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# The Successful Zone Chairperson

# Presenters

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**Justin Faber**

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Past International Director



**Winster Ceballos**

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Past Council Chairperson

# What we will be exploring together today

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- ▶ Examine the role of a zone chairperson
- ▶ Learn how to prepare for a successful term in your role
- ▶ Maximize the value of a zone meeting for club – Prepare, Engage and Follow up!
- ▶ Zone and Region Chairperson – Global Membership Approach
- ▶ Follow up with your clubs
- ▶ Awards

Diabetes Walk



# Role of the Zone Chairperson

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# The Zone Chairperson is the link

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Between  
the  
clubs

and  
the  
district



Image courtesy of David Castillo Dominici / FreeDigitalPhotos.net



# You will work closely with these club officers

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Zone Chairperson



President



Vice President



Secretary



Membership  
Chairperson



Service  
Chairperson



**Lions International**

# You will work closely with these club officers

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and the Global Action Team



Zone  
Chairperson



District Governor



District  
Membership



District  
Leadership



District Service



District Extension



Lions International



# You provide two-way communication

*District Global Action Team*

*District Governor Advisory Committee*





Diabetes Walk



2019-2020

# Prepare before beginning your term!

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Participate in any training offered by your district for zone and region chairpersons.

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Explore learning opportunities on the Lions Learning Center.

Your district may offer facilitated training.

Review the latest resources for clubs as well.





**Prepare for  
success!**

**Facilitated  
Workshop is  
on the Web!**

# Zone Chairperson Workshop

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## Helpful links

[Leadership Development Multiple District/District Grant Program](#)

[Zone Chairperson Learning Map](#)

[Zone and Region Chairperson e-Book](#)

[Zone and Region Chairpersons](#)

[Certified Guiding Lion Program](#)

[Participant Evaluation Form](#)





# Zone and Region Chairperson Webpage

Your home base for  
tools and resources




HOME / RESOURCE CENTER / ZONE AND REGION CHAIRPERSONS

## Managing your Zone and Region

The Zone and Region Chairperson Center makes it easy to access information that is relevant to zone and region chairpersons. The following resources are available:


### Key Resources



Zone and Region  
Chairperson e-book



Zone Chairperson Learning  
Map



Model District Governor's  
Advisory Committee  
Meetings Guide

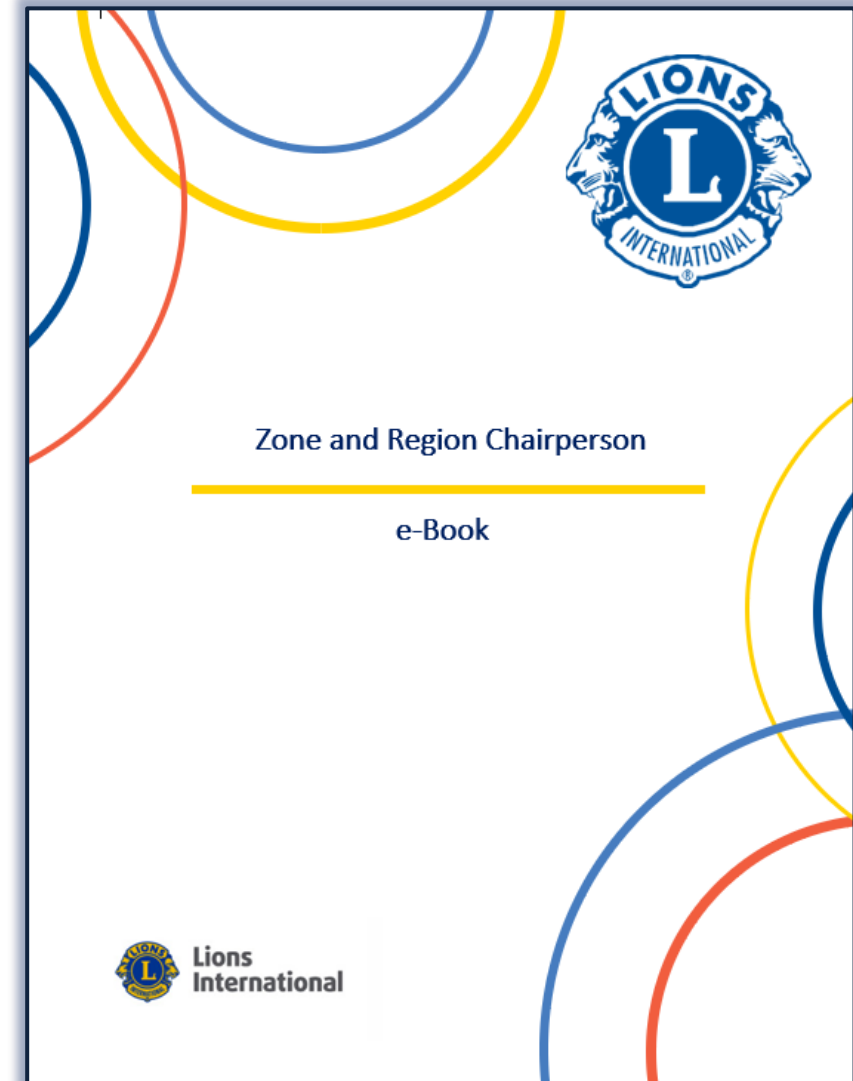




# Zone and Region Chairperson e-Book

*It guides you through your year, including:*

- Preparing and training
- Planning your calendar for the year
- Your role with the clubs and district
- Club quality resources for healthy clubs
- Promoting harmony among clubs





# Guiding Lion Program

- Program supports new and existing clubs
- Includes a communication plan to club officers and assigned guiding Lions
- Website provides resources specifically for the growth of healthy clubs

Contact us: [certifiedguidinglions@lionsclubs.org](mailto:certifiedguidinglions@lionsclubs.org)

Website: [lionsclubs.org/guiding-lions](https://lionsclubs.org/guiding-lions)

[HOME](#) / [HOME](#) / [RESOURCE CENTER](#) / [GUIDING LION PROGRAM](#)

## Guiding Lion Program


### Designed for New, Existing and Clubs Rebuilding

The Guiding Lion Program is designed to assist clubs that are newly chartered, established or rebuilding. Guiding Lions are assigned for a two-year term by the district governor in consultation with the sponsoring or established club president. Guiding Lions are limited to serving no more than two new clubs at any point in time.

Guiding Lions assist a club to:

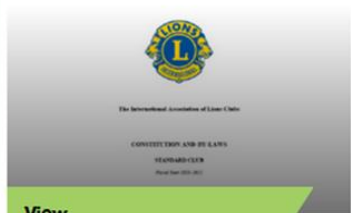
- Be successful in its first two years of operation
- Orient and train club officers and members
- Motivate and support club growth and development
- Locate resources available to assist the club

### Key Resources




[View](#)

**Certified Guiding Lion Workbook**



[View](#)

**Standard Club Constitution & By-Laws**



[View](#)

**Club Assessment**

*Before your term of service begins*



## **Prepare to Lead; Prepare to Succeed**

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Plan your calendar for the year  
**For events that happen during  
the year.**

Get organized – know how to  
contact the officers of the  
clubs.



**OK – I think I am ready, now what?**

Stay actively engaged with  
the clubs throughout the year.





# Prepare for your club visits and stay actively engaged

---

***Be the club's best friend!***

Be knowledgeable about the club and its projects. Familiarize yourself with the Club Achievement Report.

Have a copy of the constitution and by-laws and new member orientation booklet on hand incase questions come up.

Know the international president, district governor theme and be prepared to discuss them.



# Prepare for your club visits and stay actively engaged

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*Be the club's best friend!*

Promote your zone theme, passion.

Be prepared to answer questions about Lionism including fees and dues, etc.

Encourage the club to strive for the Club Excellence Award every year!!!

Look for the next zone chairperson: Succession planning



# How to access the Club Health Assessment Report

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## Reports

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- MyLION/MyLCI
- Club Health Assessment

## Assess your club's health every month:

Provides a quick look at:

- Net membership Y-T-D
- Service reporting
- Officer rotation
- Membership reporting history
- Current club status





# Club Achievement Report

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- Number of members in club including added and dropped members in the current Lion year
- Status of the club
- Club officers
- Lions who have sponsored members
- Highly recognized members of the club (Key awards, Life Membership, Service years Chevrons, Club Excellence Award and more)
- LCIF Contributor levels including MJF and Progressive MJF Donors
- Club Recognition
- Recent Service Activities



## Take some time to understand the role of each club officer

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New officer, director and committee chairperson positions.

