



Council Chairperson Manual

2011-2012

English

Lions Clubs 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 government 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 Clubs 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 Clubs International Mission Statement

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



COUNCIL CHAIRPERSON MANUAL

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INTRODUCTION

This manual contains helpful information to guide you through your year as a multiple district council chairperson. As council chairperson, you have the important and rewarding task of coordinating the multiple district in its quest to advance the purposes of Lions Clubs International. Because each multiple district is different, and each council chairperson has different styles of coordination, this manual's intention is to offer suggestions and information that should be adjusted to suit your local conditions and needs. However, it must be emphasized that the multiple district council chairperson is expected to be a coordinator and a facilitator of the council of the district governors. You are the link among the district governors who are individually responsible to their own districts.

MULTIPLE DISTRICT COUNCIL OF GOVERNORS

Members

The multiple district council of governors provides an administrative structure to further the purposes of Lions Clubs International in the multiple district. The council is composed of:

- All current district governors in the multiple district
- One past district governor who serves as council chairperson

The council may include one or more immediate past district governors; however, the total number of immediate past district governors should not exceed one-half (1/2) the number of district governors. Each member, including the council chairperson, has one vote on each question that requires action of the council of governors.

A multiple district council may also include past and present international presidents, international vice presidents, and past and present international directors of the association as advisory, but non-voting members.

Duties

According to the *Standard Form Multiple District Constitution and By-Laws*, duties of the multiple district council are to:

- Make all contracts and approve all bills relating to multiple district convention administrative expenses
- Designate a depository for multiple district funds
- Determine the amount of surety bond for the council secretary-treasurer and approve the surety company issuing the bond

- Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and if necessary, provide for an audit at the end of the fiscal year of the books and accounts of the secretary-treasurer

Additional duties may include:

- Organize the order of business for the multiple district convention, which is to be held each year prior to the international convention
- As a member of the Global Membership Team (GMT) and the Global Leadership Team (GLT), consult with the council of governors and the GMT and GLT area leaders to select a Global Membership Team multiple district coordinator, a Global Leadership Team multiple district coordinator, and additional GMT-multiple district and GLT-multiple district members. These coordinators and additional members serve three-year terms subject to annual review
- As a member of the Global Leadership Team, work with the GLT multiple district coordinator and other GLT multiple district members to coordinate and deliver the multiple district training of incoming governors. Utilize the experience and talent of other available and qualified Lions to facilitate the training
- Coordinate larger scale service activities which may require the participation of more than one sub-district (*Ex. emergency relief program, multiple district public relations activity*)

The council of governors may have additional duties that pertain to the multiple district which are included in their respective multiple district constitutions.

Officers of the multiple district

The officers of the council of governors include:

- Council chairperson (see pages 4-8 of this manual for an explanation of the duties and responsibilities of this position)
- Vice-chairperson (see page 9 for an explanation of this position)
- Secretary and treasurer, or secretary-treasurer (see page 9 of this manual for an explanation of the duties and responsibilities of this position)
- Other officers as the council of governors deems necessary

Meetings of the council of governors

The council should hold its first regular meeting within 60 days after the district governors officially take office. The council chairperson, or the secretary at the chairperson's direction, should issue a written call for each council meeting, specifying the time and place. The council chairperson decides the time and place of the first meeting, and the dates of the following meetings are determined by the council. Regular and/or special meetings of this council may be held through the use of alternative formats such as teleconference and/or web conference.

The presence of a majority of the council constitutes a quorum at any council meeting.

All questions of order and procedure are determined by *Robert's Rules of Order, Newly Revised*.

Annual multiple district convention

The council is responsible for organizing the order of business for the multiple district convention, which is held each year prior to the International Convention. The council chairperson chairs the multiple district convention. The Standard Form Multiple District Constitution and By-Laws deals specifically with the procedures of the multiple district convention and convention funds.

A special convention of the clubs of the multiple district may be called by a two-thirds vote of the council of governors. A special convention must conclude no less than fifteen days prior to the convening of the International Convention.

COUNCIL CHAIRPERSON

Duties

International By-Laws provide that the council of governors includes one past district governor who serves as council chairperson. Any past district governor may serve as the chairperson, but the past governor may only serve for a one-year term and cannot be the chairperson again. District governors cannot serve as council chairperson concurrently.

According to the international by-laws and the by-laws of the Standard Form Multiple District Constitution and By-Laws, the multiple district council chairperson shall:

- (a) Further the purposes of this association
- (b) Provide leadership, direction, and initiative for international and multiple district programs, goals, and long range planning
- (c) Create and foster harmony and unity among sub-districts and assist district governors to solve issues
- (d) Chair the multiple district convention and all council meetings
- (e) Submit reports and performs such duties as may be required by the multiple district constitution and by-laws
- (f) Perform such other administrative duties as may be assigned by the multiple district council of governors
- (g) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.

