

Multiple District N Committees Review

2015-2016

“Multiple District N Committee Resource Handbook”

Discussion Notes

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1. REVISIONS

The Committee Chairs, Sub-committee Chairs and Coordinators will make suggestions to the MD N Council of Governors, each year, regarding the MD N committee structure, for review and approval. Endorsement of changes is by vote of MD N Council, and is to be entered into this section of the document.

2. OVERVIEW

2.1 Quick Start

If you need a quick introduction to a committee, use the Table of Contents as a guide and review the content of the following sub-sections:

- 2.4 **Committees Attributes List**, page 6
- 2.5 **Terminology**, page 7
- 3.1 **Committees Diagram**, page 10
- 3.5 **Hierarchy Diagram**, 12
- 3.6 **Committees – Common Attributes**, page 12
- 3.7 **Sub-committees – Common Attributes**, page 13
- 8.2 **Communication Diagram**, page 28

Then read about the committee, sub-committee or other item of interest to you.

2.2 Purpose of this document

This document describes the Multiple District N’s committees, sub-committees and other team roles. Versions 1.n to 3.n of this document are principally research notes, presented to Lions for review, discussion and modification. Analysis, suggestions, corrections and feedback from Lions will greatly help this project in its goals.

Committee Handbook

The final goal of this project is to create a **“MD N Committee Handbook”** wherein all committees are listed and documented in accordance with legal policies.

Such a handbook would help Lions know how the association works in practice, which committees are available for membership, and what key responsibilities and functions are expected of its members. Lions that wish to do committee work gain experience and develop talents by working with, and within, committees.

Lions appointed as Chairpersons, Sub-chairpersons, Officers or Coordinators are asked to refer to this document in order to better understand their role in serving the MD N. As with any document of this nature, it should be interpreted by the reader with intelligence, experience and common sense.

This document intends to

- Define the job descriptions and terms of references for Multiple District N Leaders and Members, and for the general body of Lions who wish to refer to written rules.
- Outline the policy and procedures involved in carrying out the duties and responsibilities of those persons tasked with the proper functioning of the Multiple District. It shall always be used realizing that the binding authority is resident in the Multiple District Constitution and By-Laws.

2.3 References

The content of this document is based on the following references, as well as comments and suggestions from Lions:

- [1] "Multiple District "N" Constitution & By-Laws", Amended May 23, 2015
- [2] "Multiple District "N" Policy Manual and Appendices", Amended May 23, 2015
- [3] Policy Manual Addendum #1, "Convention Handbook", Version 6.5
- [4] Policy Manual Addendum #2, "Fall Rally Handbook", Version 1.4
- [5] Multiple District "N" Terms of Reference, Long Range Planning Committee, September 2010
- [6] Multiple District "N" Terms of Reference, Budget and Audit Committee
- [7] Policy Manual Addendum #1, "Convention Handbook", Version 6.5
- [8] "District A 15 Cabinet Committees Resource Document", July 2015
- [9] "Service for Children (LSC) Report", Lion Doug Genge, 2nd VDG, Chair, N3, February 21st, 2016

2.4 Committees Attributes List

This document makes use of the following list of attributes to document committee features:

- Authority** – Granter of authority for a committee to carry out its function (optional).
- Reference** – Source documents used for committee descriptions (optional).
- Purpose** – Why does this committee exist?
- Members** – Who are the members of the committee?
- Quorum** – How many members are required to hold a meeting (optional)?
- Selection Criteria** – How are committee members selected & approved for service?
- Supervised By** – Who supervises a Chairperson?
- Supervision** – Whom does a Chairperson supervise?
- Evaluation** – How is a Chairperson evaluated (optional)?
- Reporting Criteria** – What written reports does a committee make?
- Position Requirements** – Background and skills required of committee members.
- Responsibilities & Performance Goals** – What tasks does a committee do and achieve?

Shared Attributes

Committees often have similar, common attributes, such as standard reporting and position requirements. The attributes common to committees, sub-committees and other teams are listed in sections

- 3.6 Committees – Common Attributes, page 12
- 3.7 Sub-committees – Common Attributes, page 13

When reviewing committee information, all requirements are not listed in the committee section; keep in mind the shared attributes as listed in the above two sub-sections.

2.5 Terminology

2.5.1 Council

“Council” refers to the “Multiple District N Council” – the overall coordinator for the Multiple. Council is also referred to as the “MD N Council” or just “MD N.”

2.5.2 Cabinet

“Cabinet” refers to a group of Sub-District’s officers that **mirrors** the Multiple District N Council, when and where needed.

2.5.3 Committee

A committee is a body of Lions elected or appointed for a specific reason. A committee may be formed with multiple responsibilities issues. If necessary, a Committee will form one or more Sub-committees to tackle specific needs and issues of concern to the committee.

2.5.4 Sub-committee

A Sub-committee is (typically) a small group of one or more Lions within a Committee, delegated to special tasks. A Sub-committee may only be part of a Committee, and any Committee can have zero or more Sub-committees. A Sub-committee may be provided with a Sub-committee Chairperson and a number of other members, who meet, make decisions and relay results back to its Committee.

2.5.5 Administrative Committees

“Administrative Committees” are a group of Committees and Sub-committees that *together* keep the MD N organization going. As such there is no standalone “Administrative Committee” – we use the term just to refer to a number of Committees that collectively perform administrative functions.

Administrative Committees include Constitution and By-laws, Long Range Planning, Budget & Audit, and so forth. These committees are *not publicly funded*; they are self-funded using Lions annual dues and many small internal promotions amongst the Lions.

Administration committees look after keeping the organization current and continually strive to make it better. Lions put a lot of time and effort, and often their own pocket money, into the operation of the administration committees.

2.5.6 Activities & Youth Opportunities Committees

In MD N, most sub-committees are dedicated to specific Lions programs and activities that involve **public funding and community actions**. The Sub-committees interact with the Public in fulfilling public needs and services, such as humanitarian services.

All funding and community activities are coordinated through two committees

- Activities Committee, page 15, or by the
- Youth Opportunities Committee, page 45

A list of sub-committees for the Activities and Youth Opportunities can be found on page 11.

Normally a funding activity is put in place to help people who are in need and to help people to overcome a problem. Fundraising is achieved through donations and various community activities such as bingo, fish cake dinners, calendar sales and ticket draws, ticket sales, which occur throughout the year.

There are similarities between the different funding activities, which are listed on page 13. The sub-committees work on their area of responsibility.

The sub-committees each have a Sub-committee Chairperson (or Sub-chair) who reports on their sub-committee progress to their respective Committee Chairperson. The Sub-committee Chairperson may be responsible for the supervision of a number of other members of the Sub-committee.

Long Range Planning encourages our MD Leaders to apply greater emphasis on youth orientated activities for the future success of the MD.

2.5.7 Chairpersons & Members

A Chairperson is a Lion chosen to preside over a committee, sub-committee or meeting.

Chairpersons are also referred to by the terms “Chair,” “Sub-committee Chair,” “Sub-chair,” “<Committee name> Chair,” “<Committee name> Sub-chair”. While Sub-committee Chairpersons are also chairpersons, there is a distinction between the two roles in terms of responsibilities.

From the Constitution & By-Laws, Article X1V, page 26, Multiple District Committees:

“Committee Chair: *In the event of a vacancy in the chair for any reason, the MD N Council shall appoint a replacement at the next meeting.”*

“Term: *The term of appointment shall be for three years for each chair. (With the exception of the Multiple District Convention Chair and Speak-out Chair, this will be for a term of one year.) A Lion can only serve two consecutive terms as the Chair of a Multiple District Committee.”*

“Chair Responsibilities: *Each chair will be responsible to present a written report and evaluation of their committee’s work. This evaluation should include the work completed, successes and needs, and recommendations for next steps and budget. Chair’s expenses will be paid only after they have presented their report, evaluation, recommendations and budget to the MD N Council Meetings and the incoming MD N Council at their first meeting.*

“Each Multiple District Committee Chair is responsible to remit his/her records and information to his/her succeeding Chair.”

“Committee Members: *With the exception of the Budget & Audit, Speak-Out and Convention Committees, the Chair of each Sub-District Mirror Committee shall be the member of the respective Multiple District Committee representing the Sub-Districts.*

“The Chair may appoint up to four (4) additional members who have expertise in the committee’s subject matter, two of whom may be non-lions who have expertise that will assist the committee.”

2.5.8 Sub-chairperson

A “Sub-chairperson” (or Sub-chair) is just a Chairperson of a Sub-committee. The Sub-chair normally reports directly to their Committee Chair.

2.5.9 Coordinator

A “Coordinator” is a Lion who is responsible for, or works with, more than one Committee or Sub-committee for the purpose of bringing activities together to ensure effective operation.

2.5.10 Robert's Rules of Order, Newly Revised

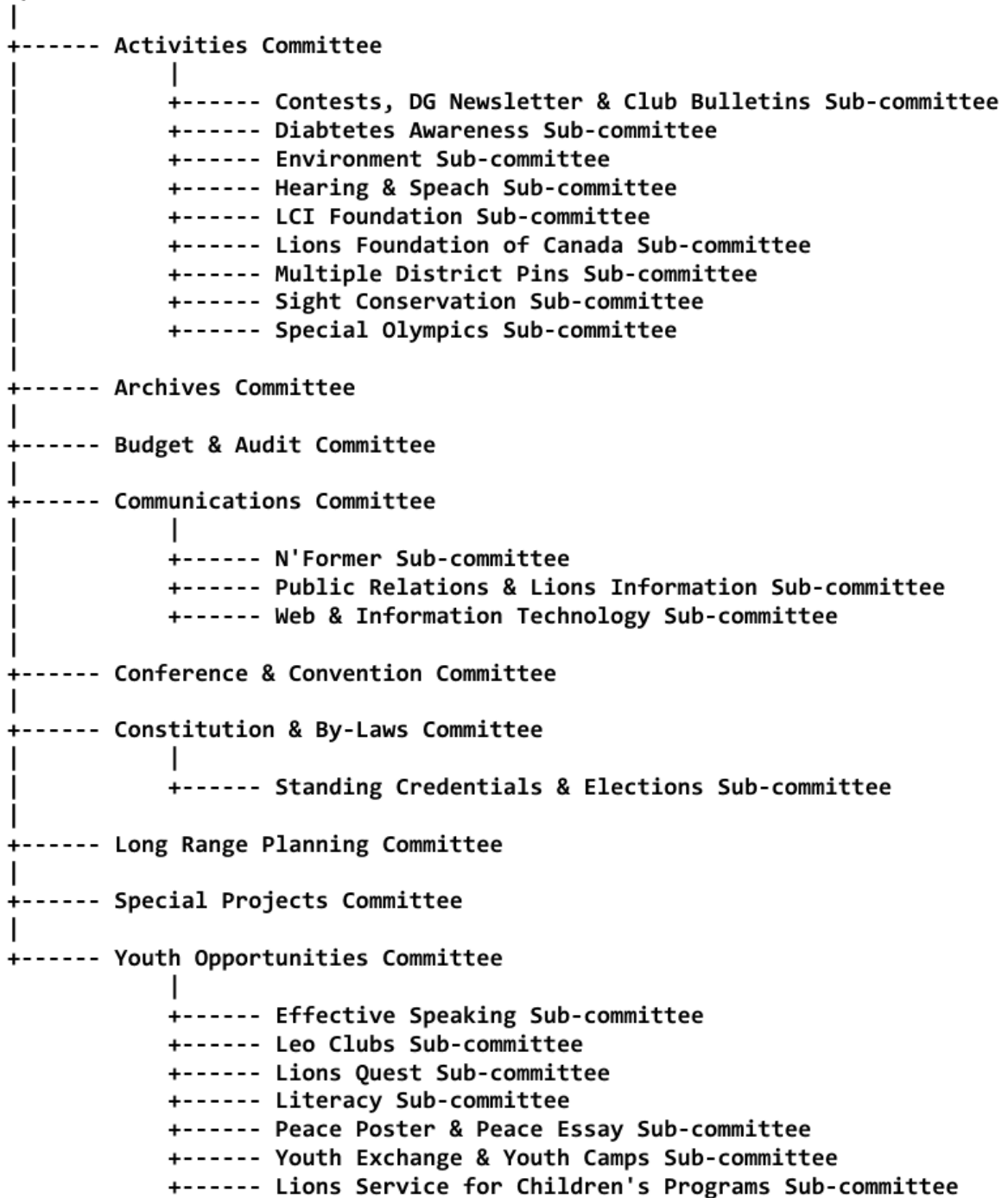
Constitution and By-Laws, Article XVI, Section 3, page 32, states:

“Except as otherwise specifically provided in this Constitution and By-Laws, or in the Rules of Procedure adopted for a meeting, all questions of Order and Procedure in any District meeting or Convention (Sub or Multiple), any meeting of the MD N Council a Sub-District Cabinet, Region, Zone or member Club, or of any group or committee of any one of them shall be determined by Robert's Rules of Order, Newly Revised.”

