENGE

TO BE AN EFFECTIVE DISTRICT GOVERNOR.....

KNOWLEDGE – A District Governor must be a resource to the District, and as such should have knowledge on membership programmes, youth programmes, leadership programmes, Lions Clubs International Foundation, Lions Foundation of Canada, the many camps that Lions support in MD“A”, what the many acronyms stand for (see Appendix in this manual), when and where upcoming conventions will be held, etc. etc.

SKILLS – Some of the skills an effective District Governor should have are public speaking, motivation, coaching and counselling, conflict resolution, delegation, paper organizational skills and time management. If you find you are weak in any of these areas get books on the subject or talk to someone in the District who will be able to help you.

ATTITUDE – It is imperative that an A-12 District Governor have a positive and progressive attitude. The DG should embrace diversity, be open-minded, be forward-thinking, have the desire to make a difference, and believe in the Purposes and Ethics of our Organization. The DG must be willing to devote a lot of time to this position – at this level Lionism is **not** a hobby.

SPOUSE – Having a spouse who is active and participates in the year will make the year much more enjoyable for you as a DG.

VDG – You have a 1st and 2nd Vice-Governor and these Lions are there to learn from you. Make sure they are copied with communications, consulted on topics, and involved with all operations of the District.

“There are no office hours for leaders”

Cardinal James Gibbons

“Leadership is practiced not so much in words as in attitude and in actions”

Harold Geneen

**“True leadership must be for the benefit of the followers,
not the enrichment of the leaders”**

Robert Townsend

**“It’s the followers, not the leader,
who determine the success or failure of leadership”**

PART 2 – 1st & 2nd VICE DISTRICT GOVERNOR

AFTER YOU ARE ELECTED

- ✓ These are your years to learn. Feel free to ask questions of the sitting Governor, the Cabinet Secretary, the Cabinet Treasurer, and any past officers.
- ✓ There will be **training** for the 1st VDG at the Multiple District and District levels.

The Multiple District Training for the 1st VDG starts at the MDA convention after you are elected. There will be a get together for both you and your spouse – usually held on the Friday morning. Further training will take place at the four MDA council meetings held during the year. As 1st VDG, both you and your spouse will be expected to attend these council meetings. Dress code is usually casual on Friday evening and your plum blazer for the Governors' Council meeting on Saturday morning. During the Council meeting you will be sitting behind your Governor. Note you are there to listen and learn and are not allowed to ask questions, make motions, etc. during the meeting. You will be sent the reports from the various MDA chairs. Read them before the Council meetings. If you have questions, discuss them with your Governor prior to the Council meeting.
- The 2nd VDG is not allowed rules of audit to attend Council meetings but it is a good idea to attend and see what goes on.
- The District training usually takes place in July after you are elected 1st or 2nd VDG.
- The 1st and 2nd VDGs are encouraged to attend the USA/Canada Leadership Forum and \$500 is included in the District budget to help defray expenses.
- The 2nd VDG is encouraged to attend the Advanced (Senior) Lions Leadership Institute and \$500 should be included in the District budget to help defray expenses. Although there is only a minimal charge to attend – travel expenses are not covered by LCI. If for some reason the 2nd VDG is unable to attend the ALLI the \$500 should be available for the 2nd VDG to attend the USA/Canada Leadership Forum. If the 2nd VDG does not attend either event, then the \$500 cannot be claimed.
- ✓ Obtain copies of the Constitutions and Bylaws for the District, Multiple District and Lions International and be familiar with the contents.
- ✓ Your Governor will probably ask you to make some official visits on his/her behalf. Discuss with the Governor what they would like you to talk about.
- ✓ The 1st VDG will be the primary liaison between the Cabinet and the Global Membership Team and the 2nd VDG will be the primary liaison between Cabinet and the Global Membership Team. Both VDGs should try to attend every GMT and GLT meeting.
- ✓ During the year, observe who is and is not doing a good job as Chair of the various District Committees. Although a person may serve as Chair for three years, you are not obligated to keep them on if they are not doing a good job.
- ✓ The 1st VDG will receive information on the International Convention. It is not necessary to register – LCI will register both you and your spouse. Hotel reservations will also be made in your name. Note the hotel will not be the MD“A” hotel – you will be with all of the other Governors-elect.
- ✓ In March your spouse will receive information from LCI with information for Governors' spouses.

- ✓ Appoint a Cabinet Secretary-Treasurer or a Cabinet Secretary and a Cabinet Treasurer. Note the qualifications and job descriptions for these positions are in the District A-12 Policy and Procedures Manual. It is a good idea to make a copy of this reference book to give to your CS and CT or the CST. You might find it easier to find someone to take on just the job of Cabinet Secretary and another to become Cabinet Treasurer rather than trying to find someone to take on the rather big job of handling both duties. You can also ask the incumbent person to run for the second (or third) year in the position. You will find that every other District in MD“A” utilizes two people and quite often the Treasurer holds the position for two or three years. However, the final decision is yours, as these are appointed positions.

TOWARDS THE END OF YOUR YEAR AS 1ST VDG

- ✓ Work with the sitting Governor to appoint any Region Chairperson or Zone Chairperson positions that need to be filled. Note, candidates must submit their names at least 30 days prior to the start of our Convention. Nominations from the floor may be called for at the convention for any unfilled positions. Follow the guidelines outlined in Lions International, the MD“A” and the District A-12 Constitution and By-laws when appointing the Lions.
- ✓ Set up a Club visitation schedule.
 - Check each Club’s meeting nights to ensure your visit is to a dinner meeting and not a business meeting. Club visitations should not be made in September (unless the Club meets in July and August) to give time for the new Presidents to get used to their job. Also, most Clubs do not like to have “official” visits two meetings in a row.
 - It is not a good idea to book too many visits in the 2nd or 3rd week in December as this is when a lot of Clubs hold a Christmas party and this is not a good time for an official speech.
 - Note “official” visits to the Lioness Clubs are done by the Lioness Liaison Chair. Sometimes the Governor will ask a Lions Club that has a Lioness Club to invite the Lioness during his/her official visit to the Club.
 - Before the convention have the 1st & 2nd Vice-Governor candidates (assuming there is not a contest) provide you with the visitation dates for the Clubs you have asked them to visit. If there is a competition for the position of 2nd Vice-Governor, select the visitation dates for all Clubs and after the election decide which Clubs the 2nd Vice-Governor will visit. Try to allow the Vice-Governors to visit the Region where they are not very well known. For example, if a Vice-Governor is from Region 8, have him/her do visitations in Regions 21 and 36.
 - When setting visitation dates, remember the 1st VDG will be busy with DGE assignments during October and November
 - Note, the position of Region Chair has changed in our District, and the Region Chairs will only be used to work with problem Clubs in their Region, instead of making “official visits” to each Club in their Region. The duties of the Region Chairs should be discussed and decided upon before the time of the convention.
 - Note the information in the back of this manual on Official Club visits.

If you do not have the Zone Chairs visit dates after the two weeks are up, follow up with them to let them know that you mean what you say in your instructions.

- ✓ Have the Region Chairpersons select a location and date for their Region Rallies and have the Zone Chairpersons select locations and dates for their Zone Meetings. You must then get this information ASAP to the person who will be preparing your District Directory.