Additional responsibilities

Multiple district training of district governors-elect

The council chairperson and the council of governors are responsible for the scheduling and administration of local training of district governors-elect. The training is to be coordinated/conducted by the GLT multiple district coordinator. Multiple districts, either individually or jointly, should hold the training sessions annually.

Multiple district training sessions should be conducted as soon as possible after the selection of district governors-elect. The training should take place at a location chosen by the multiple district, using funds set aside in its own budget to be used for this purpose.

It is the multiple district's primary responsibility to teach and explain the contents of the District Governor Team Manual as well as additional district and multiple district matters. The Leadership Division provides each council chairperson and GLT multiple district coordinator with a detailed

explanation of the district governors-elect training process including recommendations for multiple district training and an overview of topics to be covered at the District Governors-Elect Seminar. Multiple districts may choose to include training in leadership skills that correspond to particular local needs, and should take care not to duplicate topics covered at the seminar.

Subjects to discuss in the District Governor Team Manual:

1. District Governor Team
2. International Headquarters
3. District Administration
4. District Committees
5. Club Operations
6. Club Supplies
7. Information Technology
8. International Convention
9. Finance
10. Leadership Development
11. Legal
12. LCIF
13. Extension and Membership
14. Public Relations
15. Service Activities
16. Awards
17. Succession Planning
18. Applications & Report Forms

District and multiple district matters to be covered include:

1. Annual schedule of events
2. Budget, dues and fund-raising
3. Constitutions
4. Conventions
5. Council of governors
6. History of the districts and the multiple district
7. Record keeping
8. Special projects
9. Tax and insurance
10. Meeting/Club Visitation Report and Protocol
11. Other matters each multiple district finds necessary

If the following leadership topics are not addressed at the District Governors-Elect Seminar, they could be included in the multiple district training:

1. Effective listening
2. Image building
3. Motivation and commitment
4. Goal setting
5. Communication skills

6. LCI resources
7. Stress management
8. Meeting management
9. Time management

For further details on the multiple district training of governors-elect, please contact the Leadership Division at International Headquarters at (630) 571- 5466, ext: 6935, or at leadership@lionsclubs.org.

Ethical standards and conduct (Council Chairperson)

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your Council of Governors, the International Board of Directors, the Executive Officers, the Administrative Officers, the International Office staff and our communities expect honest and ethical conduct from each of you every day.

No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

Integrity – Lions Clubs International insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association’s assets. We must also comply with all association policies and applicable laws.

Accountability – Lions Clubs International expects all Council Chairpersons to honor commitments as authorized and made on behalf of the association and take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

Teamwork – Lions Clubs International seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

Excellence – Lions Clubs International is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Forms and resources

Multiple District Officer Report Form

Each council chairperson receives the Multiple District Officer Report Form (DA-901) and is requested to submit the completed report form to the English Language Department. A tab with the words "council chairperson" and the name badges for a council chairperson and spouse/companion will be sent from the English Language Department to each multiple district. A copy of Form DA-901 is included at the end of this manual.

Multiple District Chairperson Report Form

The council chairperson also reports the names and addresses of each multiple district committee chairperson through the password-protected membership site on the association's web site, www.lionsclubs.org, or by completing and submitting the Multiple District Chairperson Report Form (MC-10) to the English Language Department. The following multiple district chairpersons are officially approved and recommended:

- Lions ALERT
- Convention
- Diabetes Awareness and Action
- Hearing Preservation, Awareness and Action
- Information Technology
- International Relations
- Leo Club
- Lions Services for Children
- Lions Quest
- Protocol
- Public Relations and Lions Information
- Sight Preservation, Awareness and Action
- Youth (Lions Opportunities for Youth)
- Youth Camp and Exchange

A copy of Form MC-10 is included at the end of this manual.

Membership and Officer Reporting web site

Council chairpersons and other multiple district officers are encouraged to use the resources available on the Lions Clubs International Membership and Officer Reporting (WMMR) Web site.

Council chairpersons will find the Web site useful in reviewing and updating multiple district officers and chairpersons; reviewing and updating multiple district convention dates, location, etc.; requesting various multiple district level reports and downloading membership data.

Further, council chairpersons may review district officers and chairpersons; review district convention dates, location, etc.; request various district level reports and download membership data.

At the club level, council chairpersons may review club membership information, club officers, and branch contact information; request any of the club level reports and download club data.