3. MD N COMMITTEES

3.1 Committees Diagram

Multiple District N Council



3.2 List of Committees

- Activities Committee
- Archives Committee
- Budget and Audit Committee
- Communications Committee
- Conference and Convention Committee
- Constitution & By-Laws Committee
- Long Range Planning Committee
- Youth Opportunities Committee

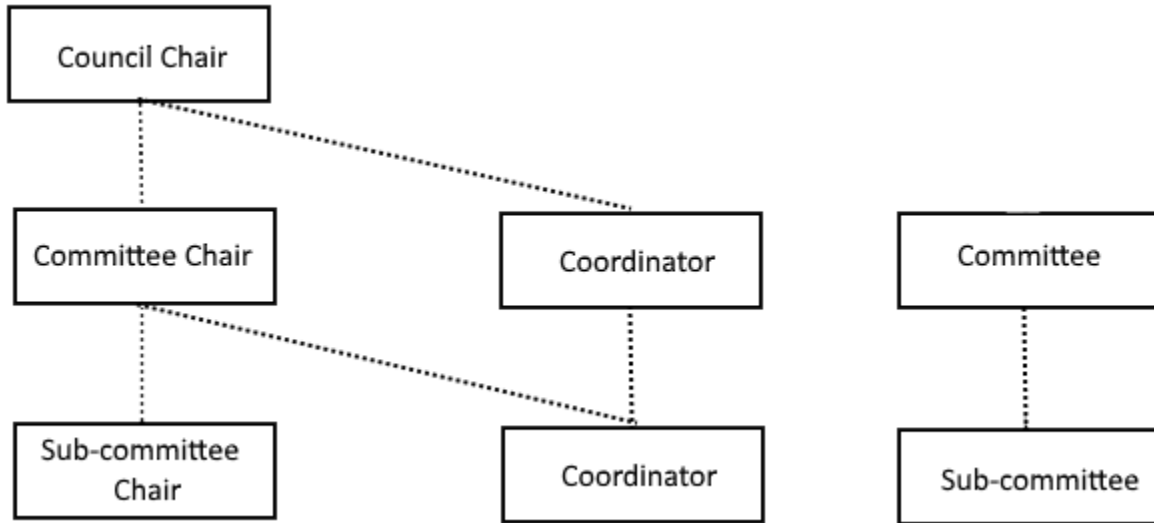
3.3 List of Officers and Teams

- Global Leadership Development
- Global Membership Development
- Multiple District Protocol Officer

3.4 List of Sub-committees

- Activities Committee:
 1. Contests-District Newsletter & Club Bulletin
 2. Diabetes
 3. Environment
 4. Hearing
 5. LCIF
 6. Lions Foundation of Canada
 7. Lions Service to Children
 8. Multiple District Pins
 9. Sight Conservation
 10. Special Olympics
- Communications Committee:
 1. N 'Former Sub-committee - New
 2. Public Relations and Lions Information Sub-committee – New
 3. Web & Information Technology
- Constitution & By-Laws Committee:
 1. Standing Credentials & Elections Sub-committee
- Youth Opportunities Committee:
 1. Effective Speaking Sub-committee
 2. Leo Clubs Sub-committee
 3. Lions Quest Sub-committee
 4. Literacy Sub-committee
 5. Peace Poster & Pease Essay Sub-committee
 6. Youth Exchange & Youth Camps
 7. Lions Service for Children's Programs Sub-committee

3.5 Hierarchy Diagram



- A Committee Chair is supervised by the MD N Council.
- A Sub-chairperson is Supervised By their parent Committee Chair.
- Coordinators are supervised by their parent coordinator, who in turn is supervised directly by a Committee Chair or MD N Council.

3.6 Committees – Common Attributes

3.6.1 Selection Criteria

Committee Chairpersons are selected by the MD N Council, with term appointments that can vary by committee but normally is either

- Three years, capped to two consecutive terms, with or without annual review, or
- One year, upon review.

Where required, continued service may have to be evaluated and ratified by Council.

In the event of a vacancy in the Chairperson position, MD N Council will fill the vacancy at its next available meeting whether convention or electronic meeting.

3.6.2 Supervised By

Committee Chairpersons are supervised by, and report to, the MD N Council.

3.6.3 Supervision

Committee Chairpersons supervises members of their Committee and Sub-chairpersons, if any. The number of committee members that need to be supervised varies by committee function.

3.6.4 Reporting Criteria

Committee Chairpersons, at a minimum,

- Create an annual, written, report to MD N Council, for evaluation, summarizing all of the Committee's work to date
- Review and forward sub-committee members' reports to MD N Council.

3.6.5 Position Requirements

Committee Chairpersons require, at minimum,

- Experience with District Governance
- Good communication skills
- Good computer skills
- Ability to work in team settings

3.7 Sub-committees – Common Attributes

3.7.1 Purpose

- Promote their reason for being
- Raise funds from the public
- Selection methods
- Qualifications for appointments
- Reimbursement of travel

3.7.2 Members

- Sub-committee Chairperson:
 - A Sub-committee Chairperson is either a
 - Sub-District Mirror Committee Chairperson or
 - Other Member of the Sub-committee.

Alternative titles used for the Sub-committee Chairperson include *Sub-chairperson*, *Sub-chair*, or *<Sub-committee name> Chair* (for example: “Diabetes Chair”).

- Other Members:
 - Additional members are appointed, as required, by either the Sub-committee Chair or their Committee Chair.

3.7.3 Selection Criteria

A Sub-chair is appointed by either their Committee Chair or by Council.

3.7.4 Supervised By

A Sub-chair is supervised by their Committee Chair.

3.7.5 Supervision

A Sub-chair has supervision responsibilities when there are one or more sub-committee members.

3.7.6 Reporting Criteria

A Sub-chair provides written reports to their Committee Chair. The specific report depends upon the Sub-committee’s function but include reports on

- Meetings held and actions taken throughout the year
- Progression of goals, and suggestions for improvements
- Attained knowledge and experience and feedback

Additional, sub-committee specific reporting requirements may exist.

3.7.7 Position Requirements

A Sub-chair requires

- Good communications skills
- Experience with the Multiple District governance
- Experience in Lions Clubs activities and functions
- Computer skills
- Ability to work in team settings

Additional, sub-committee specific position requirements may exist.

3.7.8 Responsibilities & Performance Goals

A Sub-chair

- Promotes their Sub-committee programs
- Promotes the Multiple District programs
- Holds meetings, when necessary

Additional, sub-committee specific responsibility requirements may exist.

4. AD-HOC COMMITTEES

References

- Constitution and By-Laws, Article XIV, Multiple District Committees, Section 1, page 26-28
- Section 3.6 Committees – Common Attributes, page 12

From the Constitution:

“The Multiple District Council of Governors shall establish such standing and ad-hoc committees as deemed necessary and appoint knowledgeable and qualified Lions to Chair said committees.”

Note that the content of the By-Laws, pages 26-28, is broader in scope than Ad-hoc, as it applies to standing (permanent) committees.

Purpose

An Ad-hoc Committee can be created, and dissolved, by Council, on an as needs bases, to solve specific one-time problems, or to create guidelines for use in Council emergency actions. Such a committee is beyond the normal duties and responsibilities of regular committees and sub-committees.

A specific budget may be allocated by Council for the administration and operations of Ad-Hoc Committees.

Selection

Council appoints Ad-hoc Committee Chairs and members from Mirror Committees, to either a three year term or to a time frame as stipulated by Council.

Supervised By

Ad-hoc Committees report to Council through the Long Range Planning Committee.

Responsibilities and Performance Goals

- Presents a written report and evaluation of the committee’s work

5. ACTIVITIES COMMITTEE

5.1 Committee Description

References

- Constitution and By-Laws, Article XIV, Section 5, Sub-section C, page 30
- Section 3.6 Committees – Common Attributes, page 12

Purpose

The Activities Committee oversees and co-ordinates all Activities Sub-Committees of MD N, with the exception of Youth Programs which falls under the “Youth Opportunities Committee,” page 45.

While the Youth Programs is often thought of as another Activity of the MD N, it is defined as a Committee onto itself with various Sub-committees.

From the Constitution, the Activities Committee

“[Will] oversee and co-ordinate all other activity committees of the Multiple District including but not limited to Diabetes, Sight First, and Blind Bowlers.”

“Shall appoint annually such Lions as Sub-Chairs to each separate activity that needs to be co-ordinate across the Multiple District. The Chair shall stay in touch regularly with each Sub-Chair and each Sub-District activity chair, shall receive reports from them, and shall forward a report of all activities conducted in the Multiple District”

Members

Chairperson “Activities Chair”

Sub-chairpersons:

An Activities Committee Sub-chairperson is a Sub-District Mirror Activity Committee Chairperson. There are as many sub-chairs as there as mirror committees. These members assume the role of MD N Sub-chairperson for the Activity assigned to them, and report to the Activity Committee Chair.

Additional Members:

Up to four (4) additional members may have appointed to the Activities Committee, by the Activities Chairperson of MD N Council. These appointments are people who have expertise that will assist the committee in its responsibilities and activities.

The number of members involved in the committee is determined by the number of activities required in any given year.

Activities Committee Members

```
|
+----- Sub-chairperson 1 <----- Distict N1 Activity 1 Chairperson
+----- Sub-chairperson 2 <----- Distict N1 Activity 2 Chairperson
...
+----- Sub-chairperson N <----- Distict N4 Activity N Chairperson
|
+----- Member 1
...
+----- Member 4
```

Position Requirements

The Activities Chair requires

- Knowledge and familiarity MD N Activities and their programs
- Experience in District Governance

Responsibilities & Performance Goals

The Activities Committee

- Reviews issues and requests as directed by the MD N Council of Governors
- Advises and assists the MD N Council when called upon to do so
- Appoints a Sub-chairperson to each Activity that needs to be coordinated across the MD
- Remits records and information to their succeeding Committee Chair
- Initiates and maintains regular, on-going contact with each Activity Sub-chair
- Provides help and advice to, and receives reports from, Committee members
- Reviews and evaluates reports from Committee members

5.2 Sub-committees

5.2.1 Contests, DG Newsletter & Club Bulletins Sub-committee

References

- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

The Contests Sub-committee

- Creates bullets and newsletters regarding happenings at the MD N and Sub-Districts Clubs
- Manages MD N Contests

Reporting Criteria

The Contests Sub-committee

- Creates at least one Club Bulletin per Quarter, or Month.
- Produces at least one report to the MD N Council of Governors regarding District Governor Newsletter Contests, with recommendations for awards.

Responsibilities & Performance Goals

The Contests Sub-committee

- Develops contest rules for MD N Council Approval
- Keeps abreast of the DG Newsletter Contest Activity
- Ensures District Club Presidents are familiar with contest rules
- Encourages District participation in the contests
- Judges Contests in accordance with MD contest rules

5.2.2 Diabetes Awareness Sub-committee

References

- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

The Diabetes Sub-committee seeks out and distributes information on matters regarding Diabetes.