- ✓ Set up a tentative schedule for District A-12 Cabinet Meetings. Find out when the MD“A” meetings will be before you schedule District Cabinet Meetings. Our District Cabinet meetings are usually held in August, October, February, and May. You or your CS should contact each Club involved in hosting a cabinet meeting and make sure the date is suitable. Check when certain holidays occur – Easter weekend, February Family Day, etc. Remember that Mothers Day is always the 2nd Sunday in May.
- ✓ Appoint District Committee Chairpersons. Discuss your proposed appointments with your VDGs and the IPDG. Note that a Cabinet Chairperson cannot hold a position for more than three successive years¹. They may remain on Cabinet, but only in another capacity. The names of the Cabinet Chairpersons are in the Appendix of this manual. There are job descriptions for each position listed in the Policy Manual. Do not assume a Lion will serve - contact each Lion and make sure he/she is willing to serve as Chairperson. Attempt to distribute these positions as evenly as possible throughout the District. Careful consideration must be given to the choice of your Chairpersons. Do not make these appointments as political rewards or favours to your friends, or because someone asked for them, give them to Lions who you believe will do the best job for Lionism.
- ✓ Information on the Governor’s Newsletter is in the Appendix. This should be copied and given to the Lion who will be your editor.
- ✓ Appoint Lions to fill any vacant positions in the District Cabinet. Contact some of the PDG’s for their assistance to help find candidates.
- ✓ Appoint someone to do a District Directory for you. The distribution list is in the front of the Directory. You will also require some spare copies for Clubs who “didn’t get a copy”, and for organizations that request a Directory during the year (such as the CNIB, etc.). You will require approximately 250 copies of the directory. Contact the outgoing Governor to confirm how many copies of the directory were required in his/her year. A draft copy of the Directory should be “proofed” by someone other than the person who prepared it.
- ✓ Design a friendship banner or a Governor’s pin (if you wish to have either or both). Note, the cost of a banner and/or pin is **not** a District expense; it is either yours or your Club’s. Contact the outgoing Governor to determine how many banners or pins you may require. The Governor’s pin may be similar in design to the District pin. Discuss the design with your District Pins and Awards Chair. The Governor’s pin would be presented during your official visits, given to Cabinet Chairs and Officers, given to fellow Governors and Vice-Governors at MD“A”, and given to Lions you induct during your year, etc.
- ✓ Appoint someone or design the District letterhead for your year.
- ✓ The 1st VDG and the Governor each receive \$75 from MD“A” to cover office expenses.
- ✓ MD”A” provides crests for the DG and both VDG’s and name badges for both VDG’s and their spouses.
- ✓ Make sure the 1st Vice District Governor-elect is aware of the meetings to be attended and the dress code for the MD“A” convention.
- ✓ Make sure you understand the LCI rules of audit and the MD “A” rules of audit. Know when expenses are covered and not covered for you, the 1st Vice District Governor and the District Officers.
- ✓ If you or the CS or CST will be ordering material from LCI – try to order as much as possible. There is a

¹ Article V, Section 3 - *District A12 Constitution*.

minimum charge (\$14.95) for duty and taxes and would apply to an order for \$2 or \$200.

AT THE DISTRICT A-12 CONVENTION WHEN YOU ARE ELECTED

- ✓ Have a short campaign speech ready for the Saturday business session (with someone to introduce you) and prepare a thank you speech for the Sunday Luncheon at the District Convention. Be prepared to introduce the Cabinet Officers and Chairs at this time.
- ✓ Give the Club Visitation schedule to the elected Zone Chairpersons. Ask them to complete their visitation dates and return their dates to you no later than two weeks after the convention. Remind the Zone Chairs that Club visitations should not be made in September, unless Clubs meet in July and August (to give time for the new Presidents to get used to their job) and should not be scheduled so they are back to back with the visit by the Governor (or Vice-Governor).
- ✓ The GLT may have a handout for the Zone Chair training to be completed before the Officers Training in July.
- ✓ LCI will require you to provide names of Officers and Chairs as soon after the Convention as possible. DO NOT DELAY, as this info is needed for the LCI data base.

AT THE MD“A” CONVENTION WHEN YOU ARE GOVERNOR-ELECT

- ✓ The MD“A” secretary will make room reservations at the headquarters hotel and register you and your spouse for the convention. You are responsible for your own function tickets and all costs. Advise your 1st VDG that the MD“A” secretary will also make reservations and register him/her and spouse for the convention. The MD“A” secretary will invoice the Governor and VDG for the costs.
- ✓ There will be sessions set up for you and your spouse and the 1st VDG-elect and spouse to attend during the weekend of the convention. You will be notified of these by the MD“A” secretary.
- ✓ The dress code is usually plums and greys. It would be a good idea for your spouse to contact the spouse of your predecessor to get all the details he/she may need. The Council Chair determines the dress code for the weekend.
- ✓ There will be some functions for you and your spouse to attend together and separately. Your spouse will be given some direction by the spouse of the Council Chairperson as to dress, function and protocol.
- ✓ There will be several functions throughout the weekend which are not official for Governors-elect; however, it would be wise to make you available and be there, as well. Take everything in that you can; it's a once in a lifetime opportunity.
- ✓ There will be a Governors'/Governors'-elect and spouses' dinner which both of you will be expected to attend, at your own expense.
- ✓ You and your spouse will be expected to march in the MD“A” parade (if there is one) on Saturday of the Convention. If it's going to be hot, plan ahead...use sun screen, approved head gear and/or approved Lions umbrellas. (The hats and umbrellas can be obtained from the MD“A” secretary.) Be seen, meet and greet the Lions from your District who will be there as well. These are the members who elected you, therefore you are important to them and they will want to see and speak to their new Governor.
- ✓ Saturday night is the International Night of the Convention, which is the culmination of your predecessor's

year. You and your spouse are expected to attend, at your own expense. It's a great opportunity for you to show your respect for your predecessor and the job he/she has done throughout the past year. Remember, a year from now, you will be in his/her position so it also is a learning experience.

- ✓ You, as Governor-elect should encourage your Vice District Governors-elect, Region Chairs-elect, Zone Chairs-elect and their spouses to attend the MD“A” convention as there are sessions which are planned especially for them to help them in their upcoming year.
- ✓ You will receive breakfast tickets for the Canadian Breakfast at the International Convention. Sell as many as possible and keep track of those who buy and turn the money over to the MD“A” promotion committee chair.

JUNE

- ✓ Send an e-mail to all Club Secretaries advising them the name, address and e-mail of the incoming Governor, Vice Governors, Region Chairpersons, and Zone Chairpersons. This will allow Club Presidents and Secretaries to know who to contact and Club Bulletin Editors to know what names to use on their bulletin.
- ✓ Select a Governor's Project and research it. Write up a note for the District Directory about your project.
- ✓ Order blazer patches and name badges for the ZCs, RCs, 2nd VDG and the CS and CT (or CST) from LCI.
- ✓ The CS or CST should order name tags for the District Committee Chairpersons who need them. If the person is a PDG, then they will probably not need a chair name tag, and if the person is repeating the position as chair, they will not require a new one. These name tags can be ordered from Simcoe Trophies in Barrie. DO NOT put the year on them so those repeating the position will not need a new one.



- ✓ LCI supplies District Chair tabs (usually 23) for any new chairpersons in the District. They should be given out to the new chairs.
- ✓ Follow up with the status of the directory. As soon as it is ready send a copy to the MD “A” Secretary and the MD “A” Treasurer.
- ✓ Ensure that the VDGs to have a meeting with the GMT and GLT to encourage them to plan their year – including the Officers Training and the Lions Learning Weekend. Plan to attend this meeting if possible.
- ✓ Before you go to the International Convention, especially if it is “off shore”, arrange for out-of-country health insurance. It is also a good idea to advise your credit card company you will be out of the country. You can obtain some small Canadian pins from your local MP. Some countries will require that you have immunization shots, a visa, etc.
- ✓ If you have a cell phone, Blackberry, etc. contact your service provider and get an “out of country” package if available. This will allow you to use the device without excessive roaming charges.