Re-purposed and updated standing committees.

Defines new standard club structure.



This award may be achieved every year – it is a great goal for every club to set!

# Club Excellence Award

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## *Road Map to Success*

Criteria has these areas of focus:

- Membership
- Service
- Leadership & Organizational Excellence
- Marketing



Contact us: [clubexcellenceaward@lionsclubs.org](mailto:clubexcellenceaward@lionsclubs.org)

Website: [lionsclubs.org/ClubExcellenceAward](https://lionsclubs.org/ClubExcellenceAward)



## Plug into digital platforms to stay in close connection with your clubs.

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Join your clubs' social media groups.

Follow your clubs' e-clubhouse and Salesforce for club activities.

Check reports in the Reporting System

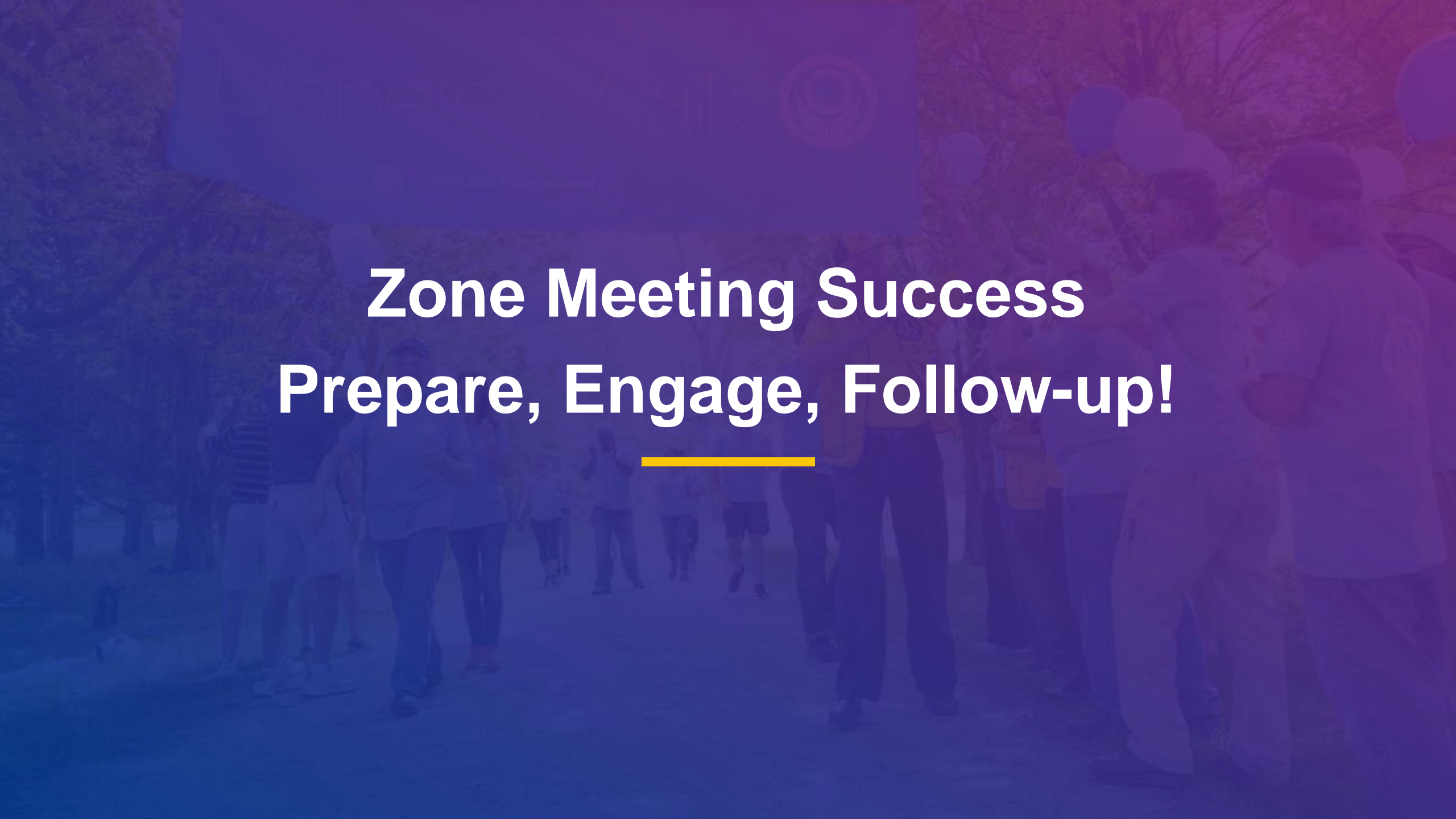


Diabetes Walk

# Zone Meeting Success

## Prepare, Engage, Follow-up!

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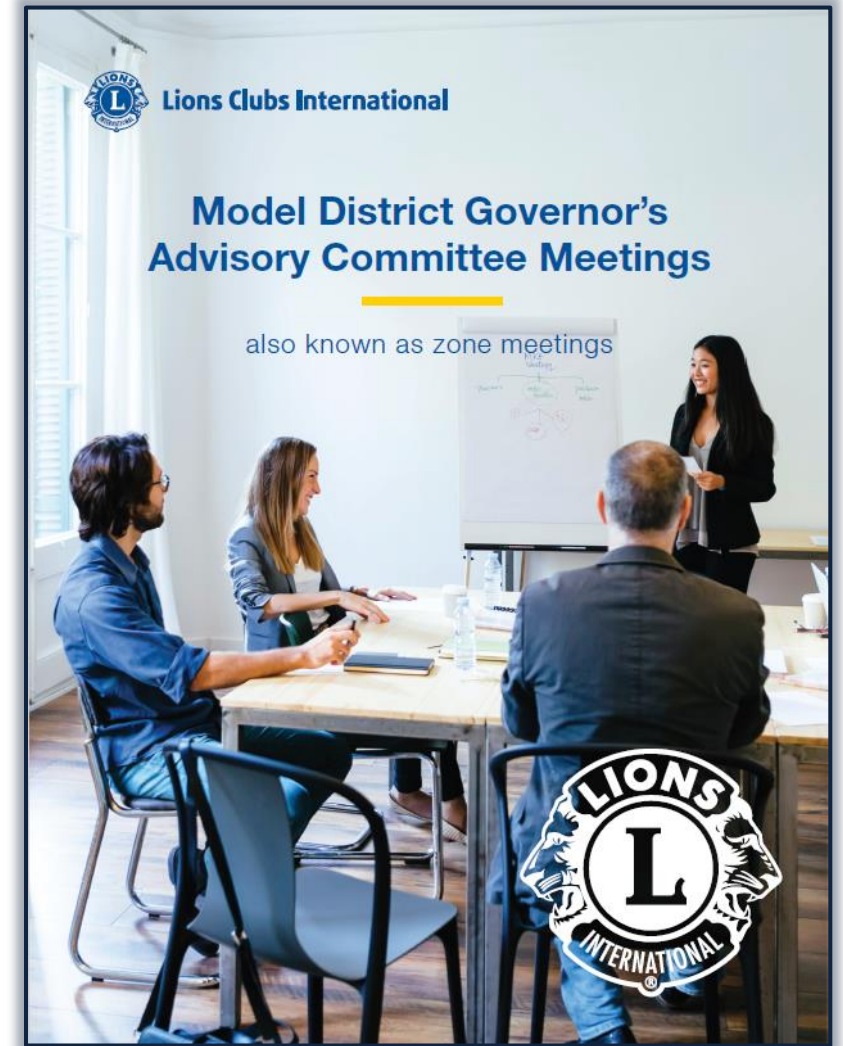




# The zone meeting guide will help you prepare for meetings

This guide is available on the zone and region chairperson webpage along with writable pdf files of forms contained in the guide. Tips on:

- Scheduling meetings well in advance
- Suggested agendas for each meeting
- Offering various venues for zone meeting locations
- Engaging the support of your Global Action Team district coordinators
- ***Remember: Keep them succinct and focus on the clubs' needs!***







# Help Clubs Prepare – Complete the Challenges & Opportunities Worksheet

Good tool for clubs that are struggling in specific areas of operation.

