

MAKE AN IMPACT
WITH SERVANT LEADERSHIP



LIONS
INTERNATIONAL
DISTRICT 317A



LION DR. G MOHAN, *mjf*
District Governor



**MODEL DISTRICT GOVERNOR'S
ADVISORY COMMITTEE MEETINGS**

LION ASHOK KULKARNI, *pmjf*
District Cabinet Secretary

LION DR N S NAGESHA RAO, *mjf*
District Cabinet Treasurer

LION T S RAJAN, *mjf*
District GLT Co-ordinator



Purpose & Ethics

As Lions, we hold ourselves to the absolute highest standards in everything we do. Our members and clubs are dedicated to serving others, and it shows. We champion kindness in our communities and actively work to improve the lives of all people.

Lions International Purposes

TO ORGANIZE, charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardize the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good governance and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

Lions Clubs International Vision Statement

TO BE THE GLOBAL LEADER in community and humanitarian service.

Lions International Code of Ethics

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not to destroy.

Lions International Mission Statement

TO EMPOWER VOLUNTEERS to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

“MAKE AN IMPACT” With servant Leadership



Lions International

Model District Governor's Advisory Committee Meetings

also known as zone meetings





Often considered the most important meeting for club officers, the District Governor Advisory Committee meeting, or zone meeting, gives club presidents, club first vice presidents and secretaries the chance to learn about the programs and initiatives of the district, multiple district and Lions International. However, by far the most valuable element of these meetings is the opportunity for these key leaders to simply exchange ideas and challenges with other club officers. This guide provides you, the zone chairperson, tips and best practices on how to accomplish both objectives to ensure that the meeting is productive, and time well spent.

The meetings generally focus on the implementation of service projects, club management, membership growth and leadership development. While the main objective is to provide club officers a forum for discussion, the meeting also provides the zone chairperson the opportunity to gather recommendations that can be shared with the district governor team.

Global Membership Approach – Region and Zone Chairperson

This process can set the club on the path for success! Consider hosting a special meeting outlining this new process or integrate it into one of your planned meetings early in the year.

The Region and Zone – Global Membership Approach webpage provides resources, tools and presentations you can use to assist with the “Process for Success.” Designed to not only help clubs grow but to inspire new ideas, truly engage membership (improving retention) and empower current and potential club leaders to lead. BUILD A TEAM,

BUILD A VISION, BUILD A PLAN, BUILD SUCCESS!

This guide includes tips for hosting the event, suggested topics and formats for each meeting and steps to take after the meeting to ensure that the objectives are met. Sample evaluation form can be found on page 19 and a template for minutes can be found on page 15 are for your use. Most of the materials are also available online on the Managing Your Zone and Region Webpage. Visit the website for more details and downloadable resources. The results of these meetings are reported to the district governor using the District Governor Advisory Committee Meeting Report. A sample form is located on page 16 of this guide.

District Governor’s Advisory Committee

The District Governor’s Advisory Committee is chaired by the zone chairperson and includes all club Presidents, Club First Vice Presidents and Club Secretaries within the zone. The committee meets at least three times annually as outlined in the District Constitution and By-Laws. Some areas host a fourth meeting, which is optional, to celebrate the successes of the year and/or introduce incoming club officers to the concept of zone meetings.

The committee’s responsibilities are to:

- ◆ Ensure that every club is operating effectively, following the International Constitution and By-Laws (LA-1) and policies, and meeting the needs of its members.
- ◆ Ensure that clubs provide meaningful service, inspire membership growth and leadership development.
- ◆ Promote the programs offered by the district, multiple district and Lions International.
- ◆ Ensure that each club installs club officers, inducts new members and recognizes member achievements in a way that is meaningful.
- ◆ Encourage clubs to participate in district, multiple district and international conventions.
- ◆ Promote inter-club meetings and encourage clubs to attend charter nights and other district events.
- ◆ Set and discuss fundraising goals for the district.



TIPS FOR SUCCESSFUL MEETINGS

Zone Meeting PowerPoint – Use this template to help guide your zone meetings.

ENCOURAGE PARTICIPATION

To encourage participation, consider the following:

- o Select a meeting time when the majority of the clubs can be represented and a location that is convenient for most.
- o Send meeting notices well in advance of the event.
- o Include the event on the district website.
- o Consider multiple channels of communication, including mail, emails, personal phone calls and social media and use them all! People communicate in different ways, some may access the information on the website, while others might respond better to a phone call or text.
- o Give club officers a reason to attend! Make sure that the topic is well communicated and appeals to your potential attendees.

See the Meeting Preparation Checklist on page 18 to make sure all the meeting details are covered. Meeting Management: This Lions Learning Center online course presents the three phases of good meeting management, effective meeting preparation procedures, and meeting facilitation. Participants learn how to manage group behavior and how-to follow-up between meetings. Practical worksheets and checklists are included.

Communication is Key! Consider contacting your club presidents, vice presidents and club secretaries by phone early in your term and throughout your term to discuss the year and build a relationship with the key leaders in your zone. Ask them about their goals for the year and how they are progressing. Explain that you want to help them reach their goals and the importance of their participation in the zone meeting not only as a participant but as a resource. Take the opportunity to personally invite them to zone meetings. The conversation will help you better understand their needs and give you a chance to adjust your meeting to meet their expectations.

Prepare Yourself!

Final steps and most importantly!

Even if other things go wrong, your meeting will be successful if YOU are prepared!

