

**MULTIPLE DISTRICT 5 POLICY AND PROCEDURES MANUAL
(Approved June 2011)**

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PART A. OVERVIEW

Section I. Purpose

- a. The purpose of the Policy and Procedures Manual is to set forth the policies and procedures that are to be followed by the Council of Governors in the performance of their duties. It is understood that the policy conforms to the Constitution and By-laws of Lions International and Multiple District 5.
- b. This manual is ongoing and is to be brought to the attention of all Council members at the first official Council meeting of the fiscal year. It may be amended as deemed necessary. Any amendments to the Manual shall be submitted in the form of a resolution to the Council of Governors, with the understanding that it will be voted on at the next Council Meeting. To effect a change by amendment, a two thirds (2/3) majority vote is required by those Council members present.
- c. Wherever the male gender or pronoun presently appears in this manual, it shall be interpreted to mean both male and female persons.
- d. Wherever the term "International" appears in this manual, it shall be interpreted to mean the International Association of Lions Clubs and/or Lions Clubs International Association and the Board thereof.
- e. Wherever the term "MD-5" appears in this manual, it shall mean the International Multiple District 5.
- f. Wherever the term "Council" appears in this manual, it shall mean the Council of Governors of MD-5.
- g. Wherever the term "Chairperson" appears without a description in front of it, it shall mean the Council Chairperson.

Section II. Council of Governors

- a. The Council shall be the governing body of MD-5 International. The members of the Council shall consist of the District Governors and a number of Immediate Past District Governors, which number

shall not exceed one-half (1/2) the number of District Governors (MD-5 Constitution, Article V, Section 1). Each member of the Council shall be cognizant of the fact that they represent all of the Lions, Lionesses and Leo's of the Multiple District. The Council has the duty to create, foster, and maintain the goal of Lionism--We Serve.

- b. One member of the Council shall serve, as Chairperson, who shall be responsible for the total operation of the Council, shall be an ex-officio member of all committees and be responsible for all appointments to the committees.
- c. The election of the Council Chairperson shall proceed as follows:
 1. An eligible candidate for Council Chairperson is one who is currently serving as District Governor in a district within Multiple District 5 within the year of the election and who has not served as Council Chairperson.
 2. Candidates for the office of Council Chairperson shall declare intentions in writing to the Council Secretary/Treasurer no earlier than 45 days and no later than 30 days prior to the spring meeting of the full council in the year in which the election will occur.
 3. All candidates shall be announced as part of the agenda at the spring meeting of the Council.
 4. Election of the Council Chairperson shall proceed by secret balloting and in accordance with the MD-5 Constitution and Bylaws. The Council Chairperson will appoint 3 nonvoting scrutineers to oversee the election process.
 5. Declared candidates shall be recognized at the opening business session of the spring council meeting and shall address the Council for up to three minutes at this meeting.
 6. Election shall be the last item on the agenda at the spring meeting.
 7. Voting shall continue until one candidate receives a majority of the votes that are cast. With each successive ballot, the candidate with the least number of votes shall be removed from consideration. In the event of a tie vote between the final two candidates on three (3) successive ballots, the Council Chairperson shall be chosen by lot in a manner prescribed by the presiding officer.
- d. Three (3) Immediate Past District Governors shall be elected to serve on the Council in accordance with Article V, Section 1 of the Multiple District Constitution, in the same manner as that used to elect the Council Chairperson and only after the election of the Council Chairperson. The current state and provincial representatives shall be designated scrutineers at the election of the state and provincial representatives.
- e. Past District Governors on the Council shall be reimbursed for their attendance at Council Meetings under the Rules of Audit, unless they are eligible for reimbursement from International and only as set forth herein under Section IV, Finance.
- f. In recognition of the additional duties imposed upon the Chairperson, a suitable gift or plaque shall be presented at the MD-5 Convention at which the Chairperson presides.
- g. The Council, through the Multiple District Membership and Leadership Chairperson shall conduct training of the Vice District Governors in a manner as such to prepare each to assume the duties of District Governor in the event of their election to serve in that capacity in their respective Districts. The expenses incurred to provide such training shall be reimbursed as set forth under Section IV, Finance.
- h. Where practical, the Council shall provide for involvement of the Vice District Governors in Council proceedings. The Vice District Governors shall be invited to attend any and all Council meetings, however, shall only be reimbursed for meetings in which training shall occur.
- i. A training seminar for incoming District Cabinet Secretary-Treasurers shall be held at the spring council of governors meeting. The Council Chairperson and the Membership and Leadership Development

Chairperson shall be responsible for reserving a presenter at least one month in advance of the meeting.

