

Vision

The Lions Clubs of District 308B1 as a service organization

- ❑ that is respected by the community for the values we uphold.
- ❑ that is sensitive and responsive to the needs of the underprivileged.
- ❑ that is a leader for community service in Malaysia.

Mission Statement

- ❑ To strengthen the Lions Movement in the District through the sharing of expertise and the effective use of available resources.
- ❑ To seek innovative methods for identifying and responding to the needs of the community.



- ❑ The columned structure stands for the institution of Lionism.
- ❑ The three pillars represent the fundamental tenets of Lionism, namely Leadership, Fellowship and Service.
- ❑ The nine figures represent the nine regions within District 308 B1.
- ❑ The heart represents sensitivity to the needs of the underprivileged and the community
- ❑ The theme 'Serve with Dignity' emphasises the need to conduct ourselves with decorum and dignity while protecting and ensuring the dignity of the underprivileged that we serve.

DISTRICT FOCUS FOR 2008-2009

1. Lions Clubs to fulfill their charter obligations.
2. Lions Protocol and Decorum to be observed and enhanced at all times.

3. Lions Fellowship to be enhanced through more interactions within each club.
4. Promotion of Lions Image through better Public Relations and Information.
5. District Activities to encourage more Leadership and Youth training and to emphasize on:
 - a. Region, Zone & District Chairpersons' School
 - b. District Trainers Conference
 - c. Youth Exchange
 - d. Youth Camp & including Youth Outreach
 - e. Lions Youth Essential Skills (Lions YES) Program
 - f. Lions Leadership Institute (LLI – Local input in English/Mandarin)
 - g. Senior Lions Leadership Institute (SLLI)
 - h. Regional Lions Leadership Institute (RLLI)
 - i. Lions Worldwide Induction Day
 - j. Year Round Growth
 - k. Leo Advisors' School
 - l. MERLOW Program
 - m. Club Officers School/Seminars
 - n. President's Retention Program
 - o. Mentoring Program
6. To organize and charter **8** new Lions Clubs in the District.
7. To target membership growth at 10% or at least 2 net gain per club achieved by 28 February 2009.
8. To enhance women membership by 10% per club.
9. To encourage usage of information technology for communication between clubs, District 308 B1 and Lions Clubs International.
10. To encourage more activities in Sight Conservation, Lions Eye Clinic, Renal Centers, Blood Donation & Organ Pledge and Social Services to the less fortunate as well as to initiate fund raising projects for contribution to such activities.
11. To encourage more activities in public services with PDRM, DBKL, Local Councils, Rukun Tetangga, Local Residents Association and other NGOs for the enhancement of Lions Image.
12. To promote club twinning with clubs overseas and to promote International Understanding and Fellowship.

**District 308 B1 Regions & Zones
2008-2009**

Region 1	
Zone 1	Kota Budaya, Gua Musang, Kota Bahru, Kuala Krai,
Zone 2	Chukai Central, Indera Mahkota, Kuantan City
Zone 3	Kuantan, Kuantan Central, Kuala Trengganu, Dungun

Region 2	
Zone 4	Raub, Kuala Lipis, Bentong
Zone 5	Mentakab, Triang Mandarin, Jerantut Jaya
Region 3	
Zone 6	KL Sentul, KL Ampang, KL Sri Petaling, KL Central, Bukit Tengku
Zone 7	KL Pantai Hills, KL OUG, KL Bukit Jalil, NC KLCC, KL Bangsar
Zone 8	KL City, KL Vision City, KL Seputeh, KL Taman Tun, KL Metro Prima
Region 4	
Zone 9	Damansara KL, KL West, KL Metropolitan, KL Bukit Kiara, KL Cheras
Zone 10	KL East, KL Desa Park City, KL Pudu, KL Capital
Zone 11	KL North, KL South, KL Host, Cybercare KL, KL Mega City
Region 5	
Zone 12	Ayer Keroh, Malacca, Malacca Historic City, A'Formosa, Melaka Raya
Zone 13	Kuala Pilah, Bahau, Seremban Central, Port Dickson, Lukut 88
Region 6	
Zone 14	Muar Host, Muar Mahaleang, Muar Puteri, Muar Tanjung Mas, Bukit Bakri
Zone 15	Tangkak, Muar Bukit Gambir, Tanjung Bidara, Jasin
Region 7	
Zone 16	Segamat Bukit Siput, Jementah, Gemas Bahru, Segamat Jaya
Zone 17	Segamat, Labis, Segamat Puteri, Segamat Baru
Zone 18	Kluang, Batu Pahat, Simpang Rengam, Kluang Mandarin, Yong Peng
Region 8	
Zone 19	JB Host, JB Metro, JB City, JB Tanjung Petrie, Tebrau City
Zone 20	Johor Jaya, Permas Jaya, Kota Tinggi, Masai, Tiram City
Region 9	
Zone 21	Skudai, Kulai, Senai, Tun Aminah, Pekan Nenas
Zone 22	Taman Pelangi Indah, JB Taman Universiti, JB Taman Century, JB Mandarin

ADMINISTRATIVE GUIDELINES FOR DISTRICT 308 B1

1. Correspondence

All correspondence to the District Governor shall be sent to the District Office Kelinik Krai, No. 29 Jalan Sultan Yahya Petra, 18000 Kuala Krai, Kelantan and copied to the Vice District Governor, Cabinet Secretary (and Region Chairperson, Zone Chairperson and District Chairperson as appropriate). All Cabinet Officers, Club Presidents, Secretaries and Treasurers are to have an active email address.

2. Installation of Club President and Board of Directors for 2008-2009

Each Lions club MUST hold their installation not later than 30th September 2008. Should the District Governor be required to perform the installation, please call to confirm a date and once

set, to reconfirm the same in writing as soon as possible. In the event that the District Governor is unavailable, the Vice District Governor shall assume this duty.

Any request for induction of new Lions members shall be performed preferably by the Vice District Governor – otherwise any Past International Officers may perform the induction.

Sergeant At Arms are required to control the crowd to observe SILENCE at all times during any official ceremony and during speeches and ensure NO food or alcoholic beverages is served during the ceremony.

3. District Governor's Club Visit

The District Governor will call the club to set a date and once this is confirmed a letter will be sent to confirm the visit. The Region Chairperson and Zone Chairperson will accompany the District Governor in such visits. In view of the large number of clubs, the District Governor could request for club visits on per zone basis, if necessary.

4. Club Projects and Activities

a. **Projects and Activities**

All clubs are encouraged to hold fund raising projects and activities for the benefit of the less fortunate and should conduct such projects in coordination with the various District Chairpersons and/or as joint project with other clubs if necessary.

A report of the Project and Statement of Accounts should be sent to the District Governor, Cabinet Secretary and copy to the appropriate District Officers to ensure coordination on such project activities.

Clubs holding fund raising projects should as far as possible confine their fund raising to the public and are not encouraged to “tax” the Lions members.

b. **Dress Code**

Lion members are required to dress appropriately for the occasion. In the case of club projects involving the public with outdoor activities, it is essential to wear the Lions vest. This is to create public awareness of Lions members in action.

In the case of a dinner function for club anniversary, installation of club officers, charity balls or any other formal occasions, a jacket and tie is necessary. On no condition should a Lions vest be worn for dinner function. Lady Lion members are to be dressed for the appropriate dinner occasion in proper evening attire.

c. **Protocol**

Clubs holding charity dinners, or any other dinner functions or public projects, Lions Protocol is to be strictly observed. The Region Chairperson/Zone Chairperson or District Chairperson for PR/Lions Information will assist if called upon for reference.

The District Governor is the Guest of Honor at all Lions function IRRESPECTIVE if another VIP or public dignitary is present. The public dignitary shall always be the Special Guest. Table seating protocol should also be strictly observed. The Lions Organizing Chairperson SHALL NOT sit at the main table unless he/she is also the Presiding Officer or a higher ranking Officer/Past Officer who is seated because of the rank.

Please always refer to the Region Chairperson/Zone Chairperson or District Chairperson for PR/Lions Information for any terms of reference on this issue.

5. Lions Clubs International Designated Activities

These are some of the major LCI designated activities:

- Diabetes Awareness
- Environmental Services
- Lions Clubs International Foundation (L.C.I.F.)
- Leo Clubs
- Youth Camp & Exchange
- Cultural & Community Services
- Lions Services for Children
- Opportunity for Youth
- Peace Poster Contest
- PR & Lions Information
- Convention
- Hearing & Speech Action and Work with the Deaf
- International Relations
- Women's Membership Development & Participation
- Membership, Extension, Retention, Leadership, Orientation
- Information Technology
- Sight Conservation & Work with the Blind

6. District Designated and Supervised Activities

In continuing with the tradition of our District activities the following portfolios are encouraged:

- a. Lions Eye Clinic
- b. Lions 50 years Celebration Activities
- c. Lions Diabetes Rehabilitative Program
- d. Lions Renal Centres
- e. District 308 B1 Foundation
- f. Lions Blood Bank & Organ Pledge
- g. Lions Eye Bank
- h. SightFirst Mobile Unit
- i. Lions with PDRM & Local Councils
- j. Lions with Dewan BandarRaya (DBKL)
- k. Lions Renal Centres
- l. District 308 B Lions Headquarters
- m. Children Down Syndrome Centres.

7. Club Compliance with the Registrar of Societies Act 1996

All clubs are to send in photocopy of their registration certificate to the District Governor and the District Chairperson for Club Registration by September 2008. Contact the District Chairperson for Club Registration in the event you need assistance. ALL clubs should have their club registration number on their club letterhead.

A copy of the annual returns (Borang 9) submitted to the Registrar of Society must be sent to the District Governor and the District Chairperson for Club Registration.

8. Lioness Clubs Program

The Lioness Club Program is an activity of the Lions Clubs International and as such no registration with the Registrar of Society is necessary with the exception of Lioness Clubs formed prior to 1987. The sponsoring Lions club will incorporate the Lioness Club activities in their report. A Lioness Liaison Officer from the sponsoring club should attend Lioness club meetings.

Lioness Clubs do not hold any Zone meetings but can attend as observers and this discretion will be left to the respective Region and Zone Chairpersons.

Monthly membership and activities report from the Lioness Clubs are to be sent to the District Governor with a copy to the District Chairperson for Lioness Clubs.