Responsibilities & Performance Goals

The Diabetes Sub-committee

- Seeks out the latest information about Diabetes Awareness concerns and programs
- Distributes information and issues to the Sub-Districts
- Raises funds for community Diabetes programs
- Partners with the Sight Conservation subcommittee, page 20
- Encourages each District Governor to appoint a District Diabetes Awareness Chairperson
- Ensures that the family of Lions are aware of the programs and services provided by the CDA
- Works in partnership with the CDA National Division and attend meetings as required
- Maintains accurate records and retain correspondence which will be provided to their successor

- Serves as the liaison between the Multiple District, the Canadian Diabetes Association and other related agencies

- Continuously motivates District Governors and District Chairpersons to promote and support programs and activities related to Diabetes

5.2.3 Environment Sub-committee

References

- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

The Environment Sub-committee seeks out and distributes information on matters regarding Environmental concerns.

Responsibilities & Performance Goals

The Environment Sub-committee

- Works with the District Environment Chairpersons
- Maintains open communication and exchanges information
- Promotes environmental programs and success stories
- Distributes environmental information and issues to the Sub-Districts
- Encourages each District Governor to appoint a District Environment Chairperson
- Ensures that the family of Lions are aware of the Environmental programs and services

- Encourages participation in the Lions Environmental Photo Contest, and announces winning photos at the MD Convention

- Encourages the family of Lions to attend the Memorial Forest Dedication event, and the MD N Convention

- Continuously motivates District Governors and District Chairpersons to promote Environmental programs and activities

- Creates and maintains a list of active Environmental activities, and shares this list, as well as new strategies developed, throughout the MD

- Proactively identifies opportunities to present displays, seminars, workshops, etc, regarding Environmental Activities, at appropriate Lions functions
- Maintains accurate records and retains correspondence, and gives such information to their successor

5.2.4 Hearing and Speech Sub-committee

References

- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

The Hearing and Speech Sub-committee seeks out and distributes information on matters regarding community Hearing and Speech concerns.

Responsibilities & Performance Goals

The Activity Sub-committee

- Liaisons with MD, LCI & Districts regarding Hearing and Speech programs
- Determines the needs of the Hearing and Speech impaired, in our communities
- Proactively identifies opportunities to present displays, seminars, workshops, etc, at appropriate Lions functions

5.2.5 LCI Foundation Sub-committee

References

- Page 65 of the “Multiple District “N” Policy Manual and Appendices” document contains a list of five “Duties of Coordinators” for the LCIF Committee
- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

To promote the LCIF programs to the MD N Council, and help Lions with Service Activities.

Membership

- LCIF Team Coordinator
- LCIF Coordinator N1
- LCIF Coordinator N2
- LCIF Coordinator N3
- LCIF Coordinator N4

Selection Criteria

The Multiple District LCIF Coordinator, and Sub-District Coordinators, are appointed by the Chairperson of the **Board of Lions Clubs International Foundation**, on the recommendation of *Constitutional Area 2 (Canada) LCIF Coordinator*, and serve for a maximum term of three (3) years.

Responsibilities & Performance Goals

The LCI Foundation Committee

- Conduits two-way communication between LCIF and the Lions of MDN
- Assists, where necessary, in the preparation of requests for Grant Funding for LCIF
- Promotes increase giving from Clubs, Lions and non-Lions, within the Multiple District, for LCIF and the Lions of Canada Fund for LCIF through the implementation of an annual fundraising plan

- Provides reports and workshops at Multiple District and Sub-Districts meetings and conventions, as well as updates, on LCIF activities and projects throughout the world
- Coordinates the presentation of workshops/seminars at Club and Zone Meetings to increase knowledge of and participation in LC IF activities and funding support
- Ensures that the family of Lions of the MD are aware of LCIF Services

5.2.6 Lions Foundation of Canada Sub-committee

References

- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

The Lions Foundation Sub-committee provides short and long term programs and events pertaining to the LFC.

Responsibilities & Performance Goals

The Lions Foundation Sub-committee

- Becomes familiar with all LFC programs and Activities
- Familiarizes the Public on the purposes of Dog Guides
- Encourages Clubs to give to the Foundation

5.2.7 Multiple District Pins Sub-committee

References

- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

The Multiple District Pins Sub-committee develops an annual District Lapel Pin. The Chairperson designs one (1) lapel pin for one (1) District of the Multiple, per year. The four Districts of the Multiple receive a new lapel pin design every four years.

Position Requirements

The Chairperson has no specific MD N Sub-committee position requirements. Communication of the lapel pin design and related activities is important – to the MD N Council, to District, and to the selected pin designer(s) / manufacturer(s).

Responsibilities & Performance Goals

The Pins Committee

- Determines which District will receive a new lapel pin, for the current year
- Consults with, and keeps informed, the MD N Council regarding *all* pin design, tasks and deliverables
- Designs, at minimum, a guideline for a new Lapel Pin, of sufficient quality to present as a proposal to the MD N Council (this is not necessarily the final pin design)
- Determines the number of lapel pins to purchase for the year
- Seeks out professional lapel pin designers/suppliers to
 - create an RFQ (Request for quote) for a formal pin design

- work with a pin designer to create professional lapel pin Artwork
 - get the best pricing for the proposed pin production run
- Presents to the MD N Council the final Lapel Pin Artwork proposal and production cost

5.2.8 Sight Conservation Sub-committee

References

- Constitution and By-Laws, Article XIV, Section 5, Sub-section B, page 29
- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

From the Constitution

“Oversee and co-ordinate all activity relative to operating an eyeglass recycling program in the Multiple District.”

Position Requirements

In addition to the common sub-committee position requirements, the Sight Conservation chair needs

- Experience with Lions Clubs Sight Conservation activities and functions
- Familiarity with the Canadian Lions Eyeglass Recycling Program and Procedures

Reporting Criteria

In addition to the common sub-committee reporting criteria, the Sight Conservation Chair submits

- A Plan of Action to Council, prior to the 1st Council meeting of the year
- An annual report of successes and suggestions to Council, prior to the Annual Convention
- An annual report of successes and suggestions to Council, prior to the final Council meeting

Responsibilities & Performance Goals

The Sight Conservation Sub-committee

- Serves as the liaison between MD N and sight related agencies and organizations
- Acts as the liaison between the CNIB and the District Clubs
- Works with the MD N Diabetes Awareness Sub-committee
- Works with the District Sight Conservation Chairpersons
- Motivates District Governors and District Chairs to promote and support sight related programs
- Encourages each District Governor to appoint a District Sight Conservation Chairperson
- Presents any proposed MD N projects to Council for approval
- Reports to Council meetings on Sight Conservation activities, when requested
- Maintains open communications, and exchanges diabetes related information
- Seeks out articles and information for distribution to Districts and or N’ Former Newsletter
- Shares ideas for diabetes fund-raising initiatives
- Ensures that the Lions Family of the Multiple District, by way of the District Chairs, are aware of programs and services provided by the various sight related agencies
- Promotes the collection of used eyeglasses throughout the MD N
- Coordinates the transfer of District Clubs eyeglasses to the recycling center
- Identifies opportunities to present displays, seminars and or workshops about diabetes issues
- Maintains accurate records, and retains correspondence, which is to be provided to the Chair’s successor

5.2.9 Special Olympics Sub-committee

References

- Section “3.7 Sub-committees – Common Attributes,” page 13

References

- Lions Clubs International, LCIF and MB CA
- LCI is a global partner of Special Olympics through a focus on health. Through work in sports, health, education and community building, Special Olympics addresses inactivity, injustice, intolerance and social isolation by encouraging and empowering people with intellectual disabilities to achieve their best both on and off the playing field. These actions help build understanding and break down barriers and bullying, and creates community acceptance everywhere.

Purpose

To reach people, especially young people, through inclusive sports and advocacy programs in an effort to achieve full acceptance and inclusion of people with intellectual disabilities in their communities.

Responsibilities & Performance Goals

The Special Olympics Sub-committee

- Keeps informed of Special Olympics Canada programs and activities
- Serves as the liaison between the MD, Special Olympics Canada and other agencies
- Encourages each of the District Governors to appoint a District Special Olympics Chairperson
- Ensures that the Lions Family of the MD are aware, via the District Chairpersons, of the Special Olympics programs and activities and fundraising opportunities
- Continuously motivates District Governors and District Chairpersons to promote and support Special Olympics
- Creates and maintains a list of active Special Olympics activities, shares this list, and new strategies developed, throughout the MD
- Pro-actively identifies opportunities to present displays, seminars, workshops, etc, at forums held at appropriate Lions functions and elsewhere
- Maintains accurate records and retains correspondence, and provides this information to the Sub-chair’s successor

6. ARCHIVES COMMITTEE

References

- Constitution & By-Laws, Article XIV, Section 1, page 26-28
- Policy Manual, Appendix “F,” Storage and Archiving Documents, page 40-41
- Section “3.6 Committees – Common Attributes,” page 12

Reporting Criteria

The Archives Chair

- Submits a Plan of Action to the August Council Meeting
- Submits written reports to Council, semi-annually
- Submits a written, annual, report on documents storage and retrieval

Responsibilities & Performance Goals

- Manages Archive 1:
 - Files, stores, and maintains the following records, in a secure location, for future access, use and photocopying, about request from MD N Lions,
 - Minutes
 - Audited Financial Reports
 - MS Committee’s Financial Reports
 - All issues of “Lions N ‘Former” Publications
 - MD Directories
 - Reports of Council Chair and Secretary-Treasurer
 - Reports of MD Committee Chairs
 - Constitution and By-Laws and its Amendments
 - Policy Manual and its Amendments
 - Organizes and stores these files by Lion year
- Manages Archive 2:
 - Similar to archive 1 but separate, files, stores, and maintains the following records
 - Constitution and By-Laws
 - Conference and Convention
 - Budget and Audit
 - Long Range Planning
 - Training and Education
 - Communications
 - Organizes and stores these files by Lion year
- Ensures no documents or records are removed from the archives premises, under any circumstances. Documents must be viewed and photocopied, in the presence of the Archives Chair, on-site. Photocopies are provided at the expense of the requesting Lion.
- Tracks which documents have been archived for the given Lions year, using a check-off list. The Check-off list must be prepared at the being of the Lions year. If tracked documents are not archived (checked-off) by the end of the year, the Archives Chair notifies the out-going Council Chair and or the Committee Chair responsible for the missing document.

7. BUDGET AND AUDIT COMMITTEE

References

- Constitution and By-Laws, Article XIV, Section 2, Sub-section B, page 28
- Appendix “1” of “*MULTIPLE DISTRICT N Policy Manual*”
- Section “3.6 Committees – Common Attributes,” page 12

Authority

Multiple District N (MD N) By-Laws - Article XIV, section 1 and Section 2, Subsection B, pg.28

Purpose

The Budget and Audit Committee is mandated by the MD N Council of Governors and the Lions of Multiple District N to provide direction and oversight of Multiple District N’s Auditing, financial, budgeting and financial strategic planning activities.

From the Constitution

“The Committee shall, annually, prepare a proposed Revenue and Expenditure Budget in conjunction with the Vice-District Governors and the sitting MD N Council Secretary-Treasurer for the next successive fiscal year and shall present same for discussion and amendment at the current year’s [meeting, last weekend in September to mid-November], and for final approval at the current year’s Multiple District Convention in accordance with these By-Laws.

“Following adoption of the Budget, the Committee shall regularly monitor expenditures and revenues of the Multiple District so as to ensure both correctness of expenses and revenues, and proper allocation to the respective applicable revenue and expense categories.

“At the conclusion of each fiscal year, the Committee shall review the balances of each Multiple District fund, and where surpluses are recorded in excess of \$15,000.00 shall recommend the disposition of such surpluses at the next succeeding Fall Conference as part of the Committee’s proposed budget.

“The Committee shall also review and make recommendations to the MD N Council on specific matters referred to it by MD N Council ...”

Members

Chairperson: The Budget and Audit Chair is appointed for three (3) years, renewable for one (1) term.

Members: At minimum, four (4) members chosen by the Sub-Districts **1st Vice District Governors.**

Ex-officio: The MD N Council Chair and Secretary Treasurer are Ex-officio members.

Quorum

A majority of its members

Selection Criteria

The Budget and Audit Chairperson undergoes an annual review of their Terms of Reference, and the decision on reaffirmation of membership is made by MD N Council.

Reporting Criteria

In addition to the common committee reporting criteria, the Budget and Audit Chairperson

- Reports, at each meeting of the MD N Council of Governors, on all of its proceedings since the last meeting of the MD N Council of Governors.