- o Organize materials
- o Sequence speaking notes
- o Think positive thoughts



Achieving Meaningful Involvement

Keep it Interactive: The most important aspect of zone meetings is the interaction between members and the opportunity to exchange ideas with other club officers. Keep “lectures” to a minimum to encourage more open interaction.

Focus on Executive Level Topics: The zone meeting allows club officers to exchange practical information that might not be appropriate for general club members. Keep the meeting private and focused so club officers feel comfortable. Using the Challenges and Opportunities Worksheet on page 18 encourage the club officers to use this tool to facilitate focused discussions.

Help them Prepare: Ask your participants to be prepared to share their best ideas, concerns and successes with other club leaders so they can give thoughtful consideration to the topic of discussion. See Help Them Prepare, which is included with each model meeting description.

MODEL MEETING FORMATS

The following formats are suggested ideas for zone meetings held throughout the year, but should be adjusted to meet the unique needs of your clubs. Each session is approximately 45 minutes to 60 minutes long.

SPECIAL GLOBAL MEMBERSHIP APPROACH MEETING

Host a special meeting at the very beginning of the year or use this as a helpful tool if your zone hosts an incoming club officer meeting at the end of the year. Resources on the Zone and Region Global Membership website include:

- Club Officer Survey
- Zone Goals Worksheet
- Zone Plan Template
- Zone Newsletter Template
- Club Presentation about Global Membership Approach
- And much more



FIRST ADVISORY COMMITTEE MEETING

The first meeting should be held within 90 days of the International Convention or as noted in the District Constitution and By-Laws.

Focus on Service!

An exciting service project is a great way to engage your members and encourage them to bring friends and family to participate. Allow new and potential leaders to lead service projects so they can practice and build leadership skills.

Consider featuring a presentation by the District GST Coordinator and the District LCIF Coordinator and inviting the club service chairperson, club LCIF Coordinator along with the club president, vice president and secretary.

Help Them Prepare! Let your club officers know that the meeting will be centered around service so they are ready to share the details of their projects. Encourage officers to use the Challenges and Opportunities Worksheet regarding club and community service.

The agenda might include the following:

- o Opening (2 minutes): Open the meeting by underscoring the importance of service, the most important function of any Lions club! Explain that the goal of the meeting is to share service ideas and tools that clubs can use to make sure the service provided by clubs meet community needs and member expectations. Mention that the meeting will close with an open discussion regarding club challenges and success.
- o Introductions (2-5 minutes): Ask participants to introduce themselves by giving their name, title and club name.
- o Service Framework (2-5 minutes): Briefly share the service framework and how it relates to service and their service work.
- o Club Service Projects Idea Exchange (10- 20 minutes depending on attendance): Allow each club 2-3 minutes to discuss their activities for the year. Their report should include the club's signature projects as well as any new projects planned and the challenges that they have faced.
- o LCIF Fundraiser Idea Exchange (10-20 minutes depending on attendance): Allow each club 2-3 minutes to discuss creative fundraising efforts.
- o Ways to Identify New Service Projects (5 minutes): If appropriate consider introducing the group to one of the resources mentioned below.
- o Open Discussion on Club Challenges and Successes (10-15 minutes depending on attendance): Allow time for club leaders to ask other club members their advice on how to handle the challenges they are facing and/or share a club success.
- o Tools to Guide Club Planning and Management (5 minutes): Before closing the session, and if appropriate, encourage club officers to utilize the Plan for Your Club's Success, Your Club Your Way!, Club Quality Initiative and the Club Excellence Award to establish goals for their club. These tools are described on page 13 and may be found online at the Improving Club Quality webpage.
- o Closing (3 minutes): Review the goals of the district governor and the zone chairperson for assisting clubs and remind them of the date and time for the next meeting.



Identify Service & Lions Clubs International Foundation (LCIF) Opportunities

The Service Journey: The Service Journey is an approach to living and serving well. To making a real difference people can see and feel. It encompasses four simple phases: Learn, Discover, Act, and Celebrate. The Service Toolkit features resources designed to help Lions assess, position and activate their clubs for greater impact. It includes: Club and Community Needs Assessment, Developing Local Partnerships and a Fundraising Guide.

Making It Happen!: Involves members in the process of identifying community needs, developing a plan of action and involving members in projects that are meaningful.

Providing Community Service (Lions Learning Center online course): This course provides tools and techniques to help assess community needs, select worthwhile projects, plan projects for success, and promote the club's service to the community.

Global Service Team – GST: This team of leaders can provide information during the meeting or personally meet with a club to help identify sources and strategies to increase service.

LCIF Grants Toolkit: We encourage you to explore the different grant types and resources within this online toolkit to find out if there is a grant right for your club, district, or multiple district now, or in the future!



SECOND ADVISORY COMMITTEE MEETING

This meeting should be held in the month of November or as noted in the District Constitution and By-Laws.

Focus on Membership!

Effective community groups require a strong membership to support projects, lead initiatives and involve new people. Now that the clubs have had a few months to get the new fiscal year underway, this is a good time to promote membership growth!

Consider featuring a presentation by the District GMT Coordinator and inviting the club membership chairpersons along with the club president, vice president and secretary.

Help Them Prepare! Let the club officers know that the meeting will focus on membership growth and ask them to be prepared to discuss their greatest membership challenge and/or success. The topics should include both recruiting and ensuring member satisfaction. Encourage officers to use the Challenges and Opportunities

Worksheet regarding club and recruiting and retention success.

