



The Successful Zone Chairperson

PID Deb Weaverling, August 7, 2024

What we will be exploring together today

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

The Zone Chairperson is the link

Between
the
clubs



and
the
district



Image courtesy of David Castillo Domínguez / FreeDigitalPhotos.net

You will work closely with these club officers



Zone Chairperson



President



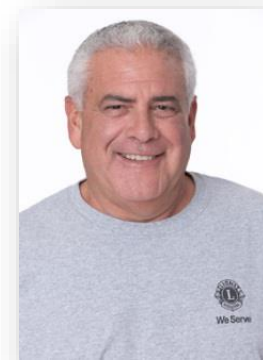
Vice President



Secretary



Membership
Chairperson



Service
Chairperson



Lions International

You will work closely with these club officers

and the Global Action Team



Zone
Chairperson



District Governor



District
Membership



District
Leadership



District
Service



District
Extension
New



Lions International



You provide two-way communication

District Global Action Team

District Governor Advisory Committee



Zone Chairperson



A group of people, including students and staff, are walking in a hallway. The image is overlaid with a semi-transparent purple filter. The text "Prepare before beginning your term!" is centered in white, with a yellow underline under the word "beginning".

Prepare before beginning your term!



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

Explore learning opportunities on the Lions Learning Center.

Your district may offer facilitated training.

Review the latest resources for clubs as well.





**Prepare for
success!**

**Facilitated
Workshop is
on the Web!**

Zone Chairperson Workshop

Helpful links

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

[Zone Chairperson Learning Map](#)

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

[Zone and Region Chairpersons](#)

[Certified Guiding Lion Program](#)

[Participant Evaluation Form](#)





Zone and Region Chairperson Webpage

Your home base for
tools and resources





HOME / RESOURCE CENTER / ZONE AND REGION CHAIRPERSONS


Managing your Zone and Region

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

Key Resources

- 

**Zone and Region
Chairperson e-book**
- 

**Zone Chairperson Learning
Map**
- 

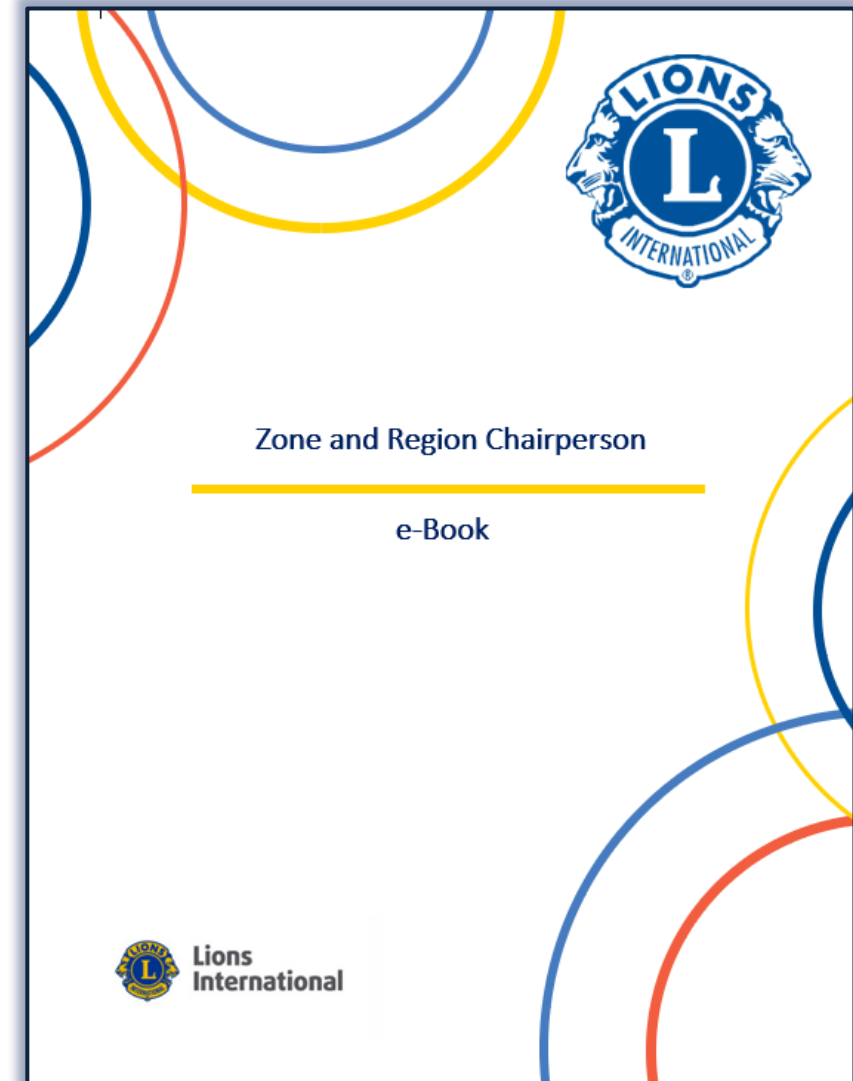
**Model District Governor's
Advisory Committee
Meetings Guide**