- Reports to the Lions of MD N at the Fall Conference and the Annual Convention.

Position Requirements

- Financial and Audit background

Responsibilities & Performance Goals

The Budget and Audit Chair

1. Holds Budget and Audit meetings follow Robert's Rules of Order, Newly Revised
2. Reviews issues and requests as directed by the MD N Council of Governors
3. Advises and assists the MD N Council
4. Regularly monitors expenditures and revenues
5. Provides financial strategic planning activities to MD N Council

6. Holds meetings at least two times annually: one at the MD N Fall Conference and the other at the MD N Annual Convention, or by request of the MD N Council Chair.

7. Ensures that MD N has an effective planning process in place, one that provides appropriate alignment of financial resources with strategic directions.

8. Provides direction and oversight to the planning process and ensures that annual and multi-year MD N plans are received from the
 - a. Constitution and By-laws Committee
 - b. Conference and Convention Committees
 - c. Communications Committee
 - d. Global Leadership Team
 - e. Global Membership Team
 - f. Strategic Planning Committee

9. Reflects the strategic directions established by the MD N Council of Governors and the Lions of MD N.

10. Provides direction and knowledge to the MD N Council of Governors on all matters pertaining to financial operating procedure according to the laws of Canada, of Lions Clubs International and of Multiple District N.

11. Oversees short and long term investments.

12. Recommends to the MD N Council of Governors, and the Lions of MD N, an annual MD N budget.

13. Assesses MD N's financial requirements on a continuous basis, and recommend strategies and measures to increase MD N's overall level of resources to the MD N Council of Governors and the Lions of MD N.

14. Monitors annual financial results of operations, and reports to the MD N Council of Governors and the Lions of MD N on any matters of financial significance.

15. Follows the procedural guidelines in *“The Budget and Audit Committee – Procedural Guidelines”* and *“Budget and Audit Committee Appendix A – Audit, Budget and Audit Committee Appendix A – Audit”* page 54, and “
16. *Budget and Audit Committee Appendix B – Budget,*” page 55, attached to, and forming part of, this document. Note that these two appendices should be made part of the Legal Records [currently they are not].
17. Responds to all matters related to the Committee's mandate as may be referred to it by the MD N Council of Governors, and to act according to the nature of the referral.
18. Initiates any reviews, studies, etc. , necessary to carry out the mandate of the Committee.
19. Promotes transparency and accountability in all financial and planning activities of MD N.
20. Conducts an audit of the funds of MD N within sixty (60) days of the conclusion of the fiscal year, which includes both financial members of the Secretary-Treasurer’s home Sub-District.
21. The committee’s report, which shall include a detailed statement of income and expenditures with comparative data from the two preceding years, shall be presented at the next succeeding meeting of the MD N Council of Governors and circulated to all Clubs.
22. The Committee Chair attends the Fall Conference and the Multiple District Convention.
23. The Committee shall, annually, prepare a proposed Revenue and Expenditure Budget in conjunction with the Vice-District Governors and the sitting MD N Council Secretary-Treasurer for the next successive fiscal year and shall present same for discussion and amendment at the current year’s Fall Conference, and for final approval at the current year’s Multiple District Convention in accordance with these By-Laws.
24. Following adoption of a Budget, the Committee shall regularly monitor expenditures and revenues of the Multiple District so as to ensure both correctness of expenses and revenues, and proper allocation to the respective applicable revenue and expense categories.
25. At the conclusion of each fiscal year, the Committee shall review the balances of each Multiple District fund, and where surpluses are recorded in excess of \$15,000.00 shall recommend the disposition of such surpluses at the next succeeding Fall Conference as part of the Committee’s proposed budget.
26. The Committee shall also review and make recommendations to the MD N Council on specific matters referred to it by MD N Council.

8. COMMUNICATIONS COMMITTEE

8.1 Committee Description

References

- Policy Manual (Appendix J, Multiple District 'N' Strategic Plan, Goal #2) ...
- Constitution and By-Laws, Article XIV, Section 4, page 29
- Section "3.6 Committees – Common Attributes," page 12

The Communication Committee implements and sustains a system of communication that will make MD N Lions regularly informed and knowledgeable, in a timely manner, about the purpose and function of MD N, and of the projects of its committees, sub-committees and activities.

From the Constitution:

"The Communications Committee shall see to the publication of all official notices and reports to the Lions of the Multiple District, as well as the distribution of information to the Lions. The Chair shall appoint such editors and web-masters as are necessary to fulfill the Committee's duties."

Members

Chairperson "Communications Chair"

Sub-chairs: The four Communication Committee's Sub-committees Chairpersons are Sub-chairs of the Communication Committee.

Reporting Criteria

In addition to the common committee reporting criteria, the Communications Chair

- Submits a *Plan of Action* to the August MD N Council Meeting
- Provides a written report to MD N Council, semi-annually

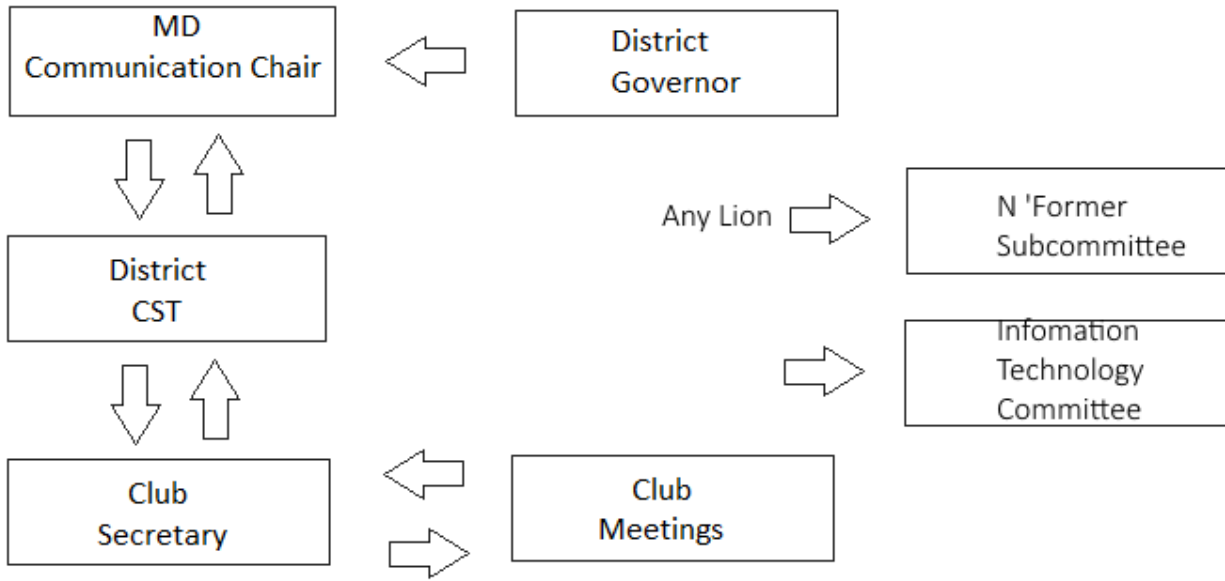
Responsibilities & Performance Goals

The Communications Committee's responsibilities include

1. District Communications
2. Maintains, in conjunction with the Sub-Districts, an electronic distribution network that distributes information from the MD N Council to the Lions at the Lions Club level
3. Ensures that all Lions and Clubs are informed about MD matters
4. Sets up a system to get Lions, Clubs and Sub-Districts to send information to the Lions N-Former
5. Publishes documents received from MD N Council and MD Committee Chairs
6. Uses computer technology and the Internet as an information platform and a communication medium, and as a work tool.
7. Assists Lions of the Multiple to build networks and create a bond of fellowship outside of the Conference/Convention experience (PM, PDG).
8. Oversees the update of the Annual Directory
9. Oversees the publication of all official notices and reports made to MD N
10. Oversees the distribution of information to Lions and Clubs
11. Appoints N' Former Editors, as necessary, to fulfill the Committee's duties

12. Web & Information Technology Sub-committee” Chairperson, page 30, providing guidance and requests as to Internet and Social media publications about the MD N.
13. Attends the Incoming MD N Council of Governors meeting held immediately after the MD Convention.
14. Briefs MD N Council on outstanding matters and new items re: Communications within the MD N.
15. Receives directives from MD N Council in relation to communications within the MD for the next year.
16. Gives advice to MD N Council on matters related to the N-Former and materials that are to be forwarded to the Editor and advise MD N Council of required materials to be submitted within the required time lines for information to be distributed to the Lion members in MD N.
17. Obtain names of the Sub-Districts’ Communication Chairs (Associate Editors) at the beginning of July each year. These Lions shall be members of the MDN Communications Committee, as per Article XIV of the MDN By-Laws and item 14 of the MDN Policy Manual.
18. By the earliest time possible, but prior to the summer MD N Council meeting, works with the MD N Council Secretary-Treasurer to prepare and publish the MDN Directory.
19. MD Communications Chair and members of the Committee use e-mails as much as feasible to review and exchange information re: the committee’s business.
20. Forwards materials and documents to webmasters, which must be added to the Multiple District and Sub-District websites.
21. Prior to the Fall Conference at which the MDN budget is presented for the following year, submit a Communications Committee budget to the Budget and Audit Committee Chair.
22. Prepares a report to be presented to MD N Council at the Fall Conference and, at year-end, a detail report to MD N Council and at the MDN Convention Business Session.
23. If possible and/or requested by MD N Council attends Fall Conference and/or MD Convention to submit their report and recommendations to MD N Council and to possibly receive additional directives from MD N Council.
24. When their term is over, transfers over as much information and knowledge as possible along with related documents, to the succeeding Committee Chair.
25. Accomplishes other duties as assigned by MD N Council.
26. Refers to item 14 of Policy Manual and article XIV, Section 4 and Article XV of By-Laws for additional directives.

8.2 Communication Diagram



- The MD’s Communications Chair directs communiqué’s to all Districts’ CSTs and each District CST forwards these communiqué’s to all Club Secretaries in their District. The reverse of these procedures are used to forward communiqué’s from Clubs to the MD’s Communication Chair.
- Club Secretaries present communiqué’s at Club Meetings.
- If District Governors require MD information to be sent to a **specific group** of Lions (not all Lions) within their District, the DG informs the MD Communications Chair of this need (the information to be distributed and to whom it should be sent).

8.3 Sub-committees

8.3.1 N ‘Former Sub-committee – NEW

References

- Policy Manual (pg9, A) ...
- Section “3.7 **Sub-committees – Common Attributes,**” page 13

Purpose

- The official publication of the Multiple District called the “Lions N ‘Former.”

Members

- Associate Chairperson - Sub-committee Editor
- Members - Four (4) Associate Editors, one per District N1, N2, N3 & N4

Selection Criteria

- Associate Chairperson - Selected by Committee Chair / Publisher
- Associate Editors - Appointed by the District Governor Elect, per Sub-District

Reporting Criteria

The N ‘Former Sub-committee

- Publish between two and six N ‘Former editions per year.

- Extra editions of the N 'Former may be created at the discretion of the Committee, where deemed necessary. Such publications must be posted on the MD N's and District's web sites.

Position Requirements

- Media or publication experience

Responsibilities & Performance Goals

The N 'Former Sub-committee

1. Publishes between two and six issues of the Lions N 'Former, each year.
2. Publishes additional issues of the Lions N 'Former, as deemed necessary from time to time.
3. Publishes, in digital format, official notices, minutes and reports.
4. Collects news, reports, articles and pictures from Sub-Districts.
5. Receives reports, minutes, budgets, plans from MD N Council, other MD Committee Chairs and District Governors, on a continuous base, according to established deadlines, for inclusion in future N 'Former publications.
6. Distributes the N 'Former editions to
 - a. The Information Technology Committee, for posting on the Internet (by email)
 - b. Members of MD N Council, MD Chairs and Past District Governors (by email)
 - c. Cabinet Secretary-Treasurers for further distribution to Clubs and Lions, where required
7. Sixty (60) days prior to publishing an issue of the N 'Former, checks with other Multiple District Committee Chairs for items related to their Committee which they may wish to have published.
8. Forty five (45) days is the deadline for the N "Former to receive documents for publication prior to Fall Conferences and Multiple District Conventions.
9. At least thirty (30) days prior to the start of a Cabinet Meetings or Annual Convention, the Committee publishes, electronically, an issue of the N 'Former with timely notices, items of importance, and registration forms.
10. The tenth (10th) of the month, of July, September, November, January, March and May, is the deadline for the N 'Former to receive documents for publication in **extra** issues of the N 'Former, provided that such a publication is to be created.

