

Multiple District ‘A’ Lions Club



Policy & Procedures Manual

2026

Revised by Council Direction – May 30, 2026

Multiple District 'A' Lions Clubs POLICY & PROCEDURES MANUAL Preface

The purpose of the Multiple District 'A' (hereinafter referred to as the Multiple District), **Policy and Procedures Manual (P&PM)**, is to outline the job descriptions or terms of reference for the Officers, Committee Chairs, or Subcommittee Chairs, Subcommittee Coordinators and Committee members.

It also outlines the **policies** and **procedures** involved in carrying out the duties and responsibilities of those persons tasked with the proper functioning of the Multiple District. It will always be used recognizing that the binding authority is resident in the Multiple District Constitution and By-Laws. As with any document of this nature, it should be interpreted by the reader with intelligence, experience, and common sense.

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PART I - Multiple District 'A' Council of Governors

MULTIPLE DISTRICT OFFICERS

Reference: A. Multiple District A Constitution Article VI
B. Multiple District By-Laws Article III, Section 2
C. Multiple District By-Laws Article III, Section 3

NOTE: All Multiple District 'A' Officers must be members in good standing of Clubs in good standing, located in Multiple District 'A'.

Council Chair:

- The Council Chair is the Chief Executive Officer of the Multiple District
- Election to the position of Council Chair is a three (3) year commitment, with year 1 as Council Chair, year 2 as Promotion Chair and year 3 as Administration Chair.
- The Council Chair's duties are outlined in ref B. Additional duties within the Multiple District are covered in two phases below: Council Chair Elect and Council Chair

Phase 1 – Council Chair-Elect

- Will appoint such Committees, their Chairs and Coordinators as required by the Multiple District Constitution and By-Laws and as may be necessary to effectively conduct the affairs of the Multiple District. Should vacancies occur on any Committees, it is the responsibility of the Council Chair to fill them as necessary.
- Will present their committee appointments to the incoming Council of Governors at the District Governors Elect briefing during the MD 'A' Convention for approval.
- Will attend the International Convention immediately following the election to the position. At this Convention, the Council Chair-elect will hold a meeting of the Governors-elect to fully explain their Duties and Responsibilities for the coming year.
- Will chair and conduct the Annual Multiple District Caucus at the International Convention immediately following the final plenary session, and will include a vote to ratify the minutes of the District Governors Elect briefing.
- Will chair the Canadian Breakfast at the International Convention if such an event is held.

Phase 2 – Council Chair

- Will be one of the three signing authorities for the Multiple District.
- Will preside over all meetings of the Council of Governors.
- Will chair all Business Meetings at the Multiple District Convention and the International Night Event.
- Will call and chair the Multiple District Governors' elect briefing, which must be held during the Multiple District convention.
- Is an ex-officio member of the committees of the Multiple District. The Council Chair is a voting member of the International Advisory Committee, the Promotion Committee, and the Administration Committee of the Multiple District.

- Must work in partnership with the Immediate Past Council Chair, who serves in an advisory role and is able to provide a degree of continuity and historical context to matters placed before the Council of Governors.
- Paramount among the duties and responsibilities of the Council Chair is to have regard for the Multiple District Constitution and By-Laws, and the Policy and Procedures Manual in all matters.

Expense Reimbursement:

The Council Chair is entitled to expense reimbursement under the Rules of Audit, as detailed in Part III, Financial Policy, of the Multiple District Policy Manual.

Council Chair's Adult Companion:

The Council Chair's adult companion is normally their spouse or common-law partner as defined by the Province of Ontario.

If the Council Chair does not have an adult companion as defined above, or desires a different person to fill the role, they will, upon election as Council Chair-elect, declare to the Council of Governors who their companion will be for the entirety of their term of office. The individual nominated must be at least 18 years of age.

Although the Council Chair's adult companion is not an official representative of the Multiple District, they play a significant role with respect to the Council of Governors and their companions.

They may be called upon to serve as an escort, host, or coordinator and attend Multiple District functions, as required from time to time.

They will provide direction, support, and assistance to the adult companions of the members of the Council of Governors, as needed.

They should also assist with team building, orientation, advice on duties, dress, activities, and information as may be deemed necessary to by the Multiple District.

The Council Chair's adult companion may be entitled to reimbursement under the MDA Rules of Audit as detailed in the Multiple District Policy and Procedures Manual, Part III, Financial Policy.

Vice Council Chair:

The Vice Council Chair is elected from the current District Governors Elect during the District Governors Elect briefing and will serve for one (1) year. They are under the supervision of the Council Chair.

The Vice-Council Chair's duties include:

- will attend all Administration Committee Meetings as a full voting member
- will attend all MDA Committee Meetings where the Council Chair is unavailable and the presence of the Vice Council Chair is required.
- will temporarily assume the Chair at any meeting of the Council of Governors whenever the Council Chair is unable to perform their duties for any reason.

- will perform other duties as directed by the Council Chair.
- will perform such duties as defined elsewhere in the Policy and Procedures Manual.

Expense Reimbursement

As a sitting District Governor, the Vice Council Chair is entitled to expense reimbursement in accordance with the LCI rules of audit. In addition, they will be entitled to claim under the MDA Rules of Audit as detailed in the Multiple District Policy and Procedures Manual, Part III, Financial Policy.

Multiple District Secretary:

The Multiple District Secretary serves as the Chief Administrative Officer of the Multiple District and is a non-voting member of the Council of Governors.

Selection:

The Multiple District Secretary is appointed by the Council of Governors for a five-year term, subject to an annual performance review by the Administration Committee. The Multiple District Secretary will receive an annual honorarium as determined by the Council of Governors.

Responsibilities:

Under the direction and supervision of the Council of Governors, the Multiple District Secretary will manage the Multiple District administrative functions as detailed in the Multiple District Constitution & By-laws (Ref C) and this Policy and Procedures Manual.

Qualifications:

The MDA Secretary should:

- have knowledge of the International Association of Lions Clubs
- have knowledge of the Multiple District Lions organization
- have knowledge of secretarial duties
- have experience with computers
- have previous management/administration experience
- have excellent motivation and enthusiasm
- have excellent ability to record meeting minutes.

Performance Expectations:

The Multiple District Secretary will:

- receive and send correspondence on behalf of the Council of Governors
- be one of the three signing authorities for the Multiple District.
- act as the “Lion Tamer” and keeper of the meeting accoutrements (flags, banner, gong/gavel) and ensure they are in place for each Council meeting.
- attend;

- Pre Caucus/ Caucus meetings, as ex officio non-voting member,
 - Council of Governors meetings, as ex officio non-voting member
 - Administration Committee meetings as a non-voting ex-officio member.
 - Research and Long-Range Planning Meetings as a voting ex-officio member.
 - Multiple District Convention Committee Planning Meetings as a non-voting ex-officio member, and
 - other meetings as directed/or authorized by the Council of Governors and/or the Council Chair.
- keep accurate minutes of all Council of Governors meetings and distribute copies as outlined in the Multiple District Policy Manual, Part II, Multiple District Procedures.
 - assist the Council of Governors in conducting the business of the Multiple District.
 - perform such duties as are required by the Lions Clubs International and Multiple District Constitution and By-Laws, the Multiple District Policy and Procedures Manual, and any others that may be assigned by the Council of Governors from time to time.
 - maintain Multiple District databases (Governors, 1st Vice District Governors, Multiple District Committees, PDG, etc.), a Motion Book, a Policy and Procedures Manual, and prepare and maintain the Multiple District Directory.
 - prepare a list of Clubs celebrating charter anniversaries (50, 60, 65, and every five years thereafter) for the coming year and confirm accuracy with District Governors.
 - process applications for Multiple District Life Membership and seek approval from the Council of Governors. Upon Council approval, submit the fee to the Multiple District Treasurer, prepare and issue a personalized Life Membership Certificate and Life Membership Card, and maintain an accurate up-to-date listing of Multiple District Life Members.
 - make arrangements for hotel accommodations, meeting room(s) and set-up, and refreshments for Council of Governors and committee meetings as required.
 - provide regular updates to the Multiple District Webmaster.
 - order blazer crests and name tags for the following:
 - Council Chair and their adult companion
 - Governors (blazer crests only),
 - Immediate Past District Governors (blazer crests only),
 - 1st & 2nd Vice District Governors and their adult companion,
 - Multiple District Treasurer,

- Multiple District Secretary.
- order other supplies from LCI as may be required on behalf of the Multiple District.
- prepare the Council Chair-elect (CCE) briefing guide and, as a member of the Administration Committee, assist with the CCE briefing immediately following the mid-winter Council meeting.
- prepare the Multiple District Convention Guidebook and provide it to the appropriate participants.
- complete the Annual Notice of Change required by the Ontario Not-for-Profit Corporations Act (ONCA), ensuring it is reported and filed in a timely manner.

In addition to the above:

- **At the start of the year,**
 - acknowledge the previous year's contribution to outgoing members of the Multiple District,
 - provide appropriate reference material to the incoming Governors, and
 - confirm that meeting facilities for the Council Meetings are booked at the designated hotel(s) for the year ahead.
- **For each Council of Governors Meeting,**
 - Distribute the Notice of Meeting to the Council of Governors and Committee Chairs, including the time and place of the meeting, the report submission deadline, and accommodation booking information.
 - Prepare an agenda in consultation with the Council Chair.
 - Distribute the agenda, committee reports and minutes of the previous meeting to all concerned before the meeting.
 - Prepare and distribute accurate minutes of the Council of Governors Caucus and Meetings.
 - maintains the Motion Log.
 - act upon any requests arising from the Council meetings.
- **Before the Multiple District Convention,**
 - provide notification of approved proposals for changes to the Constitution and Bylaws and/or expenditures for approved Multiple District projects to be voted on at the Convention to the LION Magazine for publication.
 - If required, assist the Multiple District Credentials subcommittee in preparing and distributing an appropriate number of Credential Certificates (as determined by the subcommittee),
 - review convention details with Council Chair and Convention Committee,
 - finalize and distribute the Convention Guidebook.