PART 3 – NOW YOU ARE DISTRICT GOVERNOR

JULY

- ✓ At the International Convention:
You will receive official name badges with ribbons for you and your spouse.
Talk to the IAC Chair from MD“A” and have him/her arrange a guest speaker for your convention if this has not already been looked after. If possible try to meet with the guest speaker and introduce yourself.
At the final plenary session of the convention, arrange for someone to pull your ribbon from your name tag. (Usually the outgoing Governor if he/she is present). This symbolically transfers power to you.
The dress code will be established by the Council Chair. You will need white pants, comfortable white shoes and an MD“A” safari shirt if you are going to walk in the international parade.
- ✓ Fill out the Official Speaker Request/Notification Form which is in your Governor’s Manual from LCI and send it to International as soon as possible after returning home after the International Convention. If you were not able to find a speaker at the Convention, contact the MD “A” International Advisory Committee and request their assistance.
- ✓ Make sure your International Guest is included on the mailing list for the Governor’s Newsletter.
- ✓ You will receive a list of Clubs with outstanding accounts with Lions International. Send a letter to each Club, such as the one shown in the Appendix. Copy the Vice District Governors, and the Region or Zone Chairpersons (whoever you gave the responsibility of collecting \$ to). You will have to do this each month.
- ✓ You, your incoming CS and CT (or CST) and your VDGs should meet with the outgoing Governor and CS and CT and prepare a budget for your year. The Region Chairs should be included in this budget planning meeting as it provides a great learning experience for them. This is sometimes referred to as the “*changeover meeting*”.
- ✓ Provide the Cabinet Treasurer a list of Clubs showing the number of members in each, as of June 30, so he/she can send out invoices for the District A-12 dues. A sample dues letter is in the Appendix.
- ✓ Send a letter to each new District Committee Chairperson thanking him/her for accepting the position, including any information you obtained about that committee, advising the dates and locations of the District Cabinet meetings, and asking them to contact the previous Committee Chairperson (where applicable) to obtain any information about that committee. Send a copy of this letter to the previous years Committee Chairs, where applicable, so the outgoing and incoming Chairs can get together. Send a thank you letter to retiring committee chairs.
- ✓ Send a letter to each Club Secretary regarding communication. A sample letter is in the Appendix.
- ✓ Hold an Officer Training session for the Cabinet Officers. This is normally organized by the Global Leadership Team Coordinator.
- ✓ You or the CS should send a letter to each Club President (or Secretary) who has agreed to host an A-12 Cabinet meeting. This letter should include the date, the time the hall is required, requirements for coffee, donuts and lunch, maximum price for lunch, a note that profits from the bar and perhaps the 50/50 draw are for the Club to keep, how the room should be set up (eg head table for “x” number of people and a room set up theatre style for “y” people, etc.)
- ✓ You or the District Memorial Chair must keep an up-to date list of deceased members - Lions, Lioness and Leos - to be used at the memorial service at the District and MD“A” conventions. The District Webmaster should be advised of all deaths and a photo of the deceased member submitted when possible. The list of

- deceased members can be easily obtained from the LCI Webpage.
- ✓ You will be invited to attend the Leader Dog School in Rochester, Michigan and the Lions Foundation of Canada in Oakville. If you and your partner are free, these are very worthwhile experiences.
- ✓ Each month you must submit to Lions International:
 - Your expense sheets for that month
 - Your visitation report for that month (if you made any)
- ✓ The CS should order a PDG plaque for the IPDG. Present it at the Fall Cabinet meeting.

NOTES FOR ALL CABINET MEETINGS:

Have or the Cabinet Secretary should make up name tents for the Cabinet Officers. These tents should be placed prior to the meeting. These allow for mail to be delivered and for everyone present to know names. Arrive at least 45 minutes early and make sure the room is set up correctly. Your Cabinet Secretary will have the District flags, banner, gavel, gong, sound system and white mail boxes.

START THE MEETING ON TIME.



Note that at cabinet meetings you, as the Governor have a vote. A tie vote is lost. Announce that only the Zone Chairs, Region Chairs, Vices, IPDG, Cabinet Secretary, Cabinet Treasurer (or CST), and Governor can vote; however, any Lion present may speak at a cabinet meeting. The DG can only vote to break a tie. You may wish to have the Zone Chairs and Region Chairs summarize their written reports only highlighting any special Club activities, projects or successes stories. When you, or the Vice Governors, call for a report, announce who is “on deck” so that person can come to the front and be prepared to give their report without delay. Your purpose is to **control** the cabinet meeting. Do **not** use it as a soap box to express your personal views.

AUGUST

- ✓ Hold an Organizational Cabinet Meeting. It must be held within 45 days of the adjournment of the International Convention and fourteen days written notice of Cabinet meetings must be given.² Usually it is just for the Cabinet Officers and Committee Chairpersons. There may be a social time connected with this meeting to allow the Lions and their partners to get to know each other. Some of the things to cover at this meeting:
 - outline your plans and requirements for the year
 - discuss your Governor’s project
 - tell the Zone Chairpersons what you will be talking about during your official visits to the Clubs and suggest to them what you want each of them to talk about. (For example, you do not want all of you going into a Club and discussing “membership”). Some of the topics for discussion are:

² Article II-Section 1.a - *District A12 Constitution*.

Membership, Attendance, Retention of Members, Attendance at Zone Meetings, Visitation Pins, Club Bulletins, Conventions, Public Relations, LLW, Governors Project, etc.

- Outline the duties for the Region Chairs.
 - hand out Directories
 - have a motion to bond or waive the requirement for bonding of the CST or the District Treasurer.
 - Review and approve the budget
- ✓ Have a copy of *Roberts Rules of Order* and understand the procedure for motions. A summary of motions is in the District Directory. Read and follow the *NOTES FOR ALL CABINET MEETINGS* above.
- ✓ Send or deliver a copy of your District Directory to Lake Jo, CNIB Simcoe-Muskoka, Camp Huronda and the Bob Rumball Camp of the Deaf. You will also wish to give a copy of your directory to each of your fellow Governors and the Vice Governors in MD“A” - (deliver them to the first Governors’ Council meeting in September).
- ✓ Send a letter to Club Presidents advising them of the date you expect to visit their Club. (This letter can go out with the Directories.) A sample letter is in the Appendix.
- ✓ Send a letter of welcome to every new Lion inducted or to a transfer into the District. You should include a copy of the District Orientation Manual. A sample letter is in the Appendix.
- ✓ Plan your messages for the Governor’s Newsletter. Decide what message you wish to include with each issue. List out the things that should be covered. See Appendix for more hints on Governor’s Newsletter
- ✓ You and the CS can begin to prepare agendas for each of the Cabinet Meetings **now** and write down things that should be covered. As the year goes on, it will be easy to open the file and add notes about things that must be covered at a particular cabinet meeting.
- ✓ Your convention next spring will be the highlight of your year. Find out when the convention planning committee meets and try to attend as many meetings as possible. Make sure a copy of your District Directory and Governor’s Newsletters are sent to your International Guest. International confirms your guest speaker and you can download a biography and a photograph from www.lionsClubs.org.
- ✓ At your convention, you may wish to present some awards. During the year you should be carefully considering to whom these awards should go.
Be very careful with the awards selection. If you pick a friend - make sure this Lion is **very deserving** of the award. The awards should be given to the **most deserving** Lions in the District. Award presentations can have a negative effect on the whole District, if they are given to a questionable recipient. It is a good idea to discuss your decisions with the Vice-Governors, the CS, the CT and the IPDG and get their feedback on your selections (unless, of course, one of them is a possible recipient).
Nominations for International Awards (see next page). When you send the names of your choices to the International Advisory Committee (IAC), be sure to give a complete bio and reasons why this person should qualify for the award. Just sending in the name to the IAC does not give them a reason to give this award to an A12 Lion.

INTERNATIONAL AWARDS

International President's Certificate of Appreciation

It has been possible in the past to receive two or three of these. Let your International Guest know the name(s) in plenty of time.

International Leadership Award

Expect no more than one of these in any year. There are only seven given out in all of MD“A”.

International President's Medal

There are only four given out in all of MD“A”

- ✓ You will start to receive numerous invitations to Club socials, anniversaries, etc. Acknowledge this as soon as possible after receipt of the invitation. DO NOT accept an invitation then cancel because a “better offer” comes along. Once you have committed to an event - stick with it, it is rude to do otherwise. If you are already busy, advise the group that has invited you as soon as possible so they can make other plans.
- ✓ You will be asked to buy raffle tickets, etc. during your year. It is a good policy to simply state that “I am sorry but it is suggested that I do not buy, because it does not look good when I win.” There have been law suits when the Governor picks a draw ticket for an item such as a car, picks his/her own name, and the Club asks that it be put back and another draw be made.