Section III. Committees

- a. In accordance with the By-Laws, the Chairperson shall appoint a Chairperson and Vice-Chairperson for the committees set forth on the Organization Chart attached.
- b. Standing Committees shall be appointed as required or recommended by Lions Clubs International. Appointments shall normally be for a three-year term. Members so appointed shall report to the Council by written report submitted to the Committee Chairperson who oversees that standing committee. Said report should be submitted accordingly at least two weeks prior to the Council meeting. Temporary committees appointed for less than one year are not considered standing committees. Committee members shall be reimbursed only for those meetings to which they are invited by the Council and according to Section IV, Finance herein.
- c. There shall be adopted job descriptions for the Council Chairperson, the Secretary/Treasurer, and Chairpersons of the following standing committees: Global Leadership Team, Global Membership Team, Lions Opportunities for Youth, Youth Exchange, Pin, and Convention. Said job descriptions shall become a part of this Policy and Procedure Manual.
- d. The Standing Committee Chairperson opening shall be advertised as such at least 90 days in advance of the time the position will be considered. A standard application form shall be provided each applicant including a request for a narrative description of the applicant's plan for fulfilling the responsibilities of the position. The Council Chairperson shall appoint a Selection Committee for each position, where possible, and the committee shall make a recommendation for appointment to the Council. An interview may be requested of selected candidates at the discretion of the Committee at Council expense prior to final recommendation to the Council.
- e. Any committee member is welcome to attend any meeting of the Council at their own expense, and they shall be granted a seat near the meeting table, and they shall be encouraged to enter into discussion of any agenda item, but they will not have voting privileges.
- f. Advisory Committee to the Long Range Planning Committee. The three most recent past Chairpersons of the Council shall act in an advisory capacity to members of the Long Range Planning Committee. Past International Directors may also serve in an advisory capacity.
- g. Standing Committee on International Liaison. The purpose of this standing committee is to serve as a communications link between the leaders of the District and the leaders of International. They are also to be a source of information to the Council on matters related to the future activities and leadership of International. They should also coordinate activities at the International Convention relating to the future activities and leadership of International. The membership of this standing committee shall be the Council Chairperson and no more than four (4) current or past international officers approved annually by the Council at its first meeting after the International Convention. The Council may change the makeup of the members by majority vote at any regular meeting of the Council. The Chairperson of the standing committee shall be the highest-ranking member of the committee as determined by international protocol.
- h. Convention Advisory Committee. This committee is to serve in an advisory capacity to facilitate the Annual MD-5 Convention. A convention handbook shall be reviewed and updated annually and shall contain information pertinent to the planning, publicity and implementation of the Convention. Membership shall consist of the Chair and Vice-Chair of the Council Convention Committee and three (3) Host Committee Chairpersons of the three consecutive conventions beginning with the convention held in the year in which the current Council Chairperson was elected. The term of office shall be for

three years on a staggered basis according to the year in which the represented convention is held. Expenses for attending the designated meetings of the council shall be limited to one night's lodging, meals and mileage according to the Rules of Audit as provided in Section IV of this Policy.

- i. Agenda Planning Committee. This committee is to serve in a planning capacity on agenda items, which shall be presented to the full Council of Governors at any regular or special meetings. The committee shall consist of the Council Chairperson, Council Secretary/Treasurer, and the 3 elected state and provincial representatives.
- j. History Committee. A Committee appointed by the Chairperson in office at time shall update the history of MD-5 every five years. The most recent revision was in 2009-2010.

Section IV. Finance

All expenses will be paid according to the Rules of Audit with certain exceptions as approved annually by the council.

- a. The financial records of MD-5 shall be maintained for a period of five years.
- b. Each chairperson and officer position shall have a line item in the budget adopted by the Council to which strict adherence shall be required. The Council officer or chairperson shall submit their budget requests to the Secretary/Treasurer at least one week prior to the first meeting of the Council which requests shall be referred to the appropriate committee meeting at or before the first meeting of the Council for their recommendation to the Budget Committee. The Council Committee shall make its budget request recommendation to the Budget Committee prior to the presentation of the proposed budget to the Council. If the MD5 Committee Chairperson (i.e., GMT or GLT) receives a written invitation to present their program at a state or sub-district convention or single district visit, the said individual shall be reimbursed from the MD5 Council of Governors for mileage. Registration, room, and meals shall be paid by the inviting district. Any additional invitations/visitations to said district shall be paid in full by the district.
- c. In the event deficit spending shall occur in any line item, prior Council approval is required. Vouchers for any expenditure incurred by the Council officer or Chairperson must be submitted to the Secretary/Treasurer within sixty (60) days of the expenditure.
- d. Vouchers not submitted within 60 days of the expenditure shall require approval by the Council Chairperson and Secretary/Treasurer for reimbursement. Under no circumstances will any expense be paid if submitted more than one hundred eighty (180) days from the date of the expenditure. All vouchers submitted for payment relative to expenditures immediately prior to or at the Annual Multiple District Convention must be delivered to the Secretary/Treasurer no later than noon of the first day of the MD-5 Convention in order that all expenditures will be accounted for within the annual budget period.
- e. Leadership Development. The expenses incurred for this program shall be paid on the basis of an approved budget by the Council for training, which may include a cost sharing between the Council and districts.
- f. Membership. The expenses incurred for this program shall be paid on the basis of an approved budget by the Council for training, which may include cost sharing between the Council and districts.
- g. Youth Exchange. The expenses for the Youth Exchange Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.
- h. Lions Opportunities for Youth. The expenses for the Lions Opportunities for Youth Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.

- i. Multiple District Pins. The expenses for the MD Pin Program shall be paid according to the approved budget of the Council, which may be shared between the Council and districts.
- j. International Director or Second Vice President Promotion Fund. A fund shall be established by means of budgetary approval each year. This fund shall be designated and allocated for promotion of a candidate for International Director or second Vice President from MD-5. Monies will be available only when a candidate secures the proper certification and when he or she would submit a budget plan to the Council for approval. The maximum fund will be subject to approval by the council of governor at the time of the campaign.
- k. Secretary/Treasurer
 - 1. The Secretary-Treasurer shall be appointed annually as provided for in the Constitution and By-Laws. The Council will review the term of appointment for the Secretary/Treasurer annually. At the spring meeting, the Secretary/Treasurer will state his intent to continue for the following year. The Council will appoint the Secretary/Treasurer at that time for a term of one year.
 - 2. In recognition of the many duties performed by the Secretary/Treasurer, the following shall apply:
 - i. An honorarium shall be paid for each year that he/she is acting in the capacity of the Secretary/Treasurer. The amount of the honorarium shall be set during the budget process each year.
 - ii. Expenses incurred for attendance at Council meetings shall be reimbursed.
 - iii. Expenses incurred for attendance at the International convention shall be reimbursed according to MD5 By-Laws ARTICLE VI – Section 7.
 - iv. The Organization and Finance Committee shall complete a job performance review of the Council Secretary/Treasurer, at the Third Council Meeting, prior to the Declaration of intent on the part of the Council Sec/Treasurer.
- l. Chairperson Travel to Conventions.
 - 1. The Chairperson shall be paid travel expenses to the respective State conventions in South Dakota and North Dakota and to a maximum of two district conventions in the province of Saskatchewan, provided there is no Provincial Convention. The Chairperson shall make every attempt to alternate the convention visits within Saskatchewan. It shall be the responsibility of the state or provincial Convention Committee to cover the registration, meals, and housing of the Chairperson and companion.
 - 2. If the Convention Committee wishes to invite the Chairperson and companion, and if it is not the designated convention for payment, the host Convention Committee is responsible for all expenses.
 - 3. Expense reimbursement for the incoming Council Chairperson to attend the International Convention shall be reimbursed according to MD5 By-Laws ARTICLE VI – Section 7.
- m. MD-5 Convention and Council Meetings.