The Lions Clubs International Membership and Officer Reporting Web site may be accessed from the homepage of the LCI Web site. Go to www.lionsclubs.org and click on "Submit Reports" in the upper right portion of the screen. Web Monthly Membership Reporting (WMMR) is an easy to use system that allows you to submit necessary reports online and to save time. Refer to the Complete Reference Guide located on the web site for answers to any questions.

District Health Assessment

The District Health Assessment is a useful report sent to all council chairpersons each month. The report includes statistical information for each sub-district in the multiple including:

- Clubs: total, new, cancelled, net gain
- Members: total, add, drop, net growth
- Average members per club
- Percentage of clubs submitting reports
- Percentage of clubs with balance due over 90 days
- Number of status quo clubs
- Cancellation data

In addition to the District Health Assessment, council chairpersons are copied on the monthly club health assessments for each district which provides similar information by club.

Council chairpersons are encouraged to review the information in each report as they support the districts throughout the year.

Continuing your participation as a Lions leader

When your term as council chairperson ends, there is still much you can do to benefit your multiple district and the association. Your home club, district, or multiple district may ask you to serve in a capacity most fitting to your knowledge and expertise. Your time, effort and enthusiasm will always be needed to help further the cause of the association.

ADDITIONAL INFORMATION

Vice-council chairperson

The position of vice-council chairperson is optional. Election/selection of the vice-council chairperson is at the discretion of the multiple district council of governors, unless otherwise indicated in the multiple district by-laws.

When the position is implemented, the vice-council chairperson assists the council chairperson in fulfilling his/her duties as well as representing the council chairperson in his/her absence.

Council secretary-treasurer

According to the Standard Form Multiple District By-Laws, the council secretary-treasurer is under the supervision and direction of the council and shall:

- (a) Keep an accurate record of the proceedings of all meetings of the council, and within ten (10) days after each meeting forward copies thereof to all members of the council and the office of Lions Clubs International
- (b) Assist the council in conducting the business of the multiple district and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the council
- (c) Receive and give proper receipts for all per capita taxes required to be paid to the council secretary-treasurer by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the council, and disburse the same under the supervision and control of the council by checks drawn against said deposits signed by himself/herself and counter-signed by the council chairperson or other duly authorized council member
- (d) Keep accurate books and records of account and minutes of all council and multiple district meetings, and permit inspection of the same by any member of the council or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the council

Global Membership Team and Global Leadership Team

Overview

The installation of the Global Membership Team (July 2008) directly addressed the primary challenges of previous annual membership growth initiatives by providing continuity with flexibility, international goals with specific area plans, a new structure based on a proven infrastructure, and a simple communication flow including the GMT, multiple districts, districts and clubs. This initiative has been considered a success as membership growth has been realized.

Similar in structure and commitment, the Global Leadership Team (GLT) is intended to operate as a parallel, mutually supportive specialized team with the GMT. The GLT provides for an enhanced focus on and support of leadership development, which is critical to the success of every LCI program and to the future vitality of the association as a whole.

Structure

The two structures are connected and coordinated at the international level by an executive council. The GMT/GLT Executive 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 the GMT and GLT are further supported by an international coordinator and a joint operations committee comprised of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee of the International Board of Directors, and the respective constitutional area leaders.

Both teams consist of Lions leaders designated to serve specific constitutional or regional areas. Team members are appointed for a three year term to allow for adequate analysis of area needs and development and implementation of appropriate programs. All members are subject to annual review and confirmation of appointment or removal based on performance.

- **Constitutional Area Leaders:** Up to 11 constitutional area leaders for each team, including one for the continent of Africa, up to two for the USA, and up to three for OSEAL given the large size and unique needs of these areas. GLT and GMT have the same number of leaders with the same assigned territories, allowing for coordination and collaboration for maximum impact. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Constitutional area leaders are appointed by the international president, in consultation with the first and second vice presidents and area leadership.
- **Area Leaders:** Approximately 36 area leaders worldwide for each team, with both GMT and GLT having the same number of area leaders assigned to the same territory structure as their counterpart. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Special area advisors may be added to support leadership efforts in remote or unique geographic regions. The area leaders representing both the GLT and GMT interact continuously to effectively address area needs. Area leaders are appointed by the international president, in consultation with the first and second vice presidents and constitutional area leaders.