The agenda might include the following:

- o **Opening (2 minutes):** Open the meeting by discussing the need for new members and the need to keep existing members involved and satisfied. Explain that the goal of the meeting is to share ideas and strategies for recruiting and keeping dedicated members and that the meeting will close (as before) with an open discussion regarding club challenges and success. Review the goals of the district governor and the zone chairperson for assisting clubs. Discuss the importance of the Global Membership Approach and MISSIONI 1.5.
- o **Introductions (2-5 minutes):** Ask participants to introduce themselves by giving their name, title and club name. This time ask them to also mention if they are interested in recruiting or strategies for keeping members involved.
- o **Membership Recruiting and Retention Idea Exchange (10-15 minutes depending on attendance):** Allow each club 2-3 minutes to discuss its plan for recruiting and/or retaining members. Their report should include the strategies for identifying and inviting new members as well as strategies to keep members involved and satisfied.
- o **Strategies and Resources for Increasing Membership (8-10 minutes):** Introduce resources available from Lions International that you feel would be appropriate or useful to the group. This could include one or more as outlined on page 6.

Consider asking the District GMT Coordinator to host this section of the program.

While time is limited, do ensure that the club membership chairpersons are aware of these tools and their applications.

- o **Open Discussion on Club Challenges and successes (10-15 minutes depending on attendance):** Allow time for club leaders to ask the advice of the other club leaders on how to handle the challenges they are facing and/or share a club success.
- o **Club Excellence Award (2 minutes):** Remind club officers about the elements of the Club Excellence Award and continue to promote it as a goal for each club.
- o **Closing (3 minutes):** Briefly summarize the items accomplished during the meeting and remind them of the date and time for the next meeting.



Tools for Membership Growth and Satisfaction

Lions International offers a number of tools to help clubs reach their membership goals. Make sure club officers and membership chairpersons are aware of the following:

Global Membership Approach – Equips districts to develop membership through a strategic process focused on; rejuvenating districts with new clubs, revitalizing clubs with new members, and remotivating existing members with fellowship and exciting services.

MISSION 1.5: This initiative is a dedicated effort to reach 1.5 million members on July 1, 2027.

Just Ask!: This guide helps clubs develop a plan to identify potential members, recruit them into the club and get them involved.

Member Satisfaction Guide: This course provides tools and techniques to help assess community needs, select worthwhile projects, plan projects for success, and promote the club's service to the community.

New Member Orientation: Make sure new members know the importance of our association so they know the value of their membership. There are many online tools for clubs to use!

New Member Sponsor's Responsibilities: The new member's sponsor plays an important role in ensuring that the member is informed and involved. This checklist helps the sponsor successfully fulfill this essential role.

New Member Induction Ceremonies: Make new members feel welcome and privileged by making their induction into the club meaningful. This guide provides activities and scripts to make the event memorable.

Global Membership Team – GMT: This team of leaders can provide information during the meeting or personally meet with a club to help identify sources and strategies to increase membership.



THIRD ADVISORY COMMITTEE MEETING

This meeting should be held in February or March or as noted in the District Constitution and By-Laws.

Focus on Leadership Development!

It takes effective leaders to manage clubs, lead service projects and to continue to meet the needs of our members and our communities. As a member of Lions International, you not only have access to leadership development courses and materials, you have a unique opportunity to apply these skills for the betterment of your community. Use this meeting to feature the leadership development opportunities that are available.

Please note, if a fourth zone meeting is planned, you might consider moving topics relating to the training of incoming officers to the fourth meeting.

Consider featuring a presentation by the District GLT Coordinator and inviting the club president, vice president and secretary.

Help Them Prepare! Contact your clubs to let them know that the meeting will be focused on leadership development and ask them if they have any challenges getting new people to take club officer positions or questions regarding elections, club officer installation, conducting a club audit, or reporting club officers to Lions International. Ask them if there are any training topics that they would like to learn about so these topics may be addressed during the meeting. Remind them to order year-end club awards and supplies to allow plenty of time for delivery. Encourage officers to use the Challenges and Opportunities Worksheet to help them prepare for the meeting.

The agenda might include the following:

- o Opening (2 minutes): Open the meeting by discussing the importance of developing leaders to continue our service and to lead our clubs. Explain that the goal of the meeting is to exchange ideas and provide an overview of the leadership development programs that are available from the district, multiple district and Lions International. Review the goals of the district governor and the zone chairperson for assisting clubs.
- o Introductions (2-5 minutes): Ask participants to introduce themselves by giving their name, title and club name. If the group knows each other, this might not be necessary.
- o Progress to Elect and Install Future Leaders (10-15 minutes depending on attendance): Clubs should be actively promoting new Lions into leadership roles for next year. If appropriate ask if any club is having difficulty or needs help with the following:
 - Review Standard Club Structure
 - Establishing a club officer nominating committee
 - Election best practices
 - Planning a club officers installation ceremony
 - Conducting an annual audit of a club's funds
 - Having the ability to report club officers for the next fiscal year
 - Planning for Club Officer Orientation
 - If help is needed, ask the group for suggestions and/or schedule time to assist the club officers



o Leadership Support and Development (15 minutes): Introduce resources that you feel might be useful to the attendees.

- Learn
- Lions Learning Center
- International Institutes
- Advanced Lions Leadership Institute (ALLI)
- Faculty Development Institute (FDI)
- Local Institutes and Trainings
- Emerging Lions Leadership Institute (ELLI)
- Regional Lions Leadership Institute (RLLI)

Consider asking the District GLT Coordinator to host this section of the program.