The members of the Council shall be reimbursed for three nights and three days for the Convention and two days and two nights for a regular Council Meeting. It is understood that only those meetings not reimbursed by International shall be reimbursed to the District Governors. (***) Rules of Audit)
- n. Vice District Governor Training.
 - 1. Vice District Governor training shall be coordinated by the Vice District Governor Trainer. The curriculum shall be prepared by the Trainer, in consultation with the Global membership Team and Global Leadership Team, and approved by the Council through presentation to the Membership and Leadership Chairperson. Whenever possible, current Council members shall be

utilized for this training, if appropriate.

2. The financing of the training shall be:
 - i. MD5 shall be responsible for the housing, meals, and mileage for one training session only for both the 1st and 2nd vice district governors from each district.
 - ii. The Districts shall be responsible for the additional training sessions.
- o. MD-5 Officer Travel to the International Convention:

The incoming Council Chairperson and the District Governors elected to serve on the Council in the following year shall be reimbursed travel expenses to attend the International Convention.

Reimbursement shall proceed as follows:

1. Reimbursement shall be made only after all expenses are submitted to the Council Secretary/Treasurer with pertinent supporting documents and/or receipts attached and only after the close of said convention, to which the Past District Governor must have been registered.
2. Expense reimbursement shall be according to the Lions Clubs International Rules of Audit for travel expenses except as follows:
 - a. Travel expense shall be reimbursed at a rate commensurate with the lesser of the best coach airfare and automobile mileage to the convention site.
 - b. Hotel accommodations up to \$100 US shall be reimbursed from the night prior to the opening ceremonies of the convention through the day following the close of the convention inclusive.
 - c. No expense reimbursement shall be provided for meals.
 - d. Expense limits shall be according to Bylaws Article VI, Section 7.

Section V. MD-5 Convention

- a. A Memorial (Necrology) Service honoring deceased members shall be held in conjunction with the Convention. The deadline to recognize deceased Lions, Lionesses and Leos at the MD5 Convention will be based on April 30 M&A reports.
- b. The proceedings of the MD-5 Convention shall be recorded. The highlights of said recordings shall be preserved in written form. These records shall be made available upon written request.

Section VI. Awards and Recognition

- a. The Council shall recognize the following by an appropriate presentation at the annual convention:
 1. Lions Club of the Year (banner patch or year bar patch)
 2. Leos Club of the Year (banner patch or year bar patch)
 3. Most miles traveled to the convention by:
 - i. Lions clubs 25 or below members
 - ii. Lions clubs 26 and over members
 4. Newsletter, Scrapbook, and Website contest for Lions and Leos Clubs
 5. A Certificate to the Club with 10% of its membership in attendance
- b. The Convention awards shall be based on pre-registrations filed with the Convention Committee before noon on the first day of the convention.
- c. Senior Counselor Awards shall be presented at the Convention to those Past District Governors who have remained active in Lionism ten years after serving as District Governor.
- d. The District Governors-Nominee/Elect shall be presented their red jackets with crest affixed.
- e. The outgoing District Governors shall be presented with a Past District Governor's lapel pin. (The outgoing District Governors may purchase a jeweled pin at extra cost.)

- f. The spouse/companion of the outgoing District Governor shall be presented with a name badge as the spouse/companion of a Past District Governor.
- g. At the death of an International Director, Past International Director, Chairperson, Past Chairperson, District Governor, or Past District Governor from MD-5, a card and/or memorial will be sent to the family, nearest relative or companion of the deceased.

Section VII. Trading Pins

The MD-5 Pin Chairperson at the first meeting of the council will be responsible to design and upon approval by Council, supervise ordering of said pin yearly. The pin design shall state the location and year of the International Convention and incorporate some symbol of its location, as well as the MD5 shield. The pin shall be a trader pin. If possible the Pin Chairperson should have designs approved for at least three years in advance.

PART B. DESCRIPTIONS AND QUALIFICATIONS OF COUNCIL POSITIONS

Section I. Council Chairperson

- a. The following are several qualifications, which are very important for the Chairperson. NOTE: These same qualifications apply to ALL Chairpeople of the Council, including the Secretary/Treasurer.
 - 1. Leadership and communication skills, extensive knowledge about Lionism, and dedication to properly fulfill the duties of the Chairperson.
 - 2. Maintain a high profile with credibility in MD-5, possess effective people skills, an attitude of understanding and tolerance toward all people and have available time to do that job.
 - 3. Have the ability to follow through on tasks, ability and temperament to experiment with new and different methods, and the ability to work effectively with other people.
- b. The Chairperson has the important and rewarding task of leading the council in its quest to advance the goals of International. The Chairperson shall lead MD-5 through and with the support and cooperation of the Council.
- c. All the District Governors in MD-5 constitute the Council, which provides an administrative structure to further the purposes of International in MD-5. In MD-5, the Council includes three (3) immediate Past District Governors (one from each of Saskatchewan, North Dakota, and South Dakota), six (6) District Governors and the Chairperson (who is elected according to Policy). Each member has one vote on each question that requires action of the Council. It is noted that the total number of Immediate Past District Governors shall not exceed one-half (1/2) the number of District Governors in MD5. International policy encourages Multiple Districts to elect or appoint an immediate past (outgoing) District Governor as Chairperson. As per MD-5 Policy, any past District Governor within the last three (3) years, may serve as Chairperson, but the past governor may only serve for a one year term and cannot be Chairperson again.
- d. Job Description. According to and consistent with the By-Laws, the Chairperson shall:
 - 1. Further the Purposes and Objectives of International.
 - 2. Provide leadership, direction, and initiative for International and MD-5 programs, goals, and long range planning.
 - 3. Create and foster harmony and unity among districts and assist District Governors to solve issues.
 - 4. Preside over MD-5 conventions and all Council meetings.
 - 5. The Chairperson, in consultation with the Secretary-/Treasurer, decides the time and the place of the first meeting, and allows the dates of the following meetings to be determined by the

Council. The Chairperson or the Secretary/Treasurer under the direction of the Chairperson shall issue a written call for each Council meeting specifying the time and the place in the call.