- **Multiple District:** Each multiple district has both a GMT and a GLT, each comprised of a multiple district coordinator, the council chairperson, and additional membership and leadership development-minded Lions (3 maximum for each team). GMT and GLT multiple district coordinators and other team members are appointed by council of governors, in consultation with the GMT and GLT area leaders and the council chairperson.
- **District:** Each district has both a GMT and a GLT. GMT-D is led by a district coordinator and the district governor team and includes two focused action teams: the Membership and Club Growth Team and the Club Success Team. The GLT-D is comprised of a district coordinator and the district governor team, with the second vice district governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. GMT and GLT district coordinators and other team members are appointed by the district governor, in consultation with area leaders, multiple district coordinators (where applicable) and first and second vice district governors.

Detailed information on both teams can be accessed on the Lions Clubs International Web site, www.lionsclubs.org.

Organization of International Headquarters

International Headquarters is accessible to all clubs. The staff at headquarters is ready to assist Lions with their quest for information, supplies or answers to their questions. Clubs can visit the Lions Clubs International Web site, www.lionsclubs.org.

The Web site is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

Club Supplies and Distribution Division

E-Mail: clubsupplies@lionsclubs.org

- Responsible for inventory, marketing and distribution of club supplies worldwide
- Responsible for association mail operation
- Manages worldwide licensing programs
- Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world

Convention Division

E-Mail: convention@lionsclubs.org

Develops, manages and coordinates all logistics and major activities relating to the international convention, DGE Seminar, and International Board of Directors meetings.

District and Club Administration Division

E-Mail: districtadministration@lionsclubs.org

- Assists in the administration of districts and clubs worldwide
- Provides language services in the association's official languages
- Issues District Governor Team, Club President Excellence Awards and Club Rebuilding Awards
- Supports club development by providing clubs with the e-Clubhouse and Guiding Lions program

Extension and Membership Division

E-Mail: extension@lionsclubs.org

Directs the plans, programs, and the internal and field operations to achieve membership growth through new clubs, new members and retention initiatives.

Finance Division

E-Mail: finance@lionsclubs.org

- Manages the association's resources, i.e., people and money
- Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments

Information Technology Division

E-Mail: it@lionsclubs.org

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, data entry, unit record equipment and the preparation of financial, statistical, inventory and membership reports.

Leadership Division

E-Mail: leadership@lionsclubs.org

- Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels
- Provides online learning opportunities and curriculum tools and resources for local use. Leadership Resource Center: <http://www.lionsclubs.org/EN/member-center/leadership-development/index.php>
- Supports the Global Leadership Team (GLT)

Legal Division

E-Mail: legal@lionsclubs.org

- Responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation
- Provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints

Lions Clubs International Foundation

E-Mail: lcif@lionsclubs.org

- Responsible for administration of the foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors
- Manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs
- Processes donations and provides recognition.

Public Relations and Communications Division

E-Mail: pr@lionsclubs.org

- Coordinates and integrates communication programs encompassing public relations, internal and external communications, and LION Magazine
- Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials
- Responsible for overall production and manufacturing phases of English and Spanish editions of *LION* Magazine and all published literature emanating from the association

Service Activities Division

E-Mail: programs@lionsclubs.org

- Responsible for researching, planning and developing activity-related programs
- Implements board directives related to activity programs



MULTIPLE DISTRICT CHAIRPERSON REPORT FORM

Fiscal Year _____ Multiple District _____

This form can be completed and submitted two ways: 1) on paper by mail or fax, or, 2) electronically through the association's membership Web site. **If chairperson prefers information to be sent to an address other than his/her home address, please provide address on billing address lines on paper copy; type or print on the paper copy. Please complete and submit by July 31st. Send completed information by e-mail to englishlanguage@lionsclubs.org or mail, or fax to address below.**

**English Language Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523-8842, USA
Fax: 630-706-9273**

The multiple district chairpersons below serve for one year, although re-appointment is permissible. There are two chairpersons that are appointed for three years. They are: Leo club and Lions Quest. For these positions you will receive separate forms from the appropriate LCI departments/divisions.

CONVENTION

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

DIABETES AWARENESS AND ACTION

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address		
City	State/Province/Country	Postal/Zip Code
Billing Address		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No.		
Res. Phone No.		
Fax No.		
E-Mail		

HEARING PRESERVATION, AWARENESS AND ACTION

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address		
City	State/Province/Country	Postal/Zip Code
Billing Address		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No.		
Res. Phone No.		
Fax No.		
E-Mail		

INFORMATION TECHNOLOGY

Home Club Name	Home Club Number	Member Number
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First Name	Middle Initial	Last/Surname
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Home Address		
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City	State/Province/Country	Postal/Zip Code
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Billing Address		
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City	State/Province/Country	Postal/Zip Code
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Bus. Phone No.		
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Res. Phone No.		
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Fax No.		
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E-Mail		
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INTERNATIONAL RELATIONS

