



**District 5M-6**

**Policy and Procedures Manual**

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*Note: Appendix 2 to 16 approved @ 5M6 4<sup>th</sup> meeting 5/17/2023*

# LIONS DISTRICT 5M-6

## POLICIES AND PROCEDURES MANUAL

### INTRODUCTION

#### Section I. Intent

The intent of this Manual is to provide a common understanding of the operational policies of District 5M-6 to all its members. It is designed to frame the process, procedures and rules governing each of the listed programs and activities. The Manual attempts to eliminate confusion, misunderstanding and potential conflict within the included activities. The goal is to ensure transparency, accountability and fairness for all Lions of the District.

#### Section II. General

This Manual is meant to augment the *District 5M-6 Constitution* and the *District 5M-6 By-Laws*. Its purpose is to govern the specific operations of the District in accordance with these two documents. It becomes the third piece of the District's foundation.

It is meant to be a dynamic Manual, changing as needed to reflect Amendments to the District Constitution, By-Laws and operational needs of the District.

#### Section III. Purpose

The purpose of this Manual shall be to assure uniformity of policies and procedures within District 5M-6. It will govern the specific practices of this District so long as these do not contravene the Constitution and By-Laws of the District, Multiple District or the International Association of Lions Clubs. It shall consist of all chapters, sections, paragraphs and appendixes contained herein or as may be amended from time to time.

#### Section IV. Distribution

The latest version of this Manual should always be available on the Lions District 5M-6 website in its current updated status.

#### Definition

For this District and this Manual, the following definitions shall apply:

- District Officers: The elected officers of the district – District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor.
- Governor's Team: The Vice District Governors, Immediate Past District Governor, Secretary, Treasurer, Communications Chair, and Technology Chair.
- Leadership Team: The District Governor, the Governor's Team, Region Chairs (when appointed), Zone Chairs, Global Leadership Team Chair, Global Membership Team Chair, Global Service Team Chair, LCIF Coordinator and any Current or Past International Director belonging to a 5M6 club.

Cabinet: The Leadership Team plus all Program and Committee members appointed by the District Governor.

## **Section V. Adoption and Amendments**

This Manual shall be adopted and can only be amended at a Lions District 5M-6 Cabinet Meeting by a two-thirds (2/3) vote of the District Cabinet present, provided that a quorum exists.

Proposed amendments to this Manual shall be submitted in writing to the District Governor at least fourteen (14) days prior to a Cabinet Meeting. Agreement by two of the three elected officers shall be required for the proposal to be placed before the Cabinet for consideration. Lacking assent from two officers, a consideration review may also be granted for a proposed recommendation by submission from a Lions member over the signature of at least one-third (1/3) of the entire Cabinet. It shall be the practice to distribute proposed amendments electronically to all Cabinet members at least seven (7) days prior to a request for adoption.

Amendments will be effective immediately upon adjournment of the Cabinet Meeting at which they are enacted.

An Amended copy of the Manual shall be posted to the Lions District 5M-6 website within 21 days of adoption.

An **Appendix** shall be maintained as part of this Manual listing all **Amendments** by **date** and **subject**.

## **Section VI. Upkeep and Expenses**

This Manual shall be maintained by the Lions District 5M-6 Lions Cabinet Secretary and the Constitution and By-Laws Chairs concurrently. Furthermore, an archive of each rendition of this document, identified by its effective dates, shall be maintained for five (5) years subsequent to its replacement. The expenses of printing, mailing, upkeep, etc., shall be reasonable, allowable expenses of the District 5M-6 Lions.

This Manual shall be reviewed annually to ensure its accuracy and relevance to other governing documents and current District operations. This review will be conducted by the District's Constitution & By-Laws Committee or such other as the District Governor may appoint to do so. A report of findings will be published and submitted to the Leadership Team and Cabinet.

## **Section VII. Supremacy**

In all matters where there exists a conflict between this Manual and the Constitution and By-Laws of the District, Multiple District or Lions International, those documents shall prevail.

# **INCLUSIONS**

## **Chapter 1. Administration of and Access to District Accounts (non-financial).**

This policy applies to all accounts maintained by District 5M-6, except for its Checking accounts. It includes all accounts where named Administrators are present. Examples are website applications and accounts, social media accounts, Slack and others.

## **Chapter 2. Administration of and access to district accounts including financial.**

This section is subject to discussion of check signing requirements, By-Laws status, and other areas of understanding.

1. The current District Governor shall be named the Executive or Administrator on District account(s).
2. The 1st Vice District Governor shall also be named where more than one Executive Administrator is allowed.
3. The district's Technology Chair shall also be named where a technical administrator, or similar, is named.
4. The district's Treasurer shall also be named where a billing administrator, or similar, is named.
5. The transition of named parties for district accounts shall occur during June to facilitate the orderly change in District 5M-6 leadership. Only accounts which allow for easy transfer of Administrative positions will be considered by District 5M-6.
6. In District accounts that offer Editorial and Posting privileges, only those persons certified by the current District Governor as having a legitimate need for access will be named on the account.

The incoming District Governor and the District Governor-elect team should review District Accounts in early June to ensure compliance with these policies.

## **Chapter 3. Record Retention**

1. District Cabinet Meeting minutes will be retained for five (5) years.
2. District financial records will be kept for seven (7) years.
3. District tax returns will be retained for ten (10) years.
4. Duplicate copies of the previous year's district cabinet meeting notes, financial records and tax returns shall be kept on removable storage devices, encrypted cloud servers or in similar secure locations for the terms required. After that, they shall be archived in a District 5M-6 controlled place.

## **Chapter 4. Fiduciary Responsibility of Cabinet Officers and District Committee Chairs**

The following applies to those with approved program budgets in the administrative fund and balances in designated funds. All other financial requests will use the established cabinet approval process.

