

ZONE CHAIRPERSON

PURPOSE:

To set forth the duties and provide guidelines to fully carry out his/her responsibilities as a Zone Chairperson in his/her respective Zone within District 14-N.

GENERAL:

He/she shall act under the supervision of the Region Chairperson of his/her Region and the District Governor. His/her specific responsibilities shall be to:

1. Have been a Past President of his/her Club or one who has served at least three (3) years on its Board of Directors. He/she must be a member of a Club within his/her Zone.
2. Attend all regular and special meetings of the District Cabinet.
3. Prepare and submit as required, written reports at Cabinet Meetings or as the District Governor may request.
4. Serve as Chairperson or Co-Chairperson of the Zone's District Governor's Advisory Committee (Zone Meeting) and hold at least three (3) meetings of this committee annually. It is preferred that these meetings be held within four (4) weeks after the first, second and third Cabinet Meetings.
5. Meet with the Region Chairperson of his/her Region as required to review the progress of the Clubs within his/her Zone.
6. Attend a regular meeting of each Club in his/her Zone at least twice during the year, in addition to accompanying the District Governor on his/her official visit to each Club.
7. Meet with and assist problem Clubs and aid in the formation of new Clubs.
8. Encourage all Clubs to understand and become active in programs of the District and Lions International. This should be accomplished by using District Committee Chairpersons.
9. Be available to the District Governor or any Club within his/her Zone for any purpose which furthers the cause of Lionism.
10. Make every effort to attend the District 14-N Convention and encourage each Club within his/her Zone to have a full delegation attend this Convention.
11. Travel expenses shall be provided to each Zone Chairperson for each visitation to clubs within his/her Zone. The reimbursements shall be in accordance with the Rules of Audit or \$0.30 per mile. He/she shall submit the expenses on a form provided that must be approved by the District Governor. Reimbursements shall be from the Fund Raising Administrative Account.