8.3.2 Public Relations and Lions Information Sub-committee – NEW

References

- Policy Manual, Appendix “N”, Communications Chair, page 50, #3
- Constitution and By-Laws, Article XIV, Section 1, MD Committees, page 26-28
- Section “3.7 Sub-committees – Common Attributes,” page 13
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Purpose

- Promote Lions Projects and activities through all forms of media within the Multiple
- Communicate to Districts and clubs a favorable image of our association
- Properly publicize all programs that the multiple offers

Members

Chairperson “Public Relations Chair”

Members: Four (4) District Mirror Committee members

Responsibilities & Performance Goals

- Coordinates public relations activities at the Multiple, District and Club levels
- Distributes information about Lions Clubs International and work on various actions to create a favorable image for the association, to members, clubs, Districts, MD N, and general public, as well as through the various types of media.
- Works very closely with all programs to make sure that they are properly publicized
- Sets goals and develops a plan of action for the summer Council meeting
- Provides a written report to the communications Chairperson, when requested

8.3.3 Web & Information Technology Sub-committee

References

- Constitution & By-Laws, Article XV, Section 2, page 31
- Policy Manual”, pg. 35 ...
- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

From the Constitution & By-Laws:

“The Multiple District shall maintain an official web-site which shall contain the Multiple’s directory, Constitution, By-Laws, and Policy Manual, official notices, minutes, budget, financial reports, reports, publications, as well as items of interest. The webmaster(s) shall see to the electronic distribution of the official publication.”

- Design, development and maintenance of the MD N web site
- Technical support for users of the MD –N web site

Members

One (1) MD N Chairperson

One (1) Sub-committee Chairperson – “Webmaster”

Four (4) Associate Editors, one per District – “District Webmasters”

Reporting Criteria

The Technology Chair provides written reports, to each Council meeting, about important Information Technology and On-line topics and issues.

Position Requirements

- Experience in Lions activities and functions
- Good communication skills
- Computer skills
- Experience with web design, development and maintenance
- Experience with email system(s)
- Familiarity with basic Information Technology topics and issues

Information Technology and Web Site development activities are often challenging and may require detailed technical knowledge to implement, at times requiring input and support from subject matter experts.

Responsibilities & Performance Goals

The Web and Information Technology Sub-committee

- Reviews and revises this list of requirements and goals, as needed, with Council approval
- Evaluates MD feedback and proposals regarding the use of technology
- Determines MD technology requirements and priorities
- Reports to Council, as required
- Keeps aware of Social Media trends
- Looks for opportunities to assist the MD operations and activities using technologies
- Identifies technology issues and flags them to the MD
- Develops instructional materials regarding how to use supported technologies
- Develops support procedures for maintaining website(s) and other in-use technologies
- Maintains user and group accounts, where required
- Maintains access control lists to portions of web sites that are restricted to members-only
- Establishes and promotes communication, by way of e-mail, between Clubs and contacts
- Monitors Clubs' websites and publications for proper use of official logos
- Develops and maintains the MD N's computer-based record-keeping system

- Recommends strategies, policies, and procedures for the MD N's on-line presence; for example: Privacy Policy, Security Policy, and Terms of Use

- Creates, designs, supports and maintains the MD N web site and other on-line media infrastructure in use by the MD N; ensures existing MD Domain Name(s) are renewed, annually

- Receives and reviews all MD change requests for the web site(s), including the addition of documents and web links

- Encourages the use of web site(s) for promoting MD Committees' / Sub-committees' activities; for example: Lions Quest, Peace Poster / Essay, Youth Opportunities, Conventions, Camps, about Lions history, and so forth

- Assists Clubs in
 - a. Submitting their Monthly Membership and Service Activity Reports
 - b. Assigning current year and next year officers via the MyLCI website

 - c. Obtaining the Association's official publications, newsletters, directories, and many other Lions information from the MD N web site and from other Internet services

 - d. Developing e-Clubhouse web sites, when asked

- e. Promoting and developing privacy and security policies for Clubs' on-line activities

Notes:

- a. The MyLCI website does not apply to those Multiple Districts that are presently using their own database.
- b. Clubs with their own websites should provide access to member information only to approved members, in accordance with established privacy and security policies. ***The general public should not have access to membership names and / or addresses.*** Club officer information is the only exception.

9. CONFERENCE AND CONVENTION COMMITTEE

References

- o Constitution and By-Laws, Sub-section D, page 30
- o MD N Convention Handbook, version 6.5, page 4
- o MD N Fall Rally Handbook, version 1.4, page 8
- o Section "3.6 Committees – Common Attributes," page 12

Purpose

From the Handbook:

The Fall Rally (Conference) and Convention Committees shall be the planning and management of both Multiple District N annual events, in accordance with the policies approved by and authority granted by the Multiple District Council.

Members

Chairperson:

The Committee chairperson is a member representing the Sub-District hosting the convention in a given year, and is responsible to oversee and supervise all aspects of the planning and implementation of the convention in accordance with the policies and procedures outlined in the Handbooks.

Selection Criteria

From the Constitution:

"Membership:-Will be appointed by the District Governors on a four-year rotation based on the Multiple District Convention schedule. The Chair will be the appointee from the District where the Convention is being held."

Responsibilities & Performance Goals

- o Review issues and requests as directed by the MD N Council of Governors.
- o Advises and assists the MD N Council.
- o Regularly monitors expenditures and revenues.

From the Constitution:

Fall Conference:

"Ensure the District Governor selects a site and chair of the host committee. Advise and assist the Fall Conference as requested and advise the District Governor on the progress of the committee."

Multiple District Convention:

Year One:

“Becomes familiar with the structure and activities of a Fall Conference and Multiple District Convention. Ensures District Governor has completed a process and selected a site for the next Multiple District Convention in the members District.”

Year Two:

“In consultation with the District Governor ensure that an active host committee is in place and functioning in the members District.”

Year Three:

“Serves as Vice-Chair of the Multiple District Convention Committee. Prepares a detailed evaluation of all aspects of the convention and recommendations for the next convention for presentation to the new MD N Council at the close of the Convention. Prepares a budget for presentation to the new MD N Council for the following convention.”

Year Four:

“Serves as the Convention Chair. Together with the host committee, be responsible for the total operation of the convention logistics. Eligible expenses to be reimbursed according to Multiple District N Expense Reimbursement Policy and the Policy Manual (Convention Budget).”

10. CONSTITUTION & BY-LAWS COMMITTEE

10.1 Committee Description

References

- Constitution and By-Laws, Page 27, last paragraph
- Constitution and By-Laws, Article XIV, Section 2, Sub-Section A, page 28
- Policy Manual, Appendix ‘N’, pg. 63
- Section “3.6 Committees – Common Attributes,” page 12

Purpose

- The Constitution and By-Laws Committee shall consider all matters pertinent to the Constitution, By-Laws and Policy Manual, and amendments thereto, and shall report its findings and recommendations to the Multiple District MD N Council.
- The Committee will keep By-Laws current, and in proper alignment with that of Lions Clubs International.

Members

- Chairperson - “Constitution Chair”
- Member - MD N Council Chair
- Member - District Governor from each of the four Districts
- Non-voting - Secretary-Treasurer

Reporting Criteria

In addition to the common committee reporting criteria, the Constitution and By-Laws Committee must submit

- a plan of action to the August MD N Council meeting
- an annual report of successes and suggestions at the Annual Convention

Position Requirements

- Through knowledge of the MD N Constitution and By-Laws and Policy Manual.

Responsibilities & Performance Goals

The Constitution & By-Laws Committee responsibilities include

1. From the Constitution:

“The Chair of the Constitution and By-Laws Committee is expected to attend all meetings of MD N Council and the Business Sessions of the Multiple Districts.”

“The Constitution and By-Laws Committee shall consider all matters pertinent to the Constitution, By-Laws, and Policy Manual, and amendments thereto, and shall report its findings and recommendations to the Multiple District MD N Council.”

2. Receives and considers proposed requests for Constitution and By-Laws amendments from Clubs, District Cabinets and Governors, and presents said proposals to MD N Council
3. Ensures Multiple District Constitution and By-Laws changes are in-line with the LCI Multiple District Standard Constitution and By-Laws, and/or the LCI Constitution and By-Laws, and are made in accordance with the District’s own rules
4. Attends the Incoming MD N Council of Governors meeting held immediately after the MD Convention.
5. Briefs MD N Council on outstanding matters and possible new items related to Constitution, By-Laws and Policy Manual.
6. Receives, from MD N Council, items to be worked on or reviewed during the coming year.
7. Gives advice to MD N Council and rules on constitutional and legal matters, as required.
8. Attends the August MD N Council meeting and does duties included in 2, 3, and 4 above.
9. Obtain names of the Sub-Districts’ Constitution and By-Laws Chairs by the end of August each year. (These Lions are automatically members of the MDN Constitution and By-Laws Committee as per Article XIV, Section 1 of the MDN By-Laws.
10. Appoints other Committee members if deemed necessary and as stipulated in Article XIV, Section 1 of MDN By-Laws under Committee members.
11. Checks with other Multiple District Committee Chairs for items related to their Committee which they may have concerns or suggestions about and may want to submit for review by the MD Constitution and By-Laws Committee.
12. By early September, begins to review items submitted by MD N Council and other items brought to the attention of the Committee by the Constitution and By-Laws Chair, other MDN Committees Chairs, Chairs of the Sub-Districts Constitution and By-Laws Committees, Lions Clubs or other Lions. All items submitted are verified for their compliance with the existing legal documents, properly drafted and checked for proper language and accuracy, before a recommendation is made to MD N Council.
13. MD Chair and members of the Committee use e-mails as much as feasible to review, exchange, input and feed-back on the various items and recommendations to be reviewed for presentation to MD N Council.
14. In early September, drafts expenses estimate for the following year and forwards to the Budget and Audit Chair, with a copy of the MD N Council Secretary-Treasurer, for inclusion in the

proposed budget for the following year which is to be presented at the current year's Fall Conference.

15. Holds a Constitution and By-Laws Committee meeting in conjunction with the Fall Conference and the Multiple District Convention each year.
16. Prepares a comprehensive report of recommendations to be submitted to MD N Council at the Fall Conference. MD N Council may agree with, add to, delete from or make changes to, these recommendations.
17. Attends the Fall Conference to submit his/her report and recommendations to MD N Council and to possibly receive additional directives from MD N Council or the Business Session. Gives advice to MD N Council and rules on constitutional and legal matters, as required by MD N Council and the Conference Business Sessions.
18. Presents to MD N Council and to the Business Session at the Fall Conference his/her Constitution and By-Laws report, along with notices of motion to be voted upon at the Multiple District Convention in May.
19. Following the Fall Conference incorporates MD N Council's and/or Lions input into the notices of motion and prepares them for publication in the Lions N-Former. (Use method described in item 10).
20. Sends final report to MD N Council members at least sixty (60) days prior to the Convention, which will do a final review and if agreed to, will submit to the Editor of the Lions N-Former or direct the Constitution and By-Laws Chair to do so. (All notices of motions must be published at least thirty (30) days prior to the Multiple District Convention.)
21. Attends the Multiple District Convention to submit his report and recommendations to MD N Council and the Business Session. Presents all notices of motion to the Business Session for a vote. Gives advice to MD N Council on constitutional and legal matters as required, rules and advises on legal or constitutional matters as they come forth.
22. Following the Multiple District Convention, but prior to the 15th of June, incorporates into the MDN Constitution, By-Laws and Policy Manual all amendments adopted by the Convention. Said revised legal documents will then be forwarded to MD N Council, MD Committee Chairs, members of the MDN Constitution and By-Laws committee and the webmaster for inclusion on our MDN web site.
23. Answers requests for legal information and/or interpretation and rules on the various items brought to his/her attention by Lions, Clubs, Sub-Districts or MD N Council during the year.
24. When in doubt or doesn't know the answer, contacts the Legal Department at Lions International to inquire on rulings and legal interpretations on matters or items. Once received, forwards the LCI rulings and interpretations to the requester.
25. When his/her term is over, transfers as much information and knowledge as possible along with related documents, to the succeeding Committee Chair.
26. Refer to Article V and IX of Constitution, Article XIV, Section 1 and 2, Article XVI and Article XVIII of the By-Laws and to item 18 and 20 of the Policy Manual.
27. Accomplishes other duties as assigned by MD N Council or LCI.