1. A program budget will be the responsibility of Cabinet District officers and District Committee Chairs.
2. Expenses charged to a program budget of more than two hundred dollars (\$200.00) must be pre-approved by the current District Governor. This approval includes any unbudgeted expenses also.
3. Expenses will be itemized, attributed to date, purpose, payment type and be accompanied by receipts.
4. All expense items will go to the current District Governor for approval before going to the District Treasurer for payment.
5. Revenues will list the source type (cash, check, credit, online app), the amount, an identifying number (if any), date received and purpose. Revenues will be transferred with an aggregated accounting record to the District Treasurer as soon as reasonably possible after receipt.
6. It is the district's policy not to reimburse submitted expenses that fail to meet these requirements unless the majority of the Cabinet elected leadership votes otherwise.

## Chapter 5. District Contracts

Any legally binding relationship into which the District or one of its members on behalf of the District enters, shall be considered a Contract. All Contracts will be treated in the same manner by the District.

All contracts between Lions District 5M-6 and the provider of any goods and/or services shall be reviewed by all elected officers of the District (District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor). All contract documents shall be reviewed by a 5M6 Lion with a current Law license or law school graduate appointed by the district to determine its suitability relative to the district's interests.

Two current elected District officers shall be the signatory to each contract.

## Chapter 6. Cabinet Meetings

Cabinet meetings will be scheduled after the Council of Governors meeting to convey MD5M business and announcements to District 5M-6.

1. Cabinet meetings will follow an agenda published by the current District Governor. This agenda will be available in advance of the scheduled meeting.
2. The intent of Cabinet meetings shall be to:
  - a. Provide information important to District 5M-6,
  - b. Exchange ideas and information knowledge within the district,
  - c. Review and approve District policy,
  - d. Review District progress on its plans and goals,
  - e. Address current challenges within the District,
  - f. Review and decide on financial requests of the District
3. Cabinet members shall submit their Quarterly Reports electronically to SLACK before the quarterly meeting. If for some reason a cabinet member does not use a computer or has issues putting their report into SLACK, that person would send the report to the cabinet secretary for input into SLACK.
  - a. The District Governor shall establish the timing and posting of these reports.
4. The District Governor can allow anyone to speak and for what length of time at a Cabinet meeting.
  - a. Requests to speak or report at a Cabinet meeting shall be made in advance of the meeting.
5. The Cabinet Secretary should take the minutes of each Cabinet meeting. Within two weeks of the meeting, they should post them on the District 5M-6 website for review by Cabinet members and all club members. These minutes will be reviewed and approved at the subsequent Cabinet meeting.

Once approved those meeting minutes shall be sent to LCI by the Cabinet Secretary.

## Chapter 7. Convention

1. The District Convention Committee shall include the District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor and any other member(s) listed in the District Convention Committee Section in the current 5M-6 Constitution and By-Laws.
2. The District Governor shall appoint the Convention Chair.
3. The District Governor may appoint **At-Large Lion members**, along with any **Honorary Committee** members and **non-elected District Lions**, to the Convention Committee. These three groups will constitute the full Convention Committee.
  - a. The At-Large members shall consist of no less than three and no more than six Lions in good standing.

- b. The Honorary Committee shall be made up of 3 Past District Governors.
4. The Convention Chair and Committee shall meet with the District Governor to accomplish their goals.
5. The Convention Chair and the Convention Committee will submit a report on the Convention at the next cabinet meeting, providing information regarding overall registration and attendance at each convention function. This report will also include all revenue and expenses from all sources. An analysis of successes and challenges with the Convention and recommendations for future Conventions.
6. Convention reports should be available upon request by any District 5M-6 Lion member.
7. The District Governor-elect shall establish their Convention Committee with a minimum of 5 Lions on the committee no later than March 1 of the year prior to their convention. This allows plenty of time for planning.

## **Chapter 8. District Communications**

Our goal is to keep our relationship with one another strong through multiple forms of communication guided by our governing documents and published promptly: Lions District 5M-6 Constitution and By-Laws, Lions District 5M-6 Policies and Procedures Manual, and the Lions District 5M-6 Strategic Plan.

1. Communication should be direct, honest, and complete.
2. Communication within our district will primarily be through digital communication.
3. Communication for members without digital access will be the district's responsibility (if they are serving in a district role) and the club's responsibility to keep their members informed.
4. Communication between members and the public should always be respectful of our member's private and personal information.

### **Publications:**

All district publications should be made available on the District 5M-6 website and Slack.

Monthly: District 5M-6 Newsletter: Vision

Quarterly: Cabinet Meeting Minutes

Annually: District 5M-6 Directory (this is a goal for the future)

As Needed: District 5M-6 Constitution and By-Laws.  
District 5M-6 Policies and Procedures Manual  
District 5M-6 Strategic Plan

Miscellany: Such other documents as required by the current District Governor in the furtherance of the program for their term

All listed District Publications will be posted on the District website in a timely manner.

**Note:** District Financial Reports will not be posted on the website but will be available upon request to any District 5M-6 Lion member.

## **Chapter 9. Methods of Communication**

To Fellow Lions: District 5M-6 Website, District Newsletter (Vision), Email, District 5M-6 social media (Facebook), Slack (or similar), webinars, video-conferencing, physical displays (banner, signage, etc.), such other platforms as may be adopted by the Leadership Team.

To Non-Lions: District 5M-6 Website, Vision Newsletter, Email, District 5M-6 social media (Facebook), all public media (print, digital, radio, TV), public displays, Lions apparel.



## Chapter 10. Guidelines to Use

Specific guidelines will be published for our social media's different formats and usage. They vary from platform to platform.