May be used at club visits or zone meetings.

Good tool when discussing club support strategies with the GAT district coordinators.

## 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 in providing feedback and observations regarding the quality of the club's service projects and activities.
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.

DA-ZMG4.EN 07/2019

# District Governor Advisory Committee

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*Your Zone Meetings start with the District Advisory Committee*



Zone  
Chairperson



President



Vice President



Secretary



# Guiding Lions are an additional resource for clubs

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*Be sure to invite the Guiding Lions if there are any assigned*



Certified Guiding Lions



# GAT...brings human resources to club leaders

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District Governor



District  
Membership



District  
Leadership



District Service



District Extension



Lions International

# Your First Meeting – Focus on Service!

## Global Action Team



District Service  
Coordinator



Zone Chairperson

## Club Officers



President



Vice  
President



Service  
Chairperson



Secretary



Lions International

# Engage the Global Service Team District Coordinator to share:

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District Service Coordinator

International, multiple district and district programs

District-wide service projects and programs

Club Service Project Idea Exchange

Ways to identify new service projects

Community Needs Assessments





# Resources for the Club Service Chairperson

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CHILDHOOD  
CANCER



DIABETES



DISASTER  
RELIEF



ENVIRONMENT



HUMANITARIAN



HUNGER



VISION



YOUTH

The Service Journey  
Learn – Discover -Act - Celebrate



# Lions Clubs International Foundation



**Lions Clubs International**  
**FOUNDATION**

Empowers the service of Lions.

Manages Grants:

Humanitarian Initiatives

Global Health Initiatives

New & Emerging Initiatives

Invite your District LCIF Coordinator to a meeting to educate Lions about your foundation.

# Your Second Meeting – Focus on Membership!

## Global Action Team



District Membership  
Coordinator

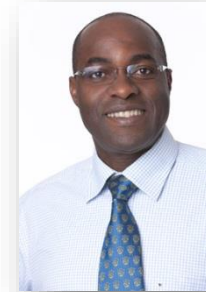


Zone Chairperson

## Club Officers



President



Vice  
President



Membership  
Chairperson



Secretary



**Lions International**

# Engage the Global Membership Team District Coordinator to share:

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District Membership Coordinator

Promote membership resources to clubs.

Support and guide club membership chairpersons.

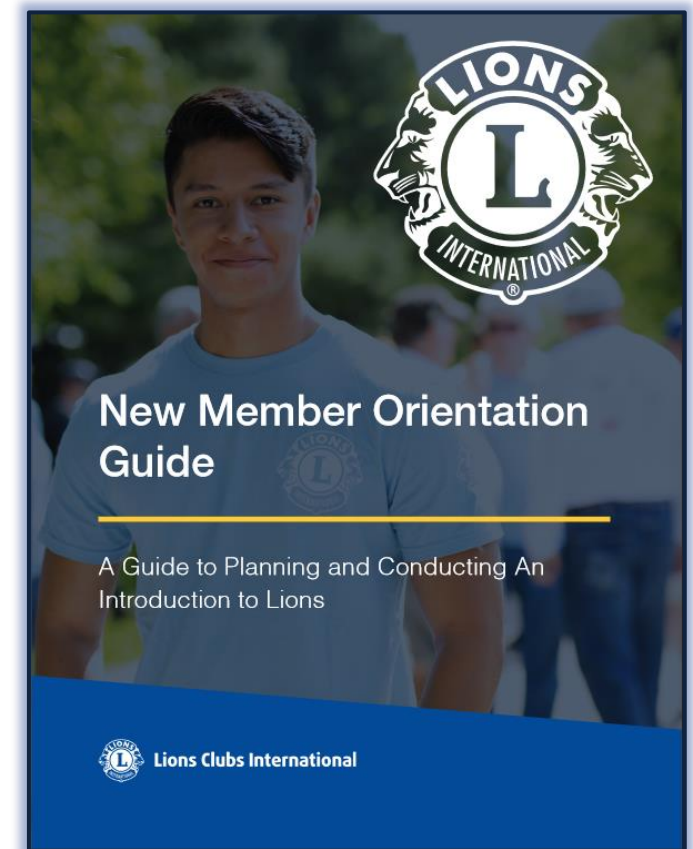
Find communities for potential new clubs.