10.2 Sub-Committees

10.2.1 Standing Credentials & Elections Sub-committee

References

- Constitution and By-Laws, Article XVI, Section 2, page 31
- Constitution and By-Laws, Article XVI, Section 3, page 32
- Section “3.6 Committees – Common Attributes,” page 12

Purpose

The Sub-committee, in accordance with the Constitution and By-Laws, Supervision MD N voting procedures and ensures each delegate to the MD N Convention is properly qualified to vote.

Members

From the Constitution:

“Multiple District “N” Standing Election Committee: Shall be established to serve a three year term consisting of the three (3) most recent serving Past MD N Council Chairs (with power to substitute a PCC as required) with the most senior Past MD N Council Chair as Committee Chair. At the end of their year as chair they would be replaced as a member on the committee by the current retiring MD N Council Chair.”

- Chairperson - “Credentials & Elections Chair” - Most senior Past MD N Council Chair
- Member - Second most recent serving PCC
- Member - Third most recent serving PCC

MD N Council has the power to substitute the Chair with a PPC.

Supervision

The Sub-committee Chairperson

- Reports to, and is Supervised By, the Constitution and By-Laws Chair
- Supervision other Lions assisting at the Credentials Desk, during voting procedures

Reporting Criteria

The Sub-committee Chairperson reports to the Constitution and By-Laws Chair the following:

- Recommendations for future elections, if any
- How well the Elections system worked
- Problems and solutions used

Position Requirements

The Sub-committee Chairperson shall be knowledgeable and familiar with the

- Lions International Constitution and By-Laws, with full working knowledge of intent and purpose
- MD N and Sub-Districts Constitution and By-Laws
- MD N Voting and Election Procedures
- Robert’s Rules of Order, Newly Revised

Responsibilities & Performance Goals

- From the Constitution:

“The Election Committee will serve without compensation and be responsible for the annual election of the MD N Council Chair and the Multiple District endorsement of a candidate for International Director.”

“The election process shall be identical to that used for the endorsement of a candidate for International Director.

“A fixed time shall be established for the registration and certification process as well as the voting process at the Multiple District Convention.

“A room shall be made available for the exclusive use of the registration and certification of all convention attendees voting delegates and alternatives.

“The election rules and procedures be included in the Multiple District Policy Manual.

“... all questions of Order and shall be determined by Robert’s Rules of Order, Newly Revised.”

- Enforces voting procedures, in accordance with Legal Records and Constitution and By-Laws
- Ensures delegates to Conventions are properly qualified to vote
- Ensures election rules and procedures are included in the Multiple District Policy Manual
- Recommends, and makes changes to. voting procedures

11. DEVELOPMENT TEAMS

11.1 Global Leadership Development

References

- Constitution and By-Laws, Page 27, last paragraph
- Constitution and By-Laws, Article XIV, Section 3, page 29
- Policy Manual, Appendix ‘N’, page 61
- Section “3.6 Committees – Common Attributes,” page 12

Purpose

The Global Membership Team (GMT) provides a global structure for membership development which is continuous, focused, and integrated. ...

This new structure was created to work in a highly interdependent manner from the international level, to be constitutional area level, the Multiple District level, and the District level for the benefit and success of the club.

Members of the GMT and GLT work together to develop membership through service and engagement and also support present Lions leaders and identify future leaders. The two teams operate as parallel structures and are connected and coordinated at the international level by an executive MD N Council. The GMT/GLT executive MD N Council is led by the LCI International president, with the international first and second vice presidents overseeing and providing guidance to the GMT and GLT respectively.

Both GMT and GLT are further supported by two international coordinators and a joint operations committee composed of the chairpersons of the Membership Development Committee, the Leadership and the District and Club Service Committee, as well as a team of appointed constitutional leaders.

Members

- Chairperson - Multiple District Global Leadership Coordinator - “Global Leadership Chair”
- Member - GLT Coordinator N1

- Member - GLT Coordinator N2
- Member - GLT Coordinator N3
- Member - GLT Coordinator N4
- Member - Up to three other Lions as appointed by MD N Council

Supervised By

Reports to and is supervised by the Immediate Past District Governor & District Governor.

Position Requirements

The GLT Coordinator must possess the abilities and skills to identify, expand and present training and education Leadership Programs that meet the needs of the Multiple District.

Reporting Criteria

- Provides a written report of activities and progression of goals prior to each MD N Council meeting.
- Submits an annual report prior to the Spring Annual Convention.

Responsibilities & Performance Goals

From the Constitution:

“The GLT Coordinator [is] expected to attend the Fall Conference and the Multiple District Convention.”

“To organize and conduct the training session for District Governors Elect and Vice District Governors Elect at the Multiple District Convention, and to sanction any Sub-District Leadership training programs that may be submitted by the Sub-Districts for funding. The Committee shall also review and make recommendations to MD N Council on specific matters referred to it by the MD N Council.”

11.2 Global Membership Development

References

- From the Policy Manual, Appendix ‘N’, Introduction, pg. 61
- From the Policy Manual, Appendix ‘N’, pg.62
- Section “3.6 Committees – Common Attributes,” page 12

Purpose

To encourage and develop programs promoting membership growth and satisfaction.

The primary focus of the GMT Multiple District Team Coordinator is to work with the Membership Team to increase membership in existing clubs, help create new clubs and encourage club success in improving retention and assisting struggling clubs. This will require a simplified communications flow between the GMT, the Multiple District, District and Clubs. Moreover, it will require their full knowledge of the Lions Clubs International MD/District GMT Guides and the role of the GMT/GLT in the Club Excellence process.

Members

- Chairperson - GMT Membership Team Coordinator - “Global Membership Chair”
- Member - GLT Coordinator N1
- Member - GLT Coordinator N2
- Member - GLT Coordinator N3
- Member - GLT Coordinator N4

Supervised By

Reports to and is supervised by the MD N Immediate Past District Governor & District Governor.

Reporting Criteria

- Provides a written report of activities and progression of goals prior to each Cabinet meeting.
- Submits of an annual report of successes and suggestions prior to the final cabinet meeting of the year.
- Submits a budget for the funding of membership, extension and retention development plans.

Position Requirements

- Ideally a recent graduate or member from LCI Lions Leadership Institute.
- Knowledge of LCI, Multiple District and District needs.
- Previous experience organizing training at District Conventions.
- Ability to effectively deliver training and education.
- Ability to effectively collaborate with GLT counterpart to address MD – N needs.
-
- Must possess the abilities and skills to identify, expand and present membership, extension and retention programs that need the needs of the MD N.

- Knowledge of membership, extension and retention programs and field positions, especially District Governor Teams.

- Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI.

- Commits to a three-year term, accepting no other positions that would conflict the time and energy necessary to carry out the duties and responsibilities of the coordinator position.

- The GMT MD coordinator must possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of the Multiple District.

- Effective Sub-District level coordination must be provided by the MD Coordinator through webinar and/or Sub-District Workshops. The District GMT and Vice Governors must work with their District Governor to develop Sub-District Goals on new club growth and net membership gain.

- Both Multiple and Sub-District GMT's will need to work closely together in a highly interdependent manner for the benefit and success of the clubs and in support of Lion's commitment to service.

Responsibilities & Performance Goals

- Organizes and conducts training sessions for District Governors Elect and Vice District Governors Elect at the Multiple District Convention.

- Sanctions sub-District Leadership training programs submitted by the Sub-Districts for funding.

- Reviews, and makes recommendations to MD N Council, on matters referred to the committee from MD N Council.

- Sets development goals, and implements action plans

- Goal Setting
 - a. Set membership, extension and retention goals, and implement an action plan with MD N Council Chair and MD N Council of Governors by September 1st each year.
 - b. Motivate GMT District Coordinators to set goals and develop district and club programs.
 - c. Present a budget to MD MD N Council to fund the plan.
 - d. Attend MD N Council meetings, fall conference and spring convention when requested.

- Communication
 - a. Use webinars, District Governors Newsletters, MD communique and/or attend meetings with Sub-District GMT coordinators to communicate goals and implementation procedures at the Sub-District level.
 - b. Update Multiple District and Sub-Districts on new or revised development plans and resources on websites and establish open communication and feedback of Sub-Districts progress.
 - c. Communicate with GLT MD Coordinator monthly to enhance the overall effectiveness of GMT/GLT efforts.
 - d. Submit a quarterly report to GMT Area Leader advising of status of plans and development needs uncovered in districts.
 - e. Utilize webinars and/or attend zone chairs meetings in each Sub-District, where possible, to foster open communication and update success plans on at least a quarterly basis.
 - f. Establish a clear understanding that all zone chairs and GLT members report their success and failures quarterly to the District Governor.

- Training
 - a. Collaborate with GLT MD coordinator in planning and conducting workshops and seminars.
 - b. Share membership, extension and retention development by using the resources available through LCI.
 - c. Share membership and retention development techniques with Sub-Districts, area team leader and membership operations department.
 - d. Hold workshops at fall conference and spring convention and when requested by MD N Council.
 - e. Motivate Lions members to develop and improve their membership, extension and retention skills.

12. LONG RANGE PLANNING COMMITTEE

References

- Constitution & By-Laws, Article XIV, Section 2, Sub-section C, page 28
- Section “3.6 Committees – Common Attributes,” page 12

Purpose

- The Long Range Planning Committee has a two-fold mandate from MD N Council and the Lions of Multiple District N. The first is to review all matters pertaining to the structure and operation of Lionism in the MD N, providing a vision of what the Multiple should look like in five to seven years, and make recommendations to MD N Council regarding actions that may be taken to achieve this vision.
- The second mandate is to review and make recommendations to MD N Council on specific matters referred to it by MD N Council.

Members

Chairperson:

Long Range Planning Chair; three year term which is renewable for one term (for a maximum service of six years).

Members:

Four members chosen from the Districts’ Mirror LRP Committee (one from each of District N1, N2, N3 & N4); three year term, and a maximum of two consecutive terms.

Non-voting:

Up to three members, appointed by the Chair, who have special skills in long range or strategic planning and who can provide valuable assistance to the committee. These additional members do not have to be Lions Club members, and are not voting members.

Ex-officio:

MD N Council Chair and Secretary

Advisory:

Past and Present International Directors shall be advisory members

Quorum

A majority of its members

Evaluation

An annual review of the terms of reference and decision on reaffirmation of membership will be made by MD N Council.

Reporting Criteria

- Reports to MD N Council at each MD N Council meeting.
- Distributes LRP Meeting Minutes to each committee member and MD N Council.
- Prepares the next fiscal year’s annual budget for MD N Council of Governors’ approval at the Fall Conference.
- Submits to MD N Council, after the Annual Convention meeting and by year-end, an annual report summarizing the actions of the Committee and evaluation of the Committee’s work. This

report included all proceedings since the previous Annual Convention Meeting and is to be distributed to the MD N Council of Governors and Lions of the Multiple District.

- Submits expense reports and reimbursement requests to the MD N Council Secretary--Treasurer immediately after each committee meeting.

Position Requirements

- Members of the committee shall have served successfully as District Governors.

Responsibilities& Performance Goals

- From the Constitution

“The Committee shall annually review all matters relative to the strength and growth of LIONISM in the Multiple District and, projecting five to seven years into the future, make suggestions and recommendations to the MD N Council as to actions which may be taken to cope with problems and enhance the strength and growth of LIONISM.

“The Committee shall also review and make recommendations to MD N Council on specific matters referred to it by the MD N Council.”

- Plan annual goals and agenda with consultation from MD N Council and Committee members.
- Annually reviews the Strategic Plan and suggest any necessary updates and additions.
- Liaison with MD N Council and report all committee recommendations to MD N Council.
- Study achievements of predecessor LGP Committees.
- Respond to all matters related to the Committee’s mandate.
- Attend official committee meetings as stipulated in Article IV, Section 1, of the By-Laws.
- Research, prepare and/or revise job descriptions of various MD Committees.
- The committee uses Roberts Rules of Order, Tenth Edition.

- Works with each Sub-Districts Mirror LRP Committee Chair to develop a Long Range Plan that complements the Strategic Plan.
- Convenes two regular committee meetings annually. The first meeting is to be held by way of electronic means and the second meeting is to be held at the Annual Convention.
- When warranted, other meetings will be held by way of Conference Call and/or information distributed by electronic means.
- Mirror Committee members are required to attend as stipulated in Article IV, Section1 of the By-Laws, under the “Committee Chairs” section.
- Provides Committee Members and MD N Council Chair with meeting agenda, meeting time and place one week in advance of the LRP Meeting. A meeting room should be booked with extra seating to allow other Lions delegates to attend.
- Presides over meetings of the committee, ensuring that adequate Minutes are kept for each meeting.
- Initiate any seminars, workshops, reviews and studies necessary to fulfill the Committee’s mandate.

- The Chair attends the first meeting of the Incoming MD N Council held immediately after the close of the MD N Convention.

The Committee shall annually review all matters relative to the strength and growth of Lionism in the MD and, projecting five to seven years into the future, make suggestions and recommendations to the MD N Council as to actions which may be taken to cope with problems and enhances the strength and growth of LIONISM. The Committee shall also review and make recommendations to MD N Council on specific matters referred to it by the MD N Council.

13. PROTOCOL OFFICER

References

- Policy Manual (#10, pg. 6)
- Section “3.6 Committees – Common Attributes,” page 12

Purpose

Host and accompany the International Guest and their companion throughout a Multiple District N Convention. Follow the traditional pattern developed by Lions Clubs International in Head Table seating at official Lions Dinner functions, such as the official visit of an International Guest, MD N Council Chair or District Governor.

Members

Chairperson - Immediate Past International Director - “Protocol Chair”

Selection Criteria

- Appointed by the MD N Council of Governors
- A past International Director, Past MD N Council Chair or Senior Past Governor

Reporting Criteria

In addition to the common committee reporting criteria, the Protocol Officer, after a Convention, submits suggestion and recommendations to the following year’s Convention Committee.

Position Requirements

The Protocol Officer requires

- Excellent knowledge of the Lions organization
- Good personality and communications
- Be familiar with MD N Constitution and By-Laws
- Be familiar with the workings of Lions Clubs
- Good personality and communication skills

Responsibilities& Performance Goals

The Protocol Officer

- At all events attended by the visiting dignitaries, provide seating charts in keeping with the association’s official protocol- ensure that spoken introductions are based on the same and dress requirements are clear for all events;
- Arranges for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to ensure its suitability, and provide appropriate amenities (fruit, flowers etc);
- Arranges courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor’s schedule permits;
- Arranges for the proper escort of visitors to each function on the schedule;
- Coordinates public relations media exposure such as television, radio and print, as necessary.
- Follows as closely as possible the Protocol Guidelines in the Policy Manual.
- Ensures that a suitable gift is presented to Guests after their speech.
- Co-ordinates departure from hotel, and transportation to airport (or other departure venue).
- Secure speakers from LCI
- Secure LCI Awards for deserving Lions
- Ensure good will for visiting LCI Guests

- Head Table seating at all Multiple District banquets shall be according to the Policy Manual and local custom.
- Ensures Head Table includes the following Lions:
 - All District Governors
 - MD N Council Chair
 - MD N Council Secretary-Treasurer
 - Guest Speaker
 - Convention Chair
 - Spouses or escorts of the above
- When space allows, Head Table may include:
 - Past International Officers
 - Senior Leo Officer from the host District
 - Spouses or escorts of the above
- At Multiple District banquets reserved tables shall be provided for
 - Past District Governors and spouses or escorts
 - Spouses of deceased Past District Governors & Past International Officers

14. YOUTH OPPORTUNITIES COMMITTEE

14.1 Committee Description

References

- Policy Manual, Appendix N, Youth Committee Chair, page 60
- Section “3.6 Committees – Common Attributes,” page 12

Purpose

To work in partnership with the Sub-committee Chairpersons of the MD N Youth Exchange, Leo Clubs, Lions Quests, Literacy, Peace Poster/Essay, Effective Speaking, and Lions Service for Children programs.

Members

Chairperson “Youth Chair”

Members: The eight Youth Opportunities Sub-committee Chairpersons

Reporting Criteria

The Youth Opportunities Committee Chairperson

- Collects and collates Sub-committee reports prior to each MD N Council meeting
- Provides written reports for regularly scheduled MD N Council meetings
- Submits an annual plan of action prior to the MD N Council Meeting in August
- Submits an annual report of successes and suggestions prior to the MD N Council meeting in May of each year.

Position Requirements

In addition to the common committee position requirements, the Youth Opportunities Committee Chairperson must have

- Experience in Lions Clubs Youth activities and functions

Police Records Search Certification

It is the responsibility of the Multiple District Youth Opportunities Chairperson to ensure that the Multiple District Coordinators and volunteers working at the Multiple District level with direct dealing with youth be appropriately evaluated, which shall include a police volunteer screening process.

Lions Club members who wish to be involved in the Multiple District as a host family, or by volunteering their time and services to youth activities, or in any other capacity involving direct access to youth, will be required to have a check as described in this policy.

Responsibilities & Performance Goals

From the Policy Manual, the Youth Opportunities Committee Chairperson duties include

- Become familiar with all related programs, as available on the Lions Club International website or in print, set forth by LCI that pertains to our youth.
- Become familiar with the objectives related to youth activities that are set by the incoming International President.
- Obtain the names of the Sub-Districts’ Youth Chairs by September 1st each year.
- Promote all youth programs and encourage the Sub-Districts to support them.

- Act as a liaison between the Multiple District and the Sub-Districts Youth Committees in relation to youth programs and activities.
- Promote the Peace Poster Contest and has the winning poster selected at the appropriate deadline by an impartial panel.
- Promote the Leo Club program.
- Promote the Lions Quest program.
- Promote the Speak-out program.
- Promote youth camps and youth exchanges, if these programs are available.
- Promote service for children.
- Reports to MD N Council prior to the MD Convention and from time to time, as required.
- Accomplish ... other duties as assigned by MD N Council or LCI.
- Refer to article XIV section I and section 5 sub-section B of MDN By-Laws and item 19 appendix C of MDN Policy Manual for additional directives”

In addition, the Sub-committee

- Encourages Districts and Clubs to appoint Youth Project Chairperson for each of the District’s Sub-committee programs
- Continuously motivates District Cabinet Officers to promote and support all Opportunities for Youth projects and activates.
- Proactively identifies opportunities to present displays, seminars, workshops, etc, at District and Club, and other events highlighting the Opportunities for Youth programs
- Maintains accurate records that can be forwarded to the Multiple District Opportunities for Youth Chairperson, and their successor
- Presents any proposed Opportunities for Youth projects to MD N Council for approval by MD N Council prior to implementation

14.2 Sub-committees

14.2.1 Effective Speaking Sub-committee

References

- Constitution & By-Laws, Article XIV, Section 1, MD Committees, page 26-28
- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

Provide an opportunity for competitive Public Speaking among students, to stimulate self-expression and independent thinking.

Membership

Chairperson	“Effective Speaking Chair”
Members	Four members consisting of one Speak-out Chair from each Sub-District

Supervised By

- Reports to and is supervised by the Youth Opportunities Chair.

- The MD N Effective Speaking Coordinator shall work with the Opportunities for Youth Chairperson and District Effective Speaking Chairpersons by maintaining open communication and exchanging information.

Supervision

- Sub-District Contestants

Reporting Criteria

- Maintain accurate records that can be forwarded to the incoming coordinator.
- Create a report of activities and progression of goals, prior to MD N Council of Governors meeting.
- Submission of a plan of action and proposed budget prior to the 1st cabinet meeting of the year.
- Submission of an annual report of suggestions, prior to the final cabinet meeting of the year.

Position Requirements

- Experience with the Multiple District Effective Speaking Program.
- Experience in District Effective Speaking activities and functions.
- Experience with the Multiple District governance.
- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting.

Responsibilities & Performance Goals

- Arranges for a host club to hold a District Effective Speaking Contest during March or early April of the Lions year.
- Organizes a meeting at a convenient location of all District Club Chairpersons where all material will be handed out.
- Attends necessary meetings and, in conjunction with the Host Committee Chairperson, run the MD contest the first weekend in May.
- Communicates with the District Cabinet and Clubs about supporting the District efforts in fundraising for the Prizes, trophies and Expenses of the Program.
- Arrange accommodations and escorts for the 1st place District winners to attend the Multiple District Convention and ensure that the 1st place winners deliver their winning speeches to the Convention delegates.
- Maintain accurate records and retain correspondence which will be provided to his/her successor
- Arrange printing of all material.
- Organize a meeting at a convenient location of all District Chairpersons where all material will be handed out.
- Arrange a meeting with the Club hosting the Multiple District finals, to be held early in the pertaining to hosting of the finals.
- Regularly communicate with the District Chairpersons and where necessary the District Governors to support Sub-district efforts in fundraising solicitation.

- Purchase all trophies and awards.
- Provide the Multiple District Opportunities for Youth Chairperson with a written report of activities and progression of goals prior to each MD N Council of Governors meeting.
- Arrange a meeting of all District Chairpersons at the conclusion of the contest to review contests and for next years' committee.
- Recommend applicable updates to the Effective Speaking Materials (a copy of which is Manual is to receive prior approval of the MD N Council of Governors. Any deviation from the Effective Speaking Materials is to be receiving prior approval of the MD N Council of Governors.
- Conducting of the program shall be in accordance with the procedures set out in the MD Effective Speaking Manual.

14.2.2 Leo Clubs Sub-committee

References

- Constitution & By-Laws, Article XIV, Section 1, MD Committees, page 26-28
- Section "3.7 **Sub-committees – Common Attributes,**" page 13

Purpose

To work, maintain open communication and exchange information, with the GMT, GLT, Youth Opportunities Chair, and District Secretary.

Reporting Criteria

In addition to the common sub-committee reporting criteria, the Lions Leo Chair

- Provides a written report of activities, and progression of goals, to Council, prior to each Council meeting
- Submits a Plan of Action to Council, prior to the 1st Council meeting of the year
- Submits an annual report of success and suggestions to Council, prior to the final Council meeting of the year

Position Requirements

In addition to the common sub-committee position requirements, the Lions Leo Chair requires

- Experience in Lions Leo Clubs activities and functions

Responsibilities & Performance Goals

- Promotes Leo Club extension and membership growth.
- Maintains open communication and exchanges information with the Youth Opportunities Chair and District Leo Chairs
- Maintains accurate records and retains correspondence, which are to be provided to the Lions Leo Chair's successor
- Motivates District Leo Chairpersons to promote Leo Club extension and membership growth

- Motivates District Governors, Vice District Governors and District Leo Chairs to promote and support the Leo program
- Ensure District Leo Chairs promote the Leo Program activities to the Lions Family of the Multiple
- Identifies opportunities to present displays, seminars, workshops, etc, including on web sites, to promote the Leo Program.
- Establish the needs of Leo delegates to MD Conventions, and provide the Opportunities for Youth Chair with the information.
- Hosts an annual meeting (September / October) for all District Leo Chairpersons, their teams and the Youth Opportunities Chair.
- Identifies opportunities to present displays, seminars, workshops, etc.

14.2.3 Lions Quest Sub-committee

References

- Constitution & By-Laws, Article XIV, Section 1, MD Committees, page 26-28
- Section “3.7 **Sub-committees – Common Attributes,**” page 13

Purpose

To promote the programs and future of the Lions Quest programs throughout the MD N.