1. The overriding principle for all platforms is simple. **Be Respectful**
2. Avoid political or sectarian submissions: we are international in scope and non-sectarian in nature.
3. Avoid personal Posts unless they involve a story of Lions service.
4. Avoid posting photos of children without parental permission.
5. Avoid posts which are confrontational in nature.
6. Avoid posts which are of questionable taste.

## Chapter 11. Communication Guidelines

When communicating in a Lion's compacity, your goal should be consistent with the policies, plans, and objectives of District 5M-6, using ethical and professional standards.

### 1. Physical Communication

- a. Personal Responsibility: each Lion is expected to follow through with what they have volunteered for or assigned. If a Lion makes a mistake, acknowledge it and move on.
- b. District Responsibility: Lions International, District 5M-6, and Clubs are expected to conduct business fairly and treat each person with dignity and respect.
- c. Reputation and Loyalty: each Lion is expected to conduct their work in a positive light. Keep what is private, private and what is public, public. Be diligent in maintaining good relations and attracting others through your earned loyalty.
- d. Respect & Trustworthiness: Every person has value. Working with fellow Lions with respect, honesty, transparency, and reliability will illustrate their importance as district members. This consideration for each other will build rapport in and out of Lion functions.

### 2. Verbal & Digital Communication

- a. Respect for one another: No matter if you are communicating with a fellow Lion or another, be respectful of each other's unique skills, talents, and time. Tailor your message to the appropriate audience.
- b. Have fun. The goal of any Lion's communication should be working together. Be direct, consistent, and positive. Avoid conflict by keeping your communication simple, not jumping to conclusions, and explaining yourself. Be open to discussions and appreciate that we may not agree on everything. However, that does not mean we cannot achieve our goal of serving our community as a Lion.
- c. Invite participation in the conversation. The exchange can often bring new ideas and pathways to moving forward. When you identify good communicators and messengers, invest in them. They will keep your message in front of the audience you desire.
- d. A Lion's Lesson Learned. Whenever possible, let others know what works and hasn't worked. Our goal is to better each other and the communities in which we live. Your personal Lions story can help others in their club and community.
- e. Lean on each other. We are members of the largest service organization in the world. If you have a particular message that needs to be heard and are unsure that your message is clear, ask for help. Integrate the feedback, and always remember that you are not alone.

The District reserves the right of final judgment regarding the suitability of all submissions and will remove any found in violation of District policy.

## **Chapter 12. Administration and Access**

All Social Media accounts will adhere to the policies of the Administration of and Access to District Accounts (non-financial) listed elsewhere in this manual.

## **Chapter 13. Privacy Policy: Our Commitment to Our Members**

District 5M-6 will not sell, share, or trade our members' names or personal information with any other entity, nor send mailings to our members on behalf of other organizations unless noted.

This policy applies to all information received by District 5M-6, both online and offline, on any Platform ("Platform includes our District website and LCI mobile applications) and any electronic, written or oral communications.

If you register for a program or newsletter, you may receive marketing or online fundraising appeals from District 5M-6 and/or its member clubs. Only email addresses or regular mail addresses would be used for this purpose. We may also use address and email address information to contact you; manage your requests; deliver to you any administrative notices, alerts and communications relevant to your membership. We may disclose your personal information for any other purpose with your consent.

We may also use or share your personal information with third parties when we believe, in our sole discretion, that doing so is necessary to comply with applicable law or court order, subpoena, or other legal process or valid request by public authorities. To investigate, prevent, or act regarding illegal activities, suspect fraud and possible wrongdoing.

District 5M-6 is not responsible for the use by others of the information that you disclose in public posting areas. We are not responsible for the practices employed by websites linked to/from our website nor the information contained therein.

District 5M-6 will not share, sell or exchange donor information for third-party fundraising or marketing purposes.

Visitors who make monetary contributions through our website are asked to provide information. We will not share, sell or exchange donor information for third-party fundraising or marketing purposes.

Information you provide will be retained for no longer than reasonably necessary to fulfill the purpose for which it was obtained or for a period specifically required by law or regulation.

## **Chapter 14. District Assets**

### **District Displays, Promotional Material, and Equipment**

This category includes but is not limited to flags, banners, table coverings, signage of all types, projectors, cords, adapters, other electronic equipment, and other materials as added over time for which the district has ownership. Together these are district assets. The District Governor will designate Lion(s) to be responsible for oversight of district assets.

## **Chapter 15. Purpose of this policy**

The district assets are intended to be used for the following:

1. Promotion of District 5M-6, ensuring a professional and uniform image for the district.

- a. They are to be used only in activities in which Lions officially participate. In this capacity, they are eligible for inclusion under the basic liability coverage provided by the International Association of Lions Clubs.
2. Aid individual Lions' clubs in promoting themselves in their communities by ensuring fair access to the district's resources and assets.
  - a. The district should have a system where fellow district Lions may check out any district assets during a particular period.
3. Ensure all users reasonably care for district resources and assets.

The terms of use are:

1. District 5M6 Lions are the only Lions able to use these assets unless approved by the District Governor.
2. District 5M-6 events take priority over a club request. Also, the district reserves the right to refuse any club's use of the district assets.
3. The district will do its best to make the district assets available as often as requested.
  - a. Requests may be made starting on the first business day of January for events in that same year of service.
  - b. Requests will be honored on a first-come-first-serve basis.
  - c. Requests by a club that has not yet benefited from the use of the district assets will supersede the requests by another club that has already benefited from using the assets in the same service year.
4. All users of district assets assume responsibility for the care and security of borrowed items. The district will assess any damage other than normal wear and tear to the custodial club.
5. The Lions Club representative(s) will pick up and return borrowed items.
  - a. The Lions Club representative(s) will need to sign out all items and return items in good condition. A district representative will verify that borrowed items are returned in good condition and assume responsibility for the district assets.
6. If conflicts arise out of the use of these items and cannot be resolved by negotiation, the final decision will be rendered by a simple majority agreement of the Executive Officers.
7. If the District Asset is to be used in an outdoor venue the User agrees to provide a commercially available shelter in which the District Asset will be housed. This shelter shall have side curtains readily available to protect against adverse weather conditions.
8. Any 5M-6 Lions club or its members using District Asset will be responsible for picking up and returning these items.
9. Users will sign for the District Asset when picked up, after assuring that all items indicated are included and in good condition
10. A District representative will evaluate the content and condition of the District Asset upon its return. Only then will the User be relieved of further responsibility for the District Asset.
11. The District reserves the right to refuse the use of the District Asset to any club for cause.

## **Chapter 16. District Float**

Note: At the October 19, 2022, cabinet meeting, the cabinet voted to give the float away at the end of November 2022 to any club that wanted it. The Lakeville Lions was the only club that responded to wanting the float. The Float is no longer a District 5M-6 project and will be removed from the Parade of Green.

## Chapter 17. Administration

The District Governor each year will designate a Lion or Lions to be responsible for oversight of the District Assets and administration of this policy.

### APPENDIX 1.0

#### District Projects

Section 1. **DISTRICT PROJECTS.** Some projects supported by District 5M-6 clubs are in addition to *Multiple District Activities (Amended 2/20/2021)* as listed in the MD-5M Constitution and By-Laws “*as well as activities listed in the MD5M Policy Manual*”(Amended 1/14/2023). Some of these projects are: District LEO clubs, Youth Exchange, Peace Poster, Camps, Special Olympics, International Understanding, Quest, Kids Sight, *Minnesota Lions Childhood Cancer Foundation, Inc. (Amended 2/20/2021)*, *MN Lions Missions, Inc. (primarily eyeglass missions) (Amended 2/20/2021)* and an Environmental Project Fund. There may be Chairs appointed by the District Governor to oversee these projects within District 5M-6.

**Appendix 2.0**  
5M-6 District Chairs

<u>Position or Organization</u>	<u># of Chairs</u>	<u>Term</u>	<u>Remarks</u>	<u>Reference</u>
Can Do Canines	1	1 yr.	Appointed by DG	Appendix 12
Constitution & By-Laws	1	1 yr.	Appointed by DG	Article IX, Sec. 1 5M6 C&B
Global Leadership Team (GLT)	1	1 yr.	Appointed by DG	Appendix 3 & 5M6 C&B
Global Membership Team (GMT)	1	1 yr.	Appointed by DG	Appendix 3 & 5M6 C&B
Global Service Team (GST)	1	1 yr.	Appointed by DG	Appendix 3 & 5M6 C&B
International Youth Exchange	1	1 yr.	Appointed by DG	Appendix 1
Leader Dog for the Blind	1	1 yr.	Appointed by DG	Appendix 1
Leo Clubs	1	1 yr.	Appointed by DG	Appendix 1
Lions Clubs Intl. Foundation (LCIF)	1	3 yr.	Appointed by LCI	Appendix 11
Midwinter Convention	1	1 yr.	Appointed by DG	5M6 C&B
MN Lions Childhood Cancer Foundation	2	2 yr.	Appointed by DG	Appendix 14
MN Lions Diabetes Foundation	2	2 yr.	Appointed by DG	Appendix 13
MN Lions Hearing Foundation	2	2 yr.	Appointed by DG	Appendix 15
MN Lions Vision Foundation	2	2 yr.	Appointed by DG	Appendix 9
MD5M KidSight Foundation	2	2 yr.	Appointed by DG	Appendix 10
5M-6 Newsletter	1	1 yr.	Appointed by DG	Page 7 of P.M.
Peace Poster & Essay Contest	1	1 yr.	Appointed by DG	Appendix 1 & 16
Policy Manual	1	1 yr.	Appointed by DG	Page 4, Sec. 6 of P.M.
Project New Hope	1	1 yr.	Appointed by DG	Appendix 1
Public Relations	1	1 yr.	Appointed by DG	Page 7 of P.M.
Region Chairperson	1	1 yr.	Appointed by DG	Appendix 6 & 7
Special Olympics	1	1 yr.	Appointed by DG	Appendix 1
Technology	1	1 yr.	Appointed by DG	5M6 C&B
USA/Canada Forum	1	1 yr.	Appointed by DG	Appendix 1
Zone Chairperson	1	1 yr.	Appointed by DG	Appendix 6 & 8

**Appendix 3.0**  
Global Action Team

**A. District Global Action Team (GAT)**

1. The District Governor will serve as the district chairperson of the Global Action Team.
2. The District GAT will be comprised of the District Governor and the District Leadership Team (GLT), District Global Membership Team (GMT), and District Global Service Team (GST) coordinators.
3. The District GAT will collaborate and implement plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service.

**B. District Global Membership Team (GMT)**

1. The District GMT team shall include the District Governor, First Vice District Governor, Second Vice District Governor, District GMT Coordinator and Region/Zone Chairs.
2. The District GMT Coordinator shall be supported by specialists that shall focus on:
  - a. Membership and New Club Growth Team
  - b. Club Success Team
3. The District GMT Coordinator shall be appointed for a term of one year with approvals from District Governor, 1st Vice District Governor, 2nd Vice District Governor and MD5M GMT Coordinator.
4. District Coordinators and District Team shall work closely with MD5M GMT Coordinator to achieve District and Multiple District goals.

**See Article III, Sec. 6 of 5M6 C&B for complete description**

**C. District Global Leadership Team (GLT)**

1. The District GLT team shall include the District Governor, First Vice District Governor, Second Vice District Governor, District GLT Coordinator and Region/Zone Chairs.
2. The District GLT Coordinator shall be appointed for a term of one year.
3. District Coordinators and District Team shall work closely with MD5M GLT Coordinator to achieve District and Multiple District goals.

**See Article III, Sec. 7 of 5M6 C&B for complete description**

**D. District Global Service Team (GST)**

1. The District GST team shall include the District Governor, First Vice District Governor, Second Vice District Governor, District GST Coordinator and Region/Zone Chairs.
2. The District GST Coordinator shall be appointed for a term of one year.
3. District Coordinators and District Team shall work closely with MD5M GST Coordinator to achieve District and Multiple District goals.

**See Article III, Sec.5 of 5M6 C&B for complete description**

**Appendix 4.0**  
5M-6 Cabinet Secretary  
Job Description

**CABINET SECRETARY:** He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within fifteen (15) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
  - (2) Take and keep minutes of the sub-district convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in the sub-district.
  - (3) Make reports to the cabinet as the district governor or cabinet may require.
  - (4) Keep accurate records of minutes of all cabinet and sub-district meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose.

**Appendix 5.0**  
5M-6 Cabinet Treasurer  
Job Description

**CABINET TREASURER:** He/she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (c) Further the Purposes of this association;
- (d) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
  - (5) Make reports to the cabinet as the district governor or cabinet may require.
  - (6) Collect and receipt for all dues and taxes levied on members and clubs in the sub-district, deposit the same in such bank or banks as the district governor shall determine and disburse the same by order of the district governor.
  - (7) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in the sub-district, and secure a proper receipt.
  - (8) Keep accurate books and records of all accounts, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
  - (9) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor.
  - (10) 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 district to his/her successor in office.
- (e) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.



**Appendix 6.0**  
District 5M-6 appointments of Region /Zone Chairperson

Section 7. **REGION/ZONE CHAIRPERSON QUALIFICATIONS.** Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.<sup>1</sup>
- (c) Have not previously served a full term or a major portion thereof as district governor
- (d) Zone and region chairpersons may serve no more than three (3) cumulative years in said position.

Section 8. **APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON.** The district governor shall appoint, by the time he/she takes office, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district.

Section 9. **REGION/ZONE CHAIRPERSON VACANCY.** If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

**Reference:** From page 16 of the 2022-2023 5M6 Constitution & By-Laws

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<sup>12</sup> A district may change the qualifications to be more or less than what is stated here.

**Appendix 7.0**  
Duties of 5M-6 Region Chairperson  
Job Description

Section 9. **REGION CHAIRPERSON** (if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

- (a) Further the Purposes of this association.
- (b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator, as appropriate.
- (e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Quality Initiative to the clubs within the region.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- (i) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the region, district or multiple district.
- (j) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- (k) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- (l) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson 's manual and other directives.

**Reference:** Article III; Section 9 of the 5M-6 Constitution & By-Laws

**Appendix 8.0**  
Duties of 5M-6 Zone Chairperson  
Job Description

**Section 10. ZONE CHAIRPERSON.** The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer in his/her zone. The Zone Chairperson is a member of the District Global Action Team. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the GMT district coordinator, the GLT district coordinator and the GST district coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- (e) Promote the Club Quality Initiative to the clubs within the zone.
- (f) In coordination with the GMT district coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district or multiple district.
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- (i) Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- (j) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (l) Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- (m) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor).
- (n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

**Reference:** Article III; Section 10 of the 2022-2023 5M-6 Constitution & By-Laws

**Appendix 9.0**  
**MINNESOTA LIONS VISION FOUNDATION**  
**DIRECTOR**  
**Job Description**

1. Attend Minnesota Lions Vision Foundation (MLVF) Board meetings and the Annual Meeting. Board meeting dates are typically scheduled at least one year in advance. A new director training session and Board meeting is usually held in the Twin Cities in mid-July on a Friday (all day training) and a Saturday morning Board meeting. The other 3 Board meetings are held on Saturday mornings in St. Cloud early in October, January (date determined by Mid-Winter Convention dates) and late March or early April. The Annual Meeting of the MLVF is held during the Multiple Convention every spring.
2. Serve on appointed committees. The committees are Long Range Planning, Legal, Finance and Public Relations. Directors from each district will serve on opposite committees. The Finance and Public Relations committees meet at the same time, as do the Legal and Long Range Planning committees.
3. Attend District Cabinet meetings and report on LGS and MLVF activities.
4. Attend district, region and zone meetings to:
  - a. Report on MLVF activities
  - b. Give a short “pitch” for fundraising for the MLVF
  - c. Give information on tours, Thanksgiving for Vision, Donor and Family Recognition programs and other events.
  - d. Get bookings for club presentations.
5. Give presentations at club meetings and other civic organizations.
6. Work with the District Governor or District Convention Committee to arrange for speakers and displays at Mid-Winter Conventions.
7. Collect used eyeglasses from clubs and bring to board meetings where they will be collected and delivered to the Minnesota Lions Eyeglass Recycling Center in Sauk Rapids. Directors are also the contact person to supply eyeglass and hearing aid collection boxes to clubs.
8. Assist, if possible, with University of Minnesota Eye and Hearing Tours.
9. Attend, if possible, the LGS Donor and Family Recognition events.
10. Attend and assist as needed at Thanksgiving for Vision generally held in the Twin Cities area the last Saturday of October.
11. Refer inquiries regarding financial assistance to an appropriate club or District.
12. Assist with appointments to University eye clinics.
13. Acquire knowledge of the MLVF, LGS, and eye-banking practices.
14. Acquire knowledge of Lions sight-related programs at the University of Minnesota.

15. Coordinate staffing for the State Fair Booth for Director's District (1 day).
16. Prepare and send written thank-you notes for all donation checks received by the Director, including all Parade of Green donations.

Other information:

Directors are appointed by the District Governor or District Governor Elect for 2-year terms and may not be reappointed after having served a total of 6 years on the MLVF.

Directors are reimbursed for expenses to attend the 4 Board meetings at the rates set forth in the MLVF Policy Manual, which shall not exceed the amounts set forth in the Rules of Audit of the International Association of Lions Clubs.

I have read, understand and accept the duties as a Director of the MLVF.

Term: \_\_\_\_\_

MLVF Director Candidate:

\_\_\_\_\_

(date)

(printed name)

(signature)

DGE:

\_\_\_\_\_

(date)

(printed name)

(signature)

**Appendix 10.0**  
MD5M Lions KidSight Foundation  
Job Description

The job of the District Vision Screening Coordinators and Foundation Board Members will be to act as the District lead for the MD5M Lions KidSight vision screening program as well as a resource and support for Clubs in the District. In this capacity the designated Lions will have the following duties and responsibilities.

**DUTIES:**

1. Using the Lions KidSight Training manual and the training manual for the designated vision screening device arrange for and oversee the training of select Lions in the proper protocols and procedures to effectively and efficiently conduct vision screening in the pre-school environment.
2. Ensure that all Lions Clubs providing screening use the approved forms and notifications.
3. Act as a custodian for the District vision screening equipment.
4. Arrange for equipment to be conveyed to a participating club, retrieved after the screening event and returned to storage.
5. Identify locations that would benefit from the MD5M Lions KidSight program.
6. Provide support to the Club chairperson to facilitate efficient vision screening sessions.
7. Keep a record of all screening in the district to include the following elements:
  - a. Date and time of screening
  - b. Location
  - c. Number of children screened broken down by age and gender
  - d. Number of referrals
  - e. Reasons for referral
  - f. Results of follow-up
8. Arrange for follow up with all referrals to determine course of action taken.
9. Provide complete screening reports to the MD5M Lions KidSight Foundation Board chairperson.
10. Be available to speak at club, zone, region meetings and district conventions regarding the MD5M Lions KidSight program.
11. Prepare materials to be shared with District PR chairperson to create awareness of MD5M Lions KidSight program.
12. Provide reports to the District Leadership Team on a monthly basis detailing MD5M Lions KidSight activity.
13. Provide Quarterly summary reports containing the above listed information to the District Cabinet.
14. Complete and provide to the MD5M Lions KidSight Foundation Board Chair the KidSight Readiness Report on a quarterly basis.
15. Attend two meetings in person and two meetings by telecom/webinar of the MD5M Lions KidSight Foundation.
16. Work in conjunction with your other District board member to facilitate the MD5M Lions KidSight program in your district.

**Qualifications:**

1. Ability to communicate orally and in writing in a clear and concise manner.
2. Ability to provide reports using Excel.
3. Organizational skills.

**Appendix 11.0**  
Lions Club International Foundation Chair (LCIF)  
Job Description

Lions Clubs International Foundation (LCIF) is an officially adopted and incorporated activity of Lions Clubs International, designed to serve the needs of distressed people throughout the world.

1. Every District Governor is encouraged to:
  - a. Appoint a District LCIF Chair for 3 years.
  - b. Encourage participation of all District Lions Clubs on an annual basis.
  - c. Encourage all Lion Clubs International Members to personally contribute on an annual basis.
  - d. Include an article on LCIF in at least one issue of the District Newsletter.
  - e. Publicize special awards available.
  
2. Melvin Jones Fellows
  - a. The greatest honor L.C.I.F. can bestow is its recognition of an individual as a Melvin Jones Fellow. Honored in the name of Lions founder, this worthy individual may be a Lion or non-Lion, man or woman, living or deceased. Required for this honor is a U.S. \$1000.00 or more undesignated donation to L.C.I.F. made either at one time or cumulatively in increments of \$100.00 or more within a five-year period. Here also, the donation may be made by the individual, by a Club, District or by another sponsor.

**DUTIES:**

1. Works closely with the individual Lions Clubs in 5M6 to actively assist in the preparation of emergency, standard (Humanitarian service, vocational assistance) and Sight First grants for submission to LCIF.
2. Help Lions Clubs understand the criteria and application process for the various kinds of grants made by LCIF, reviews grants prior to submission to LCIF, and makes suggestions for improvement as needed. Helps ensure that progress and final reports are sent to LCIF as projects are completed.
3. Promote contributions to LCIF from Lions Clubs in 5M6.
4. Maintain files of emergency, standard, and Sight First grants in process, submitted, and received by Clubs in the District.
5. Through pro-active education, helps Lions Clubs receive recognition (Contributing Members Honor Roll, Melvin Jones Fellowships, etc.) For contributions made to LCIF.
6. In the event of a major disaster affecting the District, assist in developing a process to develop administrative budget, distribute, and account for major catastrophe grants received from LCIF.
7. Report plans, plan progress/accomplishments and budget status to the MD5M LCIF Chairperson.
8. Serves as the chief spokesperson for fundraising in his/her district.
9. Encourage donations by delivering information about LCIF at Club, Zone meetings & District Conventions through presentations & booths.
10. Accepts responsibility for the success of LCIF fundraising in his/her District.
11. Background of leadership positions & responsibilities in Lions & currently active in Lionism.

**QUALIFICATIONS:**

Lion with prior experience holding positions at the District level; analytical skills and attention to detail; grants writing experience with both foundations and other grant making organizations desirable.

**Appendix 12.0**  
Can Do Canines  
Job Description



**Job Description: Lions District Chair for Can Do Canines**

Reports to:                   1. Lions District Governor as a cabinet member and  
                                      2. Can Do Canines as a Lions Liaison

Job Summary:            A Lions District Chair will:

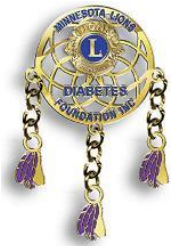
- Attend individual club meetings in your district whenever possible, speak about Can Do Canines work, and encourage financial support.
- Attend the Midwinter Convention in your district, manage a display there and attempt to arrange a seminar or speaking opportunity during the convention.
- Represent Can Do Canines at district zone meetings, reporting on current activities and accomplishments at Can Do Canines.
- Attend a day of training at the Can-Do Canines facility in New Hope, MN in July for all Lions District Chairs representing Can Do Canines.
- Submit monthly reports to Lion Pete Kleingartner, including the number of clubs visited that month and other activities where you represented Can Do Canines, so reports can be made for the Multiple 5M Council of Governors.
- It's highly recommended you attend a Can-Do Canines graduation or fundraiser to familiarize yourself with the events happening at the organization.

**Minimum Requirements:**

Must have own transportation and be willing to attend and make presentations at club meetings throughout your district each month.

- Need to have resources to pay for gas for your vehicle or obtain prior approval from your Lions District Governor to be reimbursed.
- Must present at a minimum of one club meeting per month (12 annually), and attend district cabinet meetings.





**Appendix 13.0**  
MN Lions Diabetes Foundation, Inc. (MLDF)  
Co-Trustee and Cabinet Position  
Job Description

***Mission Statement***

***The Minnesota Lions Diabetes Foundation, Inc. is dedicated to improving the quality of life for people with diabetes by funding research to cure diabetes, providing education and sponsoring preventive health activities.***

**Foundation and Cabinet Responsibilities:**

- Strive to know and understand the Missions of MLDF
- Trustees Training is provided preceding the July Board Meeting
- Learn about Diabetes – So that you can Promote Awareness of Diabetes within the District and Beyond Lions to those with and without diabetes
  
- Attend four MLDF Board meetings and Annual Meeting per year  
Board Meetings are most often held on Saturday mornings in July, October, December, and March. Most are in Central MN locations such as St Cloud.  
Annual Meeting is held at the Annual MD5M Convention, this tends to be a very short meeting.
- Actively participate on any MLDF Committee/s you are a part of
  
- Attend the Annual Diabetes Research Update hosted in partnership with the UMN. Generally, this follows the Board Meeting in the Spring. At this event updates are provided by the Scientists on the Research projects funded by MN Lions and managed by MLDF  
Be prepared to share current Diabetes Research Update information with D5M-6 Lions
  
- Serve at least one shift in the joint (Vision, Hearing and Diabetes Foundations) booth at the MN State Fair
  
- Participate in MLDF fundraising activities which support the Missions of the Foundation. Participate in Board decisions on how and where funding is granted.
  
- Expenses – Some expenses are reimbursed by MLDF such as these for Attending Board Meetings: Mileage to/from, meals, and hotel room. Rules of Audit apply.
  
- Attend (4) D5M-6 Cabinet meeting per year. Generally held in August, October, January/February (at Mid-Winter) and May. In advance of each meeting provide the District Secretary with a brief written report of current MLDF and D5M-6 Trustees activities.
- Attend District, Zone, and Club meetings to present Diabetes Awareness information and respond to Lions questions
- Provide a Display Table of information at the Annual District Mid-Winter Convention held in January. Provide Diabetes Awareness Speakers if approved by Mid-Winter Convention Committee and District Governor.

- Promote and Assist with planning of Club and Zone Diabetes Awareness Events. Events such as: Health Fairs which could include glucose screenings, or Fundraising Events such as STRIDES for Diabetes Awareness Walk/s
- Marketing - Provide a brief article and or Facebook post for use in the District Vision Newsletter and or District Facebook site
- Track donations received from District Clubs or Individuals. Send Thank You notes for each.
- Every \$1000.00 donation qualifies an Individual (Lion or Non-Lion) Club or District for a Dream Catcher Award. This award is in recognition of those Serving to bringing awareness to Diabetes.
- NOTE: Many entries listed are shared between Co-Trustees.

I have read, understand, and accept my duties as a trustee of the Minnesota Lions Diabetes Foundation.

Name of Trustee Candidate: \_\_\_\_\_  
Print Name

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_ District: \_\_\_\_\_ Term: \_\_\_\_\_

Approvals  
 District Governor/DGE Approval: \_\_\_\_\_  
Print Name

DG/DGE Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 14.0 MN Lions Childhood Cancer Foundation

### Trustee: Job Description

As a trustee of the MN Lions Childhood Cancer Foundation, you play a key role in promoting, strengthening, and sharing the mission and vision of our Foundation.

#### **Duties and Expectations of a Trustee**

##### **Childhood Cancer Foundation Trustees Meetings:**

Attend 4 board meetings each year.

**Summer:** Held in July in conjunction with trustee training in Twin Cities or St. Cloud Area

**Fall:** Held online in October

**Winter:** Held online in January or February

**Spring:** Held in April, typically in St. Cloud

##### **Annual Meeting**

Attend Annual Meeting held during the MD5M Convention on Saturday Morning.

##### **Childhood Cancer Foundation Events:**

**Annual 'Shave for the Brave' Head Shave** held in May

**MN State Fair Booth.** Participate and recruit volunteers to work the U of M State Fair Booth in late August/September located at the U of M building.

**Childhood Cancer Booth:** Volunteer at the booth during the MD5M Convention.

**Other Events** (tours, special events in MD5M)

##### **Childhood Cancer Foundation Committees:**

Serve on Foundation Standing Committees & Special Taskforces

##### **Your District:**

**Midwinter Convention:** Provide an information booth at your convention; collect Parade of Green donations; send thank you notes; arrange for convention speakers.

**Club Visits:** Visit clubs in your district promoting the Childhood Cancer Foundation.

**Region & Zone Meetings:** Attend Region and Zone meetings promoting 'Shave for the Brave' event and other activities of the Foundation.

**Cabinet Meeting:** Attend Cabinet meetings and provide updates.

**Believe Awards:** Track club donations and keep treasurer informed of donations or requests for the Believe Award.

##### **Term of Appointment:**

Trustees are appointed by the District Governor or District Governor Elect for a two-year term not to exceed a total of three 2-year terms consecutively. Trustees serve at the pleasure of the current District Governor and can be replaced at any time if expectations are not being met by the trustee.



## Appendix 15.0 MN Lions Hearing Foundation

### Trustee Job Description

As a trustee of the Minnesota Lions Hearing Foundation, you play a key role in promoting, strengthening, and sharing the mission and vision of our Foundation.

### Duties and Expectations of a Trustee:

#### Hearing Foundation Trustee Meetings

- Attend 4 meetings each year.  
**Summer** meeting is held in July in conjunction with board retreat typically held in Twin Cities.  
**Fall** Board Meeting typically held in St. Cloud in October.  
**Winter** Board Meeting typically held in Jan/Feb/ or March in St. Cloud  
**Spring** Board Meeting typically held in April in St. Cloud

#### Annual Meeting

- Attend Annual Meeting held during the MD5M Convention on Saturday morning.

#### Hearing Foundation Events

- **Annual DFEET Hearing Loss Fundraiser Walk** held in June at the U of M Landscape Arboretum usually the first Saturday of June.
- **MN State Fair Booth.** Participate and recruit volunteers to work the State Fair Booth in late August/September located in the Education Building.
- **Cochlear Implant Picnic** held in late summer providing support generally held in Golden Valley Minnesota.
- **Hearing Foundation Booth:** Volunteer at the booth during the MD5M Convention
- **Other Events** (tours, special events in MD5M)

#### Hearing Foundation Committees

- Serve on Foundation Standing Committees & Special Taskforces.

#### Your District

- **Midwinter Convention:** Provide an information booth at your convention; collect
- Parade of Green donations; send thank you notes; arrange for convention speakers.
- **Club Visits:** Visit Clubs in your District promoting the Hearing Foundation.
- **Region and Zone Meetings:** Attend Region and Zone Meetings promoting DFEET Walk and activities of Foundation.
- **Cabinet Meetings:** Attend Cabinet meetings and provide updates.
- **Fellowship Awards:** track Club donations and process Hearing Fellowship Awards

## Used Hearing Aids & Affordable Hearing Aid Program

- Collect used hearing aids from Clubs. Hearing aid donations should be brought to board meetings.
- Refer inquiries regarding financial assistance needs to an appropriate Club for
- evaluation and processing.

### Term of Appointment

- Trustees are appointed by the District Governor or District Governor Elect for a two-year term not to exceed a total of three 2-year terms consecutively.
- Trustees serve at the pleasure of the current District Governor and can be replaced at any given time if expectations are not being met by the Trustee.
- Trustees are reimbursed for expenses to attend Foundation Board Meetings at a rate set forth in the Hearing Foundation Policy Manual.

I have read, understand, and accept my duties as a Trustee of the Minnesota Hearing Lions Foundation.

### Minnesota Lions Hearing Foundation Candidate

Name of Trustee Candidate: \_\_\_\_\_  
Print Name

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_ District: \_\_\_\_\_ Term of Candidate: \_\_\_\_\_

### APPROVALS

District Governor/DGE Approval: \_\_\_\_\_  
Print Name

DG/DGE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revision 2020

**Appendix 16.0**  
**5M6 PEACE POSTER/ESSAY CONTEST CHAIR**  
Job Description

The job of the Peace Poster/Essay Contests Chair is to coordinate the Peace Poster and Peace Essay Contest efforts with the district governor, encouraging club participation in the contests, and assisting the governor and clubs as needed.

The district chair should be familiar with the Lions International publication pr787 “**District Peace Poster Chairperson’s Guide**”

Duties:

1. Establish an annual operational plan including a calendar of key dates, a list of previous year participating clubs including club contest contacts, key district and multidistrict contacts, and resources (i.e., promotional brochures, display materials from LCI, sources of paper and mounting supplies, etc.).
2. Contact all district clubs to encourage their participation in the Contests at least twice a year preferably: a) shortly after the Contest Kits go on sale (January 15<sup>th</sup>) with the contest theme and deadline and b) late July/ early August to encourage clubs to contact their schools and youth organizations.
3. Present the contests to clubs and schools and youth organizations to encourage participation in the contest and promote Lions.
4. Assist the clubs, as needed, in obtaining the contest kit and creating club level promotional material.
5. Report the number of clubs participating in the contests to the district governor on or before October 31
6. Conduct the district level judging of the winning posters from the club contests for the advancement of the district post to the multiple district level of competition. This judging will be done after November 15<sup>th</sup> and before December 1<sup>st</sup>.
7. Ensure the district winning poster and essay are sent to the multidistrict on or before the December 1<sup>st</sup> deadline.
8. Present the contest winners and display the club’s winning posters and essays at the annual district convention.
9. Prepare and submit an annual report summarizing the outreach effort by the district and the clubs. This should include basic statistics on the number of clubs, schools/organizations and students participating.

Policies:

1. The district presents the winners with a plaque and a check for \$150.00
2. The meals for the district winners ***and one companion for each winner***, at the convention are the responsibility of the district. The sponsoring Lions Clubs are responsible for the meal costs of additional family and friends of the winners attending the presentation.
3. The district will maintain a supply of appropriate paper to assist clubs encouraging school/youth organization participation in the contests.
4. Additional prizes and awards of recognition can be made provided the Peace Poster/Essay Contest budget has the available funds. The cost of supplies to be made available to clubs such as paper will be drawn from the Peace Poster/Essay Contest budget.

**Note.** #2 Policy approved to be revised at the 1-12-24 Cabinet meeting