9. Leo Clubs Program

The Leo Club program is a youth activity of the Lions Clubs International. While the sponsoring clubs are required to pay their annual levy for Leo clubs, no registration to the Registrar of Society is permissible.

A sponsoring Lions Club will appoint a Leo Advisor for each and every club formed and such Leo Advisor should preferably be certified by the District after attending the Certified Leo Advisors course.

10. Club Supplies

To obtain membership kits, peace poster contest kits and any other Lions paraphernalia and club supplies, please contact the official licensee at:

PCC S T Yeoh
Liberty Production Sdn Bhd
127 Jalan SS 25/2, 47301 Petaling Jaya, Selangor, Malaysia.
Tel: +603-78036278, Fax: +603-78037827
Email: lionyeoh@streamyx.com

You are also directed on the usage of the Lions emblem in as far as unauthorized usage is concerned. The District Governor is empowered to protect the Lions emblem from unauthorized usage.

Club extension kits can be obtained from the District Office.

11. Cabinet Officers

- All Cabinet Officers are appointed at the discretion of the District Governor and in accordance to the individual talents to create and help achieve the District goals and objectives. District Chairpersons must coordinate with the other District Chairperson in as where there is an overlap or similar work scope. The District Chairpersons should also be in a position to encourage and direct clubs to the various projects and activities with their portfolios in order to ensure a successful year.
- The District Chairpersons should also write or inform clubs of their work scope and to coordinate such activities together, Regional or District-wide.

- **District Meetings** – held 4 times in the fiscal year of 2008-2009 at various venues to be reconfirmed. Tentative Cabinet meetings will be held on:
 - a. 20 July 2008 - Kota Bharu
 - b. 12 October 2008 - Kuala Lumpur
 - c. 11 January 2009 - Muar
 - d. 24 April March 2009 - Johore Bahru
- All Cabinet Officers are required to attend the four (4) Cabinet meetings (including pre-cabinet conference) with Past Governors as invited guests. The dress code is jacket and tie at all meetings and NO Lions vest, jeans, slippers, shorts shall be worn during such meetings. Lady Cabinet Officers shall dress as appropriate
Lions members as observers may attend the cabinet meetings, if space permits but should inform the District Governor or Cabinet Secretary at least 1 week prior to the meeting. They are NOT allowed to speak or voice their opinions nor allowed to vote during such meetings.
- Lions members or Cabinet Officers' spouses may also participate in the Cabinet Officers dinners subject to seats availability and upon payment of such dinner cost. Lion members should also observe the dress code of a jacket and tie at such occasions with Lady Lions members in proper evening attires. No Lions vest, jeans, slippers, shorts shall be worn during such dinners.
- **Regional meetings** should be conducted four (4) times during the fiscal year. The Chair will be the Region Chairperson and all Zone Chairpersons within the Region are required to attend. The District Chairpersons should preferably attend so as to coordinate their activities with the Zone Chairpersons on their scope of work to be carried out by the clubs.
- The Region Chairpersons should preferably set the dates for such meetings as soon as possible with Zone and District Chairpersons respectively.
- Attendance of Lions observers at such meetings shall be at the discretion of the Chair.
- Region Chairpersons should make their reports to the District Governor with a copy to the Vice District Governor, Cabinet Secretary and Cabinet Treasurer respectively.
- Region Chairpersons should ensure the proper dress code at such meetings at least with a jacket and tie for men and preferably office attire for the ladies. No Lions vest shall be worn at such meetings.
- **Zone meetings** should be held four (4) times during the fiscal year. The Chair will be the Zone Chairperson who will conduct meetings with Club Presidents, Secretaries, Treasurers, 1st Vice President and Club Membership Director. Region Chairpersons may be invited to attend to offer advice and solutions if necessary. Attendance of Lions observers at such meetings shall be at the discretion of the Zone Chairpersons.
- Zone Chairpersons within the same Region should as much as possible hold joint Zone meetings to save cost and also to promote fellowship with the Zones and/or Region.
- Zone Chairpersons should ensure that all men club officers observe the proper dress code that is a jacket and tie and lady club officers preferably office attire at such zone meetings. No Lions vest shall be worn at such meetings.
- Zone Chairpersons should make their Zone reports to the District Governor with a copy to the Vice District Governor, Cabinet Secretary and Region Chairpersons respectively.

12. **Coordination of Activities between Clubs and District Chairpersons.**

Clubs planning their charitable activities must inform the respective District Chairpersons to get their involvement and should always include the District Chairperson for Lions PR & Information in as where the public is present to ensure media coverage. This is imperative if the Lions image is to be promoted and enhanced.

13. National Anthem

While Flag Salutation is a pledge of allegiance to our country, the national anthem when played during our Lions functions reminds us of our patriotism to our country. It is expected that all Malaysian Lions know the lyrics to this song and are to sing along with zeal and enthusiasm. Members of the public will witness such enthusiasm which will go a long way to create a positive image of Lions members as good citizens of the country.

14. Reports

- **WMMR or MMR :**
- Clubs that report MMR (By Post) must submit by the 20th of each month, whereas WMMR (by uploading such data to the website of LCI) not later than end of the month with copy emailed to District Governor, Vice District Governor, Cabinet Secretary and respective Region and Zone Chairpersons.
The membership numbers and passwords are given to the Club Key Officers (President, Secretary and Treasurer) only. Or you may request from LCI IT division.
- **MAP Report Form:** (For District use only) Clubs are encouraged to submit electronically, reports up to the end of each month by uploading such data to the website of the District, or by email to District Governor not later than 5th of the following month (By post) with copy to Vice District Governor, Cabinet Secretary and respective Region and Zone Chairpersons.
- **PU 101 Form** must be submitted to LCI and District Governor by 15th March 2009 (District Competition) or latest by 25th April 2009 for non competitors with copy to Vice District Governor, Cabinet Secretary and respective Region & Zone Chairpersons.
- **Activities Reports – A1 Form:** must be submitted to LCI and District Governor by end of each month with copy to Vice District Governor, Cabinet Secretary and respective Region & Zone Chairpersons.
- **All reports are encouraged to be sent electronically through email.**

15. Alert Programme

- Every **Region & Zone** should have an **emergency response plan**.
- Level 1 emergency affects a few families.
- Level 2 emergency affects a larger geographical area.
- Level 3 emergency affects hundreds or thousands of people.
- **To develop** an appropriate emergency plan for your community, review the Lions ALERT Program Guide (IAD-911) on the Lions Web site (www.lionsclubs.org) or request from the District Alert Chairperson.
- If a large disaster occurs, **contact District Alert Chairperson, District Governor & IPDG** and propose a relief plan. Even if at club/region/zone level can handle do report to the respective officers as mentioned.
- To offer services or material for an emergency or non-emergency Lions project outside your community, log onto the **Lions Serving Humanity** page of the Lions Web site. Serve your community. Develop a Lions ALERT plan.
Web site: www.lionsclubs.org, E-mail: programs@lionsclubs.org

A STRONG LIONS CLUB IN DISTRICT 308 B1

A general guideline for a strong Lions club will have the following attributes as listed below:

Administration:

1. Be seen to observe Lions protocol and wearing the Lions lapel pin at all times and observe proper dress code at all Lions functions and projects.
2. To prepare and submit to the District Governor the year planner and club annual budget for 2008-2009 by 31 August 2008 (copy to VDG, CS, CT, RC and ZC)
3. To submit club membership directory and financial reports with copies to LCI and District by 31 August 2008 (for status as at 30 June 2008) and 28 February 2009 (for status as at 31 December 2008) or to comply to such updates as and when required.
4. Achieve 100% submission of monthly membership reports by the end of the month. (WMMR are to be sent to LCI, District Governor, VDG, Cabinet Secretary and respective Region & Zone Chairpersons)
5. Achieve 100% submission of District Membership Activities and Projects report (MAP) by the end of the month to District website or by email to District Governor, VDG, Cabinet Secretary and respective Region and Zone Chairpersons.
6. Prompt settlement of District, MD and LCI dues by 31 August 2008 and 28 February 2009 respectively.
7. To submit the Club's Activities report monthly to LCI with copies to District Governor, VDG, Cabinet Secretary and respective Region and Zone Chairpersons.
8. Conduct proper club officers & BOD nomination and election, the (Club Officers report) PU101 must be submitted to LCI and copy to District Governor, VDG and respective Region and Zone Chairperson before 15 March 2009.
9. In compliance with the requirements of the Registrar of Societies, the club must conduct an AGM and submit the necessary reports and audited account before 30 September 2008, with copies to District Governor, VDG, Cabinet Secretary and respective Region & Zone Chairpersons.
10. Club President, Secretary, Treasurer, 1st Vice President and Membership Director must attend the District Governor's Advisory quarterly meetings of the Zone (Zone Meeting).
11. On a monthly basis the club must hold at least 1 Board of Directors and 1 members general meeting with minutes of the meeting duly recorded.
12. Achieving a net membership increase of at least 3 members for the fiscal year.
13. To maintain a membership strength of at least 25 members.

14. To conduct orientation for new members prior to induction.
15. Organize or encourage members to carry out or attend and participate in Lions workshops and other seminars.

Fellowship:

1. To have monthly fellowship gathering at club level and to attend at least 1 fellowship meeting at Zone or Region level during the fiscal year.
2. To demonstrate a strong club representation at local MD Convention or OSEAL Forum and International Convention.
3. Indulge in fellowship through club twinning with joint projects and anniversary visits with other Lions Clubs in other regions outside the country.
4. To commemorate the club anniversary and give due recognition to past officers.

Services & Activities:

1. To carry out projects according to the needs and requirements of the community.
2. To have an organizing chairperson and a committee to plan the service projects efficiently.
3. To support LCI and District designated projects.
4. To carry out at least 1 major service project and to carry out at least 1 project per month.
5. To have at least 1 major fund raising project for the year.

DISTRICT 308 B1 – CLUB AWARDS FOR FISCAL YEAR 2008-2009

The District Awards are designed to promote and encourage Lions Clubs / Lions to fulfill their charter obligations and highlight Lions Clubs International and District Governor’s goals and objectives

It is intended as an event of friendly contest so that at the end of the fiscal year, Lions Clubs / Lions can look back with pride and satisfaction on their achievements.