Zone and Region Chairperson e-Book

It guides you through your year, including:

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





Guiding Lion Program

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

Contact us: certifiedguidinglions@lionsclubs.org

Website: lionsclubs.org/guiding-lions

HOME / HOME / RESOURCE CENTER / GUIDING LION PROGRAM

Guiding Lion Program


Designed for New, Existing and Clubs Rebuilding

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

Guiding Lions assist a club to:

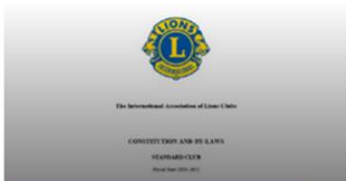
- Be successful in its first two years of operation
- Orient and train club officers and members
- Motivate and support club growth and development
- Locate resources available to assist the club

Key Resources




View

Certified Guiding Lion Workbook



View

Standard Club Constitution & By-Laws



View

Club Assessment

Before your term of service begins



Prepare to Lead; Prepare to Succeed

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

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



OK – I think I am ready, now what?

Stay actively engaged with
the clubs throughout the year.



Prepare for your club visits and stay actively engaged

Be the club's best friend!

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

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

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



Prepare for your club visits and stay actively engaged

Be the club's best friend!

Promote your zone theme, passion.

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

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

Look for the next zone chairperson: Succession planning



How to access the Club Health Assessment Report

Now known as the Lion Portal

— Reports

[MyLION/MyLCI](#)

[Club Health Assessment](#)

Club Health Assessment

Assess your club's health every month:

Club Health Assessment for District 1 F through December 2021

Club Number	Club Name	Charter Date	Status	Membership						Reports				Months Since Last Activity Report***	Account Balance	LCIF Donations for current Fiscal Year
				Current Member Count	YTD Members Added	YTD Members Dropped	YTD Net Growth	YTD Net Growth%	Avg. length of membership in months	Months for dropped	Months Yrs Since Last Officer Report	President Rotation	Vice President			
Clubs more than two years old																
382	ANTIOCH	07/16/1937	Active	70	5	3	2	2.94%	78	34	2	3	M.VP,MC,SC	24+		
383	ARLINGTON HEIGHTS	09/25/1925	Active	24	2	2	0	0.00%	24	4	0	R	M,SC	0	\$20.00	
384	BARRINGTON	10/15/1925	Active	50	7	3	4	8.70%	47	2	0	2	R	M,MC,SC	N/R	
120189	Buffalo Grove	08/16/2013	Active	13	0	0	0	0.00%	13		1	IP	MC,SC	6		
387	DEERFIELD	01/28/1949	Active	17	0	0	0	0.00%	17		30	None	P,S,T,M,VP,MC,SC	N/R		
388	DES PLAINES	05/08/1924	P- Active	6	6	0	6	100.00%	0		0		M.VP,MC,SC	24+		
389	ELK GROVE VILLAGE	10/28/1958	Active	22	1	3	-2	-8.33%	25	12	0		N	M,MC,SC	0	
111092	EVANSTON SUNRISE	05/25/2011	Active	15	3	0	3	25.00%	16		0	2	R	MC,SC	24+	
372	FOX LAKE	10/15/1948	Active	18	0	5	-5	-21.74%	24	7	0	2	R		24+	
373	GAGEWOOD	05/20/1959	Active	27	0	1	-1	-3.57%	28	47	0	4	N	VP,SC	8	\$550.00
375	GLENVIEW	08/21/1950	Active	19	0	4	-4	-17.39%	23	30	1	None	P,T,M,VP,MC,SC	24+		
376	GRAYSLAKE	05/29/1940	Active	55	4	2	2	3.77%	55	7	1		N	MC	0	
378	HIGHLAND PARK HIGHWOOD	04/16/1929	Active(2)	6	0	2	-2	-25.00%	11	7	0		N		0	
380	LAKE FOREST LAKE BLUFF	04/03/1950	Active	28	0	0	0	0.00%	26		5		N	MC,SC	15	
381	LAKE VILLA TOWNSHIP	06/04/1963	Active	42	1	0	1	2.44%	44		0		N	MC,SC	15	
	Exc Award (06/30/2017)															
382	LAKE ZURICH	08/01/1939	Active	58	2	3	-1	-1.69%	58	11	0		N		0	
43084	LONG GROVE	10/28/1983	Active	36	1	5	-4	-10.00%	41	7	2		R		0	
385	MOUNT PROSPECT	03/01/1934	Active	83	11	2	9	12.16%	72	3	0		MC,SC	24+		
	Exc Award (06/30/2016)															
387	NILES	02/27/1953	Active	34	1	0	1	3.03%	36		1	2	N	M,MC	24+	
389	NORTH CHICAGO	11/15/1954	Active	14	0	0	0	0.00%	14		1	17	R		24+	
390	NORTHFIELD	01/28/1957	Active	6	0	0	0	0.00%	6		6	1	None	P,S,T,M,VP,MC,SC	24+	\$11,750.00
391	PALATINE	09/29/1925	Active	22	0	0	0	0.00%	22		3	2	N	VP,MC,SC	7	

Provides a quick look at:

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



Club Achievement Report

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



Take some time to understand the role of each club officer

New officer, director and committee chairperson positions.

Re-purposed and updated standing committees.

Defines new standard club structure.



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

Club Excellence Award

Road Map to Success

Criteria has these areas of focus:

- Membership
- Service
- LCIF
- Leadership & Organizational Excellence
- Marketing



Contact us: clubexcellenceaward@lionsclubs.org

Website: lionsclubs.org/ClubExcellenceAward



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

Join your clubs' social media groups.

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

Check reports in the Reporting System





Zone Meeting Success

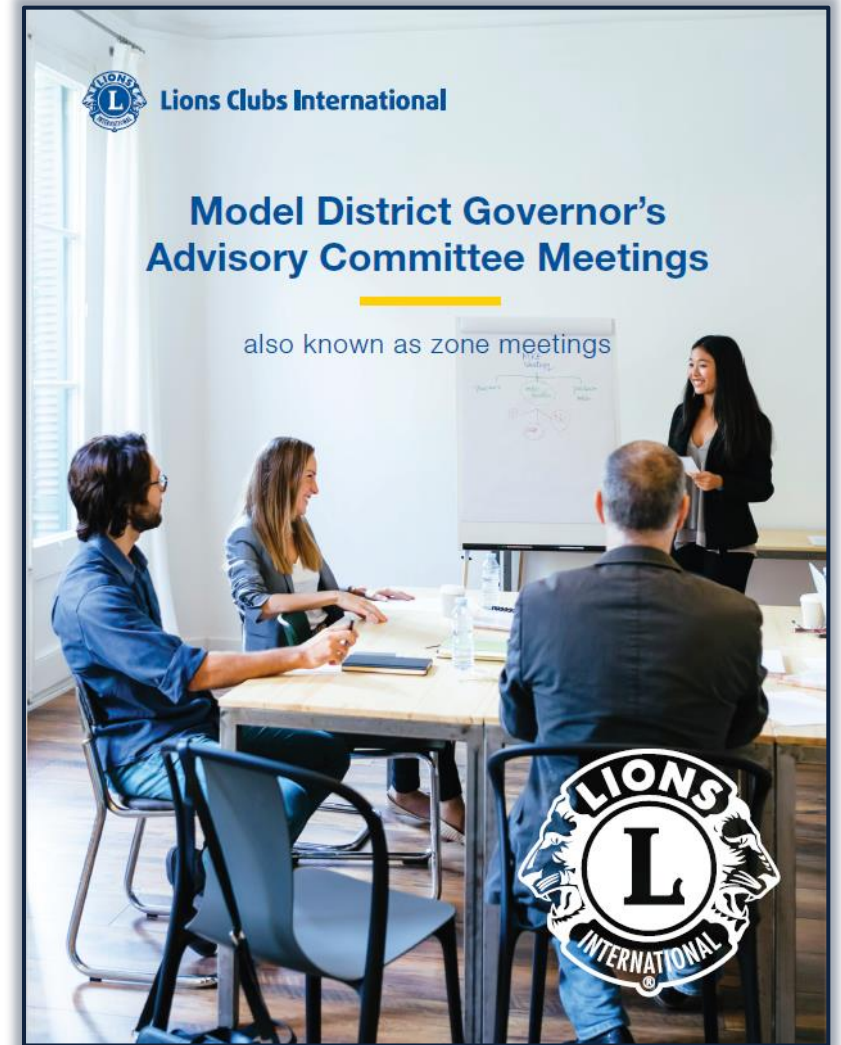
Prepare, Engage, Follow-up!



The zone meeting guide will help you prepare for meetings

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

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





Help Clubs Prepare – Complete the Challenges & Opportunities Worksheet

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

May be used at club visits or zone meetings.

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

Challenges and Opportunities Worksheet

Club officers that prepare together prior to attending their zone meetings gain the most value from the event to improve their club. A well-run zone meeting provides club officers an opportunity for focused discussion on the most important aspects of managing and operating a club.

Each zone meeting most likely will focus on one of these critical club operations:

1. Service – Engage and involve the club service chairperson in providing feedback and observations regarding the quality of the club's service projects and activities.
2. Membership – Invite the club membership chairperson to provide insights into the club's membership recruiting and retention success.
3. Leadership – The club first vice president may benefit from sharing best practices when preparing for the club's upcoming fiscal year and new incoming officers.

To prepare for the meeting, each club should complete the questions below:

Does our club face a specific challenge the officers would like to discuss with the group?

Have the potential causes of the challenge been identified?

What are the opportunities to hopefully remedy the challenge or issue?

Would our club like assistance from the zone chairperson and/or a District Global Action Team specific to the challenge?

Bring these topics to the meeting for an open discussion.

DA-ZMG4.EN 07/2019

15

District Governor Advisory Committee (Zone Meetings)

Your Zone Meetings start with the District Advisory Committee



Zone
Chairperson



President



Vice President



Secretary



Guiding Lions are an additional resource for clubs

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



Certified Guiding Lions



GAT...brings human resources to club leaders



District Governor



District
Membership



District
Leadership



District
Service



District
Extension
New



Lions International

Your First Meeting – Focus on Service!

Global Action Team



District Service
Coordinator



Zone Chairperson

Club Officers



President



Vice
President



Service
Chairperson



Secretary



Lions International

Engage the Global Service Team District Coordinator to share:



District Service Coordinator

International, multiple district and district programs

District-wide service projects and programs

Club Service Project Idea Exchange

Ways to identify new service projects

Community Needs Assessments



Resources for the Club Service Chairperson



CHILDHOOD
CANCER



DIABETES



DISASTER
RELIEF



ENVIRONMENT



HUMANITARIAN



HUNGER



VISION



YOUTH

The Service Journey
Learn – Discover -Act - Celebrate



Lions Clubs International Foundation



Lions Clubs International
FOUNDATION

Empowers the service of Lions.

Manages Grants:

Humanitarian Initiatives

Global Health Initiatives

New & Emerging Initiatives

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

Your Second Meeting – Focus on Membership!

Global Action Team



District Membership
Coordinator

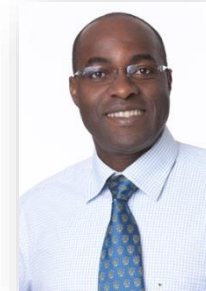


Zone Chairperson

Club Officers



President



Vice
President



Membership
Chairperson



Secretary



Engage the Global Membership Team District Coordinator to share:



District Membership Coordinator

Promote membership resources to clubs.

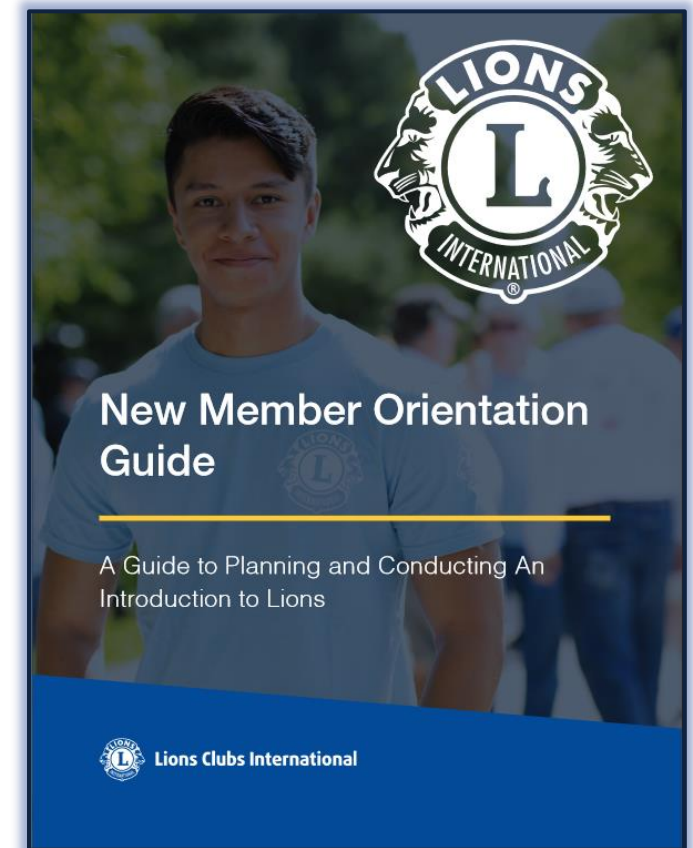
Support and guide club membership chairpersons.

Find communities for potential new clubs.

Assist clubs to implement a membership growth plan.



Resources for the club membership chairperson



Your Third Meeting – Focus on Leadership!

Global Action Team



District Leadership
Coordinator



Zone Chairperson

Club Officers



Vice President



President



Secretary



Engage the Global Leadership Team District Coordinator to share:



District Leadership Coordinator

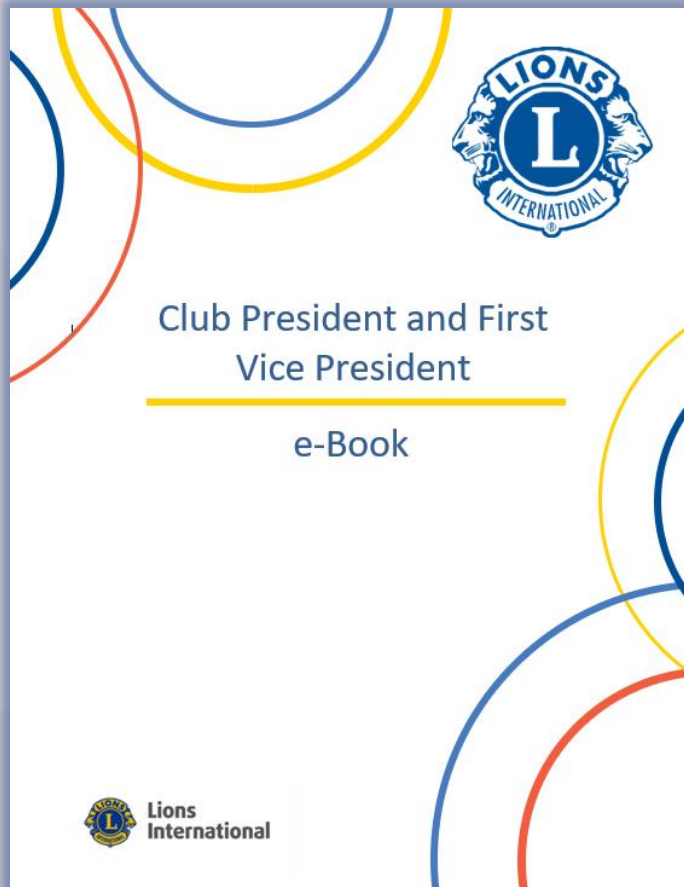
Nurture future club leaders.

Promote development and further leadership opportunities.

Encourage new club leaders to fully engage in responsibilities.

Participate in club officer training events.

e-Books for Club Officers



President



Vice President



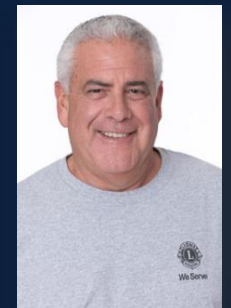
Secretary



Treasurer



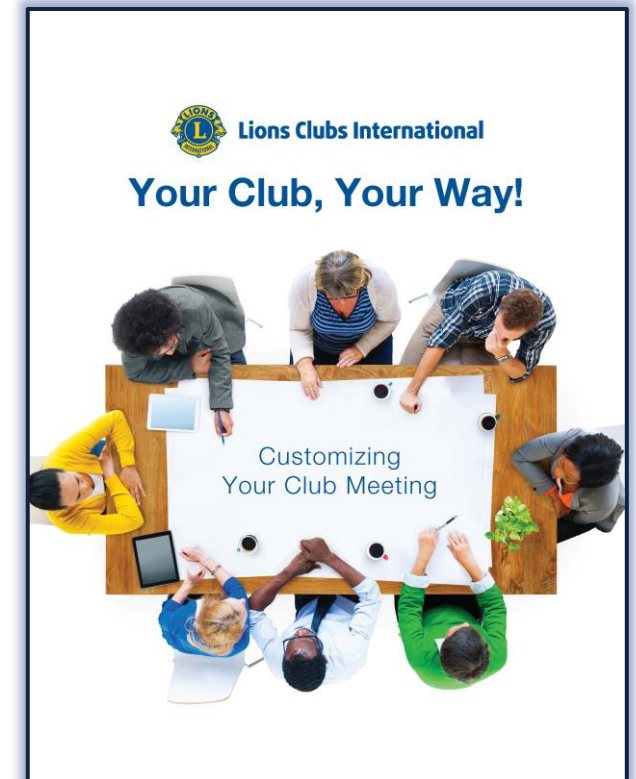
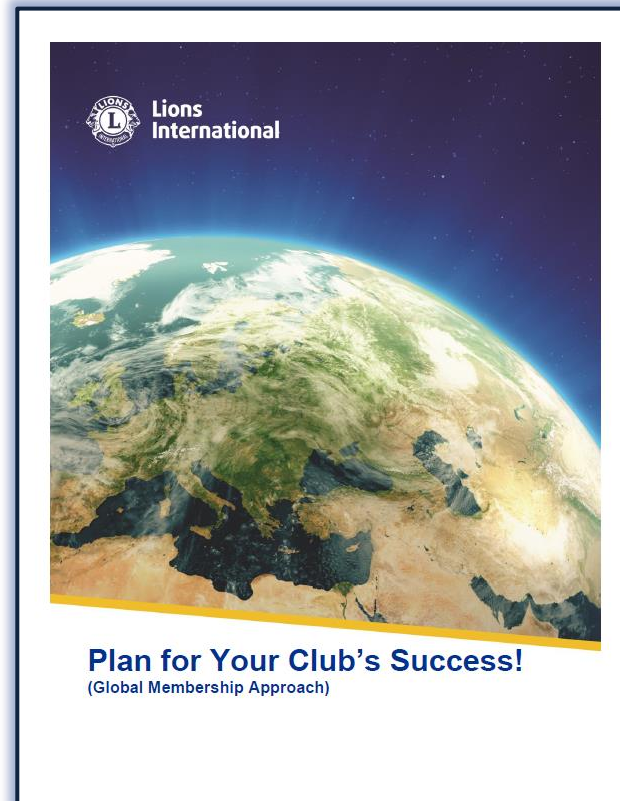
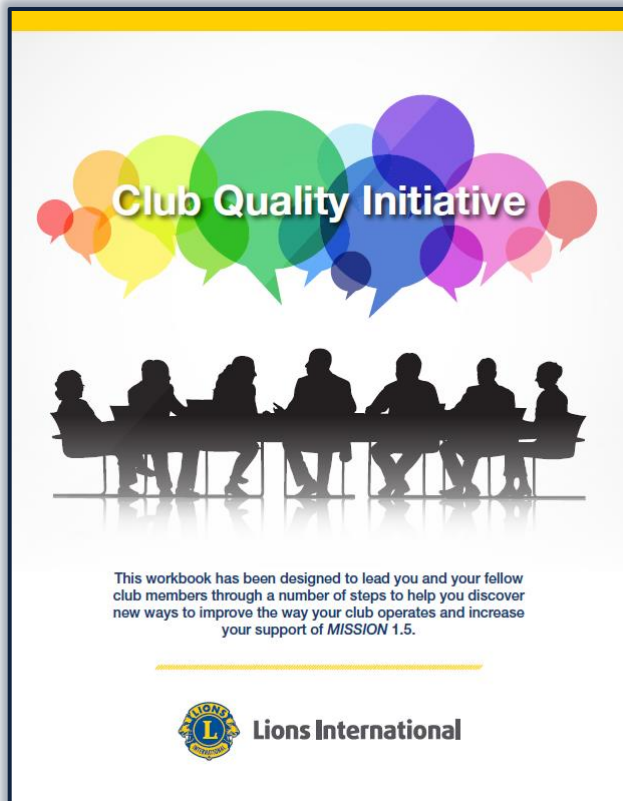
Membership Chairperson



Service Chairperson



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





Communicating with the District Governor and GAT District Coordinators

Complete the zone meeting report for district leadership *(located in the Model Zone Guide)*

Report clubs' successes & best practices

Note any concerns about the clubs

Recommend actions to support club officers



Your Fourth Meeting – Recognize the Achievements & Focus on the Future



District Leadership
Coordinator



Zone Chairperson



President



Vice President



Secretary



Focus on the future and help them prepare!



District Leadership Coordinator

Open the meeting about the zone

Introductions

Transition

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

Recognizing Service

Recognizing Leadership

Awards

Zone & Region Chairpersons – Global Membership Approach

What inspires the clubs in your zone?