6. Submits reports and performs such duties as may be required by the Constitution, By-Laws and Policy and Procedure Manual.
7. Performs other such administrative duties as may be assigned by the Council.
8. Shall be responsible for the total operation of the Council, be an ex officio member of all committees, and be responsible for all appointments to the committees.
9. Facilitate, at the close of his term of office, the timely presentation of all Multiple District 5 accounts, funds, and records to his successor in office.
10. Recognize that the personal presence of a majority of the Council will constitute a quorum at any meeting of the Council and all questions of order and procedure are to be determined by Robert's Rules of Order, Newly Revised.

Section II. Secretary/Treasurer

- a. In addition to the qualifications of every Chairperson of the Council, he/she should have knowledge of accounting principles and be familiar with the safeguards of handling cash and balancing all accounts and reporting same to the Council. The position is reviewed annually for the purpose of annual renewal by the Chairperson, Council, and a selected committee, and voted on by the Council at the summer convention.
- b. Performance Review. The Council of Governors will evaluate the job performance of the Council Secretary/Treasurer at the November Council of Governors meeting. The Administration and Finance Chairperson will compile the evaluation forms. The Council Chairperson and or Administration and Finance Chairperson will review the evaluation with the Council Secretary/Treasurer. This annual evaluation is applicable to ALL elected positions to the Council (IE: Youth Exchange, Pin, Lions Opportunities for Youth, Membership, chairperson etc.) and will be completed by their respected Committee and referred to the Council for action.
- c. Job Description. The following is a month-by-month descriptive list of duties of the Secretary/Treasurer. NOTE: Each month he/she receives and deposits funds and disburses same as required by the budget and the Council. He/she also completes accounting, income and expense, balance sheet, and budget reports, and distributes same to the Council.
 1. JULY:
 - i. Complete financial records for the prior fiscal year and make arrangements to have these records turned over to an auditing firm for a financial review.
 - ii. Bill each district for MD-5 dues for the first one half (1/2) of the fiscal year.
 - iii. Inform International about the names and addresses of the Chairperson and the Secretary/Treasurer for MD-5.
 - iv. Work on the Convention Proceedings for the convention, which was completed during the prior June.
 - v. After conferring with the Chairperson, prepare the agenda for the August Council meeting and mail with other necessary information concerning the Council meeting to the members of the Council.
 - vi. Make changes to the Constitution, By-Laws, and Policy and Procedure Manual that were approved at the June Convention and have the revised copies ready for distribution at the August Council meeting. The Chairperson can also delegate this procedure to any member of the Council.

2. AUGUST:

- i. Make nameplates for all members of the Council and members of standing committees. Prepare a folder for each Council member for the Council meeting.
- ii. Make hotel reservations for all members of the Council and others that you know will be attending the meeting. Confirm with the hotel the meeting rooms and space that will be needed for the Council meeting. Make arrangements for the noon luncheon and the Saturday evening meal and entertainment. In addition, make meeting room arrangements for other committees that may be meeting prior to or at the same time as the Council meets.
- iii. Record minutes of the Council meeting. Serve as a non-voting member on the audit and finance committee and assist in the development of the annual budget for the MD-5. Serve as a non-voting member on other committees as requested by committee chairpersons.
- iv. Receive travel expense requests and pay council members their travel expenses immediately following the Council meeting.
- v. Transcribe the minutes of the Council meeting and distribute the minutes to the Council members within ten (10) days. Distribute minutes to other Past District Governors that have requested minutes. Complete other correspondence as directed by actions of the Council at their meeting.
- vi. Continue to work on the Convention proceedings.
- vii. Update the History Sheet with Clubs gained, lost, etc. Place in the historical file, so information will be easily accessible when needed for the five (5) year report.

3. SEPTEMBER:

Complete the MD-5 Convention proceedings and distribute these to the Council, Past District Governors, and Clubs that have requested them.

4. OCTOBER:

- i. After conferring with the Chairperson, prepare the agenda for the November Council meeting. Mail this along with other information relative to the Council meeting to members of the Council and other Past District Governors.
- ii. Secure bids from motels / hotels to host scheduled Council meetings for the upcoming year. Normally, Council meetings are held in August, November and March. The fourth meeting is held in conjunction with the MD-5 Convention in June. Notify the successful hotel(s) / motel(s) concerning the first three (3) meetings of the year.

5. NOVEMBER:

- i. Prepare folders for each member of the Council and Standing Committee members for the upcoming Council meeting.
- ii. Make room reservations with the hotel / motel for the Council and others that you know will be attending the Council meeting. Make arrangements with the hotel / motel for the noon luncheon, ladies brunch, evening banquet, and meeting rooms necessary for the Council meeting. You may also need to make room arrangements for the annual meeting of the Youth Exchange Council and room arrangements for other members attending.
- iii. Record the minutes of the Council meeting. Attend the budget and finance committee meeting and others you may be invited to attend.
- iv. Receive travel expense requests and pay travel expenses to the Council members immediately following the close of the Council meeting.