- o Promote the District and Multiple District Convention (2 minutes): In addition to gaining an understanding of the leadership development seminars and programs available, the attendees should know the rules for club delegates and alternates for the district, multiple district and international conventions. Don't forget to mention the fun to be had!
- o Open Discussion on Club Challenges and Successes (10-15 minutes depending on attendance): Allow time for club leaders to ask the advice of the other club leaders on how to handle the challenges they are facing and/or share a club success.
- o Club Excellence Award (2 minutes): Remind club officers to apply for the Club Excellence Award and how the elements of the Excellence Award strengthen the club.
- o Closing: (3 minutes): Briefly summarize the items accomplished during the meeting and remind them of the date and time for the next meeting (if a fourth meeting is planned).

Planning Tool

Consider using the [Club Quality Initiative](#) as a planning tool for the incoming officers to use to identify potential improvements in club operations.



Materials Available for Leadership Development

Manage a Club (Club Officer Team) Webpage: This guide helps clubs develop a plan to identify potential members, recruit them into the club and get them involved.

Leadership Development Webpage: Learn.Lead.Grow. No matter where you are in your leadership journey – training and development opportunities are available to keep you moving forward.

Lions Learning Center: Offers all Lions and Leos the opportunity to learn and sharpen their knowledge of Lions fundamentals and leadership skills through online interactive courses.

Local Institutes and Trainings: Access Learn, using your Lion Account credentials to view planned local institutes and trainings related to membership development, leadership development and service within your district or multiple district.

Online Club Officer Training: Online training options are available for club president, secretary and treasurer.

Emerging Lions Leadership Institute (ELLI): Lions who wish to pursue leadership roles within their club will benefit from the ELLI, where they will learn the history and goals of Lions Clubs International and the Foundation, develop strategies for being an effective leader and collaborate with a diverse group of fellow Lions.

Regional Lions Leadership Institute (RLLI): Lions who wish to pursue leadership roles within their Lions community will benefit from the RLLI, where they will learn about club operations, opportunities and resources available to clubs, and gain both valuable leadership skills and a deeper understanding of how to better serve clubs.

Advanced Lions Leadership Institute (ALLI): The purpose of the Advanced Lions Leadership Institute is to provide Lions leaders with an opportunity to enhance skills in the preparation for leadership responsibilities at the zone, region and district levels. Lions who aspire to leadership roles beyond their club will benefit from the ALLI, where you will collaborate, share ideas, explore best practices in leadership and strengthen your knowledge of Lions Clubs International and our Foundation.

Faculty Development Institute (FDI): Lions who desire to lead and train others at the club, district and multiple district level will benefit from the FDI, where they will learn fundamental training delivery skills and practice facilitating in a classroom environment.

Lions Mentoring Program: A personal development program to enable Lions to learn from each other and develop leadership skills while they build stronger relationships.

Global Leadership Team – GLT: This team of leaders can provide information during the meeting or personally meet regarding the learning opportunities available from district, multiple district or international headquarters.



FOURTH ADVISORY COMMITTEE MEETING (Optional)

This meeting should be held approximately 30 days prior to a multiple district convention or as noted in the District Constitution and By-Laws and if appropriate may include incoming club presidents and secretaries.

Focus on the Future!

As the current officers look toward closing the year, incoming officers are often looking at what lies ahead. This optional meeting is often a celebration that accomplishes both! The atmosphere is usually one of celebration, so the program should be upbeat.

Consider featuring a presentation by the District GLT Coordinator and an awards ceremony with the district governor and invite the incoming club officers.

Help Them Prepare! Let the officers know that the focus of the meeting will be the transition from current club officers to new officers and unique ways to recognize outstanding members. Encourage them to bring their ideas and their incoming officers.

The agenda might include the following:

- o **Opening (2 minutes):** Open the meeting by discussing the importance of the clubs within the zone. Explain how the leadership has progressed and the clubs have impacted their communities and met their goals. If incoming club officers are in attendance, explain the purpose and importance of advisory meetings and the value of their participation.
- o **Introductions (2-5 minutes):** If incoming club officers are in attendance, ask participants to introduce themselves, if the group knows each other, this might not be necessary.
- o **Club Officer Transition (10-15 minutes depending on attendance):** Ask each club president to provide the actions that they are taking to ensure a smooth transition. New officers might be asked if there is any information that they would like before starting their year. New club officer training and orientation and online training tools should also be mentioned.
- o **Plan for Your Club's Success (Global Membership Approach) (8 minutes):** If incoming club officers are in attendance and it is appropriate, review the materials found on the website for clubs to utilize the GMA
- o **Recognizing Service (10-15 minutes):** Ask the club presidents how they plan to recognize club officers to encourage an exchange of unique ideas. Mention the materials that are available to clubs from Lions International or other sources, which might include items from the club supply catalog.
- o **Recognizing LCIF (10-15 minutes):** Successes in local fundraising for LCIF, successful grant projects and presentations of successful grant projects at the club, district, multiple district level. Also, discuss where the district is in the fundraising perspective.
- o **Awards (6-10 minutes):** Take this time to recognize club officers for their participation in meetings, membership growth, outstanding service, LCIF and other achievements. Make the presentation personal and sincere.
- o **Club Excellence Award (2 minutes):** Remind club officers to apply for the Club Excellence Award and how the elements of the Excellence Award strengthen the club.
- o **Closing (3 minutes):** Thank the participants for their service and commitment and encourage them to serve as mentors to the incoming officers.



Tools to Guide Club Planning

Plan for Your Club's Success (Global Membership Approach): Designed to help clubs move in a dynamic new direction utilizing the Global Membership Approach. This process can help a club attract new members, overcome challenges and develop new goals and strategies. Encourage the clubs in your area to BUILD A TEAM,

BUILD A VISION, BUILD A PLAN and BUILD SUCCESS.