SEPTEMBER

- ✓ Try not to book any official visits during September, except for Clubs that meet in July and August. It is a good idea to allow Clubs to get going before your visit. Invite some of your Club members to accompany you on your visitations. This accomplishes two things – it makes it much nicer for you if you have company, keeps your Club involved, and it will provide you with feedback during the year about what is happening in your Club. (Chances are you will not be able to attend many of your own Club meetings.)
- ✓ The USA/Canada Lions Leadership Forum is held in September. If possible include attendance at the Forum in your agenda for the year. Advise the 1st Vice-Governor and the Lions-Quest chair that there is a Lions-Quest Seminar for them on the day before the Forum so they should plan on arriving a day early.
- ✓ There may be an MD“A” GLT/GMT symposium in September. If there is, encourage all of your District GLT and GMT team members to attend.
- ✓ Before you make an official visit, go on-line to the LCI webpage and make sure the Club is up to date with their MMRs. It makes a Governor look foolish to compliment the Secretary on doing a great job when everyone knows that they are way behind in the Club MMRs, and other required paperwork. It is also a good idea to have a quick look at the membership list for that Club before your official visit. It will remind you of who all are members in that Club.
- ✓ During your official visits carry a spare copy of the requirements for the Club Excellence Award and give it to the President. Challenge all Presidents to aim for this award.
- ✓ There will be a Council of Governors meeting sometime in September. You will now be able to discuss issues

and vote! (Unlike when you were a VDG). Review the reports carefully before the meeting – make notes where you have questions to ask the Chair during his/her report. After the meeting, e-mail the reports that will be of interest to your District Chairs, along with any information received during the meeting. If you did not mail out your directory, take copies for your fellow Governors, the Vice-Governors and MDA Secretary and Treasurer.

You may be requested to take a gift for the Friday night hospitality prior to the Council meeting.

OCTOBER & NOVEMBER

- ✓ Attend as many Zone Meetings as possible.
- ✓ Submit request for International Awards to IAC

DECEMBER

- ✓ Select the winner of the District Peace Poster Contest from those submitted to you and forward that to the MD“*A*” Chairperson.

JANUARY

- ✓ Send a letter to each Region Chairperson and each Zone Chairperson stressing the importance of making sure they get someone to fill their position for the following year.
- ✓ Work with the 1st Vice Governor to assist him/her to select Cabinet Chairs for next year. Chairs should be good communicators, interested in the subject and aware of the commitment (i.e., attending Zone Meetings, Cabinet Meetings, etc.). There are job descriptions for Cabinet Chairs in the District Policy Manual.

FEBRUARY

- ✓ Appoint someone to act as the Host Couple for the International Guest at the A-12 Convention. **Do not** do this yourself as you will be too busy at the Convention. Note that the expenses of the Host Couple are not covered by the District or by the Convention Committee. Advise the International Guest the names of the Host Couple and have the Host Couple contact the International Guest to arrange for their meeting at the airport. Copies of the Governors Newsletter should be sent to the International Guest.
- ✓ The Council Chair for the following year will be elected at the February Council of Governors meeting. You⁷ may wish to consult with the 1st VDG and ask his/her opinion of who should be their Council Chair.

MARCH

- ✓ Review list of awards and presentations to be made at the District convention and the criteria for selection.
- ✓ Make sure the District Constitution and By-laws chair sends out delegate and alternate voting forms to each Club and each Past District Governor, at least 30 days prior to the A-12 Convention.³
- ✓ Make sure the convention committee is aware that it must provide a gift for the International Guest.⁴
- ✓ Contact the Clubs that are not in good standing and advise them they will not be able to vote at the Convention unless they get a cheque to you for outstanding amounts owing to International, MD“*A*”, and/or A-12, prior to or during the Convention.
- ✓ At the A12 convention, each Club gets one vote for each 10 members or major portion thereof. Each PDG gets a vote. You, as sitting Governor also get a vote. LCI sends a list of how many votes each Club has based on

³ Article III – Section 1. By-laws.

⁴ Page 56 - *A12 Policy Manual*

membership data in their records.

- ✓ The effective speaking Region and District finals are held during March and April. It is good if you or one of the VDGs can make some of the Region finals, and by all means the Governor or one of the VDGs should be present at the District final. The District final is held the 2nd or 3rd weekend in April.

APRIL

- ✓ The Club Secretaries will be completing the Lions Club Officer report in April or May. (Elections must be held by April 15 and the reporting form submitted to LCI by May 15). Stress during your talks that they are to be completed as soon as possible. It is a good idea to send out a written reminder that these are due along with the invitation to the final Cabinet meeting. The form can be completed on-line.

AT YOUR DISTRICT A-12 CONVENTION

- ✓ You and your spouse's expenses (registration, room & function tickets) at the Convention are the responsibility of the Convention Host Committee. The costs of the VIP reception are the expense of you or your Club.
- ✓ Make sure your Region Chairs give out their awards, etc. at the Region Rallies. These are **not** to be given out at opening ceremonies, banquet or closing brunch.
- ✓ Advise the Elections Chairperson of those Clubs which are not in good standing and therefore cannot vote.
- ✓ Be available during voting times to sign delegate slips and collect any outstanding \$.
- ✓ Present a personal gift to the International Guest at your own expense. (Optional). Personal gifts should **not** be presented during the Convention activities - they are "personal" and should be presented that way.
- ✓ Send the Convention Chairperson, Host Couple and the Host Club a thank you note after the convention.
- ✓ Make notes during the convention about what the IPDG – the Honorary Chair – does. You will be in that position next year!

MAY

- ✓ Make sure the Cabinet Secretary sends minutes of the A-12 Convention proceedings to each Cabinet member⁵, the District Webmaster and LCI (if required in your LCI Governor's handbook). This must be done within 60 days of the close of the convention.
- ✓ Your or your Cabinet Secretary should fill out the "District Convention Report" (it is in the material you received from LCI). As you will note, copies of the minutes of the convention plus a copy of your report to convention must be attached to the report.
- ✓ Send a letter of thanks to the International Guest for attending your convention.
- ✓ The name badge, Governor's crest, and spouse name badge for your successor will come automatically from MD"A". The crests and name badges for 1st and 2nd VDG and spouse name badges come from MD"A".
- ✓ The MD"A" Effective Speaking finals are usually held the first weekend in May. The location will be announced at a Council of Governors meeting.

⁵ Page 29 – A-12 Policy Manual

FINAL CABINET MEETING

- ✓ This is usually held in May (unless you decide to hold it on the Sunday of the District Convention). Remember Mother's Day is the 2nd Sunday in May.

DISTRICT GOVERNOR DO'S

- ✓ Offer to pay for all meals except during your official visit to the Clubs. (and don't be surprised if a couple of the Clubs expect you to pay even during your "official" visit)
- ✓ Phone the Club President a minimum of 2 days prior to the Club meeting and confirm your attendance and the number of Lions travelling with you.
- ✓ Wear a jacket and tie, or equivalent for women, at Zone Meetings and on Club visitations regardless of dress code.
- ✓ Arrive at visitations at least 30 minutes prior to the start of the Club meeting.
- ✓ Send a card or letter of thanks to the Clubs after you make your official visit.
- ✓ Send a thank you note to every Club for any donations to the Governor's project.
- ✓ Arrive at a Zone Meeting or Region Rally at least 45 minutes prior to the start of the meeting.
- ✓ Do promote positive PR but do not promote negative PR. (i.e., if you can't say anything nice, don't say anything at all).
- ✓ Do not be afraid to call on the Honorary Committee for assistance.
- ✓ Be positive regardless of how you feel.
- ✓ Always carry with you copies of the Induction Ceremony for Lions, Lioness and Leos.
- ✓ Always carry with you a copy of the Club Officer Installation Ceremony.
- ✓ Always carry with you a copy of the Memorial Service.
- ✓ When you arrive at a function, check the program to see if you are the guest speaker or are to toast the Queen, etc.
- ✓ Copy the information you receive at the Council of Governors Meetings and distribute it to the appropriate District Chairpersons.
- ✓ Send a letter of "welcome" along with a copy of the Orientation Manual to each new Lion in the District.
- ✓ Keep the Vice-Governors "in the loop"; remember it is their year to learn from you.

DISTRICT GOVERNOR DON'T'S

- ✓ Do not take shots at Lions, any Lions Club, MD"A" or Lions International
- ✓ Do not try to bluff if you don't know the answer. State "That is a good question. Leave it with me and I will get back to you as soon as I get the answer." Call back within 3 days.
- ✓ If your spouse is travelling with you on official visits, don't expect the Club to pay for his/her meal.
- ✓ Do not try to do it on your own. If there is a problem with policy, membership, etc. within a Club, review the matter with the District GMT or GLT Committee, the Honorary Committee, and/or the District Constitution and By-laws Chairperson.

PART 4 – IMMEDIATE PAST DISTRICT GOVERNOR

- ✓ Your most important task will be to mentor and work with your successor
- ✓ Review this manual. If there are any changes to be made to this manual please advise the Global Leadership Coordinator. He/she will revise the manual and send it to the incoming Governor, Vice-Governors and CS and CT.
- ✓ You are automatically the Honorary Chairperson for the upcoming convention. Attend all convention meetings possible and be prepared to be the chair of the event.