Assessment Period :	Competition Awards	1 July 2008 - 31 March 2009
	Achievement Awards	1 July 2008 - 30 June 2009

DISTRICT AWARDS COMMITTEE

CHAIRPERSON :	Cabinet Secretary
MEMBERS :	Cabinet Treasurer
	Region Chairpersons

EX-OFFICIO :

Zone Chairpersons
District Governor
Vice District Governor

The District Awards Committee will take into consideration any special circumstances of Lions Clubs in their evaluation on the Clubs' performance against the Awards requirements and Criteria.

The decision of the Awards Committee is final.

Competition Awards will be announced at the District Convention.

Clubs will be advised of the results of the Achievement Awards by 1st August 2009.

CLUB EXCELLENCE AWARD FOR YEAR 2008-2009

The awards will be given to clubs complying the mentioned criteria and shall be recognized during the 48th MD 308 Lions Convention in Johore Bahru, Johore.

- a. Must submit WMMR to LCI with copy to District Governor, Vice District Governor, Cabinet Secretary, respective Region and Zone Chairpersons by end of the month.
- b. Must submit the Membership Activities and Projects Reports (MAP) to District Governor with copy to Vice District Governor, Cabinet Secretary and respective Region and Zone Chairpersons by end of the month.
- c. To prepare and complete the Club's Year Planner and Club's Annual Budget by 31 August 2008 (copies to DG, VDG, CS, RC, ZCs are proof of compliance)
- d. Should have paid the half-yearly District/MD/LCI dues by 31 August 2008 and 28 February 2009 respectively and do not owe LCI any balance of over USD50.00 as at 28 February 2009.
- e. Must have completed the installation of President and BOD by 30th September 2008.
- f. To maintain and have a membership of at least 21 members as at 31st March 2009.
- g. To achieve a net increase of 3 new members from the minimum membership of 21 members as at 31st March 2009.
- h. To submit to LCI and District Governor, the statement of club accounts for the year ending 30th June 2008 by 31st August 2008 and for the period of 1st July 2008 to 31st December 2008 by 28th February 2009.
- i. Must comply with the Registrar of Society annual return for 2007-2008, a copy of which is to be sent to the District Governor and District Chairperson for Club Registration latest by September 2008.
- j. To have at least 2 major service activities with at least 60% membership participation in such service activities and also with the respective District Chairperson involvement.
- k. To have 1 major fund raising project with at least 60% membership participation and include the involvement of the respective District Chairperson and to submit to the District Governor, Vice District Governor, Cabinet Secretary, respective Region & Zone Chairpersons and the respective District Chairpersons the project accounts by 15th March 2009.
- l. The Club President, Secretary, Treasurer, 1st Vice President and Membership Director must attend at least 3 Zone meetings. (District Governor's Advisory Committee Meeting).
- m. Should attend the District's workshops and seminars including leadership training by at least 5 club members.

- n. Should hold at least 1 orientation session for new club members.
- o. To submit the PU 101 and to be received by the District office by 15th March 2009.
- p. To include at least 3 new District Fellows or 1 new Melvin Jones Fellow for the fiscal year 2008-2009 and to accomplish by 31st March 2009.
- q. To submit Monthly Club's Activities Report or Quarterly to LCI, with copies to District Governor, VDG, Cab. Sec., respective Region & Zone Chairpersons.
- r. To be seen to observe Lions protocol and to abide by the dress code at Lions dinner functions and Lions project and activities.

**CLUB SPECIAL ACHIEVEMENT AWARDS
FOR YEAR 2008-2009**

- a. **Club Extension Awards** – for sponsoring Lions Club.
Awarded to Lions Clubs that has sponsored at least one (1) new regular Lions Club, Branch Club, New Century Lions Club or conversion of Lioness Club to Lions Club.
- b. **Leo Club Extension Award** – for sponsoring Lions Club
Awarded to Lions Clubs that have sponsored at least one (1) new Leo Club.
- c. **Club Twinning Award** – for the participating Lions Club
Awarded to Lions Clubs participation in twinning with another club in another District.
- d. **Club Membership Growth Award**
Awarded to Lions Clubs with the highest membership growth exceeding 5 new members from a minimum membership of 21 by 30th June 2009.
- e. **Club Outstanding Fund Raising Project Award**
Awarded to 6 Lions Clubs with the highest fund raising project and that 70% of proceeds to contribute solely or partially to the following:
 - Lions Eye Clinic
 - Lions Eye Bank
 - Lions Down Syndrome Centers
 - Lions Autistic Centers
 - Youth Development Fund
 - Diabetes Fund
 - Lions Renal Centers
 - Donations to approved Homes/Institutions
 - Any other charitable donations as and when necessary
 - Any emergency donations as and when necessary
 Clubs must submit project statement of accounts for assessment purposes 60 days after the project and not later than 31 March 2009.
- f. **Club Outstanding Service Activity Award**
To be awarded to 6 Lions Clubs for the most outstanding and compassionate service activity catering to the needs of the community as analyzed by the Club, taking into account public participation, media publicity, total man-hours spent, funds expended and total beneficiaries from the outcome of the service activity.

Club must submit project statement of accounts for assessment purposes 60 days after the activity and not later than 31 March 2009.

g. Club Bulletin/Newsletter Award

To be awarded to Lions Clubs as at 31st March 2009 basing on the clubs' bulletin/newsletter for content/regularity/production/quality/reader friendly. Clubs should send at least 3 issues to the District Governor, Vice District Governor and Cabinet Officers. Electronic and hard copy format acceptable.

**OTHER AWARDS
FOR YEAR 2008-2009**

The following awards are solely at the discretion of the District Governor

1. Club Outstanding Award
2. Club Officers Outstanding Award (President, Secretary, Treasurer)
3. Lions members Merit Award (Service Achievement)
4. District Governor's Appreciation Award
5. International President Appreciation Certificate

**TOP 10 CLUB AWARD
FOR YEAR 2008-2009**

This Top award is to be conferred to 10 clubs and the criteria to receive this award clubs must fulfill the following:

- Must fulfill the criteria for the Club Excellence Award.
- LCI and District dues for year 2008-2009 be paid in full by 28th February 2009
- Service Activities:
To have in addition to the 2 major service activities, clubs must organize at least **6** of the named other activities as listed below
 - Blood Donation
 - Environmental services
 - Lions with PDRM & Local Councils (including DBKL)
 - Diabetes Awareness & Health Services
 - Hearing & Speech Action and Work with the Deaf
 - Sight First Mobile Unit
 - Peace Poster Contest
 - Youth Exchange
 - Opportunities for Youth
 - Cultural and Community Activities
 - Services for Children
 - Educational Services
 - Renal Centre Services

AND any 4 of the following:

- Media Publicity
To organize 2 major fund raising / service projects with media exposure on Lions services.
- Leadership Seminar Workshop
At least 30% of club membership attended Lions leadership seminars/workshops organized by the District/Region/Zone.
- LCIF & District Foundation
To contribute to 3 District Fellows (District 308B1 Foundation) or 1 Melvin Jones Fellow.
- Attendance at club Board of Directors and Members meetings respectively to exceed 60% at any one time.
- Club Bulletin/Newsletter
To publish at least 3 issues by 31 March 2009.
- Club Extension
Should sponsor 1 new regular Lions club by 31st March 2009. (Formation of new Branch Club, new Lioness clubs, new Leo clubs are also acceptable.)
- To promote and carry out a service project with any NGOs.
- To participate in programs concerning International Relations.

TOP 10 PRESIDENT AWARDS FOR YEAR 2008-2009

The criteria to receive this award are limited to 10 Club Presidents only for the year and to accomplish at least any **9** of the following:

- Must fulfill the criteria for the Club Excellence Award.
- Prepare and submit annual planner to the District Governor, Cabinet Secretary, Region & Zone Chairpersons by 31st August 2008.
- Must have attended the Club President's school for 2008-2009.
- Must have attended and chaired ALL Club BOD and Members General Meetings.
- Must attend at least 3 Zone meetings.
- Be a registered delegate at the Multiple District Convention and OSEAL Forum (or) International Convention for the fiscal year.
- Participate in at least 3 District/Region/Zone projects and activities.
- Sponsor at least 2 new members by 31st March 2009.
- Club sponsor a new Lions Club by 31st March 2009.
- Club sponsor a new Leo Club by 31st March 2009.
- Personally act as host to 1 youth exchange student.
- Personally sponsor 1 youth for Youth Camp or 1 Leo for Leo Forum.
- To be (or already is) a new Melvin Jones Fellow or District Fellow by 31st March 2009.

TOP 10 SECRETARY AWARDS FOR YEAR 2007-2008

Club Secretary must fulfill the following conditions to qualify for the award which is limited to 10 Club Secretaries only and to accomplish at least any **9** of the following:

- Must fulfill the criteria for the Club Excellence Award.
- To Comply and implement club secretary's duties as per Secretary Manual.
- Must have attended the Club Secretary's school for 2008-2009.
- Attend ALL Club BOD and Members' General meetings.
- Must attend at least 3 Zone meetings.
- Participate in at least 3 District/Region/Zone projects and activities.
- Be a registered delegate at the Multiple District Convention and OSEAL Forum (or) International Convention for the fiscal year.
- Sponsor at least 1 new Lion member by 31st March 2009.
- Report to District Governor and Cabinet Secretary the major projects and activities not later than 60 days after completion of the same.
- To comply with ROS annual return (Borang 9) for 2007-2008 and copy to be received by District Governor no later than 30th September 2007.
- Submit monthly WMMR and Club Activities reports (Form A1) to LCI with copies to the District Governor, VDG, Cabinet Secretary, respective Region & Zone Chairperson by the end of the month.
- Submit District Monthly – Membership Activities & Projects report (MAP) to the District Governor, VDG, Cabinet Secretary, respective Region & Zone Chairperson by the 5th of the following month.
- To coordinate and participate with District Chairpersons on club or zone projects.
- Preferably to be (or already is) a new District Fellow or Melvin Jones Fellow by 31st March 2009.