Your Club, Your Way!: This guide helps clubs redesign their meeting format to better meet the needs of their members. Consider monthly service projects in lieu of meetings and eliminate unwanted protocol to make the club more inviting to younger people. This guide helps members identify the aspects of the meeting they want to keep and what they might want to change.

Club Quality Initiative: This process helps the club take an in-depth analysis of club operations to identify areas of improvement and make a plan for change.

Club Excellence Award: This award provides clubs with goals in the area of membership growth, service, leadership development, club management and communication with the resources for each.

Club Achievement Report: This report provides a helpful overview of clubs when you visit. It showcases helpful information on membership, awards, officers and much more.

Club Supply Catalog

The [catalog](#) includes awards for officers, attendance, outstanding service and more. Many can be personalized and each features the Lion logo! Encourage clubs to order early and allow time for delivery.



FOLLOWING THE MEETING

Meeting Evaluation

Use the Participants Evaluation located on page 19 to gain helpful feedback and ideas to improve future meetings.

Following up to ensure the actions planned are implemented can be the most critical step to a successful term as zone chairperson.

Follow Up with the Club Officers

Send each officer, and those who were unable to attend, a copy of the meeting minutes. A template can be found on page 15 to ensure the minutes are complete and informative. Email the minutes along with a personal note. In addition, use the Challenges and Opportunities Worksheet on page 17 as a basis for follow up discussions.

Stay in Touch

Make notes of when each club was going to fulfill an action step and stay in touch from time to time to check their progress and offer assistance. Make sure that each club knows about the resources that are available during and between meetings!

The One Good Idea Goal: If each participant gained just one good idea that they can apply to better their club, the meeting is a success. The interaction between Lions to share ideas for the betterment of their clubs is always time well spent!



Sample Format: Meeting Minutes

Date: _____ Attendees: _____

Start Time: _____

End Time: _____

Old Business: discussions, decisions

1. _____
2. _____
3. _____
4. _____

New business: discussions, action items (with responsibilities)

1. _____
2. _____
3. _____
4. _____

Speaker/Program Description: _____

Recognition: _____

Next Meeting Date: _____ Time: _____ Location: _____

Items for Next Agenda: _____

Recorder: _____



District Governor's Advisory Committee Meeting Report

Zone Chairperson Name: _____

District: _____ Region: _____ Zone: _____

Meeting location (City): _____ Meeting Date: _____

Time called to order: _____ Adjourned: _____ Next Meeting Date: _____

Clubs in Attendance

Club Name/Number	President	Vice President	Secretary	Club Name/Number	President	Vice President	Secretary
1. _____	☐	☐	☐	5. _____	☐	☐	☐
2. _____	☐	☐	☐	6. _____	☐	☐	☐
3. _____	☐	☐	☐	7. _____	☐	☐	☐
4. _____	☐	☐	☐	8. _____	☐	☐	☐

Meeting Focus: ☐ Service ☐ Membership ☐ Leadership ☐ Other

Meeting Re-Cap

1. What was the main challenges shared by the clubs (Specify by club if pertinent)? _____
2. What were the main opportunities and solutions? _____
3. What plan of action were decided upon? _____
- 3a. Are any of the Global Action Team Members (district support teams) going to assist? _____
4. Best success stories/practices shared? _____
- 4a. By whom? _____
5. What can the district do to further support the club officers? _____

Forward this report to the district governor, District GLT, GMT and GST Coordinators and Region Chairpersons.



Challenges and Opportunities Worksheet

Club officers that prepare together prior to attending their zone meetings gain the most value from the event to improve their club. A well-run zone meeting provides club officers an opportunity for focused discussion on the most important aspects of managing and operating a club.

Each zone meeting most likely will focus on one of these critical club operations:

1. Service – Engage and involve the club service chairperson and club LCIF Coordinator in providing feedback and observations regarding the quality of the club's service projects, activities and fundraising.
2. Membership – Invite the club membership chairperson to provide insights into the club's membership recruiting and retention success.
3. Leadership – The club first vice president may benefit from sharing best practices when preparing for the club's upcoming fiscal year and new incoming officers.

To prepare for the meeting, each club should complete the questions below:

Does our club face a specific challenge the officers would like to discuss with the group?

Have the potential causes of the challenge been identified?

What are the opportunities to hopefully remedy the challenge or issue?

Would our club like assistance from the zone chairperson and/or a District Global Action Team specific to the challenge?

Bring these topics to the meeting for an open discussion.



Meeting Preparation Checklist

Task	Complete (✓)	Notes
Determine Tasks and Desired Outcomes		
Determine Actions to Meet Outcomes		
Agenda Prepared (see Model Agenda on page5)		
List Invited Guests		
Meeting Date/Time Set		
Meeting Preparation a. Location and Room b. Equipment c. Food and Beverage d. Materials		
Meeting Materials Sent to Participants and Speakers a. Invitations b. Challenges and Opportunities Worksheet c. Confirm Speaker		
Room Set Up (day of meeting) a. Check Seating b. Check Equipment c. Check Lighting, Heating, Air-Conditioning, etc		
Zone Meeting PowerPoint – Use this template to help guide your zone meetings.		



Participants Evaluation

Please complete the following evaluation at the conclusion of the meeting and turn into your Zone Chairperson prior to your departure.