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



Zone and Region Chairperson – Global Membership Approach

Global Membership Approach and resources

Region and zone chairperson

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

Process for success

BUILD A TEAM

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

- Club Officer Survey
- Plan for Your Club's Success (Global Membership Approach) Guide and PowerPoint
- Zone Newsletter Template

BUILD A VISION

Build a vision, assess needs and set goals.

- Club Health Assessment Reports
- Action Strategies
- Troubleshooting Guide
- Zone Goals Worksheet

BUILD A PLAN

Build a plan to achieve our goals.

- SWOT Analysis course in the Lions Learning Center
- Zone Calendar Template
- Club Activity Calendar
- Zone Plan Template

BUILD SUCCESS

Execute your plan, maintain accountability and adjust as needed.

- Club Quality Initiative
- Club Excellence Award
- Just Ask!

Resources for reaching your clubs



Additional support materials

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

NEWS

- Press Center
- Service Stories
- The Lions Blog
- LION Magazine

MEDIA

- Video Center
- Logos
- Brand Guidelines

CONNECT

- Careers
- Contact LCI
- Contact LCIF
- Your Privacy



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ALSO OF INTEREST Our Global Causes Service Project Planners Responding to the Coronavirus

All donations accepted on lionsclubs.org support Lions Clubs International Foundation (LCIF), which is a 501(c)(3) tax-exempt not-for-profit organization. Lions Clubs International (LCI) is a 501(c)(4) tax-exempt social welfare organization and is not eligible to accept or solicit donations. LCI and LCIF are EEO providers.





Following Up

Sample Format:
Meeting Minutes

Sample Format: Meeting Minutes

Date: _____ Attendees: _____
Start Time: _____
End Time: _____

Old Business: discussions, decisions

1. _____
2. _____
3. _____
4. _____

New business: discussions, action items (with responsibilities)

1. _____
2. _____
3. _____
4. _____

Speaker/Program Description: _____

Recognition: _____

Next Meeting Date: _____ Time: _____ Location: _____

Items for Next Agenda: _____

Recorder: _____

13 DA-ZMG2.EN 07/2019

Keep notes of your meeting

- Use this template to record zone meeting proceedings.

- Good tool if agenda items need to be carried over to the next zone meeting.

- Good history of zone events.

Located in the Model Zone Guide

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

District Governor's Advisory Committee Meeting Report

Zone Chairperson Name: _____
 District: _____ Region: _____ Zone: _____
 Meeting location (City): _____ Meeting Date: _____
 Time called to order: _____ Adjourned: _____ Next Meeting Date: _____

Clubs in Attendance

Club Name/Number	President	Vice President	Secretary	Club Name/Number	President	Vice President	Secretary
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting Focus: Service Membership Leadership Other

Meeting Re-Cap

1. What was the main challenges shared by the clubs (Specify by club if pertinent)? _____

2. What were the main opportunities and solutions? _____

3. What plan of action were decided upon? _____

3a. Are any of the Global Action Members (district support teams) going to assist? _____

4. Best success stories/practices shared? _____

4a. By whom? _____

5. What can the district do to further support the club officers? _____

Forward this report to the district governor, District GLT, GMT and GST Coordinators and Region Chairpersons. DA-ZMG3.EN 07/2019

14

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

Located in the Model Zone Guide



Celebrate the Success

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



A group of people, including children and adults, are gathered outdoors for an awards ceremony. Some individuals are holding certificates or awards. The scene is overlaid with a blue gradient. A yellow horizontal line is positioned below the word "Awards".

Awards



Zone & Region Award

Earn recognition for the results of your success

Review the criteria set for

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

Complete the application and submit by August 31

Contact us: zoneandregion@lionsclubs.org

Website: lionsclubs.org/zoneregionawards



Contact Us

District & Club Administration Division
zoneandregion@lionsclubs.org

Website

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



*Managing Your Zone
and Region Webpage*

Questions?



Thank You