- **At the Multiple District Convention,**
 - assist Council Chair as appropriate/required,
 - provide briefing material to District Governors-elect,
 - provide next year's Anniversary certificates to District Governors-elect,
 - provide briefing and/or briefing documentation to incoming committee Chairs
- **After the Multiple District Convention,**
 - send the names of incoming Governors to Lions Clubs International, Lions Supply Office, Lions Foundation of Canada Dog Guides and Lions Quest.
 - compile a list of new Multiple and District Officers for insurance purposes.
 - update the official copy of the Constitution and By-Laws, Policy and Procedures Manual, Motion Log database and website information for the start of the new Lions year.

Multiple District Treasurer

The Multiple District Treasurer serves as the Chief Financial Officer of the Multiple District and is a non-voting member of the Council of Governors.

Selection:

The Multiple District Treasurer is appointed by the Council of Governors for a five-year term, subject to an annual performance review by the Administration Committee. The Multiple District Treasurer will receive an annual honorarium as determined by the Council of Governors.

Responsibilities:

Under the direction and supervision of the Council of Governors, the Multiple District Treasurer will oversee the financial functions of the Multiple District as outlined in the Multiple District Policy and Procedures Manual and the Multiple District 'A' Constitution.

Qualifications:

The MDA Treasurer should:

- have a good general knowledge of Lionism.
- have a good understanding of the Lions Constitution and By-Laws, in particular those areas covering the application of the Rules of Audit.
- have good communication skills.
- have excellent accounting and/or bookkeeping skills.
- have experience with and/or knowledge of accounting software, preferably the software used by the Multiple District.
- have financial planning skills
- have excellent budgeting skills.

Performance Expectations:

The Multiple District Treasurer will:

- maintain all financial data in an approved accounting/bookkeeping software program.
- be one of three signing authorities for the Multiple District.
- prepare an annual budget in consultation with the Administration Committee and submit the proposed budget to the Council of Governors for consideration and approval at the first Council meeting after the close of the International Convention.
- provide information to incoming Committee Chairs regarding financial obligations, dealing with their annual budget and expense submissions.
- assist the Multiple District Committee Chairs in maintaining control of their individual approved budgets.
- be responsible for all revenues and payments of funds entrusted to the Multiple District, in accordance with the annual approved budget, Constitution and By-Laws, the Multiple District Policy and Procedures Manual, and with direction from the Council of Governors.
- deposit, when received, all funds belonging to the organization in a banking institution approved by the Council of Governors
- advise the Council of Governors of financial issues that might negatively impact the Multiple District, or financial problems that may require action on their part.
- seek professional financial advice as required and report it to the Council of Governors.
- prepare all financial data required for an annual audit.
- present an audited financial statement to the Council of Governors by the second Council meeting of the Lions year.
- present the audited financial statement at the appropriate session at the Multiple District Convention.
- attend meetings of the Council of Governors, the Administration, and the Promotion Committee as a non-voting ex officio member.
- attend the Council of Governors Caucus meetings.
- attend meetings of “The LION Magazine” Committee and the Research and Long-Range Planning Committee as a voting ex officio member.
- attend the session for District Governors-elect at the Multiple District Convention to inform them of financial issues that may or will impact their year as District Governor.
- attend the MD’A’ Effective Speaking finals and prepare the prize winners' cheques.

- attend other meetings as directed or authorized by the Council of Governors or the Council Chair.

Specific Duties to be performed:

As required:

- audit all claims received from the Multiple District Governors and Committee Members.
- prepare cheques and mail or send them by express post (or similar service) with supporting documentation to either the Secretary or the Council Chair for the required second signature.
- respond promptly to all email and telephone queries.
- bill accounts receivable (i.e. Dues, labels, pins, etc.).
- run labels as approved by the Council of Governors or as budgeted by Committees, and invoice accordingly.

Monthly:

- reconcile the Bank Statement.
- mail out statements for outstanding receivables.
- Back up data to an external drive (stick, hard drive, cloud)

Annually and Year-end:

- Close out the year-end as of July 31st, then run the required audit reports
- Prepare annual financial statements and previous year's budget submissions for each of the Multiple District Committee Chairs, along with a request for their upcoming budget submissions.
- Prepare the necessary budget working papers for the Budget Committee. (The Budget Committee meeting is held in August).
- Enter the approved budget figures on a budget sheet.
- Invoices for the Multiple District dues should be sent to the District Governors by August 15th of the new Lions year.
- Arrange with the Bank (in August) to change the signing authority(s) for the current Lions year.

Council Meetings:

Report at the four scheduled Council of Governors meetings, presenting the Balance Sheet, the Budget Sheet comparing actual expenses to the budgeted amount, the investment portfolio, and the status of Club dues collection.

SUB-DISTRICT OFFICERS

District Governor

Each of the ten (10) sub-districts of Multiple District 'A' is represented by a district governor elected by the Clubs in that sub-district. Each governor is a full voting member of the Multiple District Council of Governors as per Ref A and will:

- be expected to attend all regular and special (if required) Council Meetings, representing Lions Clubs International and their respective districts;
- Perform such duties as are set out in their respective District Constitution and By-Laws and as requested by the International Board of Directors;
- Perform such duties as the Council of Governors may assign.

Expense Reimbursement

District Governors are entitled to expense reimbursement in accordance with the LCI Rules of Audit. In addition, they may claim reimbursement under the MDA Rules of Audit, as outlined in the Multiple District Policy and Procedures Manual, Part III, Financial Policy section.

1st Vice District Governor

The 1st Vice District Governor will further the association's purpose by:

- Performing such duties as defined by the Sub-district Constitution and By-Laws
- Attending cabinet meetings;
- Becoming familiar with the responsibilities of the District Governor
- Attending all meetings of the Multiple District Council of Governors as an invited observer receiving training on the role and responsibilities of being a Governor.
- Replace the District Governor at Council of Governors meetings in their absence for any reason.

Expense Reimbursement:

The 1st Vice District Governor is entitled to expense reimbursement under the Rules of Audit as outlined in the Multiple District Policy and Procedures Manual, Part III, Financial Policy section.

If the 1ST Vice District Governor substitutes (for the District Governor), as authorized by the District Governor, those expenses will be paid under Lions Clubs International's own reimbursement procedures for a District Governor.

2nd Vice District Governor

The 2nd Vice District Governor will further the purposes of the association by:

- Performing such duties as defined in the Sub-district Constitution and By-Laws;
- Attending cabinet meetings;
- Replacing the 1st VDG at Council of Governors meetings when the 1st VDG is

acting for the District Governor or is absent.

Expense Reimbursement:

The 2nd Vice District Governor is entitled to expense reimbursement under the Rules of Audit as outlined in the Multiple District Policy and Procedures Manual, Part III, Financial Policy section.

Region Chair:

The Region Chair (if used by the sub-district) will perform the duties as defined by the Sub-district Constitution and By-Laws.

Expense Reimbursement:

The Region Chair is entitled to expense reimbursement under the Rules of Audit as outlined in the Multiple District Policy and Procedures Manual, Part III, Financial Policy section.

Zone Chair:

The Zone Chair will perform the duties as defined in the Sub-district Constitution and By-Laws.

Expense Reimbursement:

The Zone Chair is entitled to expense reimbursement under the Rules of Audit outlined in the Multiple District Policy and Procedures Manual, Part III, Financial Policy section.

Council Dress Code

The dress code for District Governors at all Council of Governors' Meetings will be:

- Black Jacket, grey long pants/skirt, white shirt/blouse, current International President's tie/scarf, and dress shoes.

The recommended dress code for District Governors attending Caucus Meetings is:

- Council Shirt, casual pants/skirts, and casual shoes.

The dress code for 1st Vice District Governors at all Council of Governors' Meetings will be:

- Navy Jacket, grey long pants/skirt, white shirt/blouse, tie/scarf, and dress shoes.

PART II - MULTIPLE DISTRICT PROCEDURES

GENERAL PROCEDURES - COUNCIL GUIDELINES

From time to time, the Council of Governors considers issues and passes motions that are designated as policies. This section is designed to track and record these policies rather than leave them in the minutes of council meetings. It also outlines Multiple District procedures to be followed in the administration of Multiple District business.

Correspondence:

Any mailings from MD'A' for Lions supported projects must be proof-read by a relevant Multiple District Committee, the Multiple District Council Chair, the Multiple District Secretary and the Multiple District Treasurer before the mailings are released.

Distribution of minutes

The Council Secretary will distribute copies of the Council meeting minutes to the following

- Council Chair,
- District Governors,
- 1st Vice District Governors,
- Multiple District Committee Chairs and members,
- Multiple District Treasurer and
- others designated by the Council Chair and/or the Council of Governors.

Highlights of the meetings will be prepared and forwarded to the LION Magazine editor for inclusion in the next edition of the magazine.

ELECTIONS AND APPOINTMENTS

Council Chair

Qualifications to Seek the Office of Council Chair

- Any sitting District Governor wishing to stand for the office of Council Chair must submit their name to the Council Secretary at least thirty (30) days before the date of the February/March Governors' Council Meeting.
- If the sitting District Governor does not plan to seek the office of Council Chair, they are requested to inform the previous three (3) District Governors from their district at least thirty (30) days before the February/March Council of Governors Meeting, advising them of their opportunity to apply, if they so wish and if they meet the criteria below. However, it is ultimately the responsibility of a Past District Governor to determine whether their sitting District Governor intends to stand for the position of Council Chair and to provide documentation that they have met the required criteria.
- A Past District Governor wishing to stand for the office of Council Chair may submit their name if the sitting District Governor from that sub-District has indicated they will not be seeking the office of Council Chair. In this manner, a sub-District will be permitted only one (1) candidate for the office of Council Chair. A Past District Governor will be permitted only one (1) attempt to seek the office of Council Chair.

- The Past District Governor must be a Lion in good standing in a Club in good standing in Multiple District 'A' and must have served as District Governor in one (1) of the three (3) preceding years and will be subject to the following criteria:
 - (a) They have maintained an active role at the sub-District ~~level~~ and ~~at~~ the Multiple District levels either as a Cabinet Member, ~~or~~ a Committee Chair, or an instructor/presenter at an MD'A' Training Session or USA/Canada Forum;
 - (b) They must submit their name to the Council Secretary at least fifteen (15) days before the February/March Governors' Council Meeting, together with a letter of endorsement from their District Cabinet supporting their request to seek the office of Council Chair.