TOP 10 TREASURER AWARDS FOR YEAR 2007-2008

Club Treasurers must fulfill the following conditions to qualify for the awards with is limited to 10 club treasurers only and to accomplish at least any **9** of the following:

- Must fulfill the criteria for the Club Excellence Award.
- To comply with treasurer's duties as specified in the Treasurer Manual.
- To submit to the District Governor by 31st August 2007 the annual club budget.
- To pay ALL District and LCI dues within the stipulated time frame.
- To send in financial report of the club (for half-year ending 31st December 2008) by 28th February 2009 to the District Governor.
- Must have attended the Club Treasurer School for 2008-2009.
- Attend ALL Club BOD and members' General meetings.
- Must attend at least 3 Zone meetings.
- To participate in at least 3 District/Region/Zone projects and activities.
- To attend as a registered delegate in the Multiple District Convention and OSEAL Forum (or) International Convention.
- To sponsor at least 1 new Lion member by 31st March 2009.
- Preferably to be (or already is) a new District Fellow or Melvin Jones Fellow by 31st March 2009.

**DISTRICT SERVICE ACHIEVEMENT AWARDS
FOR YEAR 2008-2009**

These awards will be presented to club **Chairpersons** who have successfully organized service activities or (fund raising projects) and with majority club members' participation and involvement with the respective District Chairpersons of such service activities carried out.

**DISTRICT CABINET OFFICERS FUNCTIONAL
DUTIES & RESPONSIBILITIES**

“The purpose of the District Organization is to assist, coordinate and promote the general welfare of Lions Clubs and their members; to assist the District Governor in performing the duties of that office” – Lions Clubs International.

DISTRICT GOVERNOR

- Furthers the Purposes and Objects of Lions Clubs International.
- Promotes the Lions Clubs International Foundation and service activities of the Association.
- Performs such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.
- To promote harmony through teamwork.
- To maintain liaison with Districts 308B2, 308A1 and 308A2.
- To supervise District Cabinet Officers.
- Presides, when present over cabinet, convention and other District meetings.
- To receive reports and recommendations concerning the Clubs and Zones in the various Regions from the respective Region Chairperson.
- To supervise the collection by the Cabinet Treasurer of all stipulated per capita dues.
- To designate a depository for all funds.
- To authorize the payment of all legitimate expenses incurred pertaining to administration of the district affairs.
- To receive from the Cabinet Treasurer financial reports semi-annually or more frequently if necessary.
- To make provisions for an audit of the books and accounts of the Cabinet Treasurer at the end of the fiscal year.
A copy should be mailed to the Past District Governors, the Cabinet Officers and the Lions Clubs International office.
Each Club in the District should be sent a financial statement of the District at the end of the fiscal year.
- To prepare an interim DG Annual Report to be circulated at the District 308B1 Lions Convention 2009.
- To assist in the implementation of the plans and goals for the District.

IMMEDIATE PAST DISTRICT GOVERNOR

- Advisor to the District Governor.

- Chairperson of District 308B1 Foundation (where applicable) to conduct at least two meetings in the fiscal year
- Report the status of the District Foundation at Cabinet meetings.
- To prepare an interim report (July 2008- February 2009) of the District 308 B1 Foundation to be reported at the Convention.
- To prepare & present the Final Report & Audited account (July 2007 – June 2008) to be circulated at the District 308B1 Lions Convention in Johor Bahru in April 2009.

VICE DISTRICT GOVERNOR

- Subject to the supervision and direction of the District Governor shall be the Chief Administrative assistant to the District Governor.
- Promotes harmony through teamwork.
- Familiarise himself with the duties of the District Governor so that in the event of a vacancy in the office of the District Governor, he will be better prepared to assume the duties and responsibilities of the said office.
- Supervises the District Long Range Planning Committee comprising at least two PDGs and two other members (one of whom is to be a member of good standing of at least 5 years) appointed by the District Governor.
- Performs such administrative duties as may assigned to him by the District Governor.
- Performs such other functions and acts as shall be required of him by the International Board of Directors and other directives.
- Actively participates in all Cabinet meetings and conducts all meetings in the absence of the District Governor.
- Participate in the preparation of the District Budget.
- Be actively engaged in all matters to be continued during the next year.
- Participates in the review of the strengths and weaknesses of the clubs in the District.
- At the request of the District Governor, supervises appropriate District committees.
- Serving as a Coordinator of the MERL team.
- A member in the Board of Director for the Lions Headquarters Sdn. Bhd.
- A member in the Board of Trustee for the District 308 B Lions Foundation.
- Familiarize the function of MD 308 council by attending all council meetings as an observer.

DISTRICT CHAIRPERSON – HONORARY COMMITTEE CHAIRPERSON

- Form a committee of all Past District Governors.
- Promote harmony through the District.
- Perform duties as directed by the District Governor.
- Meet when called upon by the District Governor to do so.
- Take problems assigned by the District Governor and recommend solutions after careful study.

CABINET SECRETARY

- Assist the District Governor in the administrative work of the District.
- Coordinate and keep a true and complete record of the proceedings of all meetings of the District Governor's cabinet.

- Forward copies of minutes within 1 week after each meeting to all members of the cabinet and the office of Lions Clubs International.
- Collect the Monthly Membership Report from the clubs in the district each month and make copies for distribution to other district officers, if requested by the Governor.
- To see that all clubs' reports were received on due dates.
- Chair the District Awards Committee (comprising Cabinet Treasurer, Region Chairpersons, Zone Chairpersons & any other members appointed by the District Governor). The committee shall meet regularly and submit progress report to the District Governor.
- Perform such other duties as Secretary, and as delegated to him/her from time to time by the District Governor and the Cabinet.

CABINET TREASURER

- To bill Clubs for MD/District/Foundation the stipulated per capita dues for the first half year (1st July 2008 to 31st December 2008) base on membership of the club ending June 2008 sending out in July and collect the same by 31st August 2008. Again to bill the second half year dues (1st January 2009 to 31st June 2009) base on club membership ending December 2008 sending out in January 2009 and collect by 28th February 2009.
- To deposit these funds in such bank or banks designated by the Cabinet.
- To disburse these funds only on authorization of the District Governor's Cabinet.
- To prepare and administer the District Budget.
- To prepare Monthly Statement of Accounts.
- To prepare half-yearly (July-December 2008) account for District Convention by 31st January 2009.
- To prepare Final Account (unaudited) for FY 2008-2009 by 15th August 2008 to be sent to LCI and District Cabinet Officers.
- The audited account by 31st December 2009 to be sent to all Lions Clubs, Past and Present Officers of the Association in District 308 B1 and reported at the Sub-District 308 B1 Convention 2009.
- To finalize club status list before March 2009 for certification of voting delegates at the MD & Sub District Convention. Encourage clubs to clear LCI & District dues before Convention date.
- To submit the books and accounts for audit whenever required by the District Governor's Cabinet.
- A member of the District Awards Committee.
- Perform such other duties as Treasurer and as delegated to him/her from time to time by the District Governor and the Cabinet.

REGION CHAIRPERSON

- Further the purposes of this Association.
- Chairperson of the Alert committee in the respective region, work closely with your committees (Zone Chairpersons) on any natural disaster in your region and report to DG and District Alert Chairperson and recommend methods of relief to help victims,
- To supervise, assist and support the Zone Chairpersons to make the Clubs strong.
- To submit Membership and Clubs' Activities Summary Report monthly by the 10th day of the following month to the District Governor.
- To enhance the image and prestige of the movement in the Region by ensuring that Lions members observe proper protocol and decorum during official functions and while in the view of the public during Club projects and activities.

- To hold meetings with the Zone Chairpersons/District Chairpersons in the Region at least bi-monthly, discussing with them the status and health of each Club in the Region covering matters as Service Programmes, Membership Status, Attendance Records and other problems, if any.
- To accompany the District Governor on the Official Visit to the Clubs in his/her Region.
- To attend regular meeting of each Club in the Region at least once during the Fiscal Year, accompanying the District Governor on the occasion of an Official Visit shall not be counted in this regard.
- To be prepared at all times to induct new members when requested by a Club in the Region to do so.
- To work with Zone Chairpersons to encourage Membership Retention, Membership Growth and the formation of at least 1 new club in the Region.
- To assist in new club formation and orientation programmes.
- To ensure that all per capita dues for fiscal year 2008-2009 are paid by each club by 31st August 2008 and before 28th February 2009.
- To disseminate District information (happenings, news, update instructions) to all District Chairpersons, Zone Chairpersons and Clubs in his/her region.
- To work closely with all District Chairpersons in assuring that all Clubs understand all the District Programmes & Objectives for the year.
- As a member of the District Award Committee, to give recommendations based on the performance of the clubs in his/her region.
- To ensure good public relations of our movement at Regional Level, including the supervision of quality & accurate news releases to the media by local Clubs.
- To attend all regular scheduled meetings of the District as provided for in the District Constitution.
- To prepare and submit in writing, Club Status Report with recommendations to the District Governor 2 weeks before every Cabinet Meeting.
- To perform such other duties as delegated by the District Governor.

ZONE CHAIRPERSON

- To further the purposes of this Association.
- A member of the Alert Committee, inform the Region Chairperson on area affected by natural disaster where help is needed to relief the victims in your zone.
- To give full attention and support to the Lions Clubs and make them strong. (A strong Club must have at least 25 members).
- To liaise and work closely with the Region Chairperson and with all District Chairpersons in assuring that all clubs understand the programmes of the District and Lions Clubs International.
- To collect and scrutinize Club Membership/Activity Report submission, and initiate appropriate follow-up action required eg. Poor meeting attendance, membership drops, accuracy and proper usage of forms, membership participation etc.
- To attend meetings with the Region Chairperson in the Region at least bi-monthly, to review and analyze status of Clubs in the Zone – covering matters on service programmes, membership status, attendance records, reporting delinquencies, financial problems and other pertinent information.
- To assist the Cabinet Treasurer in the collection of per capita dues from Clubs by 31st August 2008 and before 28th February 2009.
- To disseminate District information (happenings, news, update instructions) to all Clubs in his/her zone.