Assist clubs to implement a membership growth plan.



# Resources for the club membership chairperson

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# Your Third Meeting – Focus on Leadership!

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## *Global Action Team*



District Leadership  
Coordinator



Zone Chairperson

## *Club Officers*



Vice President



President



Secretary



**Lions International**



# Engage the Global Leadership Team District Coordinator to share:

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District Leadership Coordinator

Nurture future club leaders.

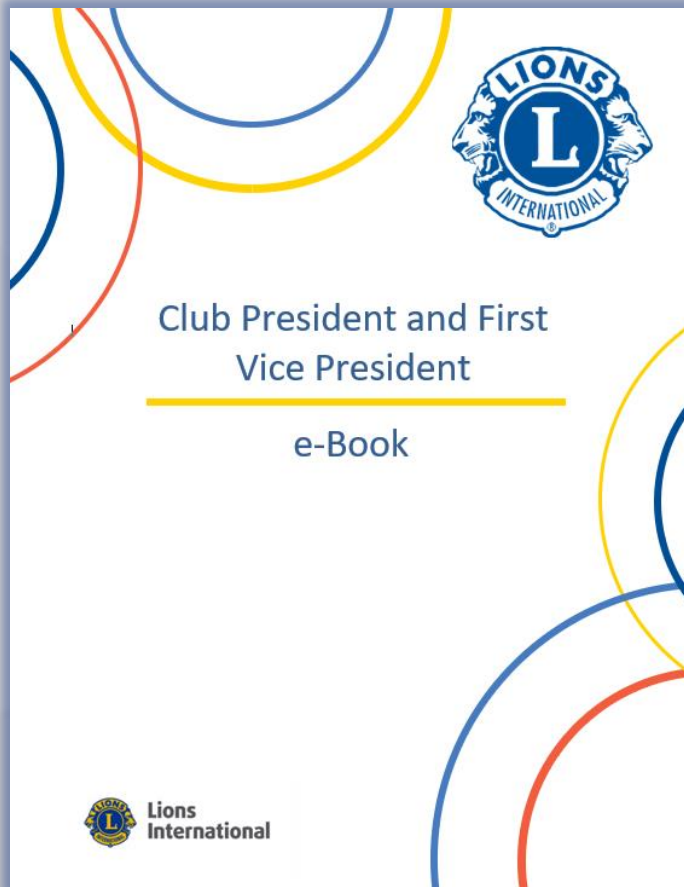
Promote development and further leadership opportunities.

Encourage new club leaders to fully engage in responsibilities.

Participate in club officer training events.