Procedure For Election of the Council Chair

- Once the application deadline has passed, the Council Secretary will announce the names of qualified candidates to the Council of Governors.
- The current Council Chair will preside over the election meeting and will have a vote.
- The Multiple District Secretary attends the meeting to record the proceedings but does not have a vote.
- The current Council Chair will invite two (2) Lions to serve as scrutineers.
- Only the Council Chair, the Multiple District Secretary, the Multiple District Treasurer, the District Governors, the First Vice District Governors, the Past District Governors endorsed by their respective Cabinets to seek office, and the selected scrutineers (2) may attend the election meeting.
- The Council Chair will call the meeting to order. The Council Chair will read the nominations for the office of Council Chair that have been endorsed for the position of Council Chair.
- Each candidate will have indicated their intention to seek the office (District Governors thirty (30) days before the election, and Past District Governors fifteen (15) days before the election).
- Any nominee may request in writing that their name be removed from the ballot before voting begins.
- Each candidate will have a maximum of five (5) minutes to address the attendees, to outline the skills they bring to the office, their goals, and anything else of importance to the proceedings. The order of speaking will be determined by lot.
- Time will be allocated to ask questions of the candidates. Each District Governor, in consultation with their First Vice District Governor, may ask one question of each candidate.
- Each District Governor is eligible to cast one (1) vote.
- Voting will be conducted by secret ballot.
- Each District Governor will mark their ballot; the scrutineers will then collect all ballots.

- Note. If a ballot is spoiled before it is collected, a replacement ballot may be requested, and the spoiled ballot must be destroyed immediately.
- Once the ballots have been counted, the scrutineers will provide the Council Chair with the vote results on a tally sheet.
- Note. For a nominee to be elected, a clear majority of votes is required.
- The Council Chair will announce whether any nominee has received the required majority vote. If no nominee receives a majority, the Council Chair will advise the nominee(s) with the lowest number of votes that their name(s) will be removed from the list of nominees and will call for another ballot. This process will continue until one nominee receives a majority of the votes.
- When a majority vote has been received, the Council Chair will ask the scrutineers to confirm the results and then announce the name of the selected nominee.
- The Council Chair will then call for a motion to destroy the ballots. The scrutinizers will carry out this action.
- A motion to confirm the election of the Council Chair will be placed early on the agenda of the next Council of Governors Meeting. The Council Chair-elect will be allowed a few minutes to address those in attendance at the Council of Governors Meeting.

Procedure for replacement of a Council Chair

- If replacement of the Council Chair becomes necessary, the Vice Council Chair will call and chair a meeting of the current Council of Governors within 30 days of a vacancy occurring, to elect a candidate from the Immediate Past District Governors of the Multiple District.
- If no candidate is available from this group, selection will be made by going back chronologically through past Councils of Governors to fill the role.
- The meeting will follow the procedures for electing a Council Chair as stated above.

Vice-Council Chair

Procedure For Election of the Vice Council Chair

A Vice Council Chair for the following year will be elected by and from the current Governors-elect at a meeting held during the Multiple District Convention. The results of the election will be ratified at the Council of Governors' first meeting.

The election will proceed as follows;

- The Council Chair Elect will preside over the election of the Vice Council Chair.
- Two (2) scrutineers will be appointed and approved by the District Governors elect present at the meeting.
- The Multiple District Secretary will distribute ballots to each District Governor elect, who will indicate their desire to stand for the Vice Council Chair position.

- The scrutineers will collect the ballots and inform the Council Chair Elect of the names of the candidates.
- The Council Chair Elect will announce the candidates for the position.
- Each candidate for Vice Council Chair will have a maximum of five (5) minutes to address the attendees, to outline what they will bring to the position, their goals, and anything else they consider important to inform voting members.
- The order of speakers will be determined by lot.
- Each District Governor Elect will be allowed one (1) question per candidate
- Voting will be conducted by secret ballot, unless there is only one candidate for in which case there will be a vote by hand

MD'A' International Director

Procedure for Endorsement (Election) of the MD 'A' Representative for International Director From Canada

Reference; MD 'A' Constitution and By-Laws, By-Law Article 1

The MD'A' Representative for the International Director from Canada is Endorsed (Elected) periodically, according to a mutually agreed rotation among the Canadian Multiple Districts that has been in place since 1975. This rotation schedule is maintained by the Canadian PIPs and PIDs.

The Chair of the MD 'A' International Advisory Committee (IAC) must ensure that MD 'A' Districts are informed when MD 'A' is allotted the next ID term. MD 'A' is currently allotted Representative positions for the following international Director Terms: **2025-2027, 2033-2035, 2037-2039, 2041-2043 and 2049-2051.**

Districts wishing to endorse a Candidate for ID should do so at their annual Convention two (2) years before the start of the next MD 'A' ID's term. Candidates seeking MD 'A' endorsement must do so at the MD 'A' Convention one (1) year before the ID's term.

International Director Candidate(S)

Once endorsed by their District(s), the Multiple District Secretary must be notified within 30 days.

Upon notification from the Multiple District Secretary, the Nominations Committee (see Administration Committee – responsibilities) will determine whether the nominated person(s) is/are qualified in accordance with the Multiple District Constitution and By-Laws. If the candidate(s) does/do qualify, the Nominations Committee will advise the Multiple District Secretary in writing that the name(s) of the candidate(s) may be published through the usual channels in writing to each Club and/or in 'The LION Magazine'.

The candidate(s) must immediately resign from all Multiple District committees and appointments by the end of the Lions year in which they were nominated.

Further, the candidate(s) must not accept any nominations for the immediately following year.

The candidate's name(s) must be presented to the delegates at the next Multiple District convention for endorsement.

Certification

All Candidates must be properly approved and certified by the MD 'A' Nominating Committee.

Ballots

The order in which the Candidates' names appear on the official Ballot will be alphabetical by surname.

Nominations

All Candidates must be nominated by a member of the MD 'A' Nominating Committee at the MD 'A' Convention.

Nominations will be put forth in the same order in which the Candidates' names appear on the official ballot.

Speeches

Each Candidate will be entitled to one (1) Seconding Speech. Each Candidate will be entitled to a speech. The time allotted to each Candidate will be eight (8) minutes, which will include both the Seconding Speech and the Candidate's speech. These times will be strictly enforced.

Demonstrations

Each Candidate will be entitled to a Demonstration by their supporters, which will not exceed ten (10) minutes in duration. (Timing will commence immediately at the conclusion of the Candidate's Speech, and a warning will be given at the eight (8) minute mark.) These timings will be strictly enforced.

Voting

Voting must be conducted by secret ballot by the delegates properly registered at the MD 'A' Convention from a Lions Club in good standing and properly certified by Credentials personnel.

The criteria for a Club in Good Standing are that all per capita dues payable to Lions Clubs International (LCI) and Multiple District 'A' are paid in full. Any balance of \$50.00 USD or more owing to LCI must be paid. Payment for outstanding accounts will be accepted at the Credentials desk by one of the following methods:

- (i) Cash
- (ii) Cheque(s) from a Lions Club, properly endorsed and payable to Lions Clubs International or to Multiple District 'A' Lions Clubs, as applicable.

Unless Clubs pay the outstanding balance, their delegates will be unable to vote.

Each Candidate may appoint Scrutineers who must be clearly-identifiable to Election personnel. A maximum of one (1) Scrutineer per Candidate will be permitted inside the voting area at all times.

Endorsement (Election) of Candidate

The Candidate receiving a majority of valid votes cast will be declared endorsed (elected).

If there are two (2) Candidates and the Vote is tied, all certified delegates will be invited to cast a vote on a Second Ballot. This process will continue until one Candidate receives a majority of the votes cast.

If there are three (3) Candidates and no Candidate has received a majority of valid votes cast, the Candidate receiving the fewest valid votes will be removed and a Second Ballot will be held. This process will continue until one Candidate receives a majority of votes cast.

If there are three (3) Candidates and the Vote is tied for first place, the Candidate receiving the fewest valid votes will be removed and a Second Ballot will be held.

If there are three (3) Candidates and no Candidate has received a majority of valid votes cast, and there is a tie for second place, the MD 'A' Council Chair will randomly draw the name of one of the two second-place Candidates, who will be declared to have finished second. A second ballot containing the names of the first-place Candidate and the declared second-place Candidate will be held.

If a Candidate has received a majority of valid votes cast, the MD 'A' Elections Chair will announce the name of the winning e Candidate.

If a Candidate does not receive a majority of valid votes cast, the MD 'A' Election Chair will announce the name of the candidate receiving the fewest votes.

Vote totals **must not** be announced to the general membership. Candidates and their Campaign Managers will be advised of the vote totals.

NOTE: A valid vote is a ballot that is counted. Ballots that are blank or spoiled are not counted as valid votes.

Certification of Endorsement

Certification of endorsement by the Multiple District 'A' must be made in writing by the MD 'A' Secretary to Lions Clubs International, in accordance with the appropriate procedure.

Complaints

Formal complaints must be submitted in writing by the Candidate or the Candidate's Campaign Manager to the Chair of the MD'A" Nominating Committee no later than eight (8) days following the date of the voting.

Formal Complaints will be handled by the MD 'A' Nominating Committee and, if deemed necessary, forwarded to the Legal Department of Lions Clubs International.

The decision of the MD 'A' Nominating Committee will be final.

Endorsed Multiple District Candidate for International Office

Upon endorsement for the Office of International Director or any higher office by the Lions of the Multiple District, campaign expenses become the responsibility of the Multiple District.