- ✓ You are automatically the Chairperson of the Honorary Committee. Hold meetings as directed by the District Cabinet or as required. As Chairperson of the Honorary Committee, you will have to arrange a place to hold the meeting, send out notices to all PDG's and appoint a secretary for the meeting.

APPENDIX – PAGES 17 - 33

	2007-08	2008-09	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Governor	Peter McCague	Nancy Watt-Durant	George Bik	Patti Byers	Jim Corneau	Maureen Hilt	Chris Lewis
CST	Tom Vanderwouw	Kathy Daoust	Bob Bell	Yvette Gerber	John Squire	N Watt-Durant	Cathy Daoust Sec John Squire Treas
Bulletin Contest	Marian Wilson		Grace Oliveira			Doug Inkster	
Constitution & By-Laws	Bob Byers	Martin Campbell			Nancy Watt-Durant		
Convention Committee	Dave Durant	Jim Hilt	Peter McCague	Daniel Soucy	Jim Hilt James Leduc	Gord Walker	Jim Hilt
Diabetes & Camp Huronda	Deb Hope			Jim Hilt	Randy Hargrave		
Effective Speaking	Barb Ennis			Janice Campbell			Jason Fitzgerald
Environment	Bryon McLellan	Brandon McGregor	Bryon McLellan	Estelle Ness			Betsy Brooks
Ethics & Values							Doug Wilson, Jo-Anne Granger, Geo Bik
Global Leadership							Dave Durant
Global Membership							Jim Hilt
Gov's Newsletter	Jennifer McCague Maureen Hilt	Maureen Hilt	Nick Poulakis	Maureen Hilt	Grace Oliveria	Stan Corkum	Marj Lewis
Hearing & Deaf Camp	Murry Truax	Gary Feehan	Murry Truax				
Historian							Dave Durant
Honorary Committee	Jim Hilt	Peter McCague	N Watt-Durant	Geo Bik	Patti Byers	Jim Corneau	Maureen Hilt
Internet Technology	Chris Lewis		Martin Campbell				Tim Holmes
LCIF	Jim Hilt	Peter McCague				Dave Hewitt	
Leo Clubs	Raija Rosenthal, Cathy Corner, Fred & Michelle	Randy McGregor		Lynda Haskin			Len Day
Lioness Liaison	Donelda Mooney			Patti Byers		Grace Oliveira	
Lions Camp Dorset	Lloyd Stockdale	Barry Jaynes		Doug Vernon		Brian Harper	
Lions Foundation of Canada	Jennifer McCague			Mary Ratensperger			
Lions Peace Poster	Anne Evans		Sandra Nash	Linda Jones		Michelle Heyduk	
Lions Quest	Jack Payette	No Chair			Martin Campbell	No Chair	
Long Range Planning	Part of Constitution & By-Laws	Dave Durant			Yvette Gerber		
Memorial							Jim Hilt
No Child Without	Al Parsons		No Chair	Nancy Watt-Durant	Axel Frandsen		No Chair
Pins & Recognition	Randy McGregor Ed Stirrett	Linda Jones		Joe Vajda	Marj Lewis		Sandra Squire
Promotion & PR	Chris Lewis		Janice Campbell				Michelle Heyduk
Sight Conservation	Terry Mayhew	Bill Kippen				Kathy Daoust	
Vision Screening	Anne & Bob Bell		Kathy Daoust Jo-Anne Granger	Kathy Daoust Bob Bell	Anne & Bob Bell		Anne & Bob Bell & Gillian Reynolds
Youth Exchange	Raija Rosenthal	No Chair	Len Day	Bryon McLellan	Len Day		

DISTRICT A12 PARAPHERNALIA

KEPT BY THE CS, CT OR GOVERNOR

- District Banner and Stand
- Flags (Canadian, United Nations, LCI and USA)
- Flag stand
- Gong and gavel in a travel box
- Sound system, speakers and speaker stands
- White mail boxes

KEPT BY THE CS or CT

- Compaq Laptop
- HP Printer

KEPT BY THE CONVENTION COMMITTEE

- Approx 50 Canadian Flags, poles and carrier boxes
- Lions International Flag
- Cross, roses and light stand for the memorial service
- Street Banner
- Flag holsters

KEPT BY THE DISTRICT HISTORIAN

- Box of District Historical Records

ACRYMOMS

ALLI	Advanced Lions Leadership Institute (formerly Senior LLI)
CC	Council Chair
CNIB	Canadian National Institute for the Blind
CS	Cabinet Secretary
CT	Cabinet Treasurer
CST	Cabinet Secretary Treasurer
DDG	Deputy District Governor (now Region Chair)
ELLI	Emerging Lions Leadership Institute
DG	District Governor
FDI	Faculty Development Institute
GLT	Global Leadership Team
GMT	Global Membership Team
IAC	International Advisory Committee
ID	International Director
IP	International President
IPCC	Immediate Past Council Chair
IPCST	Immediate Past Cabinet Secretary-Treasurer
IPDG	Immediate Past District Governor
IPID	Immediate Past International Director
IPIP	Immediate Past International President
LCD	Lions Camp Dorset
LCI	Lions Clubs International
LCIF	Lions Clubs International Foundation
LFC	Lions Foundation of Canada
LLW	Lions Learning Weekend
LG	Lieutenant Governor (now Vice District Governor)
MD“A”	Multiple District “A”
PCC	Past Council Chair
PCST	Past Cabinet Secretary Treasurer
PDDG	Past Deputy District Governor
PDG	Past District Governor
PID	Past International Director
PIP	Past International President
PRC	Past Region Chair
PZC	Past Zone Chair
RC	Region Chair
SLLI	Senior Lions Leadership Institute (now Advanced LLI)
VDG	Vice District Governor
ZC	Zone Chair

GOVERNOR'S NEWSLETTER

The purpose of the Governor's Newsletter is to provide a link between the District Cabinet and the District membership.

The Governor uses the Newsletter to:

- provide his/her official address to the membership
- keep membership informed on International and Multiple District news, programs and activities
- to list new members in the District
- to list deceased members

The newsletter is also used:

- by Committee Chairs to promote their respective events
- by Clubs to promote their upcoming activities, event and anniversaries, or boast of their recent achievements
- to promote Conventions or Leadership Forums
- etc.

Try not to repeat information that is already in *The Lion* magazine which is received by each member.

The Newsletter should be sent to District Officers, District Chairs, Past District Governors, President and Secretary of each Lions, Lioness, and Leo Club, Chairman of MD“A” *Lions Magazine*, your fellow Governors in MD“A” and your International Guest. E-mail is now used to distribute the Newsletter.

A hard copy of the Newsletter should be sent to the MD“A” Governors Newsletter and Bulletin Contest Chair. The name and address is available in the MD“A” directory.

This letter should be prepared and given to the Vice-Governors-elect at the close of the A-12 Convention. If there is an election, and you do not have a name, then just address the letter to “Vice-Governor Elect.”

To District A-12 Vice Governors Elect (*name*)

Congratulations on becoming an important part of the District A-12 team for 20xx-20xx. I wish you the very best during your year as Vice Governor. It will be an exciting and busy year and with your enthusiasm and leadership, I'm sure District A-12 will have a great year.

Attached is a list of the Clubs I would like you to visit. When planning your official visits, try not to schedule visits in September, unless the Clubs meet in July and August...

For your information, I have also included the tentative dates of the District A-12 Cabinet meetings.

Officers Training will be held (*location and date*).

We will be having our first Cabinet meeting on August (*date*). This will be an informal occasion followed by a social at (*location*). Your spouse is invited to attend as well. Further details will be sent out in July.

The VDGs are members of both the District GMT and GLT. The 1st VDG is the GMT primary liaison and monitor and the 2nd VDG is the primary liaison and monitor for the GLT.

Please do not hesitate to call me if you have any questions.

Yours in Lionism,

(*Your name*)

District Governor-Elect.

This letter should be prepared and given to the Zone Chairperson elect at the close of the A12 Convention. If there is an election, and you do not have a name, then just address the letter to “Zone Chairperson Elect.”

To District A-12 Zone ?? Chairperson-elect (*name*)

Congratulations on becoming an important part of the District A-12 team for 20xx-20xx. I wish you the very best during your year as Zone Chairperson. It will be an exciting and busy year and with your enthusiasm and leadership, I'm sure District A-12 will have a great year.