- v. Transcribe the minutes of the Council meeting and distribute minutes to the Council within ten (10) days. Distribute Council minutes to Past District Governors that have requested them.
 - vi. Complete and distribute correspondence and directives arising from action at the Council meeting.
6. DECEMBER:
- Correspond with District Governors-Nominee/Elect as soon as you receive information of their nomination/election from the District Governors. Send a photocopy of the District Governors manual and a copy of the directory information you will need for the MD5 Directory and for ordering their District Governor coat. Advise the Nominees/Elects about their educational program planned for them at the March Council meeting, and any other information that may be of help to them.
7. JANUARY:
- i. Send a bill to each Sub-district for the second one half (1/2) of the MD-5 dues.
 - ii. Order District Governor Crests for the new District Governors-Nominee/Elect from International.
8. FEBRUARY:
- i. After conferring with the Chairperson, prepare the agenda for the March Council meeting. Distribute the agenda along with other information relative to the meeting to the Council and all Past District Governors.
 - ii. Inform each District Governor of the name of the Past District Governor from his District that is eligible to receive the Senior Counselor award and ask him to make a written recommendation concerning this Past District Governor.
 - iii. Ask each District Governor to bring a set of Lions Club Secretary mailing labels for their District to the March Council meeting. These will be used to mail MD-5 Convention notices to all Lion Clubs in each District.
9. MARCH:
- i. Prepare nameplates for the District Governors-Nominee/Elect.
 - ii. Prepare folders for each member of the Council and standing committee members for the Council meeting.
 - iii. Make room reservations at the hotel / motel of the meeting place for the Council, District Governors-Nominee/Elect, presenters for the District Governors-Nominee/Elect school, and others that you know will be attending the Council meeting and the school. Make final arrangements with the hotel / motel for two (2) noon luncheons, ladies brunch, Saturday evening banquet, and meeting rooms necessary for the District Governors-Nominee/Elect school, and Council meeting. Arrange for entertainment for the banquet.
 - iv. Make arrangements with a photographer for a group photo of the Council.
 - v. Make arrangements for the Friday evening dinner for the District Governors-Nominee/Elect, Chairpersons, Secretary/Treasurer and their Partners in Service or companion.
 - vi. Record the minutes of the Council meeting. Attend budget and finance committee meeting and other meetings that you may be invited to attend.
 - vii. Receive travel requests and pay travel expenses for the Council and the presenters for the District Governors-Nominee/Elect School immediately following the close of the

- meeting.
- viii. Transcribe and distribute the minutes of the Council meeting within ten (10) days to the Council and to those Past District governors requesting the minutes.
 - ix. Complete correspondence and directives arising from action taken at the Council meeting.
 - x. Take orders from the Partners in Service or companion of District Governors-Nominee/Elect for suit coats of the same color as the suit coats provided for the District Governors-Nominee/Elect.
 - xi. Notify District Governors, and the Chairpersons to send their resume and photo to the host committee of the MD-5 Convention for use in the Convention Program.
 - xii. Notify all District Governors to send to the host committee of the convention, names of the deceased Lions and Lioness from their district to be used in the Necrology Service at the convention. Remind the District Governors to submit names of Lions and Lioness that pass away just prior to the convention, to the host committee by FAX, E-Mail or telephone call.
 - xiii. Ask each District Governor and the Chairperson their intent to attend the upcoming International Lions Convention.

10. APRIL:

- i. Mail a District Governor's annual report form to each District Governor. Their report is to be returned to the Secretary/Treasurer by May 1st.
- ii. Order badges for Partners in Service or companions of District Governors, Past District Governors pins, Chairperson's plaque for Senior Counselor Awards, Newsletter Award, and the Publicity Award from International to be received prior to the MD-5 Convention.
- iii. When suit coats for the District Governors-Nominee/Elect are received, have the crests sewn on.
- iv. Prepare and mail to each Lions Club and Lioness Club in MD-5 the following:
 - Notice of the MD5 Convention dates
 - Changes to the Constitution, By-Laws, and Policy and Procedure Manual to be voted on at the convention.
 - Official delegate form.
 - Mileage contest form.
 - Convention rules.
 - Convention proceedings to those who requested them.

11. MAY:

- i. Remind District Governors by letter that they need to select a Lions and Lioness Club within their respective district to compete in the MD-5 Club of the Year contest.
- ii. Remind District Governors by letter that they are responsible to see that traveling trophies presented to winners of the Club of the Year, and Most Miles Traveled contests during the prior year, are brought to the current MD-5 Convention for presentation to the winners that year.
- iii. After conferring with the Chairperson, prepare the agenda for the two Council meetings to be held during the MD-5 Convention. Distribute the agendas to the Council, District Governors-Nominee/Elect, and Past District Governors.

12. JUNE:

- i. Prepare folders for the Council and District Governors-Nominee/Elect for the two

- Council meetings to be held during the MD-5 Convention.
- ii. Review to sure that all awards to be presented at the MD5 Convention have been received and are taken to the convention for presentation. This includes the suit coats with crests sewn on for the District Governors-Nominee/Elect.
 - iii. Make sure that the MD-5 vests are taken to the Convention to be sold to those planning to attend the International Convention.
 - iv. Make sure the District Governor's reports have been printed and are taken to the convention for distribution.
 - v. Review with the Chairperson the agenda for the two general business sessions at the convention. This is the Chairperson's responsibility, but the Secretary/Treasurer will need to make input to be sure that nothing is forgotten.
 - vi. Make sure that the Senior Counselor Awards, Past District Governor pins, and name badges for Partners in Service or companions are available for presentation at the Past District Governors banquet.
 - vii. Make sure other awards are available for presentation at the Saturday noon luncheon.
 - viii. Make sure that the District Governors-Nominee/Elect coats are available for presentation at the Saturday noon luncheon.
 - ix. Make sure that the host committee has forms to make a final report on the convention. This is a part of the convention proceedings.
 - x. Make sure that the newly elected Chairperson has the award to present to the retiring hairperson at the District Governor's banquet.
 - xi. Receive travel expense requests and pay travel expenses in accordance with the MD-5 budget and Council. Also pay advance travel expenses in accordance with the MD-5 budget for those attending the upcoming International Convention.
 - xii. Make end of year accounting closing entries.
 - xiii. At the MD-5 Convention, the Secretary/Treasurer serves as recording secretary for the two general sessions and the two Council meetings. Send minutes and budget to the Council within ten (10) days.