- The endorsed candidate's Campaign Committee, in consultation with the Promotion Committee and the International Advisory Committee, will provide a detailed expense budget to the Multiple District Treasurer within 60 days of the closing of the Multiple District Convention at which the candidate is endorsed.
- This budget will be submitted to the Council of Governors for approval.
- All costs incurred within the approved budget will be the responsibility of the Multiple District
- A full accounting of expenses, with supporting documentation, paid by the Multiple District must be submitted to the first meeting of the Council of Governors following the International Convention at which the candidate is elected.
- The budget will cover, but not be limited to, the following items:
 - a) Campaign materials e.g., pins, buttons, posters, mailings, and giveaway items.
 - b) Expenses, as per the Rules of Audit, to attend the Multiple District Council meetings during the year as an endorsed candidate.
 - c) The following expenses for the candidate, one campaign Chair, and their respective adult companions, pertaining to their attendance at the International Convention at which the election will take place, where not provided for or covered by LCI:
 - I. the full cost of travel
 - II. full room expenses while at the International Convention
 - III. registrations for the International Convention
 - IV. full meal cost within a pre-determined per person/ per day flat rate
 - V. a hospitality room for the period from the day before the start of the convention until the day after the close of the convention.

APPOINTMENT OF COMMITTEE CHAIRS

Guidance For the Council Chair-Elect

The Council Chair Elect is responsible for appointing Committee Chairs for the upcoming Lions year. These appointments are subject to acceptance by the Council of Governors for the year in which appointments are made.

The process for the selection and approval of the Multiple District Committee appointments is as follows:

Timeframe	Action required
February/March	The Council Chair-elect (CCE) is elected
February/March	The Administration Committee briefs the CCE on the current year's committee appointments including length of tenure, performance observations, issues, and recommendations.

March/April	CCE considers their own choices for Committee structure and appointments by discussing choices/options with the Administration Committee before making a final decision.
March/April	CCE contacts proposed committee appointees to request that they serve at the Multiple District level.
April/May	CCE adjusts appointments upon acceptance or rejection by proposed appointees. Final selection list is forwarded to the Administration Committee.
May	CCE advises District Governors-elect (DGE) of the proposed appointments to the Multiple District Committees.
May/June	The Multiple District Convention - DGE briefing includes the ratification of committee appointments.
May/June	The Multiple District Convention - New committees are briefed. The format of the briefing (formal meeting or distribution of documentation) will be determined by the CCE.

Exceptions;

Lions Foundation of Canada Dog Guides (LCFDG) – Director for Ontario

The term of office for the elected or appointed Ontario LFC Director will be three (3) years. The current progression of Director terms is as follows: **2025-2028, 2028-2031, 2031- 2034**. The Director's term begins in October of each year. Once the Director is nominated and accepted, their term will begin automatically without further action by the Council of Governors.

The accepted Director will also fill the role of Multiple District LFCDG Committee Chair and Representative to the LFCDG Board.

Procedure to be used to select the Ontario LFC Director:

- In July of the year preceding the year in which a new Ontario Director is to take office, the current Ontario Director will contact the Council Chair (copy to the Multiple District Secretary) and advise that the position will be coming up for consideration. (e.g., July 2027 for a 2028 appointment)
- Provide the Multiple District Council of Governors, in writing, the qualifications, as set by LFCDG required to become an LFCDG Director.

The Council Chair, through the Multiple District Secretary will contact each District Governor to inform them of the opportunity and advise that they are responsible for sending qualified candidates to the Multiple District Council meeting held in February/March of that Lions year. It is vital that all Lions be made aware of the opportunity to apply.

- The Multiple District Secretary will place an advertisement in The LION magazine to inform Multiple District 'A' Lions of the opportunity to submit applications to their District Governor.

Nomination Process:

- Each Sub-district Cabinet may select candidate(s) in a manner suitable to that Sub-district.
- The Sub-district forwards the notification of Cabinet endorsement (including the Motion of approval) along with each candidate's resume, qualifications, and Board Skills Self-Assessment (as set by LFCDG criteria for becoming an LFCDG Director). This must be received by the Multiple District Secretary no later than December 1st of that year.
- The Council Chair will arrange to convene an interview board composed of three sitting Governors (whose sub-district does not have a candidate), the Council Chair, and the Multiple District Secretary (non-voting). The current Ontario Sitting LFCDG Director will be invited to attend and join the interview team and will not have a vote.
- If seven or more Districts nominate a candidate or if there is a candidate from the Council Chair's own District, the initial interview board will select its preferred top candidates, and those candidates will be interviewed by the Council of Governors.
- The interviews will be held in camera on the Friday before the February/March Council Meeting, and the Council Chair will propose the successful candidate's name to the Council of Governors at the February/March Council Meeting for endorsement.
- The Multiple District Secretary will, use a Provincial Nomination Form (provided by LFCDG) to submit the Multiple District-endorsed candidate's name and qualifications to the LFCDG office in Oakville on or before May 31st of that year.
- The successful candidate will submit a Nomination Acceptance Form, the Board Self-Assessment Matrix, and a resume.

Note: Provided that the endorsed candidate meets the qualifications as set by LFCDG, LFCDG will either endorse the candidate or provide just cause for refusal. If, for any reason, no nomination is received for the position of Ontario Director within the specified time, LFCDG will appoint a qualified individual to fill the position.

To qualify as a candidate for the Ontario Director on the Lions Foundation of Canada Dog Guides Board, a person must be a Canadian Lion in good standing in a Club in good standing. It is not essential that the candidate has served as a District representative to the Lions Foundation of Canada Dog Guides. The required qualifications include:

- Commitment to the mission and vision of the Lions Foundation of Canada Dog Guides
- Demonstrated leadership in roles relevant to being an effective board member (e.g., other management positions).
- Willingness to make the necessary time available
- High level of self-confidence and comfort in participating in key decisions.
- Demonstrated ability to think and act strategically
- Demonstrated core competency in more than one area as outlined by the Lions Foundation of Canada.

PERFORMANCE EVALUATION for the MULTIPLE DISTRICT SECRETARY & TREASURER

The annual evaluations are conducted by the Administration Committee before the mid-winter Council meeting and are based on the performance expectations and job skill requirements as set out in the Multiple District Policy and Procedures Manual.

Ratings:

- **Unsatisfactory** - consistently fails to meet the major requirements of the job.
- **Acceptable** - occasionally fails to meet some job requirements.
- **Fully Satisfactory** - consistently meets requirements and at times exceeds them.
- **Superior** - consistently exceeds all job requirements.

An “Unsatisfactory” rating will require establishing a timeframe for improvement of failing elements, and a follow-up interview must be conducted. If little or no improvement is evident at the follow-up interview, depending on the circumstances and severity of the errors, action may require a further period for improvement with a possible reduction in remuneration, or may require seeking their resignation.

The ratings are discussed individually with the Secretary and Treasurer and may be adjusted based on the responses and agreements reached during the discussions.

Written confirmation of the rating will be provided to the Secretary and Treasurer.

The Administration Committee Chair will advise the Council of Governors of the evaluation reports at an in-camera meeting in mid-winter and make recommendations for remuneration (Honorariums).

LIONS CLUBS INTERNATIONAL CONVENTION

Refer to the Promotion Committee job description for additional details

1. The Multiple District Breakfast:

- a) DGEs should advise people purchasing breakfast tickets that the tickets must be brought to the event. DGEs should also prepare a list prevent Lions from turning up to the event without a ticket and without notification of intent to attend. Lions without tickets who are not listed will be asked to wait outside until it can be determined that seating is available. This is to ensure that people who have tickets will not end up without seats.
- b) A Lion should be designated to collect the names of the dignitaries (PIDs, IDs, etc). Similarly, a Lion should collect the names of the candidates who wish to address the Canadian Breakfast delegation (print, not write the names) and have a runner present them to the Council Chair Elect.
- c) The breakfast will be called to order by the Promotion Chair and then handed over to the Council Chair Elect to conduct the meeting. It is the responsibility of the Council Chair Elect, with assistance from the Promotion Chair, to prepare the meeting agenda.
- d) A special motion is recommended to allow the incoming Governors to be reimbursed for taxi expenses incurred to attend the breakfast meeting. This is proposed to alleviate past problems in arranging special transportation for this purpose.

2. International Parade:

The following items should be available (in the suitcases):

- √ 1 Quebec Flag
- √ 1 US flag
- √ 2 Ontario flags
- √ 1 Large Canadian flag (for Council Chair Elect)
- √ 1 extra large Canadian Flag (to be carried flat)
- √ Approx. 100 Canadian flags complete with poles

Poles tagged with coloured tape are to be used for the Multiple District Banner.

Four parade marshals should be designated to help organize the contingent (preferably those with experience). They should be the first to board and disembark the bus, and help with organization at the parade site.

It is recommended that a vehicle be arranged at the end of the parade route to return the flags and poles to the hotel.

3. General:

The Promotion Chair should arrange a method for transmitting relevant information listing relevant information for the Multiple District Lions (breakfast, parade, hospitality, voting, etc.) to Multiple District 'A' Lions attending the convention. This could consist of a WhatsApp Chat, Facebook page, or a flip chart available in the hotel lobby and in the hospitality room

4. Plenary Sessions:

At least four Lions should arrive early at the plenary session to reserve an area for the Multiple District Lions. They will be supplied with four Canadian flags to readily identify the reserved area.

5. Hospitality Room

It is becoming more difficult to arrange 'brought-in' food and beverages with hotel management. If possible, this should be included in the negotiation for the breakfast (if held at the delegation hotel). The Promotion Chair may seek assistance with purchasing the refreshments and with help during the hospitality room opening times.

6. Dress Code for International Parade

The official dress code for the Multiple District 'A' Contingent participating in the International Parade at the International Convention will be as follows:

MD "A" golf/Safari shirt, long white pants, white skirts/capris are acceptable for women, white socks and shoes, MD "A" Ball hat, and white scarf (optional). Ladies may use a white or red fanny pack – no purses.

To preserve colour consistency, "off white" is not deemed acceptable.

7. Order of March for International Parade.

1. The incoming Council Chair leads the parade with a large Canadian Flag.

2. MD'A' International Director, Past international Directors and adult companions.
3. MD'A' Banner carried by four (4) incoming District Governors.
4. Remaining incoming District Governors carry the Ontario, Quebec, and Canadian flags.
5. The incoming District Governors' adult companions carry in the big Canadian flag.
6. Next comes the rest of the Lions, who are dressed in the official dress code, carrying Canadian flags.
7. Followed by those who are not dressed in the official dress code. They will not carry a flag, even when flags are available.