1. Was the Challenges and Opportunities exercise useful? ☐ Yes ☐ No
2. I received a copy of the invitation, agenda and the challenges & opportunities worksheet prior to the meeting and had enough time/information to prepare for the meeting ☐ Yes ☐ No
3. The information presented was useful and my time was well spent? ☐ Yes ☐ No
4. Decisions, action items, and required follow up were explicit and clear? ☐ Yes ☐ No

Comments: _____



Notice Format

THE FIRST District Governor Advisory Committee Meeting (Zone Advisory Committee)

Venue and Time: _____

To:

Presidents, Secretaries, Treasurers, First Vice Presidents & GST of both Lions and Leo clubs (_____) are requested to attend the Meeting without fail and deliberate actively in the Meeting.

The Secretaries are requested to send the attached format duly filled in (via email) and also bring a hard copy of the same for the Meeting.

AGENDA

1. Meeting called to order by the Zone Chairperson Lion _____
2. Flag Salutation followed by one minute silence for the world peace
3. Welcome address by Zone Chairperson & opening remarks
4. Introduction by members of the Committee
5. Reports by Presidents of the clubs relating to Administrative and Service activities from 1st July till date.
 - a) Membership Growth, Retention and Club Extension
 - b) Collection of membership fees, payment thereof with proof
 - c) Uploading of new members and activities reports in LCI portal - PU 101 copies and club officer installation updates
 - d) Fund Raising activity: Permanent Project and image building activity
 - e) Club Extension and New member induction
 - f) District Governor Official Visit: whether date obtained and service activities envisaged during DG visit
 - g) Club Quality Initiative and Leadership programmes
 - h) Participation in District and Region functions/meeting/seminars
 - i) DG Vision program updates
 - j) Lions Learning Center (Learn)/ training updates
 - k) LCIF goals and achievements
6. Remarks by Zone Chairperson and other functionaries, if any
7. Address by District GST Coordinator
8. Any other subject with the permission of the Chair
9. Fixing the date of Second Zone Advisory Committee meeting
10. Vote of thanks
11. Meeting adjourned

Place : _____

Date : _____

Lion _____

Zone Chairperson

Cc: Dist Governor-317A, DCS, DCT, 1st VDG, 2nd VDG GMT, GLT, GST and RC for information

Note : Meeting Hosted by – Club Name

Please come with enclosed reports prepared for the subject and submit a report to the Advisory Committee and also please bring a copy of relevant reports and International/District dues paid details.

Let Us Join Hands to Strengthen Lionism

And we shall only dedicate ourselves to the Community Services.



Notice Format

THE SECOND District Governor Advisory Committee Meeting (Zone Advisory Committee)

Venue and Time: _____

To:

Presidents, Secretaries, Treasurers, First Vice Presidents & GMT of both Lions and Leo clubs (_____) are requested to attend the Meeting without fail and deliberate actively in the Meeting. The Secretaries are requested to send the attached format duly filled in (via email) and also bring a hard copy of the same for the Meeting.

AGENDA

1. Meeting called to order by the Zone Chairperson Lion _____
2. Flag Salutation followed by one minute silence for the world peace
3. Welcome address by Zone Chairperson _____
4. Address by Zone Chairperson & opening remarks
5. Updates on service week celebrations
6. Reports by Presidents of the clubs relating to Administrative and Service activities from 1st Sept. till date.
 - a) Membership Growth, Retention and Club Extension
 - b) Collection of membership fees, payment thereof with proof
 - c) Uploading of new members and activities reports in LCI portal
 - d) Fund Raising activity: Permanent Project and image building activity
 - e) Club Extension and New member induction
 - f) Visit of DG: whether date obtained and service activities envisaged on DG visit
 - g) Club Quality Initiative and Leadership programmes
 - h) Participation in district and region functions/meeting/seminars
 - i) DG Vision program updates
 - j) Lions Learning Center (Learn)/ training updates
7. Address by GMT Coordinator
8. Remarks by Zone Chairperson and other functionaries, if any
9. Any other subject with the permission of the Chair
10. Fixing the date of third Zone Advisory Committee meeting
11. Vote of thanks
12. Meeting adjourned

Place : _____

Date : _____

Lion _____

Zone Chairperson

Cc: Dist Governor-317A, DCS, DCT, 1st VDG, 2nd VDG GMT, GLT, GST and RC for information.

Note : Meeting Hosted by – Club Name

Please come with enclosed reports prepared for the subject and submit a report to the Advisory Committee and also please bring a copy of relevant reports and International/District dues paid details.

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Notice Format

THE THIRD District Governor Advisory Committee Meeting (Zone Advisory Committee)

Venue and Time: _____

To:

Presidents, Secretaries, Treasurers, First Vice Presidents & GLT of both Lions and Leo clubs (_____) are requested to attend the Meeting without fail and deliberate actively in the Meeting. The Secretaries are requested to send the attached format duly filled in (via email) and also bring a hard copy of the same for the Meeting.

AGENDA

1. Meeting called to order by the Zone Chairperson Lion _____
2. Flag Salutation followed by one minute silence for the world peace
3. Welcome address by Zone Chairperson & opening remarks
4. Introduction by members of the Committee
5. Reports by Presidents of the clubs relating to Administrative and Service activities from 1st July till date.
 - a) Membership Growth, Retention and Club Extension
 - b) Collection of membership fees, payment thereof with proof
 - c) Uploading of new members and activities reports in LCI portal
 - d) Fund Raising activity: Permanent Project and image building activity
 - e) Club Extension and New member induction
 - f) Visit of DG: whether date obtained and service activities envisaged on DG visit
 - g) Club Quality Initiative and Leadership programmes
 - h) Participation in district convention
 - i) DG Vision program updates
 - j) Lions Learning Center (Learn)/ training updates
 - k) LCIF goals and achievements
6. Remarks by Zone Chairperson and other functionaries, if any
7. Address by District GLT Coordinator
8. Any other subject with the permission of the Chair
9. Fixing the date of third Zone Advisory Committee meeting
10. Vote of thanks
11. Meeting adjourned

Place : _____

Date : _____

Lion _____

Zone Chairperson

Cc: Dist Governor-317A, DCS, DCT, 1st VDG, 2nd VDG GMT, GLT, GST and RC for information.