Section III. Global Leadership Team (GLT) Chairperson

- a. Objectives:
 1. To provide a system, and a dedicated team, responsible for identifying and developing more qualified leaders at the club, district, and multiple district level.
 2. To enable customization of leadership training resources by Lions Clubs International to meet more local needs.
 3. To improve and expand use of Lions Clubs International's main leadership training and development programs.
- b. Structure of the Multiple District Global Leadership Team.
 1. Global Leadership Team Coordinator, who shall serve as the Chairperson of the Committee.);
 2. Council Chairperson;
 3. Membership and Leadership Committee Chairperson;
 4. Vice District Governor Trainer; and
 5. No more than two others with leadership background.
- c. Job Description of the Global Leadership Team Coordinator.
 1. Attend training for the Global Leadership Team Coordinator provided by International and the

Council.

2. Provide information and support for District Global Leadership Teams.
3. Take an active role, along with the Council Chairperson, the Global Membership Team Coordinator, and the Vice District Governor Trainer in being responsible for the development of the core curriculum, for use in the District Governors-Nominee/Elect seminars.
4. Submit leadership tracking forms to the Multiple District and Lions Clubs International for inputs into “future leader” database.
5. Promote the involvement and use of Lions Clubs International leadership institute graduates in functions and programs at the multiple district, district, and club level.
6. Prepare a written report of Leadership activities to be sent to the Membership and Leadership Committee Chairperson and the Secretary-Treasurer for each Council meeting.
7. Follow discussions with the Membership and Leadership Committee and the council, be willing to make changes in the Leadership program;
8. Be available to travel to Districts to assist with Leadership training for the District leaders, with prior approval of the Council of Governors.
9. Be available for helping the Council with other important activities.
10. Attend Council meetings upon request and be responsible to the Council.

Section IV. Lions Opportunities for Youth Chairperson

a. Program Mission:

1. “Lions Opportunities for Youth.” This comprehensive youth program incorporates the former Drug Abuse Education Awareness Program and expands opportunities to help youth become socially responsible adults by introducing youth to humanitarian service.
2. The mission of “Lions Opportunities for Youth” is to help and challenge youth to learn, to achieve, and to serve. He/she will provide a MD-5 program, not just a single district program. This is a three-year term and cannot be held simultaneously with another position.

b. Job Description.

1. Become familiar with all “Lions Opportunities for Youth” which include Lions Quest, Youth Exchange, Summer Camps, Peace Poster Contest, Pride in their country, Leos and all of those related activities), and resources available from the International Activities and Program Development Division. Attend training for the Youth Outreach Program Chairpeople when provided by International and as directed by the Council.
2. Be responsible for providing educational seminars or workshops for the six(6) District Lions Opportunities for Youth Program Chairpeople. This includes the development of, and use of, educational materials, using up to date teaching methods, providing and calling attention to educational materials developed by International that may be used by the District Lions Opportunities for Youth Program Chairperson. The District Lions Opportunities for Youth Program Chairpeople are responsible for developing and conducting workshops / training for the District leaders and Club officers and chairpeople within their respective districts.
3. Assist the District Opportunities for Youth Program Chairpeople to develop an active Lions Opportunities for Youth Program. Help each Chairperson to set goals and to develop a program action plan for achieving those goals. Educate and encourage clubs to set goals and to reach out to youth.
4. Learn the nature and scope of problems of youth in MD-5 as well as existing activities that will benefit the needs of youth. Compile a ‘Needs Assessment’ by contacting State and Provincial

medical, law enforcement, school and clergy in State / Provincial positions that can provide this information.

5. Communicate with District Governors and keep in contact with their Lions Opportunities for Youth Program Chairperson, (this may be done through a periodic newsletter) as recommended by the Council. Write news releases that may be used by District and or Club Chairperson to publicize the Lions Opportunities for Youth Program in their local newspapers or other appropriate news media.
6. Serve as a resource person to District Lions Opportunities for Youth Program Chairperson, coordinate MD-5 Lions Opportunities for Youth Programs and serve as a contact person between regional youth activities. Maintain a library of print and video Lions Opportunities for Youth Program educational materials. Submit news to mass media, Districts, Council, and International as they occur. Provide and receive host family information from schools, and the communities involved with Lions Quest, and provide this information to Youth Exchange and Youth Camp Chairperson.
7. Prepare a written report of Lions Opportunities for Youth Program activities to be sent to the Chairperson, International Programs Chairperson and the Vice Chairperson of the Council responsible for Lions Opportunities for Youth Program activities. Include information about Lions Opportunities for Youth Program activities from each District to be mailed two (2) weeks prior to each scheduled Council meeting. Prepare and submit end of term reports or as required by the International Activities and Program Development Division, and the Council.
8. Following discussion with the appropriate Council committee and the Council be willing to make changes in the Lions Opportunities for Youth Program as requested.
9. Be available for travel to the Districts to provide Lions Opportunities for Youth Program training for District leaders with prior approval from the Council. In addition, be available for travel to District, State or Provincial conventions upon request from the host Governor for the convention.
10. Be responsible for assisting the Council with other important activities (i.e. provide training on Lions Opportunities for Youth Programs for incoming Governors upon request from the Council). Attend Council meetings upon request and be responsible to the Council.
11. Peace Poster Contest: Governors will need to send their district winner to chairperson where a finalist will be selected and sent to LCI.
12. Leo Clubs: Help district chairperson promote the formulation of Leo Clubs.
13. Opportunities for Youth Chairperson promotes Youth Outreach Programs such as Quest, Scouts and Lions, Drug Awareness, Lions Youth Partnerships, and the video “Future is Ours—So Now What?”