# e-Books for Club Officers

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President



Vice President



Secretary



Treasurer



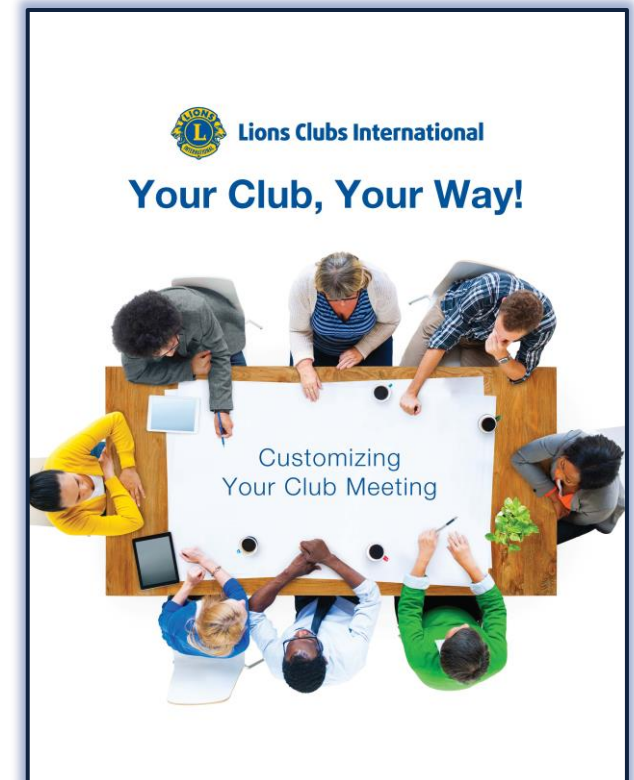
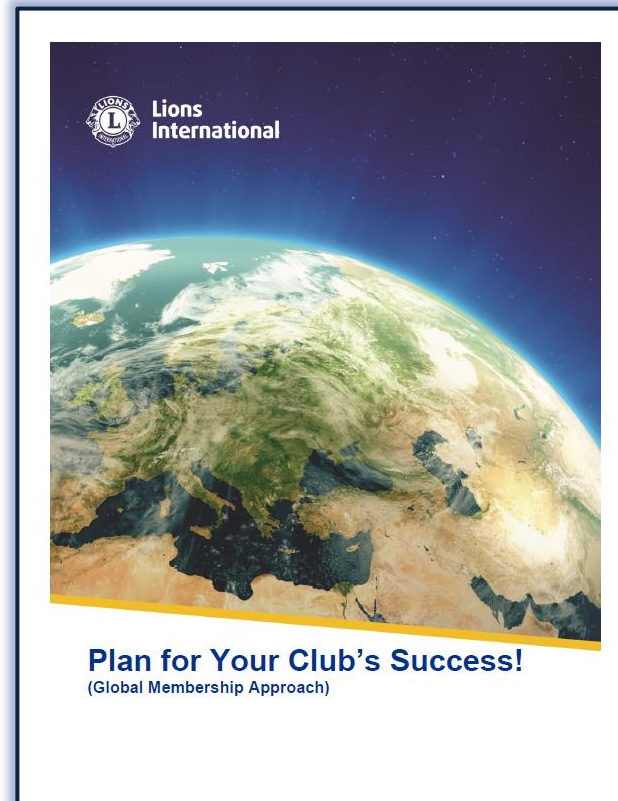
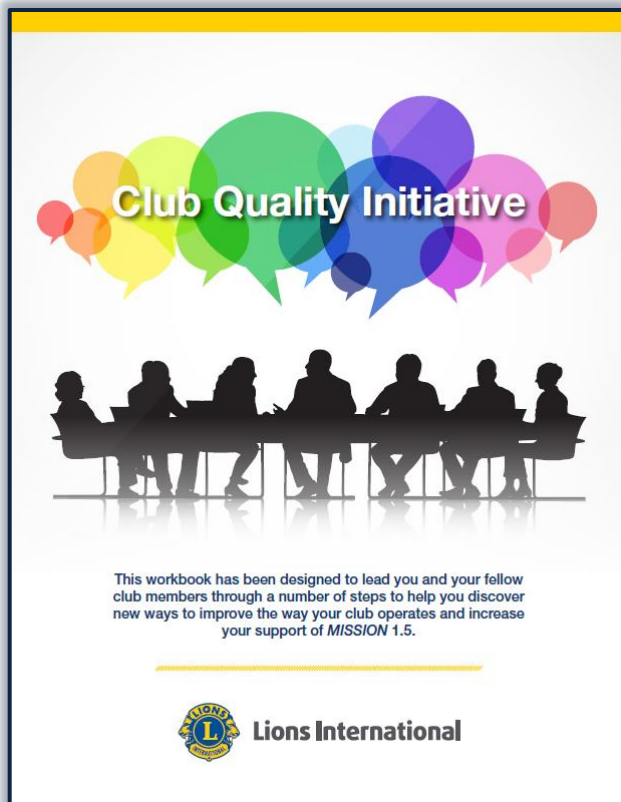
Membership Chairperson



Service Chairperson



# Resources for the club officers & first vice president (club leadership chairperson)





# Communicating with the District Governor and GAT District Coordinators

Complete the zone meeting report for district leadership

Report clubs' successes & best practices

Note any concerns about the clubs

Recommend actions to support club officers



# Your Fourth Meeting – Focus on Leadership!

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District Leadership  
Coordinator



Zone Chairperson



President



Vice President



Secretary



# Focus on the future and help them prepare!

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District Leadership Coordinator

Open the meeting about the zone

Introductions

Transition

Plan for Your Club's Success (Global Membership Approach)

Recognizing Service

Recognizing Leadership

Awards



The background image shows a group of people participating in a "Diabetes Walk" outdoors. A large purple semi-transparent rectangle is overlaid on the top half of the image. Inside this rectangle, the text "Diabetes Walk" is visible in a light, sans-serif font, accompanied by a circular logo featuring a stylized figure. The main title of the slide is centered in white, bold, sans-serif font.

# **Zone & Region Chairpersons – Global Membership Approach**

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# What inspires the clubs in your zone?

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How will you engage and RALLY your clubs at zone meetings to support each other and connect with helpful district leaders?



# Zone and Region Chairperson – Global Membership Approach

*Global Membership Approach and resources*

## Region and zone chairperson

The Global Membership Approach helps Lions International achieve optimal membership growth. Explore the resources below to see how you can apply this strategic process to your regions and zones.

## Process for success

### BUILD A TEAM

Build a team of club officers to help support the Global Membership Approach.

- [Club Officer Survey](#)
- [Plan for Your Club's Success \(Global Membership Approach\) Guide](#) and [PowerPoint](#)
- [Zone Newsletter Template](#)
- [Club Health Assessment Reports](#)
- [Action Strategies](#)
- [Troubleshooting Guide](#)
- [Zone Goals Worksheet](#)

### BUILD A VISION

Build a vision, assess needs and set goals.

### BUILD A PLAN

Build a plan to achieve our goals.

- [SWOT Analysis course in the Lions Learning Center](#)
- [Zone Calendar Template](#)
- [Club Activity Calendar](#)
- [Zone Plan Template](#)

### BUILD SUCCESS

Execute your plan, maintain accountability and adjust as needed.

- [Club Quality Initiative](#)
- [Club Excellence Award](#)
- [Just Ask!](#)

### Resources for reaching your clubs



### Additional support materials

- Zone chairperson: Explore the zone and region chairperson [webpage](#), [e-book](#), [learning map](#), model district governor's advisory committee [meetings guide](#) and [presentation](#).
- Club officer team: Find links to e-books and training materials on the [club officers team webpage](#).
- District resource: See additional membership, marketing and leadership resources on the [Global Membership Approach webpage](#).

#### NEWS

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**Lions Clubs Int**  
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Oak Brook, IL 60451  
+1 (630) 571-5461

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Diabetes Walk



www.diabeteswalk.org

# Following Up

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Sample Format:  
Meeting Minutes

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:

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Keep notes of your meeting

- Use this template to record zone meeting proceedings.
- Good tool if agenda items need to be carried over to the next zone meeting.
- Good history of zone events.

**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. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 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.

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***Follow-up on any needed actions for club support and engagement with district governor and GAT coordinators.***

- Prioritize issues which will require additional attention for struggling clubs in the zone.
- Note any follow-up actions needed.
- Layout plans and actions for next zone meeting.





# Celebrate the Success

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Celebrate the success of your clubs and honor the clubs and members achievements with recognition



Diabetes Walk



www.diabeteswalk.org

# Awards

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# Zone & Region Award

*Earn recognition for the results of your success*

Review the criteria set for

- First 90 days
- Throughout the year
- Before the end of the year
- At the end of the year

Complete the application and submit by August 31

Contact us: [zoneandregion@lionsclubs.org](mailto:zoneandregion@lionsclubs.org)

Website: [lionsclubs.org/zoneregionawards](https://lionsclubs.org/zoneregionawards)



# Contact Us

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District & Club Administration Division  
[zoneandregion@lionsclubs.org](mailto:zoneandregion@lionsclubs.org)

Phone  
**(630) 468-6776**

Website  
<https://www.lionsclubs.org/en/resources-for-members/resource-center/zone-region-chairpersons>



*Managing Your Zone  
and Region Webpage*

# Questions?

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# Thank You