Note : Meeting Hosted by – Club Name

Please come with enclosed reports prepared for the subject and submit a report to the Advisory Committee and also please bring a copy of relevant reports and International/District dues paid details.

Let Us Join Hands to Strengthen Lionism

And we shall only dedicate ourselves to the Community Services.



Notice Format

THE FOURTH District Governor Advisory Committee Meeting (Zone Advisory Committee)

Venue and Time: _____

To:

Presidents, Secretaries, Treasurers, First Vice Presidents of both Lions and Leo clubs (_____) are requested to attend the Meeting without fail and deliberate actively in the Meeting. The Secretaries are requested to send the attached format duly filled in (via email) and also bring a hard copy of the same for the Meeting.

AGENDA

1. Meeting called to order by the Zone Chairperson Lion _____
2. Flag Salutation followed by one minute silence for the world peace
3. Welcome address by Zone Chairperson _____
4. Address by Zone Chairperson & opening remarks
5. Discussion Regarding
 - a) Zone club performance during the year 2024-25
 - b) Updates on PU 101 completion in LCI portal
 - c) Updates on Attending Seminars, District functions and Region functions
 - d) Updates on Lions quest Programmes implementation reports
 - e) Implementation of Club Quality Initiative Programmes at club level and reports
 - f) Peace poster contest winner updates
 - g) Thanking of zone club officers for a wonderful year
14. Remarks by Zone Chairperson and other functionaries, if any
15. Any other subject with the permission of the Chair
16. Vote of thanks
17. Meeting adjourned

Place : _____

Date : _____

Lion _____
Zone Chairperson

Cc: Dist Governor-317A, DCS, DCT, 1st VDG, 2nd VDG GMT, GLT, GST and RC for information.

Note : Meeting Hosted by – Club Name

Please come with enclosed reports prepared for the subject and submit a report to the Advisory Committee and also please bring a copy of relevant reports and International/District dues paid details.

Let Us Join Hands to Strengthen Lionism
And we shall only dedicate ourselves to the Community Services.



District Governor's Zone Advisory Attendance (Format)

District	317A	Region		Zone	
Meeting Location					
Time - Call to Order		Time- Adjourned			
Next Meeting Date					

Club Name	Officers	Name of the Officers	Signature
	President		
	Secretary		
	Treasurer		
	1st VP		
	President		
	Secretary		
	Treasurer		
	1st VP		
	President		
	Secretary		
	Treasurer		
	1st VP		
	President		
	Secretary		
	Treasurer		
	1st VP		
	President		
	Secretary		
	Treasurer		
	1st VP		



SUBMISSION OF WMMR

[illegible]

DETAILS OF SERVICE ACTIVITIES CONDUCTED IN BRIEF WITH DATE, DIGNITARIS ATTENDED, FUNDS SPEND, SPONSORS RECEIVED, ETC., :

[illegible]

Treasurer



REGION-

ZONE -

2024-25

Position of the Club under the Zone as 1st ZAC (September)

ADMINISTRATION	CLUB NAME:
----------------	------------

Membership

As on June 2024	Quarter – 1			Quarter -2			Quarter – 3			Quarter - 4		
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Added												
Dropped												
Present												

Dues Position

	Intl./Dist Dues				News Bulletin		MJFS .PMJFS (nos.)		
	1 st half	Date Paid	2 nd half	Date paid	As on	Date of release	Existing	Proposed	New
Intl. dues									
Dist. dues									

NEW CLUBS	Lions clubs	Leo clubs	Total
Proposed numbers			

Whether sending Monthly Meetings (GB & BOD) notices to: (say yes/no)

DG	I VDG	II VDG	DCS	DCT	RC	ZC	GAT	DCs

Whether dates are fixed for official visit/visits of Cabinet Officers: (say yes/no)

DG	I VDG	II VDG	DCS	DCT	RC	ZC	GAT	DCs

Percentage of Registration at District Cabinet Presentation: %

ACCOUNTS:

Membership Fees collected as on date	Contribution collected	Fund Raised	Estimation for Fund Raising	Membership dues as on date
No. Amt.				No. Amt.

Membership fees for each member

Individual	
Family	
Total	

Whether the Club Excellence Process Meet fixed:
Quest Progress :



Global Membership Approach ZONE PLANNING FORM

Plan for District _____ Zone _____ Month _____ Year _____

Note: All instructional paragraphs, like this one, can be deleted.

1. The purpose of this document is to identify the actions your zone will take to achieve its goals. Enter your goals under each of the main headings below.
2. There are two action sections for each goal. Your plan may have fewer or more actions. Copy and delete sections as needed.
3. For each action enter:
 - Action Step – what action will be taken. For example, “Provide member recruitment inspiration and education.”
 - Description – how the action will be carried out. For example, “During club visits, share ‘Why I am a Lion’ stories, discuss the benefits new members bring to the club, provide how-to examples and role-play common situations.”
 - Dates – when the action will take place. For example, “September – October.”
 - Resources – people, materials and/or funds needed to complete the action. For example, “Input from membership chairs, member benefits flyer, “JustAsk! Guide.”
4. Share this plan with your club officers, district governor team, district GAT. These leaders can also provide valuable support for plan implementation.