Multiple District Convention

Refer to the job description for the Credential and Election Subcommittee for additional details

Addendum to the Credential and Election Subcommittees' Job Description dealing with the Multiple District Convention.

The Credential Subcommittee Coordinator will:

- With the assistance of the Multiple District Secretary, prepare a list of all Clubs by District in alphabetical order, indicating each Clubs membership number and the number of votes allowed, as provided by LCI.
 - As per the Constitution and By-Laws the rule is one vote for every 10 members, or majority portion (5) thereof, who have been enrolled for at least one year and one day in the Club, as shown by the records of LCI on the first day of the month immediately preceding the month in which the convention is held.
- Prepare an alphabetical list, in District order, of all Past International Officers eligible to vote.
- Send each Club Secretary the number of dated credential certificates corresponding to the number of eligible votes allowed for each Club, along with a letter of explanation. (This can be done electronically as a PDF attachment to be printed by the Club)
- Send each past and present International Officer with a right to vote, one (1) dated credential certificate. (This can be done electronically as a PDF attachment to be printed by the member and signed by their Club Secretary.)
- Before the Multiple District Convention, prepare a list of Clubs with outstanding balances owed to Multiple District and/or LCI.
- The criteria for a Club in good standing are that all per capita dues must be paid in full, and any balance of \$50.00 or more that is over ninety (90) days old must be paid. Unless Clubs pay the outstanding balance, they will be unable to vote.
- Prepare sufficient copies of the lists for the Credentials subcommittee.
- Provide Certification stickers (or an ink stamp) printed with the word "Delegate" for the subcommittee.

Credentials Desk Procedure

The Credential Subcommittee Coordinator will:

- Request that each District Governor provide three (3) Lions from their District to assist at the Credentials desk during the Convention.
- Ensure the Credentials desk is located near the Convention registration desk.
- Brief the registration reps on the procedure to follow and confirm that delegates will be directed to the Credentials desk.
- Ensure the Credentials desk is open at the appropriate times and posted accordingly. The desk should be closed during the opening ceremonies, convention meals, and scheduled events, e.g., MD GMT/GLT sessions.
- Prepare a schedule for the volunteers and advise them of their duty hours.
- On voting day, assign a team to confirm the certified delegates, hand out ballots, manage crowd control, and count ballots.
- Provide a copy of the resolutions to be voted on if requested.
- Arrange for professional-looking signs indicating the operating hours of the Credentials desk.
- Provide the Election Subcommittee with the appropriate lists of certified delegates.

Delegate Certification

- To be certified as a delegate or alternate, the member must be registered for the Convention and display their Convention badge.
- Each delegate or alternate must present their duly completed and signed Credentials certificate.
- Each delegate's Club is verified to have no outstanding balances (as outlined above).
- Once confirmed, a delegate or alternate sticker is attached to the Convention Badge and the Club list is appropriately marked. Once each Club's quota of voting delegates has been confirmed, the list is so marked.
- A master list of certified delegates must be updated regularly and maintained by the subcommittee Chair.
- Any newly chartered Club will be entitled to one (1) delegate and alternate.

Election Procedure

The Subcommittee Coordinator will:

- Request that each District Governor assign at least two (2) representatives from their District to assist the subcommittee Chair.
- Representatives will be assigned tasks on the day of the vote by the subcommittee Chair.
- The Election Subcommittee Coordinator must secure an appropriate location for voting and ensure that the delegates are made aware of its location.

- The voting location should have an ENTRY and an EXIT door to facilitate the flow of voters. If this is not practical, an appropriate area must be marked off as the voting area.
- Display a sign indicating the voting area.
- Ensure that sufficient ballot boxes are prepared, in place and properly sealed.
- Provide pencils for each voting location.
- As each delegate arrives to vote, the credential list must be checked off, and a ballot must be given to the delegate.
- Select an appropriate number of representatives to count the ballots.

CAUTION: EACH VOTE COUNTER MUST KEEP THE RESULTS SECRET UNTIL ANNOUNCED AT THE MEETING OF LIONS IN SESSION AT THE CONVENTION.

- Report the voting results to the assembly, when requested.
- Request a motion to destroy the ballots and ensure that they are destroyed immediately.

International Guest Speaker

The Council Chair, with the assistance of the International Advisory Committee, is responsible for selecting the International Guest Speaker.

Historically the incoming International President (1st International Vice President) has been invited to be the International Guest speaker at the Multiple District "A" convention preceding their election as International President. Such invitation is normally extended as soon as they are elected to 1st International Vice President.

The exception to this practice occurs when the elected International Director for Canada is from Multiple District "A", in which case they are invited as the International Guest speaker in their final year of service on the International Board.

MULTIPLE DISTRICT LIFE MEMBERSHIP

Any Club may apply for Multiple District Life Membership for one of its members provided that member meets the criteria set out in the Multiple District Constitution and By-Laws.

Application Procedure

- Club completes an "APPLICATION FOR MULTIPLE DISTRICT LIFE MEMBERSHIP" form
- Forwards completed form to the Multiple District Council Secretary
- Includes payment of \$200.00 by their Club to the Multiple District "A" Lions Clubs in lieu of all future dues to the Multiple District (*note: payment must accompany application*)

Approval Procedure

- The Multiple District Council Secretary will submit the application to the Council of Governors at the next available Council Meeting.
- The Council of Governors will consider the application.

- Once approved, the Council Secretary will prepare and send the personalized Life Membership Certificate and Life Membership Card to the Club Secretary.

HOTEL CHOICE

The Multiple District Secretary, in consultation with the Council Chair and the Council Chair-elect, will review the hotel and meeting room requirements for the Multiple District Council meetings and recommend the most appropriate site location(s). The final decision on the hotel location rests with the Council Chair-elect and the Administration Committee.

INSURANCE

The Multiple District is responsible for securing Directors and Officers Liability Insurance for Multiple District 'A' Lions Clubs. Sub-Districts and individual Lions clubs are responsible for their own Directors and officers Liability Insurance.

If there is a need for a separate policy rider to cover s property and equipment loss or damage, the Administration Committee will review the requirement and make recommendations to the Council of Governors.

MAILING LISTS / or LABELS

The Multiple District Treasurer will provide the Multiple District Election and Credentials Committees with Sub-district, Club, Present and Past International Officer address labels for their normal election related activity, without fee

The Multiple District Treasurer will provide, subject to Council of Governors Approval and upon payment of the prescribed fee, mailing lists to any Lions-affiliated or related organization or project that has its own fund-raising capabilities, such as, but not limited to:

- Candidates for International Director;
- Lions Homes for the Deaf;
- Lions Foundation Canada
- Multiple District Convention Host Committee
- Lions Quest
- Lions supported and affiliated camps.

The Council of Governors must approve individual requests to obtain Multiple District Club Mailing Lists for one-time use, upon payment of the prescribed fee, when such usage is in accordance with the Multiple District and LCI Privacy Policies.

MOTIONS LOG

The Multiple District Motions Log is an Excel archival document, maintained by the Multiple District Secretary, that lists all motions adopted by the Council of Governors. Motions are recorded in descending order to capture recent entries without copying the entire list. The dispositions of motions are listed to the committee, or the office of primary interest. Entries may be accessed by date, committee, or topic. The Motions Log is available online at the Multiple District website.

RECORDS AND INSPECTION POLICY

Multiple District 'A' records will be made available for review by any Member in good standing within Multiple District 'A' upon written request to the Council Chair. The location and timing of such review will be determined by the Council Chair in consultation with the holder of the records to be reviewed.

OPEN MEETING POLICY

All members of Lions Clubs International are welcome to attend any Multiple District 'A' Council of Governors meeting. For Committee meetings, participation is limited to the specific members of the group for whom the meetings have been called.

PAST DISTRICT GOVERNORS' ASSOCIATION REGISTRATION FEE

The Multiple District will pay for the once-in-a-lifetime registration fee for District Governors immediately after their year on council.

The cost must not exceed the PDG Association registration fee multiplied by the number of outgoing District Governors.

If a Past District Governor from another Multiple District transfers into Multiple District 'A', they will be offered membership in the PDG Association and must pay the applicable registration fee.

PRIVACY POLICY

The Multiple District recognizes the importance of protecting the private information of its members. The collection of personal information about Lions Clubs and their members is intended to facilitate communications with and among our members.

This information is to be used solely to;

- a) further our Purposes, including "to unite the Clubs in bonds of friendship, good fellowship, and mutual understanding"; and/or
- b) to conduct its necessary operational activities.

The right to privacy is important, but so is the right of a Multiple District member to know what is or has happened in the organization. Therefore, the Right of Privacy must be balanced against the member's right to know.

RECOGNITION

In lieu of a Certificate of Appreciation, a donation to an acceptable charity or another acceptable form of recognition may be made to acknowledge the service provided to the Multiple District by the various committee Chairs and Coordinators.

RULES OF ORDER

Robert's Rules of Order Newly Revised will be the guide for all proceedings of the Multiple District unless otherwise stipulated in the Constitution and By-Laws.

VOLUNTEER SCREENING

It is the intent of this Policy to cover Vulnerable Sector Checks required for activities under the direct jurisdiction, conduct and supervision of the Multiple District and instituted for those Lions directly appointed by the Multiple District as Chairs, Sub-Chairs and/or Coordinators.

Multiple District Youth Programs/Projects/Initiatives/Screening

It is the responsibility of the Multiple District Opportunities for Youth Chair to ensure that the Multiple District Coordinators and volunteers working at the Multiple District level who have direct dealings with youth are appropriately evaluated, which must include a police Vulnerable Sector and Records Check.

Lions Club members who wish to be involved in Multiple District as a host family, or by volunteering their time and services to youth activities, or in any other capacity involving direct access to youth, will be required to have a Vulnerable Sector Check completed as described in this policy.

WEB AND ELECTRONIC COMMUNICATION

This Policy is intended to serve as a guideline for the use of controlled Worldwide World Wide Web (WWW or “the Web”) sites and electronic communications means such as email, electronic mailing lists, electronic bulletin boards, and chat rooms.