- To prepare and submit in writing Club Status Report with recommendations by 7th of each month and at every Cabinet Meeting.
- To maintain regular and close liaison with Key Club Officers i.e. President, Secretary, Treasurer, 1st Vice President and Membership Director through phone calls, fellowship, etc.
- To assist and support Club President to achieve LCI Club President Excellence Award.
- To suggest and implement methods of assisting problem clubs, encourage Membership Retention and formation of new clubs in the Zone.
- To attend all regular scheduled meeting of the District as provided for in the District Constitution.
- To serve as Chairperson of the District Governor's Advisory Committee:
 - To hold 4 Zone Meetings (Aug & Nov 2008, Feb & Apr 2009).
 - To promote participation at Orientation/Seminar/Workshop organized at Zone/Region Level.
 - To ensure Clubs submit PU 101 Form to District & LCI by 15th March 2009 for District Competition & non competitors by 30th April 2009.
 - To ensure Clubs submit Annual LCI Activities Report (A-1) by 30th June 2009.
- As a member of the District Award Committee, to give recommendations based on the performance of the clubs in his/her Zone.
- To accompany District Governor on Official Visit to Clubs in his/her Zone. District Governor upon the occasion of Official Visit shall not be counted in this regard as Zone Chairperson's visit to the Club.
- To visit a regular meeting of each Club in the Zone within the 1st Quarter of the term of office, reporting the findings to the Region Chairperson and District Governor, particularly with respect to weaknesses discovered.
- To prepare and submit in writing Club Status Report with recommendations to the District Governor by 2 weeks before every Cabinet Meeting.
- To perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LIONS BLOOD BANK & ORGAN PLEDGE

- Form a committee of at least 3 members.
- Assist, support, encourage and promote Clubs to conduct at least 2 blood donation drives in conjunction with campaign on donors' organs pledge.
- Encourage Clubs to organize and educate the public and blood donors on the constituents of blood type and blood diseases.
- Maintain a current record of donors/bags of blood secured.
- Encourage Clubs to organize on donors' organ pledge, and maintain a current record of all activities.
- Liaise with relevant Health Authorities with respect of Thalassaemia/NPC cases whenever necessary.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – BULLETIN

- Form a committee of at least 4 members.
- The District Chairperson for Bulletin is to promote and disseminate Lions information and news to all members in the District. This includes the publishing of bulletin for distribution or to

advise members of changes and policies. The Chairperson is also responsible to publish and promote Lions activities through photographs and news releases by the members.

- Promote and inform District and Clubs' activities to all Lions members in District 308 B1 through the publishing of the Lions Bulletin for circulation to members on a quarterly basis at least.
- Request information from clubs on projects and activities with photographs, newspaper cuttings and written articles to be published in the said bulletin.
- Promote monthly e-newsletter through email.
- Solicit for news and photographs including write ups from Region, Zone and Clubs.
- Coordinate with the District Chairperson for Information Technology on Lions news for the District website.
- Update Clubs with the latest information about District & LCI events, liaise with the IT & Information Chairperson for updates and work closely with all District Chairpersons on reports to be published.
- Report to the District Governor at Cabinet meetings on the progress of news activities.
- Perform such other duties s delegated by the District Governor.

DISTRICT CHAIRPERSON – CLUB REGISTRATION

- Form a committee of at least 3 members
- Liaise with clubs on submission of Annual Returns (Borang 9) to the Registrar of Societies.
- Assist new clubs to register with the Registrar of Societies.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – CONSTITUTION & BY-LAWS

- Form a committee of at least 3 members who preferably are from the legal fraternity.
- As clubs in the District are subject to the annual returns to the Registrar of Society, the District Chairperson is to assist and ensure such compliance are followed through. The District Chairperson is also responsible to interpret the Lions Clubs International and the Multi District Constitution & By-Laws and to keep a record of amendments and filings.
- Ensure clubs' compliance of annual returns of Borang 9 to the Registrar of Societies.
- Promote, encourage and assist every Lions Clubs to have their Club Constitution and By-Laws updated and approved by the Registrar of Societies.
- Organize and conduct a seminar/workshop to explain/discuss Lions Clubs Purposes and Lions Code of Ethics.
- Assist new clubs in drafting their Club's Constitution.
- Assist new clubs in the registration and submission to Lions Clubs International including registration with the local Registrar of Societies.
- Be responsible to update the MD Constitution and new By-Laws tabled and approved during the MD Convention.
- Ensure that any changes or amendments of the MD Constitution are in compliance with that of Lions Clubs International.
- Interpret the constitution for the District Governor as required and at Cabinet Meeting.
- To help draft a Constitution & By-Laws for the District to register with ROS.
- Assist and advise the District Governor in future amendments to the Constitution as and when deemed necessary.

- Review the Constitution & By-Laws and submit proposals for amendments for approval by the Cabinet at least 120 days and posting to District or Mutiple District at least 60 days and to all clubs 30 days prior to the Convention date.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – CONVENTION

- To form a committee of at least 3 members.
- Communicate with the clubs using all the available sources such as District Governor’s newsletter, visitations to clubs, zone and District meetings and special mailings.
- Inform clubs of the arrangements, programs and costs of each Lions Conventions.
- Manage and coordinate the District Conventions and Conferences.
- Inform Clubs of arrangements, programmes and cost of Lions Convention/Forum. This includes the MD Leo Forum and Sub-District Lioness Forum (dates to be confirmed by District Governor).

91 st LCI Convention	Bangkok, Thailand	23 rd – 27 th June 2008
47 th OSEAL Forum	Hong Kong, China	4 th – 7 th Dec 2008
47 th MD 308 Lions Convention	Johor Bahru, Johor	23 th – 26 th April 2009
92 nd LCI Convention	Minneapolis, USA	6 th – 10 th July 2009

- To collate and circulate attractive traveling packages and cost in conjunction with the Convention/Forum at least 90 days ahead of the event.
- To promote & influence Lions members to support and attend the Convention/Forum and participate in the seminars and conferences.
- To prepare and submit in writing a Status Report with recommendations 2 weeks before every Cabinet Meeting.
- To perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – CULTURAL & COMMUNITY ACTIVITIES

The District Cultural & Community Activities Chairperson is responsible for the support and coordination of cultural and community activities at the District, Region, Zone and Club Levels. Activities may include musical concerts and competitions, theater, art, public readings, handicrafts, education, civic and community life, sports, environmental projects, after school computer or citizenship classes and other events suitable to the local culture and society. Community services include services for the poor in orphan homes, old folks homes, handicap homes, single mother shelters are among the few mentioned. The Chairperson should convey to members that such activities fulfill Lions Clubs International’s Purpose Number 3: “To take an active interest in the civic, cultural, social and moral welfare of the community.”

- Form a committee of at least 3 members.
- Coordinate joint cultural and community activities involving Lions and the public.
- Collaborate on projects with other District Chairpersons, especially environmental, membership, leadership, extension and public relations.
- Encourage clubs to appoint their own Cultural and Community Activities Chairperson. Support and publicize ongoing cultural and community activities.
- Maintain liaison, support and work closely with the authorities and NGOs in the promotion and development of cultural and community activities.

- Visit clubs to explain the benefits of such cultural and community services and to solicit feedbacks and suggestions so as to develop an outline of projects for the year.
- Encourage and help organize new cultural awareness, educational, environmental, sports-related or music-related activities.
- Explain the benefits of increased cultural involvement and solicit feedback and suggestions. Develop an outline for your year's plan.
- To prepare and submit reports of activities carried out in the Regions, Zones and Clubs to the District Governor during Cabinet Meetings.
- To perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – DIABETES AWARENESS

In March 1984, The Diabetes Awareness Program became a major commitment of the Association. The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research. The District Chairperson is to make a coordinated effort to other Regional District Chairpersons for Health Services and Diabetic Awareness to carry out projects through the respective Regions, Zones and Clubs and to educate the public.

- Form a committee of at least 3 members.
- Coordinate the Lions Diabetes Rehabilitation Program
- Be knowledgeable and ready to introduce projects on Diabetes awareness in coordination with the Clubs in the Regions.
- Be available for forums and presentations at Zone meetings, conventions and rallies.
- Impress upon Clubs the importance of promotion and campaigning to inform the public concerning what needs to be done and what is being done to reduce the new cases of blindness caused by diabetic retinopathy.
- Establish liaison with local Diabetes Organizations (NADI) and the medical community for assistance in planning Diabetes Awareness.
- To work with local NGOs or local medical authorities in ways to promote public awareness on diabetes.
- Promote Clubs to organize Diabetes Awareness campaign.
- Inform Clubs on (Health Service Month in October 2008) “World Lions Service Day/World Sight Day” to encourage Clubs to organize or participate in health related projects.
- Work closely with the local authority on Diabetes Awareness.
- Prepare and submit in writing a report to the District Governor at Cabinet Meetings on the various assignments carried out in the respective Regions.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – HEALTH SERVICES

- Form a committee of at least 3 members.
- Be knowledgeable and ready to introduce projects on health services in coordination with the Clubs in the Regions.
- Be available for forums and presentations at Zone meeting, conventions and rallies.
- Establish liaison with local medical community for assistance in planning Healthy Activities.
- To work with local NGOs or local medical authorities in ways to promote public awareness of health services.

- Promote Clubs to organize Health Talks, Awareness Campaigns, Health screening, Detection and illness preventable programmes to create awareness on cholesterol, heart and nutritional diseases, drug abuse, smoking, hypertension, NPC (Nasopharyngeal Cancer), Thalassaemia, Renal care, blood & serum donations, HIV-AIDS, Breast, Bone Liver & Prostate cancer and other cancerous diseases, etc.
- Inform Clubs on (Health service month in October 2008) “World Lions Service Day/World Sight Day” to encourage Clubs to organize or participate in health related projects during that month.
- Prepare and submit in writing a report to the District Governor at Cabinet meetings on the various assignments carried out in the respective Regions.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – DISTRICT FOUNDATION

- Form a committee of at least 10 members.
- To encourage as many District Fellows as possible of RM1,000.00 by 30th June 2009
- All contributions received are for the funding of the Lions Eye Clinic
- Promote District Foundation at Lions functions and report to District Governor the progress in getting such support.
- Update a list of all District Fellows.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DC SPECIAL PROJECT – LIONS EYE CLINIC

- To form a committee of at least 3 members
- Responsible for strategic planning and implementation of Lions Clinic
- Coordinates district-wide fund raising for Lions Eye Clinic
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
Perform such other duties as delegated by the District Governor

DISTRICT CHAIRPERSON – EDUCATIONAL SERVICES

- Form a committee of at least 3 members.
- Promote and inform Clubs and District activities to all Lions members in District 308 B1 through the Lions Bulletin. Work closely with District Chairpersons for Services for Children, Leos, Youth Exchange and Youth Outreach.
- Identify projects that will work in the District. Collaborate on projects with other District Chairpersons, especially relating to:
 - Assisting poor students in school fees, uniforms and school books, tuition fees, etc.
 - Promote IT classes.
 - Donate library/school books to schools to assist poor students.
 - Encourage Clubs to help poor students by offering or securing study scholarships.
 - Sponsor poor students to Youth Camps and appropriate Youth Training Programmes.
 - Provide counseling to poor students to build up self-esteem.
- Establish liaison with local Education Ministries and other Educational Organizations and community for assistance in planning educational activities.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.

- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – ENVIRONMENTAL SERVICES

The District Environmental Chairperson responsibilities are reinforcing and encouraging efforts to preserve and renew the natural resources of earth, air, water and living creatures, thereby improving the quality of life. The Chairperson seeks to awaken interest in individual Lions and clubs in order to motivate them to positive action. The Chairperson should convey to members that such activities fulfill the values of the second and sixth Lions Clubs International Purposes: “To promote the principles of good citizenship” and “To encourage service-minded people to serve their community.”

- Form a committee of at least 3 members.
- Be familiar with LCI policy statement “On the Human Environment.”
- Promote public awareness about nature, the environment and conservation of natural resources.
- Collaborate on projects with other District Chairpersons, especially Cultural and Community Activities, Membership, Leadership, Extension and Public Relations.
- Promote, motivate and educate clubs to conduct meaningful environmental services like tree-planting, cleanliness campaigns, recycling programmes and conservation projects.
- In line with the “Millennium Gift of Trees” programmes with the Malaysian Nature Society, to coordinate the efforts of all Clubs in the District to ensure active involvement and its success.
- Work with local councils and authorities the various ways to educate the public on environmental protection.
- Encourage school going children on the need to uphold and understand about environment.
- Support and publicize ongoing environmental activities.
- To prepare and submit in writing a Status Report with recommendations 2 weeks before every Cabinet Meeting.
- To perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON - FELLOWSHIP

- From a committee of at least 3 members
- Encourage clubs to organize more fellowship within its members & members from other clubs.
- Encourage Inter-zone/Inter-Regional fellowship like sports, camps, outings, games & excursions
- To organize such District Fellowship as instructed by the District Governor
- Encourage Clubs to organize activities with other District & NGOs to promote mutual understanding & good fellowship
- To prepare and submit in writing a Status Report with recommendations 2 weeks before every Cabinet Meeting.
- To perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – HEARING & SPEECH ACTION & WORK WITH THE DEAF

Hearing Conservation and Work with the Deaf became a major Lions activity in 1971. In 1977, the title was amended to “Hearing and Speech Action and Work with the Deaf” to take into account people with all types of communication difficulties, thereby broadening the Lions base of service.

Deafness is a handicap of communication and hearing/speech impairment is statistically more common than blindness.

- Form a committee of at least 3 members.
- Develop training and educational programs for presentation at club meetings.
- Encourage support of schools and rehabilitation centre for the Deaf.
- Encourage Clubs to conduct public awareness campaigns.
- Cooperate with professional organizations and agencies.
- Consult with deaf and hearing-impaired members of the community and convey information concerning their needs to clubs in the District.
- Coordinate activities for Clubs such as mass screening to detect hearing loss, support of research on ear disease, establishment of hearing aid banks.
- Maintain liaison, support and work closely with all organizations for the Hearing Impaired in the District.
- Prepare and submit in writing status report & recommendations 2 weeks before every Cabinet Meeting.
- Suggest activities to clubs:
 - Mass screenings to detect hearing loss
 - Support of research on ear diseases.
 - Speech disorders in adults, school children and infants.
 - Establishment of hearing aid banks.
 - Social and recreational services.
- Report your plans and accomplishments to the District Cabinet.
- Perform such other duties s delegated by the District Governor.

DISTRICT CHAIRPERSON – INFORMATION TECHNOLOGY

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each district is encouraged to stay in the main stream of the digital world by appointing the Information Technology Chairperson.

- Form a committee of at least 3 members.
- Manage and maintain the District's Website
- Encourage and facilitate every Lions Clubs to have a web page.
- Establish communication system through e-mail between members and other clubs.
- Assist clubs to submit Monthly Membership Report, Activities Report, Club Officers Reporting Form and others through the Association's Web site.
- Show clubs how to obtain the Association's official publications, newsletters, directories and many other Lions information materials through the internet.
- Work with the District Governor on the format of the District Monthly Activities report to be submitted by the clubs in the District and distribute the report form to the Clubs.
- Develop the District's record keeping system on the computer.
- Monitor Clubs websites and publications for use of official logos only.
- Obtain the Association's official publications, newsletters, directories and many other Lions information materials through the internet.
- Coordinate, promote and assist Lions Clubs/Members in the understanding and use of Information Technology.
- Prepare and submit in writing a Status Report with recommendations 2 weeks before every Cabinet Meeting.

- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – INTERNATIONAL RELATIONS

The first Object of Lionism, “To create and foster a spirit of understanding among the peoples of the world.” Emphasizes the importance of international understanding and cooperation (commonly known as international relations) in any Lions program.

- Form a committee of at least 3 members.
- Work with LCIF and Youth Exchange Chairpersons when necessary.
- Understand some of the activities in which Lions can engage:
 - Lions Interclub Program
 - International Friendship Contacts
 - Stamp Exchanges
 - Club and Schools Twinning
 - International Partnership through Lionism
 - United Nations information activities including Lions Day with the United Nations.
 - Vocational Assistance
- Encourage clubs in the District to participate in these programs.
- Promote, encourage and facilitate Club Twinning.
- Be acquainted with Sister Districts’ IR Chairpersons (Medan, South Thailand & Shenzhen China) and follow up on the involving of District Twinning fellowship, projects, activities and programmes
- Encourage participants to attend Club/District twinning fellowship & project.
- Prepare and submit in writing a Status Report with recommendations 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON - LCIF

As District Chairperson, LCIF Chairperson will play an important part in linking resources and volunteers with the international programs of LCIF. As he/she plans the year with the District Governor and other officers, he/she will have a great opportunity to set goals that will increase awareness of the foundation and emphasize its place as anchor of Lions International service

- Form a committee of at least 3 members.
- To encourage members to support LCIF by applying as Melvin Jones Fellows (USD1,000) by 30th June 2009
- Promote the foundation at Lions functions. LCIF Grant Programs and Communications Department can provide support material including current statistics, district grant and donation history.
- Maintain and update a list of Melvin Jones Fellows.
- Review and keep on file recaps sent quarterly. Give recaps to your successor.
- Report to District Governor the progress in getting support for LCIF.
- Prepare and submit in writing a Status Report with recommendations 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LIONESSE CLUBS

- Form a committee of at least 3 members.
- Help to organize the District Lioness Forum under the supervision of the District Governor.
- Chairperson of District Awards Committee for Lioness Clubs
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LIONS WITH DBKL

- Form a committee of at least 3 members.
- Honour the spirit and terms of the MOU between DBKL and the District.
- Maintain liaison, support and cooperates with DBKL.
- Organize, promote and coordinate environmental and social service activities between Lions Clubs and DBKL i.e. beautification and cleanliness campaign, tree planting, etc.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LIONS HEADQUARTERS

- Form a committee of at least 3 members.
- Member of the Lions Headquarters Management Committee.
- Store and account for District-owned property such as publications, audio/visual materials/training materials, etc.
- To attend the Lions Headquarters meetings and report the findings during each Cabinet Meeting.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LIONS RENAL CENTRES

- Form a committee of at least 3 members.
- Coordinate training for renal center staff.
- Liaise with National Kidney Foundation and Ministry of Health
- Look into the affairs of the running and maintenance of the respective renal centres.
- Formulate a coordinated purchasing program among the renal centres for efficiency and cost savings.
- Ensure the respective renal centres submit their monthly, quarterly and annual accounts to the District Office.
- Help promote and raise funds when necessary for the respective centres.
- Report the activities and progress of the renal centres at Cabinet Meeting.
- Perform any other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LIONS WITH PDRM

- Form a committee of at least 3 members.
- Honour the spirit and terms of the MOU between PDRM and the District.
- Maintain liaison, support and cooperation with PDRM in the District.

- Coordinate joint projects between Lions & PDRM to coordinate work with Area Coordinator – Lions with PDRM.
- Organize, promote and coordinate joint projects directed towards citizenship, social service programmes in the area of crime prevention, road safety, drug and alcohol abuse, good neighbourliness, public and welfare services to the needy, etc.
- To review the terms of the MOU and arrange renewal on expiry.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LIONS WITH PDRM & LOCAL COUNCILS (REGIONAL)

- Form a committee of at least 3 members in each respective region.
- Honour and maintain the spirit and terms of the Lions MOU with the PDRM, in the respective Regions.
- Maintain liaison, support and cooperation with PDRM and the local council in your Region.
- Coordinate joint projects between Lions, PDRM and the local councils.
- Coordinate with the District Chairperson for PDRM in the implementation and coordination of such activities.
- Organize, promote and coordinate joint projects directed towards citizenship, social service programmes in the areas of crime prevention, road safety, drug and alcohol abuse and other citizenship projects including fundraising campaigns with the assistance of PDRM personnel etc.
- Assist local authorities in implementing projects for the benefit of the local community in the areas of good neighbourliness, public and welfare services to the needy, community/street cleanliness, fire safety, anti-vandalism and any other projects that bring cooperation among the neighbourhood.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LIONS SERVICES FOR CHILDREN

Adopted in 2003, the mission of the Lions Services for Children Program is to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and internationally. The District Chairperson assists clubs to provide aid to children.

- Form a committee of at least 3 members.
- Learn the nature and scope of health and education needs of children within the District.
- Identify organizations and individuals within the District who are concerned with meeting the health and education needs of children.
- Maintain information about available print resources on children's issues, contacting the Lions Services for Children Department for assistance, if necessary.
- Invite educators and other community leaders to Lions Clubs meetings to discuss avenues of cooperation
- Encourage clubs to conduct community assessments of children's health and education needs.
- Encourage clubs to invite health and education specialists and community leaders as Lions meeting speakers.
- Encourage clubs to make services for children a community effort by involving municipal governments, local businesses, and other organizations and where appropriate children of the community.

- Encourage clubs to support the above and provide the necessary projects/activities involving children's health, needs, education, and drug abuse and to create public awareness.
- Generate publicity about Lions' services for children projects so that others might join in efforts for the benefit of the children in need.
- Work closely with District Chairpersons for Youth, Youth Exchange and Youth Outreach.
- Prepare and submit in writing Status Report with recommendations 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – PR & LIONS INFORMATION

This Chairperson is responsible for providing guidance and support to club public relations chairpersons and publicizing District activities to the community and informing Lions of District activities.

- Form a committee of at least 3 members.
- Advise clubs on the printed material available from Lions Clubs International and promote its use for other internal and external communication.
- Update Clubs with relevant information about the Association, District and LCI programmes and events.
- Work closely with the District Chairpersons for Bulletin and IT to publish new information and announcements.
- As the District's Chief Advisor for public relations and publicity, conduct a basic training course for all clubs public relations chairpersons.
- Handle the public relations for the District, including news releases to all media, and edit or assist in the preparation of the District bulletin.
- Maintain liaison with all Zone & Region Chairperson on Media and Public relation.
- Motivate clubs to promote continuous public relations program in each community.
- Establish contact point and maintain liaison with relevant Government Ministries & Agencies, fund raising sponsors and donors, organizations and establishment and well-wishers.
- Arrange publicity for visit of International Officers/Directors and other Dignitaries within the District. The importance of protocol in the Lions Clubs International is for recognition of fellow Lions who in their services have been appointed to various chairs and are to be accorded the due respect. This recognition of the ranking of members is provided for in the LCI's website of which the District Chairperson is encouraged to visit.
- Be familiar with the District, Multiple District and Lions Clubs International protocol list.
- Coordinate with Clubs Presidents on such desired protocols when a club function is held.
- Emphasizes on function programme, agenda, timing, dress code, seating arrangements and decorum with respect and honour to be extended to Clubs, Zone, Region, District and community leaders.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – PEACE POSTER CONTEST

The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the District for this annual contest that challenges young people to think about peace and express what it means to them.

- Form a committee of at least 8 members, one from each Region.
- Be familiar with the rules for participation in the LCI Peace Poster Contest.
- Prepare a presentation about the contest for clubs in the District to encourage them to participate.
- Serve as a resource for clubs who have questions about the contest.
- Promote the LCI Peace Poster Contest for Clubs in the District to participate through encouraging young people to think about World Peace and creatively express it through the Peace Poster.
- Encourage clubs to purchase Peace Poster Kits in September or earlier from Liberty Productions Sdn. Bhd. (PCC S T Yeoh) or directly from LCI club supplies Division.
- Clubs to submit entries to District by end October 2008. The District selection is in November 2008 and the Multiple District selection is in December 2008.
- Initiate the organizing of the District competition in November 2008, the venue and date to be confirmed with District Governor.
- Follow up with the Council Chairperson to make sure the District's entry was received on time.
- Work with the participating club chairperson to properly publicize their winning entry on the local level.
- Prepare and submit Status Report with recommendations 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – SIGHT CONSERVATION & WORK WITH THE BLIND

Sight Conservation and Work with the Blind have been synonymous with Lions Clubs International. All activities are aimed at the integration into society of people who are blind or visually impaired while respecting their human dignity, rights and potential.

- Form a committee of at least 3 members.
- Develop training and educational programs for presentation at club meetings. Utilize expertise and advice of people who are blind or visually impaired.
- Encourage work with the blind, such as:-
 - Mobility training
 - Rehabilitation programs
 - Education
 - Social and recreational services
- Conduct public awareness campaigns
- Stimulate club activities in preservation of eyesight including
 - Glaucoma screenings
 - Collection and distribution of used eyeglasses
 - Support Lions Eye Bank
 - “Diabetes causes Blindness” Awareness campaigns
- Encourage clubs to cooperate with professional organizations and agencies in developing programs.
- Report you plans and accomplishments to the District Cabinet.
- Advise and report the progress of such fund raising activities to the Cabinet during Cabinet meetings.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – SIGHT FIRST MOBILE UNIT

Sight Conservation and Work with the Blind have been synonymous with Lions Clubs International. All activities are aimed at the integration into society of people who are blind or visually impaired while respecting their human dignity, rights and potential.

- Form a committee of at least 1 member from each region.
- Encourage work with the Blind such as:-
 - Eye screening
 - Conduct public awareness campaigns
 - Glaucoma & Diabetes screenings
 - Support Lions Eye Bank
- Maintain liaison, support and work closely with Society of the Visually Handicapped.
- Encourage sight conservation activities using the Lions Sight First Mobile Unit.
- Prepare inventory and condition report of eye-testing equipment in the Lions Sight First Mobile Unit and plans schedule for the use of the Lions Sight First Mobile Unit for Clubs.
- See that drivers are available at each booked trips to and fro from designated location and maintain the Mobile Unit to tip top condition.
- Prepare budget and quarterly accounts on the collections and maintenance of the Lions Sight First Mobile Unit.
- Prepare and submit in writing Status Report with recommendations 2 weeks before every Cabinet meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – FAMILY & WOMEN’S MEMBERSHIP DEVELOPMENT

The District Family & Women’s Development Chairperson Position is one of the key components of the Association’s initiative to bring more family members and women into Lions Clubs

- Form a committee of at least 3 members who are interested in recruiting, promoting, participating and retaining women as Lions.
- Promote and oversee the recruitment family members and participation of women within the District.
- Encourage Family members to participate in service activities together.
- Establish District goals and develop action plans to attain such goals.
- Report progress to the District Cabinet and District MERLOW team.
- Introduce the Lioness Bridge Programme, encourage Lioness Club to convert into Lioness Lions Club or Lions Club.
- Help form all women Lions Clubs and encourage family members of Lions to be Lions members.
- Organize seminars and talks on the importance of Women’s Membership, contribution and role in community services.
- Work with the District MERLOW Team and encourage them to become directly involved in the Women’s Recruitment and Retention.
- Encourage Family outing, camps and excursions to promote closer family ties among Lions.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LEADERSHIP DEVELOPMENT

The District Leadership Development Chairperson assumes an active role in the enhancement of the leadership skills of current, new and emerging Lions leaders in the District.

The District Chairperson receives material and orientation from the Multiple District Leadership Development Chairperson and works closely with him or her.

- Form a committee of at least 3 members.
- Establish leadership goals for the District.
- Design, organize, promote and conduct Leadership Development seminars and workshops to coincide with Region/Zone meetings.
- Motivate Lions to develop and improve leadership skills.
- Promote the development of leadership within clubs.
- Encourage and assist clubs to have Lions speakers on Lionism during club meetings.
- Coordinate respective District Trainers/PDGs as facilitators at District, Region, Zone or Club level when requested.
- Encourage participation of new trainers.
- Be actively involved in District Trainers Conferences, Leadership Institute, Seminars, Schools, Camps or Forums on Lions Leadership.
- Serve as a member of the District MERLOW Team.
- Maintain liaison with Multiple District Leadership Chairperson.
- Maintain liaison with DC Leadership Development of every Region to submit a coordinated report 2 weeks before every Cabinet Meeting.
- Assist the District Governor in establishing effective and centralized leadership operations within the District.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LEADERSHIP DEVELOPMENT (REGIONAL)

- Design, organize, promote and conduct Leadership Administrative skill, development seminars and workshops to coincide with Zone Meetings.
- Promote, encourage and assist clubs in your region to have Lions speakers on Lionism during Club meetings.
- Maintain liaison with District Chairperson for Leadership Development.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – MEMBERSHIP

Membership growth and development is vital to all Clubs. The success of any club is dependent on continually obtaining and retaining good members to carry on the principles of the Lions Clubs.

- Form a committee of at least 3 members.
- Be familiar with the Year round Growth Awards from LCI and District awards for membership growth.
- Know the Clubs in the District, their strength, weak points and potential. Encourage and liaise with every Club Membership Director.
- Serve as a member of the District MERLOW Team.
- Develop a Membership Plan for the Clubs in the District.
- Work with the Region and Zone Chairpersons to carry out the program.
- To encourage and target Lions Clubs to achieve a membership of 25 or more and net growth of 10% or 3 new members whichever is higher.

- To encourage Clubs to achieve a net growth of 5 new members by 30th June 2009 to qualify for the Membership Growth Award.
- Conduct at least 2 Orientation Sessions with the assistance from the District Chairperson for Orientation for new members during fiscal year 2008-2009, preferably in conjunction with 1st & 2nd Region/Zone Meeting.
- To promote growth through:

October Growth Month	:	October 2008
Lions Worldwide Induction Day	:	April 2009
Year Round Growth	:	
- Prepare and dispatch letters with District Governor's signature to welcome new members, names of new members to be given to District Chairperson for Bulletin for publication.
- Work closely with the District Chairperson M&R of every Region in the District.
- Prepare and submit in writing Status Report with recommendations 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – EXTENSION

Extension is the development of new clubs with the District. The District Extension Chairperson position is a three-year term. A manual and extension kits are available from the New Clubs and Marketing Department.

- Form a committee of at least 3 members.
- Serve as a member of the District MERLOW Team.
- Become familiar with the "Guide to New Club formation" (TK-1), a guide pamphlet describing how to form a new Lions Club.
- Be familiar with the formation of Lions Club, Club Branch, Lioness Bridge Programme (Lioness Lions Club), New Century Lions Club and Campus Lions Club.
- Develop an Extension plan for Clubs in the District. To target and work on at least one new Lions Club per Region.
- Review communities for potential new clubs.
- Select areas of concentration and plan the organization of Lions Clubs in those areas.
- Contact possible sponsoring clubs for assistance.
- Assist clubs in new club formation, by arranging meetings of key personnel in the communities.
- Cooperate with Multiple District Extension Chairperson.
- Work closely with DC Extension of every Region to seek possible Club Extensions in their Region.
- To maintain liaison with DC Extension of every Region to submit a coordinated report 2 weeks before every Cabinet meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – ORIENTATION

- Form a committee of 8 District Trainers preferably from various Regions or Zones.
- Be familiar with the Orientation Programmes for new members of Lions, Lionesses and Leos as well as Orientation Programme for Club Officers and Club's Committee Chairpersons.
- Encourage each clubs to organize at least 2 Orientation seminars this fiscal year.

- Be prepared to travel to various clubs to present Lions Information and Orientation to new members.
- Work closely with the MERL team, Region & Zone Chairpersons to promote membership growth and Club Extension.
- Develop a plan for clubs to further the knowledge of Lionism by reorientation of young and senior Lions.
- To prepare and submit a report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – RETENTION

This position was approved by the International Board of Directors in June 2001, with the specific mission of minimizing the member drops with the District.

- Form a committee of at least 3 members.
- Become familiar with various materials and publications on retention.
- Develop a Retention plan for clubs in the District.
- Serve as a member of the District MERLOW Team.
- Motivate club membership committees to set goals and develop programs that increase and retain members.
- Encourage Clubs to achieve International President Retention Award.
- Organize seminars on Retention for members of the District.
- Develop articles on retention for District or Club publications.
- Maintain liaison with Multiple District Retention Chairperson.
- Submit a quarterly report to the Membership Operations Department at International Headquarters on the status of retention in the District.
- Work closely with DC MR of every Region. Submit a coordinated report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – MEMBERSHIP & RETENTION (REGIONAL)

- Develop a membership and retention plan for your region.
- Encourage and target Clubs to achieve a membership of 25 or more and a net growth of 3 new members or 10%, whichever is higher.
- Work with Region and Zone Chairpersons to strengthen clubs in the region.
- Encourage and liaise regularly with Club Membership Directors.
- Assist to conduct orientation sessions for new members, preferably in conjunction with the 1st and 2nd Zone Meetings.
- Promote the District and Worldwide Inductions in November 2008 and April 2009 respectively.
- Maintain liaison with the District Chairpersons for Membership and Retention.
- Encourage Clubs to achieve a net growth of 5 new members by 30 June 2009 to qualify for the Membership Growth Platinum Award.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – EXTENSION (REGIONAL)

- Develop an extension plan for your region. To target and work on at least one new Lions Club per Region.
- Review communities for potential new clubs.
- Select areas of concentration and plan the organization of Lions Clubs in those areas.
- Contact possible sponsoring clubs for assistance.
- Assist clubs in new club formation, by arranging meetings of key personnel in the communities.
- Work closely with District Chairperson – Extension.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LEO CLUBS / YOUTH

The Leo Club Program is a Lions Youth activity whereby young people are provided with an opportunity to develop leadership skills by conducting civic and service activities in their communities.

- Form a committee of at least 3 members.
- Promote and publicize the Leo Club Program with the District.
- Promote, encourage and support every Lions Club to sponsor at least one Leo Club.
- Maintain liaison with all District Chairpersons for Youth Program.
- Plan and organise the Youth Essential Skills camp at appropriate date & venue and report the programmes to the District Governor & Cabinet.
- To encourage clubs to sponsor youth to participate in the YES camp
- Know what Leo program resources/materials are available from International Headquarters. Provide current information to Lions Clubs that request it.
- Contact advisors of new Leo Clubs to offer encouragement. Maintain communication with advisors of existing clubs.
- Organize and coordinate a seminar/workshop on Leo Club Programme for Leo Club Advisors/Leo Club Officers.
- Coordinate and be involved in the organizing of the District Leo Forum (where applicable).
- Help to organize new Leo Clubs while strengthening existing Leo Clubs.
- Chairperson of District Awards Committee (Leo Clubs)
- To discuss, consult and coordinate on all Leo and Youth activities with the respective District Chairpersons for Lions Opportunities for Youth and Youth Outreach.
- Prepare and submit in writing Status Report with recommendations 2 weeks before every Cabinet Meeting.
- Prepare and submit Annual District Level Leo Program report (Leo-91)
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – LEO CLUBS & YOUTH (REGIONAL)

- Maintain liaison with all Leo Club Chairpersons.
- Understand the District Leo Club programme and be familiar with Lions Clubs International’s policy statement on “Youth Activities”.
- Promote, encourage and support every Lions Club to have at least one Leo Club in the Region.
- Help to organize and coordinate a seminar/workshop on Leo Club Programme for Leo Club Advisors/Leo Club Officers.

- Coordinate and involved in the organizing of the District Leo Forum (where applicable).
- Contact advisors of new Leo Clubs to offer encouragement. Maintain communication with advisors of existing Leo Clubs.
- Help to organize new Leo Clubs while strengthening existing Leo Clubs.
- Assist in organizing the YES camp, encourage clubs to sponsor youth to this programme.
- To coordinate with the District Chairperson for Leo Clubs on Leos and Youth activities.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – YOUTH CAMP & EXCHANGE

The Youth Exchange Program is conducted by Lions who have an interest in improving international relations and sponsoring a youth activity.

- Form a committee of at least 3 members.
- Review past District Youth Exchange activities.
- Organize, formulate and coordinate the District's Youth Exchange programme.
- Encourage clubs in the District to participate in Youth Exchange.
- Establish an exchange program with a Lions District in another country especially the countries with Districts that have twinned with our District.
- Keep the District Governor and LCI informed of Youth Exchange Agreements.
- Encourage Clubs in the District to participate in Youth Exchange.
- Work with the International Relations Chairperson and coordinate with District Chairpersons for Youth, Leo Clubs & Youth Outreach.
- Screen host families and participating youth. Ascertain that all youth traveling abroad have the necessary travel documents and are adequately insured.
- Consider District sponsorship of a Lions International Youth Camp.
- Keep the District Governor and the International Office informed of exchange agreements.
- Prepare the financial accounts to be reported at the Cabinet meetings and the audited financial accounts ending June 2009.
- Prepare and submit in writing status report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

DISTRICT CHAIRPERSON – YOUTH CAMP & EXCHANGE (REGIONAL)

- Be familiar with the District Chairperson Guide and LCI policy statements on "Youth Activities" and on "International Relations".
- To work closely with the District's Youth Exchange Chairperson for Youth Exchange programme for the year and assist in screening host families and participating youth. Ascertain that all youths traveling abroad have necessary travel documents and are adequately insured.
- Encourage Clubs in your Region to participate in Youth Exchange Programme (for hosting families and outward bound youths).
- Work with the International Relations Chairperson and coordinate with District Chairperson Youth, Leo Club & Youth Outreach.
- Prepare and submit in writing Status Report 2 weeks before every Cabinet Meeting.
- Perform such other duties as delegated by the District Governor.

MAJOR DUTIES OF CLUB PRESIDENT

1. Chief Executive Officer of the Club.
2. To preside all meetings: BOD & Regular
3. To appoint Committee Chairperson
4. To prepare Year Planner, Set Goals & Budget
5. Be an active member of District Governor's Advisory committee.
6. Authorize all payments.
7. To lead the Club in accordance to Club's constitution.
8. Represents the Club at all functions.
9. Ensures effective hand over of office to new President and BOD
10. Encourages & motivates active participation of members in Projects & Activities.
11. Upholds Club's image.
12. Implements designated International & District projects and activities.
13. Oversees administrative & financial matters.
14. Promotes harmony and encourage members to attend seminars/workshops/camps.
15. Appoints Nomination committee.
16. See that regular elections are duly called, noticed and held.
17. Must attend President School at Zone, Region, District or MD 308 Convention.
18. Ensure membership growth and retention.

MAJOR DUTIES OF IMMEDIATE PAST PRESIDENT

1. He/She and the other past presidents are club official greeters.
2. Welcome all new service-minded people in the community served by this club.
3. As an advisor to the President & see that members are in good harmony.
4. As Chairman for the AGM for his /her fiscal year.

MAJOR DUTIES OF VICE PRESIDENTS

1. If the president is unable to perform the duties of his/her office for any reason, the Vice President next in rank shall occupy his/her position and perform his/her duties with the same authority as the President.
2. Each Vice President shall, under the direction of the President, oversee the functioning of such committees of this Club as the President shall designate.
3. Delegate by the President to represent the Club at designated functions.

MAJOR DUTIES OF CLUB SECRETARY

1. Work closely with President and all members on all matters.
2. Submission of Monthly Activities Report.
3. Submission of MMR (Mail) by the 20th of every month or WMMR before end of every month
4. Submission of MAP Reports before end of every month.
5. Be an active member of District Governor's Advisory committee.
6. Submission of awards applications.
7. Compliance with ROS requirements.

8. Submission of PU 101.
9. Prepare notice, agenda & minutes of meetings.
10. Issuance of membership cards & records.
11. Updating membership records & directory.
12. Proper hand-over of secretary records to successor.
13. Applies for club suppliers and awards.
14. Acts as Liaison Officer between Clubs, LCI, district and community.
15. Must attend Secretary School at Zone, Region, District or MD 308 Convention.

MAJOR DUTIES OF CLUB TREASURER

1. Prepares half yearly financial account for members and District
2. Pays LCI and District dues on time.
3. Issues receipts on all monies collected and deposit into the club's bank account.
4. Proper handling of financial records to Incoming Treasurer.
5. Sending financial statements to all members monthly.
6. Prepares an audited account for AGM/ROS
7. Keeps and maintains a proper accounting record.
8. Fund Management.
9. Oversees all project accounts.
10. Constant liaison on financial matters
11. Updates membership records with LCI & District
12. Work closely with secretary on collection of dues.
13. Be an active member of District Governor's Advisory Committee.
14. Must attend Treasurer School at Zone, Region, District or MD 308 Convention.

MAJOR DUTIES OF MEMBERSHIP DIRECTOR

1. Will be the Chairperson of the membership committee.
2. Development of a membership growth program for the Club
3. Regular encouragement at Club meeting to bring in new quality members.
4. Ensuring implementation of proper recruitment and retention procedures.
5. Preparation and implementation of orientation sessions.
6. Reporting to the Board of Directors on ways to reduce the loss of members.
7. Coordination with other Club Committees in fulfilling these responsibilities.
8. Be an active member of District Governor's Advisory committee.
9. To attend MER seminar/workshop.