

CHAPTER XIV

OFFICER JOB DESCRIPTIONS AND LEADERSHIP TRAINING

A. **DISTRICT GOVERNOR:**

1. The MD19 LEM/PR Team and Executive Secretary/Treasurer will provide each spring a 2-day training seminar. This training supplements and localizes the annual training provided by Lions Clubs International.
2. The District Governor's job description is found in the MD19 Constitution & By-Laws, the "General Information" section of the District Governor's Manual and in the Lions Clubs International Constitution & By-Laws.

B. **1st VICE DISTRICT GOVERNOR:**

1. The 1st Vice District Governor shall serve his/her District as the facilitator and advisor of a team made up of the District Leadership, Extension, Membership, Public Relations and Retention Chairpersons. Measurable goals will be set each year at the Kick-Off Meeting by this team which includes the District Governor and 1st Vice District Governor. The goals will be monitored and bench-marked in January at the Half-time Meeting and completed by June 30th at the latest.
2. Throughout the year, the 1st Vice District Governor should be in contact with the District Chairpersons mentioned above in order to know the status of the goals set at the beginning of the year. He or she will keep the District Governor informed of developments and provide encouragement or praise as the situation warrants.
3. In addition to this major job responsibility, the 1st Vice District Governor has responsibilities defined in the "District Administration Section" of the District Governor's Manual and in the Lions Clubs International Constitution & By-Laws.

C. **2nd VICE DISTRICT GOVERNOR:**

1. The job description for the 2nd Vice District Governor shall be that described in the Lions Clubs International District Governor Team Manual, Chapter 1 and in the Lions Clubs International Constitution and By-Laws.

D. **ZONE CHAIRPERSON:**

1. MD19 will provide Zone Chairperson training sessions at the Annual Convention and Fall Forum. See #5 below for details of this training.
2. The District Governor Elect of each MD19 District shall, in conjunction with their District's Leadership Chairperson, schedule a training session for their District's Zone Chairperson Elect and/or Zone Chairperson. (See note 5 below.)
3. The training session shall be scheduled following the election of the District Governor Elect and the Zone Chairperson Elect of their District.
4. Training shall be conducted in a one (1) day format, preferably on a Saturday or Sunday, and be not less than six (6) hours in duration.
5. Training sessions shall include, but not be limited to, the following: Zone Chairperson's administrative role in zone, duties of the Zone Chairperson, Zone Committees and their relationship with the corresponding District Committees, the importance of including in the Zone Chairperson's official club visit the mission and responsibilities of the MD19 Office, the purpose of the MD19 dues, the importance of paying these dues in a timely fashion and the importance of submitting timely and accurate Monthly Membership Reports (MMR), visits with the District Governor, proper protocol, and dealing with weak clubs.
6. Where geographical limitations may preclude the scheduling of training sessions before the beginning of the fiscal year the District Governor shall schedule training sessions in conjunction with their first District Cabinet meeting.

E. **LIONS CLUB OFFICERS:**

1. The Zone Chairperson Elect or current Zone Chairperson of each MD19 Zone shall, working in conjunction with his District Governor Elect, District Leadership Chairperson and Zone Leadership Chairperson schedule a training session for the following Club officers: Presidents, Vice Presidents, Secretaries, Treasurers, Secretary/Treasurers, and such other officers as are deemed advisable. These training sessions shall be conducted following the election of the Zone Chairperson Elect and the newly elected officers for those clubs within said zone, before the beginning of the next fiscal year.
2. The training session shall be scheduled using a one (1) day format, preferably on a Saturday or Sunday, and

be not less than five (5) hours in duration. (See note 4 below.) If the training session is to be conducted in conjunction with the first Zone Advisory Meeting, then the time frame will need to be adjusted accordingly.)

3. The training sessions for club Officers shall include, but not be limited to, the following: administrative role and duties of the Club President, delegation of duties and authority to the vice presidents and their responsibilities to the committees and activities of the club, duties of the secretary and that person's support of the President, duties of the treasurer, role of the club's Membership Director, MMR's, visitations, contests and awards, etc.