The mission of all electronic communication is to inform the Lions family of the Multiple District about Lionism in general and to support two-way communication between Sub-districts, Lions, and the administration of the Multiple District. In addition, it can aid in the dissemination of information among Sub-districts.

Domain Policy:

The Multiple District ‘A’ Domain Name, the website it directs to, and the email addresses associated with it are integral to the District’s identity and have the potential to directly affect the Multiple District's reputation. To protect these critical electronic resources, the following procedures need to be put in place and always maintained:

1. The domain "**mdalions.org**" must be registered in the name of "Lions International Multiple District ‘A’ Lions Clubs”, as a non-profit organization.
2. The Domain must be carefully preserved by ensuring the registration is never allowed to lapse, and that all notices of invoices due for the Domain Name registration, and the website server, must be delivered to the official email address of the District Treasurer, "treasurer@mdalions.org". To accomplish this, the "Billing Contact" in the registration record for the Domain, and website, should be the current District Treasurer.
3. Multi-year Domain registration is recommended. The Treasurer is responsible for paying invoices for Domain registration and website service in a timely manner.

All current passwords for managing the Domain, the Domain Name Servers and the website must be held by the Multiple District Secretary and the Multiple District Treasurer. The Lion responsible for the Domain and the website (or other appointee), should periodically change these access credentials (username/password) and immediately update the District officers of any changes made.

General Uses:

The following general areas of use are expected for the Multiple District website and electronic communication resources:

1. Promotion of Lions and Lions activities within the boundaries of the Multiple District.
2. Provision of information about the Officers and Committees of the Multiple District.
3. Access to administrative forms and information for Sub-districts and Lions Officers.
4. All types of electronic communication and digital messaging facilities for use by the Council and Administration of the Multiple District.

Uses of the Multiple District Website:

Acceptable Above All:

Acceptable use requires users to be ethical and respectful of the rights of others and of the diversity of the Lions community. The following general principles should be kept in mind by all users:

1. Authorization

Acceptable use standards require everyone to take prudent and reasonable steps to prevent unauthorized access. Where access authorization is implemented, it relies on user identification and a password. The user ID serves as the basis for mechanisms that are designed to establish ownership and responsibility for the responsible use of the Multiple District Web resources. Acceptable use respects these identification and security mechanisms.

2. Content of the Website

Materials on this Website were produced and/or compiled by the Multiple District to provide Lions and visitors with direct access to information about the Council, Committees, and programs of the Multiple District. Although care has been taken in preparing the information contained in on this website, mistakes can occur, and the Multiple District does not and cannot guarantee its accuracy.

3. Privacy & Respect

Acceptable use requires that all users refrain from any illegal or improper intrusions into the accounts of others and/or into any private areas of the website. Acceptable use of web resources requires that all users refrain from actions that waste resources and prevent others from having broad access to the Multiple District resources.

4. Intellectual Property

Acceptable use requires that all users recognize and honour the intellectual property rights of others. Ask for permission before copying anything created or produced by someone else.

5. Mailing list

Facilities for maintaining email communication with Council, committees, Sub-districts and Lions in general.

6. Electronic “Bulletin Board”

Facilities for both private use by committees and officers of the Multiple District and for public use in information dissemination and discussion.

7. Real time “Chat Room” facilities available upon demand, for private and public use:

Possible future expansion may include the real-time collection of data online, such as year-end Sub-district Club reports and statistics.

Non-Acceptable Uses of the Multiple District Website

All Multiple District website resources and facilities will be used solely for Lions membership, promotion, communication or administrative purposes. Any unauthorized, illegitimate or illegal use of the Multiple District website resources is a violation of this policy. Use of Multiple District website facilities for purposes other than those specified above is not legitimate. In addition, illegitimate use includes:

- Use for any illegal or immoral purpose.
- Any use that creates a hazardous condition posing a threat to people or property.
- Use that infringes on the rights or freedoms of members of the Lions community, disrupts or obstructs the goals of Lions International or the Multiple District, or involves any unauthorized donation of website space.
- Publishing copyrighted text, photos, graphic images, or sound recordings without permission.
- Violation of existing laws regarding copyright, trademarks, and intellectual property.

Privacy Statement

The Multiple District is committed to respecting the privacy of visitors to its website. This section summarizes the privacy policy and practices.

The Multiple District does not automatically collect any personal information, such as name, phone number or email address, unless it is provided voluntarily, through contacting the Multiple District via email, or through an online form used to gain access to Bulletin Boards or Chat facilities.

Any personal information provided is used strictly to respond to questions or to manage the Bulletin Board or Chat facility. Any collected information can be edited or deleted by the user who entered it. Email addresses and other information collected in the operation of Bulletin Boards and Chat facilities are never shared with anyone else. If email addresses or other information are collected for Multiple District administrative use, that will be so specified.

Information collected automatically via the Internet

The service provider for the Multiple District logs HTTP requests to the server on behalf of the Multiple District only, and not for any other purpose. These logs capture computer information and navigation data, and are used to generate statistical reports.

Information, such as a domain name or IP address, may identify a user browsing the Multiple District site, depending on the naming standards used by the Internet service provider. If this is of concern, the provider may be questioned about their policies and practices regarding the disclosure of personal information.

While the Multiple District will make no attempt to link captured information the identity of individuals, logs do identify the following:

- The Internet domain and IP address from which the website is accessed.
- The type of browser and operating system used to access the Multiple District site.
- The date and time of access.
- The pages visited.
- The address of any site linked to the Multiple District website.

This information is used to generate statistics on the number of visitors to the Multiple District site, the traffic patterns, and the types of technology visitors use. Information about specific individuals and their visits is not tracked.

Notes About Web Usage in General

Use of Email and Other Electronic Communication Facilities

Email systems are not a confidential medium, and as such, the Multiple District web email and other electronic communication systems should not be used to convey confidential or sensitive information, unless encryption is used. Accordingly, when deciding whether to send or store electronic messages, you should consider the impact on yourself and Lions if the message is ultimately disclosed or released to others.

Web Publishing and Web Pages

The Multiple District Council of Governors recognizes the value and potential of publishing on the Internet (typically through web pages) and encourages Lions to publish electronic information. Any Committee or Activity of the Multiple District may publish web pages in support of its mission.

The Multiple District has established policy guidelines for the use of the Multiple District web facilities. The objectives of this Policy are to:

- encourage the full and free exchange and expression of ideas and ways to make Lions successful.
- maintain and enhance the reputation of Lions.
- promote the ideals and goals of Lions to the public at large.
- promote the public good.
- enhance opportunities for cooperation and productive interaction with Lions Districts and Lions Clubs across Canada and around the world.
- ensure that the website and resources of the Multiple District are secure.

The following are recommended guidelines for website design.

- Include a link at a standard location on all pages to allow the viewer to return to the website's home page.
- Consult HTML style guides that are readily available throughout the web.

- Maintain a coherent, consistent look throughout all pages of the site

Copyright Law and WWW Materials

Copyright laws apply to both electronic and print publishing. Users of the Multiple District web facilities may not place any materials owned by others (i.e., copyrighted works) on Web pages or in any form of electronic communication without the express permission of the copyright owner. All published material should include the name of the user, the date, the word “copyright”, and the copyright symbol ©.

The following items are required on the website:

- The name and email address of the page maintainer must appear on the home or welcome page.
- Page creators and maintainers should assume that materials (including pictures) found on the World Wide Web are copyrighted unless a disclaimer or waiver is expressly stated. If a page creator wishes to display a copyrighted picture already on the World Wide Web, the page creator may create a remote link to the material.
- Special care should be taken when using Lions copyrighted logos. Unless otherwise stated, these are restricted to use on official Lions websites. Under no circumstances should such materials be redistributed.
- Do not place any pictures or videos of people on web pages without the permission of the subjects depicted. Use without permission may be a violation of or an invasion of a right to privacy.
- Under no circumstances should the Multiple District web facilities be used to communicate information that is abusive, obscene, hostile, harassing, or discriminatory.

The Council of Governors may approve the creation of a Multiple District Web and Electronic Communication Committee to move forward with establishing additional procedures and administrative policy statements that will enhance electronic communication within the Multiple District.

Website Contacts -

WEBSITE – Multiple District www.mdalions.org

WEBSITE – LCI www.lionsClubs.org

PART III

Financial Policies and Procedures

ASSET MANAGEMENT

The Multiple District Secretary and Treasurer with the assistance of the Administration Committee will review the Multiple District's assets and surplus both financial and physical (e.g., computer equipment, pins, shirts, flags etc.) annually or as required.

CONTRACTS

When the Multiple District enters into a contract, the following guidelines should be considered the minimum requirements of that contract:

1. Indemnify LCI against recourse arising from contract matters.
2. Indemnify individual Lions and Committees of Multiple District.
3. Ensure that the LCI Trademark and Logo Policy is not abused.
4. Ensure that the Lions or Multiple District name is not used as a reference outside of the terms of the contract.
5. Build in triggers for termination by either party.
6. Define the latitude and timing for renegotiation of the contract.
7. Build in measurement of success required for the continuation of the contract.
8. Ensure that all financial responsibilities are clearly defined.
9. That any contract be prepared or vetted by the Multiple District solicitor.
10. That no contract be signed without the approval of the Council of Governors.

Any contract must be vetted by the Multiple District Legal Council before being presented to the Council of Governors for approval

FINANCES

The Multiple District Council of Governors will receive and disburse funds on behalf of its committees.

Surpluses

Surpluses that affect current needs will be dealt with by the Administration Committee.

Honorariums

All remunerations paid to the Multiple District Secretary and the Multiple District Treasurer will be approved by the Council of Governors on the recommendation of the Administration Committee. As part of the Administration Committee's performance evaluation process the payment of the Honorariums will be decided based on the following levels.

- Level One \$10,500.

- Level Two \$11,500.
- Level Three \$12,500.
- Level Four \$13,500.
- Level Five \$14,500.

Multiple District Investment Policy

The purpose of this policy is to establish guidelines for investing Multiple District funds; to provide direction as to allowable investment vehicles; and to establish the review and reporting procedure.