Reporting Criteria

In addition to the common sub-committee reporting criteria, the Lions Quest Chair

- Provides a written report of activities, and progression of goals, to the District Opportunities for Youth Coordinator, prior to each Council meeting
- Submits a Plan of Action to Council, prior to the 1st Council meeting of the year
- Submits an annual report of success and suggestions to Council, prior to the final Council meeting of the year

Position Requirements

In addition to the common sub-committee position requirements, the Lions Quest Chair requires

- Proven fund raising skills

Responsibilities & Performance Goals

- Works, and maintains open communication, with the District Lions Clubs, Lions Quest Office and District Chairpersons
- Creates and maintains a list of Lions Quest activates of the MD N, and shares these, and new ideas, throughout the Multiple.
- Maintains accurate records and retains correspondence, which are to be provided to the Lions Quest Chair’s successor
- Attends and participates in the annual Lions Quest Leadership Session hosted by Lions Quest, limited to those held within the Multiple District boundaries
- Coordinates a mid-year (January / February) follow up meeting for the District Lions Quests Chairs and their teams, in conjunction with the Lions Quest of Canada

- Participates in District events and or Club meetings, when invited.
- Encourages each of the District Governors to appoint a District Lions Quest Chair
- Motivates District Governors and District Chairpersons to promote and support programs and activities related to Lions Quest
- Identifies opportunities to present displays, seminars, workshops, etc.

14.2.4 Literacy Sub-committee

References

- Constitution & By-Laws, Article XIV, Section 1, MD Committees, page 26-28
- Section “3.7 Sub-committees – Common Attributes,” page 13

Purpose

Promote, and communicate, with Clubs, opportunities for service through literacy within MD N.

Reporting Criteria

In addition to the common sub-committee reporting criteria, the Literacy Chair

- Submits an annual report of success and suggestions to Council, prior to the final Council meeting of the year

Position Requirements

In addition to the common sub-committee position requirements, the Lions Quest Chair requires

- An appreciation for the value of literacy
- Experience in Lions Clubs activities and functions
- Familiarity with the LCI’s Reading Action Program, Reading is Fundamental, Reach Out and Read, All Children Reading, The Canadian Federation of the Blind (CFB), Global Libraries, Bill and Melinda Gates Foundation, and such other literacy related initiatives promoted by LCI.

Responsibilities & Performance Goals

- Works with the District Lions Quests Chairpersons, Lions Clubs International, Lions Quest Office and District Literacy Chairpersons, and maintains open communication between the parties
- Promotes the “Lions Reading Action Program”
- Creates and maintains a list of Lions Literacy activities of the MD N, and shares these, and new ideas, throughout the Multiple
- Keeps informed of literacy initiatives promoted by Lions Club International
- Services as the liaison between the Multiple District and District Clubs
- Identifies opportunities to present displays, seminars, workshops, etc
- Encourages each District Governor to appoint a District Literacy Chairperson
- Ensures the Lions Family of the MD N are aware, via the District Chairs, of the programs and services available

- Motivates District Governors and District Chairpersons to support literacy programs and activities
- Maintains accurate records and retains correspondence, which is to be provided to the Literacy Chair's successor

14.2.5 Peace Poster & Pease Essay Sub-committee

References

- Constitution & By-Laws, Article XIV, Section 1, MD Committees, page 26-28
- Policy Manual, Appendix E, page 37, 38 and 39
- Section "3.7 **Sub-committees – Common Attributes**," page 13

Purpose

From the Constitution, the Sub-committee

"... shall be responsible for coordinating the Multiple District N Peace Poster Contest. They are responsible for reviewing the rules for participation in the Lions Clubs International Peace Poster Contest and ensuring they are followed."

Selection Criteria

- The Peace Poster & Pease Essay Sub-committee Chairperson is appointed by the MD N Council of Governors, for a three-year term, subject to annual review.

Reporting Criteria

The Sub-committee Chairperson

- Reports on activities and progression of goals, prior to each MD N Council of Governors meeting
- Maintains accurate records that can be forwarded to the incoming coordinator

Position Requirements

The Sub-committee Chairperson requires

- Experience with the Multiple District governance
- Experience in Lions Clubs activities and functions
- Good communication skills
- Computer skills
- Ability to work in a team setting

Responsibilities & Performance Goals

The Sub-committee Chairperson

- Follows the Submission, Judging and award guidelines specified in the Policy Manual
- Motivates DGs, VDGs and chairpersons to support these programs
- Provides Peace Essay contest administrative assistance (including judging) to MD N Council
- Provides Peace Poster contest administrative assistance to MD N Council; **however, because of tight deadlines set by LCI, our four Districts will each send their Peace Poster final entries directly to the Council Chair for the final selection process, and the Council Chair will forward the winning entries directly to LCI.**
- Identifies opportunities to present displays, seminars, workshops, etc, including on web sites, to promote the Peace Poster Contest
- Creates an Income & Expense Budget to plan for, and report on, Purchase of Peace Poster kits, Essay Kits, mailing, purchase and presentation of Awards, and Postage costs.

- Orders Peace Poster and Essay award plaques for presentation at conventions. Awards are to be presented by the winner's District Governor
- Invites, when practical, the Peace and Essay winners to attend the convention for the recognition and award presentations

14.2.6 Youth Exchange & Youth Camps Sub-Committee

References

- Constitution & By-Laws, Article XIV, Section 1, MD Committees, page 26-28
- Section "3.7 Sub-committees – Common Attributes," page 13

Reporting Criteria

- Written report of activities and progression of goals prior to each MD N Council of Governors meeting.

Position Requirements

- Experience with the Multiple District governance.
- Experience in Lions Clubs activities and functions.
- Good communication skills.
- Computer skills.
- Ability to work in a team setting.

Responsibilities & Performance Goals

- Ensures that the District Chairpersons adhere to the Lions Clubs international guidelines for all Youth exchange programs.
- Hosts semi-annual meetings (February and October) for all District Youth Exchange Chairpersons, their teams and the Opportunities for Youth Chair.
- Ensures that all District Youth Exchange Chairpersons promote the activities and services provided by the Youth Exchange Program to the Lions Family of the Multiple District.
- Continuously motivate District Governors, Vice District Governors and District Chairpersons to actively promote and support the Youth Exchange Programs.
- Proactively identify opportunities to present displays, seminars, workshops, etc., at Conventions and other events for all aspects of the Youth Exchange Program.

14.2.7 Lions Service for Children's Programs Sub-committee

References

- Policy Manual, Appendix N, page 60, #11
- Constitution & By-Laws, Article XIV, Section 1, MD Committees, page 26-28
- "Service for Children (LSC) Report," Lion Doug Genge, 2nd VDG, Chair, N3, February 21st, 2016
- Section "3.7 Sub-committees – Common Attributes," page 13

Purpose

The Service for Children program organizes projects and activities for children and adolescents in need, who are living in disabled, adverse, or underserved conditions. "Let us server not just as an act of kindness, but also as a means to build understanding and harmony in our Districts, our Province, our Country and Worldwide."

Activities that the sub-committee may be involved in include

- Health screenings and immunizations; provision of eyeglasses and hearing aids
- Assistive technology; Help Phone Line
- Literacy and summer reading programs; speak-outs; scholarships
- Toy and clothing collections; donations to the Children's Wish Foundation
- School lunch and community food back programs; travel programs
- Recreational camps and sporting events; Cadets; Girl Guides

Reporting Criteria

In addition to the common sub-committee reporting criteria, the Sub-Chair

- Submits a Plan of Action to the Youth's Opportunities Chair
- Provided a written report to the Youth's Opportunities Chair, semi-annually

Responsibilities & Performance Goals

- Motivates Clubs to undertake service projects that aim to improve the lives of children
- Participates in Global missions, and in activities in their communities
- Organizes at least one service project that benefits children
- Hosts at least one service project that benefits youth
- Helps reach the goal of serving 100 million people through the Centennial Service Challenge

15. APPENDICES

15.1 Budget and Audit Committee Appendix A – Audit

Terms of Reference
The Budget and Audit Committee – Procedural Guidelines
Appendix A – Audit

Overview:

The function of the Auditor is to perform a detailed examination of the financial records of Multiple District N to ensure conformity to Generally Accepted Accounting Principles, the Rules of Lions Clubs Internationals, the Multiple District N Constitution and By-Laws and the Multiple District N Rules of Audit. This examination is to include but is not limited to the source documents.

The Auditor is a financial resource to the Multiple District N Council Secretary Treasurer and the MD N Council Chair and the sitting MD N Council.

Procedural Guidelines:

1. Be prepared to sit at the first meeting of each new MD N Council in May to assist with Financial matters.
2. Work closely with the MD N Council Secretary Treasurer to assist with the distributions per the approved budget and the Multiple District Rules of Audit.
3. Work with Long Range Planning and other Committee Chairs to ensure Financial realism of proposed planning.
4. Maintain accurate records of all Multiple District N Investments. Ensure the appropriate signing authorities are maintained with the sitting Multiple District N Council Chair and Secretary Treasurer.
5. As the term of office of the MD N Council Secretary Treasurer ends June 30 of each year, assist with the closing procedures to allow the timely receipt of the Multiple District books - not later than August 15
6. Review the books, comparing source documents for the accuracy of budget distributions according to the approved budget and the Multiple District Rules of Audit. Make recommendations for procedural improvements
7. Ensure the procedures and reports are adherent to the Generally Accepted Accounting Principles.
8. Prepare a detailed Statement of Operations for the year, including the budget for presentation to the sitting MD N Council at the Fall Conference.
9. Documents to be prepared for each year end, including the reporting year and budget and the preceding two (2) years actual, should consist of the following:
 - I. Statement of Financial Position
 - II. Statement of Change in Fund Balances
 - III. Cash Flow Statement
 - IV. Statement of Fund Operations and Balances
 - V. Notes to the Financial Statements

10. The above documents must be accompanied by an auditor's report.
11. The documents should be submitted to Multiple District N Council electronically prior to each Fall Conference to allow sufficient time for examination.
12. The documents, once approved by Multiple District N Council for distribution, are to be published in the spring edition of the N-Former at least 30 days prior to the Annual Convention.
13. Report to the Lions of Multiple District N the Audited Statement and Budget for approval

15.2 Budget and Audit Committee Appendix B – Budget

Terms of Reference The Budget and Audit Committee – Procedural Guidelines Appendix B – Budget

Overview:

The function of the Budget Chair is to prepare a detailed budget for the next operating year, allowing sufficient resources to meet the goals of that Multiple District N Council and the Lions of Multiple District N, to ensure conformity to Generally Accepted Accounting Principles, the Rules of Lions Clubs Internationals, the Multiple District N Constitution and By-Laws and the Multiple District N Rules of Audit.

Procedural Guidelines:

1. Invite the 2nd Vice District Governors to sit with your committee at the meeting held in May. Ensure that each Vice District Governor is aware of their role as a committee member so that they understand the budgeting process.
2. Ensure they are aware of commitments and time lines of the Strategic Plan
3. Communicate with each committee chair early in the new year. They should submit a detailed budget request for the next fiscal year.
4. Communicate with the 1st Vice District Governors, your committee members, to ensure sufficient budget is proposed to allow them to meet their goals.
5. Prepare a detailed budget for the next fiscal year incorporating the information from items 2 and 3. Ensure conformity with Show comparison figures from the immediate preceding year end
6. Distribute complied document to the committee members for their approval. Revise as necessary.
7. Once approval is obtained from the committee members, distribute the document to the Multiple District N Council and, **once approved by MD N Council**, to the Communications Chair for inclusion in the N-Former, at least 30 days prior to the Fall Conference.
8. Present the Budget on behalf of the Committee to the Lions of Multiple District N at the Fall Conference as a "Draft Copy".
9. Be prepared to explain and answer any questions arising from the presented document.

10. Make amendments as recommended by the Lions of Multiple District N and submit to the committee members
11. Publish the final document in the spring edition of the N-Former at least 30 days prior to the Annual Convention.
12. Present the Budget to the Lions of Multiple District N for approval.
13. Receive, at a minimum, quarterly Financial Statement from the Multiple District N Secretary Treasurer. Review and compare to the approved budget. Communicate findings to Multiple District N Secretary Treasurer and MD N Council.
14. Ensure any budget overages, if present, receive the approval of Multiple District N Council before they are paid out.
15. Any other duties pertinent to the Financial function as requested by Multiple District N Council.