I am enclosing the dates of the official visits by the Vice Governors or myself. Please complete the dates for your official visits and return this information to me by (*date*).⁶ When fitting in your official visits, try not to schedule visits in September, unless the Clubs meet in July and August, and try not to schedule visits back to back with an already scheduled visit by the Governor or Vice-Governor.

I will also need the dates and places where your Zone Meetings will be held. This information will be published in the District Directory. Keep in mind that you should not make a Zone Meeting and an official visit to a Club on the same evening. For your information, I have also included the dates of the District A-12 Cabinet meetings.

When you have completed the list with respect to your Zone, please forward a copy of the list to me. It should be in my hands no later than (*date*).⁶

Officers Training will be held (*location and date*).

We will be having our first Cabinet meeting on August (*date*). This will be an informal occasion followed by a social at (*location*). Your spouse is invited to attend as well. Further details will be sent out in July.

Please do not hesitate to call me if you have any questions.

Yours in Lionism,

(*Your name*)
District Governor-Elect.

⁶ This date should be approximately two weeks after the A-12 Convention.

This letter should be prepared and given to the Region Chairperson elect at the close of the A-12 Convention. If there is an election, and you do not have a name, then just address the letter to “Region Chairperson Elect.”

To District A-12 Region ?? Chairperson-Elect (*name*)

Congratulations on becoming an important part of the District A-12 team for 20xx-20xx. I wish you the very best during your year as Region Chairperson. It will be an exciting and busy year and with your enthusiasm and leadership, I'm sure District A-12 will have a great year.

You do not be make official visits to Clubs, but will be visiting Clubs in your Region that require your help. You will be a member of both the District GMT and GLT. The District Coordinators for both teams will be in touch with you in the near future.

I will need the date and place your Region Rally will be held. This will be published in the District Directory, If you are planning a joint Region Rally with another Region, please contact that Region Chairperson directly and make the arrangements.

For your information, I have also included the dates of the District A-12 Cabinet meetings.

Officers Training will be held (*location and date*).

We will be having our first Cabinet meeting on August (*date*). This will be an informal occasion followed by a social at (*location*). Your spouse is invited to attend as well. Further details will be sent out in July.

Please do not hesitate to call me if you have any questions.

Yours in Lionism,

(*Your name*)

District Governor-Elect.

This letter should go to each Club Secretary in late June or early July of your year.

July 1, 20??

Dear Club Secretary (*name*):

Congratulations and thank you for accepting the challenging position of Club Secretary for the 20??–20?? Lions' Year. Your office is one of the most important for the success of your Club. With your enthusiasm and dedication, I know this will be a good year for your Club and for you as well.

Communication is an essential aspect of Lionism. Throughout the year both Cabinet Secretary (*name*) and I will be in touch with your Club through both you and your President. Most of this will be by e-mail, so I would ask that if you do not use e-mail regularly, you confer with your President and appoint a Lion in your Club to receive messages and pass them along to you. Please advise Cabinet Secretary (*name*) the name and an e-mail address for this Lion as soon as possible. Additionally, please be aware that most notices etc., sent by Officers, Chairs and other Clubs are through the District e-mail system.

One of your most important tasks as Secretary will be filing your Monthly Membership Reports (MMR's) with Lions International (LCI). Whether you file paper forms (C23A) or on-line, it is critical that they be received by LCI in a timely fashion. Paper MMR's should be mailed in time to reach LCI by the **20th of the current reporting month**; on-line MMR's are due the **last day of the current reporting month, i.e., mail by June 15, and submit June 30 on-line for June**, and so on. You need a password to report on-line. It will be sent automatically if your Club has reported on-line in the past year; otherwise you must apply for one. And please remember MMR's are due in July and August, even though your Club may not meet during the summer.

As a member of the Governor's Advisory Committee, I hope you will attend all the Zone meetings this year. Dates can be found in the District Directory, and your Zone Chair will also advise your Club of upcoming meetings. Other dates of interest are also listed, so you may keep Club members informed.

Please know you can call on me any time with questions or concerns, or just to say "Hello."

Yours in Lions service,

(*Your name*)

District Governor.

This letter should be sent to each Club President in July or August

Dear Lion President (*name*):

Congratulations and thank you for accepting the challenging position of Club President for the 20XX – 20XX Lions' Year. Your office is one of the most important for the success of your Club. With your enthusiasm and dedication, I know this will be a good year for your Club and for you as well.

Communication is an essential aspect of Lionism. Throughout the year both Cabinet Secretary (*name*) and I will be in touch with your Club through both you and your Secretary. Most of this will be by e-mail, so I would ask that if you do not use e-mail regularly, you confer with your Secretary and appoint a Lion in your Club to receive messages and pass them along to you. Please advise Cabinet Secretary (*name*) the name and an e-mail address for this Lion as soon as possible. Additionally, please be aware that most notices etc., sent by Officers, Chairs and other Clubs are through the District e-mail system.

As a member of the Governor's Advisory Committee, I hope you will attend all the Zone meetings this year. Dates can be found in the District Directory, and your Zone Chair will also remind your Club of upcoming meetings. Other important dates are also listed to help you plan your year.

I am looking forward to my official visit to your Club on (*date*)¹. I will contact you a few days before to confirm the details and to let you know how many Lions will be attending with me.

Please know you can call on me any time with questions or concerns, or just to say "Hello."

Yours in Lions service,

(*Your name*)

District Governor.

1. Note, If one of the VDGs will be making the official visit to this Club, then the following would be inserted.

Vice Governor (*name*) will make an official visit to your Club on my behalf, and will contact you regarding the date. I will plan to attend one of your Club meetings or functions during the year, so I have the opportunity to meet with you and the Club members. This will be a social rather than an official visit.

A letter such as this should be sent to every new Lion, Lioness and Leo inducted into a Club and a similar letter sent to every Lion who transfers into District A-12. The letter should be accompanied by form PR-799 FACT SHEET and form PR800 HISTORY and a District A-12 ORIENTATION MANUAL.

Dear Lion (*name*)

It gives me a great deal of pleasure to welcome you to the Lions Club International family of service. As Governor of District A-12, I will be pleased to assist you in any way I can.

The attached District Orientation manual will provide you with information about our District.

As a new Member, your Club will keep you informed of Club policy. Make yourself aware of the *Purposes* and the *Code of Ethics* of our Association. Feel free to ask your sponsor for information about Lionism.

Lions International President (*name*)'s theme this year is xxxxxxxxxxxx. With his main thrust to xxxxxx and to membership.

Enclosed is some information about our Association. I happen to think that the more you know about the history and accomplishments of Lions, the better and more effective Member you will be.

Our District Convention will be held in (*location*) on (*date*), and I will be making my official visit to your Club on (*date*). I look forward to meeting you.

I hope you will feel free to call or write to me whenever you have a question or concern that cannot be answered in your Club. I am particularly interested in ideas that will improve our service to those in need in our community and throughout the world.

Yours in Lionism,

(*Your name*)

District Governor.

A letter such as this should be sent to every sponsor.

Immediate Past District Governor
LEONARD DAY
147 Fox Run,
Barnie, ON L4N 6C9
Ph 705-728-5579
len_ang@boonex.net

Vice District Governor
PETER MCCAGUE
10 Willis Drive
Alliston, ON L9R 1M4
Ph 705-435-7903 Fax 705-435-0800
lionpeter@sympatico.ca

Region 8 Chair
BOB BELL
9 Larkdale Cresc
Angus, ON L0M 1B0
Ph 705-424-9709
nanabell@rogers.com

Zone 8 North Chair
JOHN SQUIRE
271 Mowat St. RR 2
Stayner, ON L0M 1S0
Ph 705-428-6316
lionjss@hotmail.com

Zone 8 South Chair
GEORGE BIK
7620 County Rd 14, RR 1,
Tottenham, ON LDG 1W0
Ph 905-936-3049
CourtsBik@aol.com

Region 21 Chair
FRED COLLINS
#12-156 Pinedale Lane
Gravenhurst, ON P1P 1B4
Ph 705-687-2846
fredcollins@sympatico.ca

Zone 21 East Chair
HAROLD PHIPPEN
45 Florence St W
Huntsville, ON P1H 1V4
Ph 705-789-2113
c/o muskokajames@sympatico.ca

Zone 21 North Chair
PETER HOPE
RR#1 161 Sisted Rd
Burks Falls, ON P0A 1C0
Ph 705-382-0523 Fax 705-382-0902
roystonrestorations@bellnet.ca

Zone 21 West Chair
GARY McLAUGHLIN
Box 118,
Windsor, ON P0B 1P0
Ph 705-769-1416 Fax 705-769-2168
themclaughlins@sympatico.ca

Region 36 Chair
KATHIE PAUL
RR#3, 194 Mill Street
Hawkestone, ON L0L 1T0
Ph 705-487-7391
wandkpaul@rogers.com

Zone 36 East Chair
STAN CORKUM
194 Steel Street
Barnie, ON L4M 2G9
Ph 705-727-0915
stanbarb56@aol.com

Zone 36 West Chair
GARY FEEHAN
170 Queen St West
Elmvale, ON L0L 1P0
705-322-3088
gary.feehan@sympatico.ca

Lioness Liaison
DONELDA MOONEY
1170 Hill Street
Innisfil, ON L9S
Ph 705-431-4774
dudle1@rogers.com

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT A-12 2006-2007

DISTRICT GOVERNOR JIM HILT

RR1, Site 4G, Box 24
Emsdale, ON P0A 1J0
Ph 705-636-1882
Fax 705-636-0305
jimohilt@sympatico.ca



May 26th, 2007

Lion Annie Payton-Stewart
P.O. Box 89
Novar, ON P0A 1R0

Dear Lion Annie

On behalf of all Lions in District A-12, I wish to thank you for sponsoring Dianne McLean into our Lions family. As we all know, many hand makes light work and your efforts will undoubtedly be appreciated by your Club.

As outlined during the induction ceremony, you have certain responsibilities to your newest Lion. Make her feel at home! Introduce her to her new "family"! Enjoy her fellowship! Get her involved and share her ideas! Encourage regular attendance and, most importantly, make her feel welcome.

Working with the copy of the District A-12 Orientation Manual which was presented to Dianne during the induction, help her to become acquainted with the various aspects of Lionism. Together with a copy of the latest District Newsletter and your Club Bulletin help her become aware of happenings and success stories here in the District. If she has internet access, the manual and District Newsletter are also available on line at www.a12lions.org

Over 1,350 Lions in District A-12 welcoming her, and look forward to meeting her personally at a Club, Zone, Region or District meeting. If you and/or Dianne have questions, please do not hesitate to talk to me or any other Lion! Remember, there are no "bad" questions.

Again, thank you for introducing Dianne to Lions!

Yours in Lionism

Lion Jim
District Governor

Working Together for a Better World

Cabinet Secretary-Treasurer ERNIE RYE
RR1, Site 4G Box 25, Emsdale, ON P0A 1J0
Ph 705-636-5051 earye@sympatico.ca

This letter should be sent to a Club with an overdue account as soon as the information is received from International each month.

Immediate Past District Governor
DAVE HEWITT
Box 451
PORT CARLING, ON P0B 1J0
Ph 705 765-6092 Fax 705 765-6838
witniss@vianet.on.ca

Vice District Governor
TERRY MAYHEW
RR #3
BRACEBRIDGE, ON P1L 1X1
Ph 705 645-8697 Fax 705 645-9105
terry@ultrastraightassembly.com

Cabinet Secretary-Treasurer
CHRIS LEWIS
571 David Street East
GRAVENHURST, ON P1P 1M1
Ph/Fax 705 687-2144
chris.marj@sympatico.ca

Region 8 Chair
GRAHAM MATHEWSON
377 Blake Street, Unit B
BARRIE, ON L4M 1L1
Ph 705 737-9741 Fax 705 737-3925

Zone 8 North Chair
FRANK ADAMSON
242 Calford Street
ANGUS, ON L0M 1B0
Ph 705 424-1862
c/o nanabell@sympatico.ca

Zone 8 South Chair
PETER McCAGUE
10 Willis Drive
ALLISTON, ON L9R 1M4
Ph 705 435-7903 Fax 705 435-0800
Peter@RoyalLePage.ca

Region 21 Chair
HELEN LUTSCHER
Box 38
POINTE AU BARIL, ON P0G 1K0
Ph 705 366-2264 Fax 705 366-2907
naiscoot@vianet.on.ca

Zone 21 East Chair
EVE ADKINS
Box 188
DORSET, ON POA 1E0
Ph 705 766-9906
WilsonPaint@aol.com

Zone 21 North Chair
JIM HILT
RR #1, Site 4G, Box 24
EMSDALE, ON P0A 1J0
Ph 705 636-1862 Fax 705 636-0305
jimohilt@surenet.net

Zone 21 West Chair
ERIC ENGLISH
RR #2
PORT CARLING, ON P0B 1J0
Ph 705 765-3258

Region 36 Chair
LEONARD DAY
19 Barrett Crescent
BARRIE, ON L4N 5A4
Ph 705 728-5579 Fax 705 725-0254
len_ang@bconnex.net

Zone 36 East Chair
BARRY LEE
29 Jody's Lane
MIDHURST, ON L0L 1X1
Ph 705 721-9432 Fax 705 721-9884
wendy.lee@sympatico.ca

Zone 36 West Chair
MURRY TRUAX
Box 3040
ELMVALE, ON L0L 1P0
Ph 705 835-2060 Fax 705 835-6461
roto@simcoe.net

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS DISTRICT A-12



DISTRICT GOVERNOR 2003-2004

KATHY DAoust

R.R. #1, 1019 Goldfinch Court

Kilworthy, Ontario P0E 1G0

Phone/Fax 705 689-0390 billkath@sympatico.ca



Lion _____, Treasurer
_____ Lions Club

Dear Lion _____:

The following is a recap of your outstanding club account with Lions Clubs International as of October 31, 2003.

Total Balance Due	US Funds
Current Balance	
30 days old	
60 days old	
90 days old	
120 days old	
150 days old	

If your club's accounting agrees with the above, and the amount of \$_____ has not been paid, would you please forward your cheque directly to Lions Clubs International as soon as it is possible.

If there is some dispute, would you please note it on the bottom of this letter and send it to Lions Clubs International with a copy to me. If you are missing or questioning an invoice, then Lions International can provide you with copies. If you have already paid this amount some time ago, please note and send a copy of the cancelled cheque (both sides copied) to LCI.

Please note that Lions Clubs International charge interest per month on accounts 90 days or more past due.

Thank-you for your cooperation in clearing up this matter.

Yours in Lions Service

Kathy Daoust
A12 District Governor

cc President Lion
Vice District Governor
Region Chairperson
J. Wheeler, Accounts Receivable at LCI

"Innovation: Gateway to our Future."

This letter should be sent out to The Club Treasurers in early August

mm/dd/yyyy

TREASURER
Lions Club of

Notice of Annual District A12 Dues

Club Members as of June 30, 20xx
District Dues @ \$9 per member
Lions Learning Weekend Assessment @ \$5
TOTAL

Please make cheque payable to: District A12, write “Dues” on the memo line, and mail it to:

CT xxxxx
xxxxxxx
xxxxxxx

Each Club receives dues billing from three sources. To avoid confusion about what dues are billed by each, the following explanation should be helpful:

- 1. District A12** - \$14 per Lion member as indicated above
- 2. Multiple District “A”** - \$14.50 per Lion member, as reported on your June 30, 20xx MMR
- 3. Lions Clubs International – July 1** - \$21.50 US dollars, per Lion member as reported on your June 30, 20xx MMR. Life Members are exempt.
Family Units – Head of Household and all Registered Family Members are billed July 1.
- 4. Lions Clubs International – January 1, 20xx** - \$21.50 US dollars per Lion member as reported on your December 31, 20xx MMR.
Registered Family Members are not billed in January – only the Head of Household is billed.

SUGGESTED CONTENTS OF A DG's BRIEFCASE

- Your short résumé
- A membership kit
- New member induction ceremony
- Officer installation ceremony
- Lions Memorial Service
- An appropriate toast to Lions International
- An appropriate toast to Partners in Service (Note - never toast the “ladies”)
- A Lions Clubs International constitution
- An MD “A” constitution
- A District Constitution & Policy & Procedure Manual
- A copy of *Roberts Rules of Order*
- Information on International programs
- Your date book
- Information on protocol
- The last issue of *The Lion* magazine
- Your District directory

OFFICIAL CLUB VISITS (Also refer to the *Guide to Conducting a Productive Club by a District Governor Team Member from LCI – next page*)

- ❖ Stick to the visitation schedule planned.
- ❖ Call the Club President a couple of days before you arrive and advise him/her how many will be attending with you.
- ❖ Research the Club in advance - look on the LCI website for data regarding paperwork, member lists, etc.. Review the Club bulletins.
- ❖ Be appropriately dressed in your official blazer and slacks/skirts with a white shirt/blouse and a tie for the men.
- ❖ Make sure you are properly groomed. (e.g., no 5 o'clock shadow, hair neat, etc.)
- ❖ Arrive early with appropriate materials
- ❖ Remember who you are and act accordingly. (see below)
- ❖ Sit at the head table
- ❖ Be prepared to perform various functions such as inductions, award presentations, etc.
- ❖ You are the only speaker on your official visit.
- ❖ Speak 10 to 15 minutes maximum.
- ❖ Go easy on drinks and jokes.
- ❖ Recognize Past and Present District and International Officers.
- ❖ No tales or rumours
- ❖ Admit if you don't know something when necessary. Research an answer and reply promptly.
- ❖ Look for troubled Clubs and do something to help them.
- ❖ Stay a while to answer questions.
- ❖ Be honest and straight forward.
- ❖ Look for your successor
- ❖ Leave at the appropriate time
- ❖ **Look alive and interested the whole time.**

YOUR SPEECH – SOME IDEAS

- Know the operation of the Club and its history. While it takes more time to customize each presentation, when you do the difference is noticeable.
- Stress the importance of attending Zone Meetings, Region Rallies, Cabinet Meetings, Conventions, etc.
- Keep it light – some humour if appropriate.
- Talk about something you have earned the right to talk about
- Know when to stop talking. Do not go over your time limit.
- Get a book from the library on “public speaking”
- Show some enthusiasm. Remember – it’s great to be a Lion!
- Speak a bit louder than normal
- Avoid reading the speech with eyes glued to the lectern. If you want to read to people, just remember your parents read to you to put you to sleep. Work from an outline and trust yourself.
- Pause instead of inflicting “ums” and “ahs” on the audience
- It may seem obvious – but don’t “wing it”. Rehearsing is essential.
- Think carefully about your closing words. They will have the final impact, and will probably be what the Lions you talk to remember most.
- The Lions do **not** want to hear about the wonderful time you had at the International Convention, how hard the job of Governor is, etc. Give them some information that will be useful, interesting and informative.

Guide to Conducting a Productive Club Visit By a District Governor Team Member

A Club annual visit involves your time as a district leader and association travel expense, so you want to ensure that this investment achieves positive results. A Club does not want to hear how many meetings you have attended; they expect you to support, inform, inspire and motivate them. In order to do this, you should plan, in advance, for each Club visit. Never reschedule a visit unless **absolutely** necessary. Listed below are steps in conducting productive Club visits:

PURPOSE

Determine the Club visit purpose:

Your purpose can have more than one focus, however consider the following and identify your priorities for each Club annual visit.

1. Compliment the Club members on their achievements
2. Present and explain the current district goals and any new LCI initiatives
3. Briefly explain the International President’s theme and goals
4. Encourage the Club members in their projects
5. Present recognition to Club members
6. Assist the Club in increasing their visibility in the community
7. Observe Club leaders/identify potential new district leaders
8. Discuss problems or challenges with Club officers (prior to Club meeting,
9. Promote upcoming district and multiple district events
10. Promote information available through district and LCI web sites
11. Motivate the Club members to have greater involvement or activity



PREPARE

Prepare well in advance:

Once you have selected your priorities for the Club visit, you must prepare based on your Club visit purpose(s). Also, 10 days prior to the date of the visit, send information to the Club officers about your presentation so that it can be shared with members to promote attendance at the Club meeting. If you plan to bring a photo board, flyers, booklets, etc. for a display; inform the Club so that a display table can be arranged.

1. Review Club newsletters, Club website, membership, service activity and Club health assessment reports and discuss reports from the zone chairperson.
2. Provide a handout to support your presentation of the district goals and any new LCI initiatives.
3. International President's theme and goals can be included in the handout from #2
4. Prepare notes about Club projects that are in progress and any others included in the Club goals for the year. Focus on the future and talk about your expectations for success in accomplishing their Club goals and the impact of the Club in their community.
5. Prepare for recognizing an individual by having the recognition (patch, certificate or plaque) well in advance of the meeting, and preparing a short speech tailored to the individual. You may need to discuss your speech with the Club officers or Club members to get some personal information about the recognition recipient. Remind the Club that this could be an opportunity for coverage by the print or TV media.
6. Plan to present recognition or an award to a Club officer or Club member. Explain how a photograph and a short press release of the recognition event or their service activities can enhance their visibility in the community.
7. Plan to observe the Club board meeting if it is prior to the Club member meeting. Plan to arrive early enough to be able to participate in the social time before the Club meeting begins. Plan to make a note of individual members who are informal leaders.
8. Prior to scheduling the Club visit, communicate with the Club officers to determine if there are any problems or challenges that the Club is having. Review the Club health assessment report to determine if there are areas that the Club could improve. Arrange a time outside of the Club meeting time, to meet privately with the Club officers to discuss any problems/challenges.
9. This is your opportunity to promote and encourage Club members to participate in upcoming events. Provide information concerning future activities within your district such as the district convention, Club officer training, workshops, zone meetings, cabinet meetings, etc. Give brief details on the multiple district convention, constitutional area leadership forum, international convention, etc. Thank the Clubs who have attended these events in the past for their support, and encourage more to participate.
10. Prepare print screens and the web address (URL) for each web site that you plan to talk about for a reference handout for the Club members.
11. Prepare a short (7 minutes) motivational speech about *Being a Lion*. You can emphasize a personal experience of the Lions international network or a multiple district service program, sharing of other Club's service projects, or the humanitarian impact Lions have worldwide. This could be the conclusion of your remarks, after the more informational parts of your presentation. In closing pose a question, like "Could you increase your level of service as a Lions Club or as a Lion?"

INTERACT

During your Club visit:

Interact with as many Lions as possible that you have not met before.

1. Arrive early enough to be able to participate in the social time before the meeting begins. Observe the Club board meeting if it is prior to the Club meeting. During the meeting, observe individuals who contribute or lead discussion on each agenda item. Talk with those individuals about attending district events or meetings and if they have interest in serving in a district level position.



2. When you arrive at the Club meeting, do not spend time with the PDGs and others in the Club with whom you are acquainted. Talk to as many Lions as possible on a one to one basis. Ask the Club officers to point out the newest Lions in the Club and make a point to talk to them. Remember - you can say more in one action (or inaction) than you can in a hundred words. As you meet Club officers and members, ask questions and listen to the responses. This will give you valuable insight about the Club, their activities and their challenges.
3. In your briefcase should be: your resume; new member induction ceremony & membership kit; Officer installation ceremony; LCI & District Constitution; District directory; *Roberts Rules of Order*; your date book; the DG manual and the last issue of the Lion magazine and the district newsletter.
4. Be sure to recognize past and present district and international officers.
5. Be a positive Lions role model. Be enthusiastic and provide accurate information. Be aware that your appearance and actions are observed and have an impact on Club members.
6. Admit if you don't know the answer when necessary. Promise to get an answer. Make notes then – don't rely on your memory.

FOLLOW-UP

Following the Club visit:

Do the following to gain the most information from your Club visit about the Club and its members, and to provide support to the Club:

1. Immediately make notes and summarize your observations about the Club, its strengths and weaknesses so that you do not forget the details and specific member names.
2. Provide any information that you said you would send to the Club officers or members. Answer within 24 hours even if it is to say "I am waiting for information – will be back to you by a date and time."
3. Complete the Club Visit/Meeting Report and Claim for Expense Reimbursement
4. Mark on your calendar any date for follow-up conversations about any problems or Club challenges
5. Share information with District Governor Team and zone/region chairpersons (if appropriate.)
6. Record any observed Club leaders who could become future district leaders. If you talked with the individual, indicate their level of interest in involvement at the district level.
7. Send a thank you note to the Club