The objectives are:

- a) preservation of capital
- b) liquidity
- c) yield

The Multiple District Secretary, the Multiple District Treasurer and the Council Chair, or any two of them, will decide on the suitability and recommendations for each investment. If future cash flow patterns are known with reasonable certainty and the yield curve is upward sloping (e.g., longer-term securities yielding more than shorter-term ones), the portfolio may be arranged so that securities mature approximately when the funds will be required.

- Smaller denominations (\$5000) will be used for liquidity.
- Maturities will be staggered to improve the overall yield.
- Low risk vehicles, e.g. government-backed (federal or provincial) or securities backed by the 5 major Canadian Banks (RBC, CIBC, BNS, BMO, TD) and insured under the Canadian Deposit Insurance Corporation.

Borrowing Policy

The Multiple District, its Officers and Directors, are not permitted to borrow money or issue debt obligations.

Publicly Raised Funds Policy

All funds raised from the public must be returned to public use. The only deductions permitted from the activities accounts are the direct operating expenses of the fundraising activity. Interest earned must also be returned to public use. Publicly raised funds may not be used for Lions members' training or to benefit Lions members and their families. Clubs may hold publicly raised funds for a reasonable length of time usually considered to be one year. A Club may hold funds longer than one year if they are earmarked for a specific project with a targeted completion date.

Consistent with the above, Article VIII, Section 3(g) of the Standard Form Lions Club Constitution, under the duties and powers of the Club Board of Directors provides:

‘It will not authorize or permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this Club that raise funds from the public.’

Fundraising Application – Clubs

While LCI does not recognize boundaries between individual Clubs, when Clubs wish to operate outside their own jurisdictions for fundraising purposes, they should adhere to the following procedure:

- Fundraising activity outside of their own district boundaries or throughout the Multiple District - The Club must complete the Club information section of the Multiple District Fundraising Application and submit it to its District Governor, before the start of any fundraising activity.
- Upon approval by the District Cabinet, the District Governor will complete the district information section and forward it to the Multiple District Secretary, who will place the application on the agenda of the next Council meeting.
- After the Council of Governors has decided, the Multiple District Secretary will advise the Lions Club Secretary and the District Governors, by providing them with a completed copy of the application form.

Fundraising Application – Districts

When a District wishes to go outside its own jurisdiction for fundraising purposes, it should adhere to the following procedure:

- They must complete the District information section of the Multiple District Fundraising Application and submit it to the Multiple District Secretary.
- The Multiple District Secretary will place the application on the agenda of the next Council Meeting.
- After the Council of Governors has made a decision, the Multiple District Secretary will advise the District Governors by providing them with a completed copy of the application form.

BUDGET MEETING

The Administration Chair will organize and preside over the annual budget meeting held in August. The Council Chair, the Multiple District Secretary, the Multiple District Treasurer, the Vice Council Chair, and the Immediate Past Council Chair will attend the annual budget meeting.

The Council Treasurer will have a draft proposal ready for the budget meeting. The budget will be submitted to the Council of Governors for approval at the September Council meeting.

RULES OF AUDIT

Reimbursement of expenses for the members of the Council of Governors, 1st Vice District Governors, 2nd Vice District Governors, Region Chairs, Zone Chairs, appointed Committees Chairs, Coordinators, Members, and other Lions while carrying out official activities authorized by the Constitution and By-Laws or by the Council of Governors, will be in accordance with the Rules of Audit as set forth in this Policy and Procedures Manual.

When the Policy and Procedures Manual provides for the reimbursement of expenses, the Rules set out in this section will determine the functions for which expenses are allowed and the amount to be reimbursed for each item of expense.

The amounts of reimbursement are determined from time to time by the Council of Governors and administered by the Multiple District Treasurer.

REIMBURSEMENT PROCEDURE

To ensure timely reimbursement, claims must be submitted, using the current and correct claim form available on the MDA website, by the expense claim due date listed in the chart below. Claims received after this deadline may be reviewed and approved by the Council of Governors on a case-by-case basis.

Month Expense Occurred	Expense Claim Due Date
July	August 15th
August	September 15th
September	October 15th
October	November 15th
November	December 15th
December	January 15th
January	February 15th
February	March 15th
March	April 15th
April	May 15th
May	June 15th
June	July 15th

Original signatures are not required if a digital file (Excel or PDF) of the expense claim form is attached to an email and sent directly from the District Governor's or Committee Chair's email address on file with the Multiple District. District Officers will submit their claim to their District Governor who, after review, then forwards the email with all required attachments to the Multiple District Treasurer (treasurer@mdalions.org).

Original signatures from both the claimant and the District Governor are required when the claim is submitted in hard copy.

Claims received more than 60 days after the monthly deadline noted above, will not be reimbursed, but may be considered for reimbursement under exceptional circumstances.

Claimable Expenses

Section 1 - Transportation

- a) The per-kilometre allowance will be set by the Council of Governors.
- b) For long-distance travel exceeding one thousand (1000) kilometres, reimbursement will be based on the most economical option, such as comparing airfare with automobile mileage cost.

- c) Reimbursement for travel by air, bus, ferry, or rail will be based on the cost of an economy class ticket for that mode of transportation. Receipts from the carriers must be attached to the completed expense form.
- d) Travel involving tolls or related fees will be reimbursed at actual cost. Receipts must be attached to the completed expense form. Electronic tolls will be allowed up to 45 days from the date of highway use, provided the bill is submitted within 15 days of receipt.

Section 2 – Accommodation

- a) The allowance for overnight accommodation will be set by the Council of Governors.
- b) Lodging expenses will be reimbursed if a one-way trip exceeds one hundred and sixty (160) kilometres or if the total round-trip travel time exceeds five (5) hours. Deviations from this policy, not addressed elsewhere, require pre-approval by the Council of Governors.

Section 3 – Meals

- a) The daily meal allowances will be set by the Council of Governors. These amounts are listed on the MDA expense form.

Section 4 – Postage and Other Expenses

- a) The District Governor must approve postage and other expenses before submitting these charges.
- b) Receipts for the listed expenses must be attached to the completed expense form.

FUNCTIONS CLAIMABLE BY SUB-DISTRICT OFFICERS

District Governor - DG

The DG may claim the Rules of Audit for attendance:

- 1) at one (1) MDA Council Meeting held at the location closest to their home address. When attending MDA Council Meetings, Claimable Expense Section 2(b) will not apply.

First Vice-District Governor - FVDG

The FVDG may claim the Rules of Audit for attendance:

- 1) at four (4) District Cabinet Meetings in their Sub-districts, held by their District Governors.
- 2) At four (4) MDA Council meetings. When attending MDA Council meetings, Claimable Expense Section 2(b) does not apply.
- 3) at one (1) Region Rally or one (1) Regional meeting in their Region.
- 4) at one (1) Zone Advisory Meeting for each zone in their District.
- 5) at a newly formed Club's Charter Presentation in their District.
- 6) at the MDA Convention.
- 7) at a meeting for the purpose of building a new Club or rebuilding an existing Club. This requires prior authorization from the District Governor.

Second Vice-District Governor – SVDG

SVDG may claim the Rules of Audit for attendance:

- 1) at four (4) District Cabinet Meetings in their Sub-districts held by their District Governors.
- 2) at one (1) Region Rally or one (1) Regional meeting in their Region.
- 3) at one (1) Zone Advisory Meeting for each zone in their District.
- 4) at a meeting for the purpose of building a new Club or rebuilding an existing Club. This requires prior authorization from the District Governor.

Immediate Past District Governor – IPDG

IPDG may claim the Rules of Audit for attendance:

- 1) at four (4) District Cabinet Meetings in their Sub-districts held by their District Governors.

Region Chair – RC

RC may claim the Rules of Audit for attendance:

- 1) at four (4) District Cabinet Meetings in their Sub-districts held by their District Governors.
- 2) at one (1) Region Rally or one (1) Regional meeting held in their Region.
- 3) at one (1) Zone Advisory Meeting for each zone in their Region.
- 4) at one (1) Club visit for each Club in their Region, excluding their Club.
- 5) at a newly formed Club's Charter Presentation in their Region.
- 6) at a meeting for the purpose of building a new Club or rebuilding an existing Club within their Region. This requires prior authorization from the District Governor.

Zone Chair -ZC

ZC may claim the Rules of Audit for attendance:

- 1) at four (4) District Cabinet Meetings in their Sub-districts held by their District Governors.
- 2) at one (1) Region Rally or one (1) Regional meeting held in their Region.
- 3) at four (4) Zone Advisory Meetings held in their Zone.
- 4) At one (1) Club visit per Club in their Zone, excluding their own Club. If a meal is served at these meetings, the Rule of Audit Section 3(a) does not apply.
- 5) at a newly formed Club's Charter Presentation in their Zone.
- 6) at a meeting for the purpose of building a new Club or rebuilding an existing Club within their Zone. This requires prior authorization from the District Governor.

MULTIPLE DISTRICT OFFICERS

Council Chair

The Council Chair will be paid their expenses to attend the following:

- The USA/CANADA Lions Leadership Forum
- All Council Meetings
- Multiple District Committee Meetings
- Other Lions functions in the Multiple District to which they have received an invitation to attend as the official representative of the Multiple District.
- In addition, the Council Chair is authorized to claim actual expenses for accommodation and will be reimbursed for materials and supplies.

The sitting Council Chair will be reimbursed for expenses incurred in attending the International Convention held during their term of office. Expenses will include a daily per diem rate of \$75.00 paid as follows:

- (a) For one (1) day preceding the International Convention when it is held in North America and for two (2) days preceding the International Convention when it is held outside of North America.
- (b) For the days of the actual Convention.
- (c) For one (1) day immediately following the conclusion of the Convention.

Council Chair Elect

The Council Chair-elect will be reimbursed for expenses incurred in attending the International Convention following their election. Expenses will include a daily per diem rate of \$75.00 paid as follows:

- a) For one (1) day preceding the International Convention when being held in North America and for two (2) days preceding the International Convention when being held outside of North America.
- (b) For the days of the actual Convention.
- (c) For one (1) day immediately following the conclusion of the Convention.

In addition, the Council Chair-elect is authorized to claim actual accommodation expenses.