Section V. Youth Exchange Program

a. Mission

The Youth Exchange program is founded on the first object of Lionism. To create and foster a spirit of understanding among the peoples of the world. This program emphasizes the value of learning about life in other countries through short-term cultural home-stays and youth camps. Visits last from four to six weeks.

b. Programs

1. Youth Exchange pursues its mission through several programs:
 - i. Hosting foreign youth;
 - ii. Sponsoring MD-5 youth to foreign programs; Annual MD-5 youth camp.
2. These

programs promote goodwill and cooperation among Lions, Lions Clubs and families around the world.

c. Organization

The MD-5 Youth Exchange Chairperson is responsible for developing, implementing, and administering all youth exchange programs of MD-5.

d. Reporting and Approvals

MD5 Lions Youth Exchange presents its goals, plan of action and budget request to the Council of Governors annually for approval and presents progress reports at every Council of Governors meeting or as requested.

e. Organization Structure

1. Executive Committee

The Executive Committee of MD-5 Lions Youth Exchange shall consist of the General Youth Exchange Chairperson; the Governor assigned as liaison to MD-5 Lions Youth Exchange and the Chairperson of the Council.

2. Youth Exchange Chairperson

The General Youth Exchange Chairperson is appointed by the Executive Committee and endorsed by the Council to serve a three-year term. Each year the Council of will reaffirm the appointment.

i. The General Chairperson shall have served in the Youth Exchange program for at least two years and will have coordinated at least one major exchange at the Council level.

ii. The General Youth Exchange Chairperson is responsible for managing all youth exchange programs and activities involving the Council:

- Reports to the Council or to a committee or liaison official as determined by the Chairperson.
- Responsible for preparing the annual budget, goals & objectives and plan of action and presenting them to the first Council meeting.
- Initiates contacts and makes hosting and sponsoring agreements with other Multiple Districts.
- Trains, provides program resources, and communicates youth exchange opportunities to District Youth Chairpeople.
- Plans, and coordinates annual Council Youth Exchange Conference.
- Maintains accurate information on Youth Exchange activities and submits annual report to the Council and International.

3. District Youth Exchange Chairperson

i. The District Governor shall appoint this position. The term of this appointment will be three (3) years subject to the renewal of appointment each year by the incoming District Governor in coordination with the Council General Youth Exchange Chairperson.

ii. The District Youth Exchange Chairperson shall be the primary Lion responsible for promoting, administering, and supervising Youth Exchange programs in his or her district.

iii. A District Youth Exchange Chairperson should be a Lion agreeable to serving in the position for a minimum of three (3) years. The Youth Exchange Chairperson should have a keen interest in working with youth, working with host families, promoting Youth Exchange, communicating with Lions worldwide, and putting on presentations to Lions groups and other civic organizations. The Youth Exchange Chairperson should have good

administrative and communications skills, should be creative, and a person that can draw upon the resources of the entire district to make things happen so that the program in the district will be a success. In this day of rapid communications, a fax and /or E-mail would be a definite plus.

iv. Responsibilities:

- Generate publicity to ensure that Lions, Lions Clubs, youth, and potential host families are aware of the opportunities offered through Lions Youth Exchange.
- Assist youth in identifying specific Lions Youth Exchange opportunities.
- Attend MD-5 Youth Exchange meetings and draw on the resources of the District Governors, cabinet members, and committee chairpersons to help publicize Lions Youth Exchange.
- Recruit host families.
- Take leadership to ensure that the district is involved in the annual Youth Camp by supplying a counselor, hosting a foreign youth, or sponsoring a youth to the camp.
- Organize greeting groups at airport arrivals and departures.
- Make sure each youth (local and foreign) complete an evaluation of the program and forward one copy to the General Youth Exchange Chairperson.
- Brief Lions Clubs, host families and participating youth on the requirements and regulations involved with Lions Youth Exchange.
- Submit reports, applications, evaluations, etc. on a timely basis to the General Youth Exchange Chairperson.
- Any other special assignments or duties as required by the Youth Exchange Program.

4. Council Youth Camp Coordinator

The Camp Coordinator is appointed by the District Governor at the time the camp is awarded to a district by the Council, usually two years prior to the camp.

- i. The Lion serving in this position should have outstanding administrative skills including the ability to build a staff and delegate responsibilities effectively. The official term ends when the final camp report has been submitted but each former Camp Coordinator will be available to provide advice and council to future Camp Coordinators.
- ii. The camp moves annually from Saskatchewan to North Dakota to South Dakota.
- iii. Responsibilities:
 - Reports to the MD5 General Youth Exchange Chairperson.
 - Responsible for planning and operation of the camp.
 - Develops overall plan and budget for the camp and submits it to the General Youth Exchange Chairperson 18 months prior to the camp. By March 1st of the year of the camp, the Youth camp Coordinator shall furnish a status report to the Council of Governors showing a detailed budget with the projected expenses and actual income to that date along with a list of expected future income sources (ie: Lions Clubs, individuals, corporations, etc)
 - Recruits all necessary staff to operate the camp.
 - Offers all Districts the opportunity to host foreign youth, sponsor youth to the camp and to submit applicants for staffing camp.
 - Completes final camp report and financial statement to MD5 General Youth Exchange Chairperson with applicable supporting documentation and receipts by

November 1 of the year of the camp for review by the Council at its next meeting.

- Any travel expenses incurred to attend any Council meeting at the request of the Council will be reimbursed according to rules of audit through the Council Secretary and not by claiming expenses through the camp accounts.
- Keeps the General Youth Exchange Chairperson informed at all times and provides reports as requested.
- Submits an overall marketing plan for the camp to the General Youth Exchange Chairperson one (1) year prior to the camp.

5. State and Provincial Coordinators

- The Council General Youth Exchange Chairperson appoints the Lion serving in this position. The ideal candidate should have served at least one year as a District Youth Exchange Chairperson. The Coordinator serving in this position assists the General Youth Exchange Chairperson manage and administer youth exchange programs in the assigned Districts.
- Responsibilities:
 - Coordinate Lions Youth Exchange activities in assigned Districts.
 - Work with District Youth Exchange Chairpeople in the recruiting host families.
 - Work with District Youth Exchange Chairpeople in locating youth to sponsor to foreign Lions Youth Programs.
 - Insure that reports are submitted on time.
 - Work with Lions and the general public in promoting Lions Youth /Exchange programs.

6. Program Coordinators

- Are appointed by the General Youth Exchange Chairperson. Fax and E-Mail are essential for the positions.
- Responsibilities:
 - Work with Lions in one or more assigned countries to development, implement and administer an exchange of youth.
 - Keep District Youth Exchange Chairpeople informed of opportunities.
 - Keep General Youth Exchange Chairperson informed at all times.

7. Secretary

- The General Chairperson from the membership of the Youth Exchange Program shall appoint this position.
- Responsibilities:
 - Transcribe minutes taken at each scheduled meeting and distribute copies to all members of the Youth Exchange Program and to other Lions as directed by the General Youth Exchange Chairperson

8. Communications Coordinator

- The General Youth Exchange Chairperson appoints this position. He/she should be experienced in advertising, promotions, and public relations.
- Responsibilities:
 - Develop a public relations program for the Council Youth Exchange Program.
 - Write news releases for Youth Exchange.
 - Develop brochures and other promotional materials for Youth Exchange.

- Coordination the distribution of materials to District Youth Exchange Chairperson.
- Other duties as assigned by the General Youth Exchange Chairperson.

Section VI. Global Membership Team (GMT) Chairperson

- a. Objectives:
 1. To provide a unified structure for pursuing membership growth.
 2. To clearly place the responsibility for membership growth at the local level, and to provide the supports necessary to encourage membership growth.
 3. To provide a way for best practices resulting in membership growth to be transferred throughout the world.
- b. Structure of the Global Membership Team.
 1. Global Membership Team Coordinator, who shall serve as the Chairperson of the Committee;
 2. Council Chairperson;
 3. Membership and Leadership Chairperson; and,
 4. No more than two others with membership background.
- c. Job Description of the Global Membership Team Coordinator.
 1. Attend training for the Global Membership Team Coordinator provided by Lions Clubs International and the Council.
 2. Provide information and support for District Global Membership Teams.
 3. Take an active role, along with the Council Chairperson, the Global Leadership Team Coordinator, and the Vice District Governor Trainer in being responsible for the development of core curriculum for use in the District Governor-Nominee/Elect seminars.
 4. Submit membership activity reports as required by submission to Lions Clubs International.
 5. Prepare a written report of membership activities to be sent to the Membership and Leadership Committee Chairperson and the Secretary-Treasurer for each Council meeting.
 6. Following discussion with the Membership and Leadership Committee and the Council, be willing to make changes in the Membership program as requested.
 7. Be available for travel to the Districts to assist with Membership training for the District leaders, with prior approval from the Council of Governors.
 8. Be available for helping the Council with other important activities.
 9. Attend the Council meetings upon request and be responsible to the Council.

Section VIII. Pin Chairperson

- a. Responsibilities:
 1. To possess creative ability or have proper resources to be able to create the high quality designs required for production of the MD-5 pin within a set time frame. Must also be able to maintain a certain degree of continuity in pin designs from year to year.
 2. To be knowledgeable about the different types of pin manufacturing processes that are available and have an understanding of what types of pins are currently considered being of high quality. An avid pin collector / trader and who belongs to several Lions pin trading clubs would be an asset, however this is not required.
 3. Be able to portray the Council image through the pin design throughout the world.
- b. Job Description.
 1. Attend meetings of the Council when requested to do so by the Council and be responsible to the Council.

2. Create the design of the pin and secure any and all legal releases necessary for the use of the pin design. Submit and receive the approval of the pin design from the Council. Submit the design for prototype manufacture to at least three (3) registered manufacturers and select the best one. The pin design must be submitted to the Council for approval by the Council to determine an appropriate date, which is adequate in advance of when the pins are needed.
Note: The pin shall state the location and year of the International Convention and also incorporate some symbol of its location on the pin, along with the use of the MD-5 'Shield'. **The pin shall be a maximum size of 2 inches. Each District shall order and pay for pins no later than the March council meeting.**
3. Following discussion with the appropriate Council Committee and the Council must be willing to make changes in the pin design, or other activity relating to the development and carrying out of the pin program as requested.
4. Communicate within a predetermined time frame, with all District Governors, to determine an estimated number of pins and sizes to be manufactured.
5. Prepare written reports of the pin activities to be sent to the Chairperson, Secretary/Treasurer, Publicity and Public Relations Committee Chairperson and Vice Chairperson of the Council responsible for the pin, (this is to include current information on the status of the pin designs, pin tendering, pin orders, and or delivery) to be mailed two weeks prior to each scheduled Council meeting.
6. Be responsible for helping the Council with other activities, such as providing training on the pin program for the incoming District Governors upon request from the Council.

Organizational Chart

Council of Governors

Chairperson:

Secretary-Treasurer:

Long Range Planning Committee:

International Liaison Committee:

Committees

Organization and Finance Committee:

- Convention
- Finance
- Constitution and By-Laws
- History
- Information Technology
- Protocol

Membership and Leadership Committee:

- Global Membership Team Coordinator:
 - Membership
- Global Leadership Team Coordinator:
 - Leadership
- Vice District Governor Trainer:

Service Activities/Public Relations Committee:

- Youth Camp and Exchange:
- Lions Opportunities for Youth:
 - Pin
- Public Relations and Information
- International Relations
- Lions ALERT
- Sight Preservation, Awareness and Action
- Hearing Preservation, Awareness and Action
- Diabetes Awareness and Action
- Lions Services for Children/Lions Quest
- Leos