Home Club Name	Home Club Number	Member Number
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First Name	Middle Initial	Last/Surname
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Home Address		
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City	State/Province/Country	Postal/Zip Code
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Billing Address		
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City	State/Province/Country	Postal/Zip Code
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Bus. Phone No.		
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Res. Phone No.		
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Fax No.		
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E-Mail		
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LIONS ALERT

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address_____		
City	State/Province/Country	Postal/Zip Code
Billing Address_____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No._____		
Res. Phone No._____		
Fax No._____		
E-Mail_____		

LIONS SERVICES FOR CHILDREN

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address_____		
City	State/Province/Country	Postal/Zip Code
Billing Address_____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No._____		
Res. Phone No._____		
Fax No._____		
E-Mail_____		

PROTOCOL

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address_____		
City	State/Province/Country	Postal/Zip Code
Billing Address_____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No._____		
Res. Phone No._____		
Fax No._____		
E-Mail_____		

PUBLIC RELATIONS AND LIONS INFORMATION

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address_____		
City	State/Province/Country	Postal/Zip Code
Billing Address_____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No._____		
Res. Phone No._____		
Fax No._____		
E-Mail_____		

SIGHT PRESERVATION, AWARENESS AND ACTION

Home Club Name	Home Club Number	Member Number
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First Name	Middle Initial	Last/Surname
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Home Address		
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City	State/Province/Country	Postal/Zip Code
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Billing Address		
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City	State/Province/Country	Postal/Zip Code
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Bus. Phone No.		
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Res. Phone No.		
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Fax No.		
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E-Mail		
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YOUTH (LIONS OPPORTUNITIES FOR YOUTH)

Home Club Name	Home Club Number	Member Number
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First Name	Middle Initial	Last/Surname
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Home Address		
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City	State/Province/Country	Postal/Zip Code
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Billing Address		
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City	State/Province/Country	Postal/Zip Code
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Bus. Phone No.		
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Res. Phone No.		
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Fax No.		
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E-Mail		
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YOUTH CAMP AND EXCHANGE

To appoint a Youth Camp and Exchange Chairperson for your district or multiple district, please use the Annual District/Multiple District Youth Camp and Exchange Report Form (YCE 510A Form) that will be mailed to all district governors and council chairpersons.

Questions about this chairperson appointment can be directed to the Youth Programs Department at ye@lionsclubs.org.

Signature of Council Chairperson _____ Date: _____



**MULTIPLE DISTRICT OFFICERS REPORTING FORM
AND COUNCIL CHAIRPERSON BIOGRAPHICAL INFORMATION**

Lion Year 20____ - 20____ Multiple District _____
Due *immediately following the multiple district annual convention or meeting to appoint council chairperson*

PLEASE PRINT OR TYPE

Council Chairperson

Name: _____
First/Given Name Middle Initial Last/Family Name

Member Number: _____ Email: _____

Club Number: _____ Club Name: _____

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

Council Chairperson Badge Information

Companion Badge Information

First/Given Name

First/Given Name

Last/Family Name

Last/Family Name

*If you want your council chairperson badge or companion badge made any differently than listed above, or if you want additional copies, please contact Club Supplies at clubsupplies@lionsclubs.org to purchase.
We reserve the right to abbreviate due to space limitations.*

Companion designation – Please choose ONE:
___ Spouse of ___ Partner of
___ Companion of ___ Partner in Service of
___ Husband of ___ Son of
___ Wife of ___ Daughter of

Vital and Directory Listing

Do you want your companion's name listed with you in the Vital and Directory?
___ Yes
___ No

Please send to:
Lions Clubs International
English Language Department
300 West 22nd Street
Oak Brook, IL 60523-8842, USA
Email: englishlanguage@lionsclubs.org
Fax: 630-706-9273

Council Secretary

Name: _____
First/Given Name Middle Initial Last/Family Name

Member Number: _____ Email: _____

Club Number: _____ Club Name: _____

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

Council Treasurer

Name: _____
First/Given Name Middle Initial Last/Family Name

Member Number: _____ Email: _____

Club Number: _____ Club Name: _____

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

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Lions Clubs International

English Language Department

300 West 22nd Street

Oak Brook, IL 60523-8842, USA

Email: englishlanguage@lionsclubs.org

Fax: 630-706-9273

Signature: _____ Date: _____
Council Chairperson



We Serve

The International Association of Lions Clubs

300 W. 22nd Street
Oak Brook, IL 60523-8842, USA

Phone: (630) 571-5466

Fax: (630) 571-1693

E-mail: englishlanguage@lionsclubs.org
www.lionsclubs.org