Council Chair's Adult Companion

Expenses for the adult companion performing official duties will be paid in accordance with the Multiple District Rules of Audit.

When accompanying the Council Chair, the following exceptions apply:

Transportation:

No expense when travelling by car, and as per the Rules of Audit for travel by Air/Rail/Bus.

Accommodation:

They are expected to share a room with the Council Chair- No expense claimable.

International Convention:

As per the Council Chair (Council Chair- Elect as applicable).

Vice-Council Chair

Expenses for the Vice-Council Chair attending the Administration Committee Meetings will be paid in accordance with the Rules of Audit.

The Vice Council Chair will be reimbursed expenses incurred in attending any additional meetings as directed by the Council Chair.

Committee Chairs

Committee Chairs must submit a budget in July as directed in Part IV of the Multiple District Policy and Procedures manual. An Action Plan will be included with the budget submission.

Committee Chairs will be reimbursed in accordance with the Rules of Audit, subject to their committee budgets, for the following:

- attendance at one (1) Council of Governors meeting (additional meetings if included in the approved budget)
- Attendance at one (1) in-person committee meeting. Additional meetings require specific pre-approval from the Council Chair unless otherwise required by the committee's terms of reference in Part IV.
- Chairs reporting to the Council meeting at the MDA Convention will receive up to 2 days of Rules of Audit if included in the approved budget and action plan.

Promotions Chair

- Must submit a budget for Multiple District related events (Council meetings, MDA Convention)
- The Promotion Chair is provided with a budget that includes their expenses for the International Convention, transportation of flags and poles, a hospitality room (if used), and taxis for the DGEs (if needed).
- The Promotion Chair will also receive a daily per diem rate of \$75.00 paid as follows:
 - (a) For one (1) day preceding the International Convention when it is held in North America and for two (2) days preceding the International Convention when it is held outside of North America.
 - (b) For the days of the actual Convention.
 - (c) For one (1) day immediately after the conclusion of the Convention.

In addition, the Promotion Chair is authorized to claim actual accommodation expenses.

Administration Chair

The Administration Chair's expenses will be paid in accordance with the Rules of Audit. A budget must be prepared that outlines expenses for the following:

- The Administration Budget meeting in August.
- For Attendance at each Council of Governors meeting.

Exceptions

The Chair of the Credentials Subcommittee and the Elections Subcommittee **are** granted an exception to the Rules of Audit and **are** entitled to up to 3 days of Rules of Audit expenses at the annual Multiple District Convention.

Multiple District Convention Expenses – District Governors Elect

District Governors-elect should be allowed up to 3 days of Rules of Audit (including expenses usually covered by Council Meeting Rules) to receive training and participate in the functions of the Convention.

Protocol Aide Reimbursement

The Protocol Aide and their adult companion for the International Guest(s) attending the Multiple District Convention will be reimbursed for the following expenses where such expenses are not covered by Lions Clubs International:

- √ Travel expenses in accordance with the Rules of Audit
- √ Payment of actual expenses for meals and accommodation
- √ Payment of actual out-of-pocket expenses for any other required official duty

Expense entitlements will apply to expenses incurred for the International Guest and adult companion, as well as the Protocol Aide and adult companion, in accordance with the Multiple District Rules of Audit.

Officer School – Sub District/Cabinets

The Sub-District will hold an annual full-day Cabinet Officer seminar. Region and Zone Chairs may claim the Rules of Audit. Region and Zone Chairs will be paid in the Lions year of their term of office.

International Convention - IAC Chair

The Committee Chairperson, or a PID designate if the chairperson is not available, receives Rules of Audit to attend the International Convention.

PART IV

MULTIPLE DISTRICT COMMITTEE CHAIRS

Reference:

A. Multiple District A By-Laws Article IV, Section 4.

General Terms of Reference

The following section presents information common to all Multiple District Committees.

Purpose:

Multiple District 'A' Program (Activities) and Administrative Committees provide guidance, training and mentorship to similar Committees at the District and Club levels. These Committees will also encourage each District Governor and Club President to appoint Chairs and promote programs among the Clubs in the Multiple District.

Reimbursement:

Each Committee must have a budget, approved by the Council of Governors. It should cover the Multiple District expenses of the Chair, the Coordinator and any appointees approved by the Council of Governors. Operating expenses are calculated and reimbursed in accordance with the Multiple District Rules of Audit, details of which can be found in the Multiple District Policy and Procedures, Part III, Finance policy section.

Any Committee requiring additional funds must contact the Council of Governors in advance to obtain the appropriate approval.

Selection:

The Chair of the Council of Governors will appoint a Chair for each Committee and a Coordinator for each Subcommittee, subject to the Council of Governors' approval.

The Committee Chair can select their committee members and have them approved by the Council of Governors.

Exceptions:

The Multiple District Chair for the Lions Foundation of Canada Dog Guides (LFCDG) serves as the MD'A' LFCDG Ontario Director. The appointment will be made in accordance with the approved procedures outlined in Part II Multiple District Procedures, elections and appointments.

The Multiple District LCIF co-ordinator is chosen and appointed by the LCIF chair and LCI President for a fixed 3 year term.

Performance Expectations:

- The Chair of each Committee should be available to attend the Multiple District Convention during their term as Chair.
- Be able to prepare materials promoting the committee's goals.
- Provide a written report to each of the Council of Governors meetings on the progress of the Committee and the promotion of the Committee's goals.

- Be able to encourage cooperation among Lions, District Chairs, Committees, and other organizations working in the same field.
- The Coordinator of each Subcommittee may, through the Committee Chair, request to attend and report at a Council Meeting and should make themselves available if requested to attend and report.
- All Chairs and Subcommittee Chairs are encouraged to prepare an annual article for the Lion Magazine to promote the benefits of their activities to the Lions of the Multiple District.
- The Chair of a Multiple District Committee will not convene more than one (1) in-person meeting during the Lions year, without approval of the Council Chair, unless otherwise specified in the Committee's job description. Additional Zoom (or similar platform) meetings are unlimited and encouraged.

(PROGRAM) ACTIVITIES COMMITTEES

General Terms of Reference:

Where referenced, these Activities sections share the following items.

Namely:

- The general purpose of each Activity Committee.
- The method for selecting the composition of each Activity Committee.
- The qualifications of each Activity Committee Appointee.

Committee listing:

PRIMARY COMMITTEE	SUBCOMMITTEE
ACCESSIBILITY	
DIABETES COMMITTEE	
ENVIRONMENT	
HEARING CONSERVATION	
HUNGER	
LION MAGAZINE	
LIONS CLUBS INTERNATIONAL FOUNDATION	
LIONS FOUNDATION OF CANADA	
LIONS QUEST	
LITERACY COMMITTEE	

SIGHT CONSERVATION	
SPECIAL OLYMPICS	
YOUTH OPPORTUNITIES	EFFECTIVE SPEAKING LEO & LEO CONVENTION PEACE POSTER & PEACE ESSAY YOUTH EXCHANGE CHILDHOOD CANCER

ACCESSIBILITY

The Multiple District Chair will work with the District Accessibility Chair to review our practices, meeting processes, and facilities, demonstrating to our members that we are truly inclusive and encouraging those with disabilities to enjoy a productive and rewarding membership experience as Lions.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions
- √ Good communication skills
- √ Computer skills

Performance Expectations:

- Encourage each District Governor to appoint an Accessibility Chair.
- To ensure MD 'A' is fully accessible under the Accessibility for Ontarians with Disabilities Act, a statute enacted in 2005 by the Government of Ontario. The purpose is to improve accessibility for Ontarians with physical and medical disabilities across all establishments by 2025.
- To promote Lionism by removing barriers for all Lions who face visible and non-visible challenges, creating a culture of inclusion and acceptance.
- Ensure that all District Accessibility Chairs have all Accessibility materials.
- Continuously motivate District Governors and District Chairs to promote and support Accessibility-related programs and activities.
- Maintain accurate records and retain correspondence, which will be provided to their successor.

- Provide a written report on activities and progress toward goals at the four (4) scheduled Council of Governors meetings.

DIABETES AWARENESS

The Diabetes Awareness Chair will work in partnership with the Multiple District Sight Conservation Chair and the District Diabetes Awareness Chairs by maintaining open communication, exchanging information, seeking recommendations for future fundraising efforts, and sharing success stories.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.

Performance Expectations:

- Serve as the liaison between the Multiple District, the Canadian Diabetes Association (CDA), and other related agencies.
- Encourage each District Governor to appoint a District Diabetes Awareness Chair.
- Ensure that the Lions Family of Multiple District 'A' is aware, via the District Chairs, of the programs and services provided by the CDA.
- Participate as a non-voting member of the CDA Board of Directors, Ontario Division, attending meetings as required. (3-4 per year).
- Host a meeting in conjunction with one of the CDA Ontario Division Meetings for the benefit of the District Diabetes Awareness Chairs.
- Work in partnership with the CDA National Division and attend meetings as needed.
- Proactively identify opportunities to present displays, seminars, workshops, etc.
- Continuously motivate District Governors and District Chairs to promote and support diabetes-related programs and activities.
- Maintain accurate records and retain correspondence, which will be provided to their successor.
- Provide a written report on activities and progress toward goals at the four (4) scheduled Council of Governors' meetings.

ENVIRONMENT

The Multiple District Environment Chair will work with the District Environment Chairs by maintaining open communication, exchanging information, promoting the program, and sharing success stories.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills

Performance Expectations:

- Encourage each of the District Governors to appoint a District Environment Chair.
- Promote and encourage participation in the Lions Environmental Photo Contest and announce the winning photo at the Multiple District Convention.
- Promote and encourage the Lions Family to attend the Lions Memorial Forest Dedication in Breslau.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairs, of the programs and services available.
- Continuously motivate District Governors and District Chairs to promote Environment programs and activities.
- Create and maintain a list of Environment activities being done throughout the Multiple District and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc. regarding this activity, at all possible forums held at appropriate Lions functions.
- Maintain accurate records and retain correspondence which will be provided to their successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairs and their supporters, of the programs including the Gift of Life Banner Crest and services available to them and the communities they serve.
- