

## EXTENSION CHAIRPERSON

### PURPOSE:

This Policy sets forth the general responsibilities and functions of the District Extension Chairperson to assist the District Governor and his responsibilities to advance Club Extension.

### SPECIFIC:

1. The District Governor shall appoint an Extension Chairperson for a term of three (3) years starting July 1. The Extension Chairperson shall accept no other position that would conflict with the time and energy needed for this position.

2. The District Governor shall appoint five (5) additional team members, one from each Region within Sub-District 14-N. They shall serve at the discretion of the District Governor.

### GENERAL:

1. The Extension Chairperson is a Lion whose work includes motivation, training, promotion and coordination of all aimed at increasing extension in Sub-District 14-N.

2. The Extension Chairperson shall familiarize himself/herself with current Extension programs as put forth by Multiple District 14 and by the Board of Directors of Lions International.

3. The Extension Chairperson shall attend training as provided for by Multiple District 14.

4. A Lion interested in serving as chairperson shall:

- a. Have served as a Club Extension Chairperson.
- b. Have good communication skills.
- c. Be required to report at all Sub District Cabinet meetings.
- d. Have knowledge of or willingness to learn the fundamentals of marketing, promotion and mass communications, as they relate to extension in Lions.

e. Have a strong attitude and understanding of the need for new Lions Clubs.

f. Understand the different extension programs developed by Lions International such as Banner Club, etc.

5. Sub-District Extension Chairperson responsibilities:

a. His/Her responsibilities shall be as outlined in Lions International publication EX-500EN "District Extension Chairperson Manual."

b. Actively promote the Pennsylvania Proud Lions Award and the Pennsylvania Proud Sponsor Award.

c. Prepare and distribute instruction material regarding Extension to the District Governor, First Vice District Governor (Chairperson of the MERLO Team). District Extension Chairpersons and to other Lions where their skills would be beneficial to the growth of Lionism in Sub-District 14-N.

6. The Extension Chairperson shall promote and train those Lions interested in the Guiding Lion Program, as outlined in the Lions International course.

7. The Extension Chairperson shall prepare an Extension budget to be incorporated into the MERLO Team budget prior to July 1.

8. The District shall provide for reimbursement to the Extension Chairperson when attending the Multiple District 14 workshop. It shall be in accordance with the Rules of Audit.