1) Support to rejuvenate your district with new clubs

Zone Goal: By the end of _____ FY, our zone will assist our district in chartering _____ new clubs with _____ charter members.

Action Step

Description: _____

Dates: _____

Resources: _____



Global Membership Approach ZONE PLANNING FORM

Action Step

Description: _____

Dates: _____

Resources: _____

2) Support to revitalize clubs with new members

Zone Goal: our clubs will add _____ total new members this year.

Action Step

Description: _____

Dates: _____

Resources: _____

Action Step

Description: _____

Dates: _____

Resources: _____



FLAG SALUTATION

We salute our National Flag and pledge our allegiance to the same. Its honour and its glory depends upon the zeal and assiduity with which each one of us shoulders his/her responsibilities as a good citizen.

Its history written in letters of gold inspires us to put in good work for the fair name of our country.

We declare our unflinching loyalty to our National Flag and maintain that it's course shall be our course and that each individual amongst us shall make genuine efforts to add to its lustre and glory and make it fly proudly aloft in the comity of Nations.

LIONS PRAYER

Oh god of this great universe, I thank thee for the wonderful opportunity you have given me in being a member of a Lions club, which I believe is one of the greatest humanitarian organizations in the world that is always ready to help and care for the blind and many other unfortunates. Help us all to continue the good work we are doing, so when the time comes to leave this world of ours, we will leave it with the satisfaction of knowing that we have done our share as true lions in helping others for the good of humanity.

When I attend my Lions Club and break bread at the table, I give million thanks to god, To know that I am able to meet there brothers and sisters, relax, play and sing, To bear the speakers of the day, the fine thoughts that they bring. I realize that I have a part in caring for the blind. Also the underprivileged, let's keep them all in mind. Now as we do our daily tasks, pray God, we do them greatly then LIBERTY and INTELLIGENCE will be OUR NATION'S SAFETY.

ದ್ವಜವಂದನೆ

ನಾವು ನಮ್ಮ ರಾಷ್ಟ್ರದ್ವಜಕ್ಕೆ ಭಕ್ತಿಯಿಂದ ವಂದಿಸಿ ನಿಷ್ಠೆಯಿಂದಿರುವುದಾಗಿ ಪ್ರಮಾಣ ಮಾಡುತ್ತೇವೆ. ನಮ್ಮ ರಾಷ್ಟ್ರದ ಕೀರ್ತಿ ಮತ್ತು ಗೌರವ, ನಮ್ಮಲ್ಲಿ ಪ್ರತಿಯೊಬ್ಬ ಸಭ್ಯಪೌರನೂ ತನ್ನ ಜವಾಬ್ದಾರಿಯನ್ನು ಎಷ್ಟರ ಮಟ್ಟಿನ ಉತ್ಸಾಹ, ಆಸಕ್ತಿ ಮತ್ತು ಜಾಗರೂಕತೆಯಿಂದ ನಿರ್ವಹಿಸುವ ಎಂಬುದನ್ನು ಅವಲಂಬಿಸಿದೆ.

ಸುವರ್ಣಾಕ್ಷರಗಳಲ್ಲಿ ಉಲ್ಲೇಖಿತವಾಗಿರುವ ನಮ್ಮ ರಾಷ್ಟ್ರದ ಉಜ್ವಲ ಇತಿಹಾಸವು ನಮ್ಮಲ್ಲಿ ಅದರ ಮೇಲೈಗಾಗಿ ಶ್ರಮಿಸಲು ಸ್ಫೂರ್ತಿಯನ್ನುಂಟು ಮಾಡುತ್ತದೆ.

ರಾಷ್ಟ್ರದ್ವಜಕ್ಕೆ ನಮ್ಮ ಧೃಢನಿಷ್ಠೆಯನ್ನು ಘೋಷಿಸಿ ಅದರ ಮುನ್ನಡೆಯತ್ತ ನಮ್ಮ ಗಮನವನ್ನು ಹರಿಸಿ, ನಮ್ಮಲ್ಲಿ ಪ್ರತಿಯೊಬ್ಬ ವ್ಯಕ್ತಿಯೂ ಅದರ ಕೀರ್ತಿ ಮತ್ತು ಉಜ್ವಲ ಗೊಳಿಸಲು ಮನಃಪೂರ್ವಕವಾಗಿ ಶ್ರಮಿಸಿ, ಸೌಹಾರ್ದ ಪೂರ್ಣ ಜನಾಂಗಗಳ ನಡುವೆ ಅದು ಉನ್ನತ ಮಟ್ಟದಲ್ಲಿ ಹಾರಾಡುವಂತೆ ಮಾಡುತ್ತೇವೆ.

ZONE MANUAL

2025-26

“MAKE AN IMPACT”

With servant Leadership
is our guiding theme for the year



DISTRICT (DG) VISION

EDUCATION

SKILLS OVER MARKS

Empowering the “**Failed**” to **Raise**

- A skilled program for 9th & 10th fail students
Let's give them a new start
- Adoption of Rural Government Schools
- Motivation programs for the 9 & 10th students
- Conducting Mock Election-learn to Vote
- Conducting Mock court room
- Solar Lamps for village students

ARMY

- Inviting & Honouring Army personnel
- Assisting Martyrs family
- Conducting Welfare Programs
- Let's invite them Honour them
- Family Support Services
- Health and Wellness Services
- Community Engagements

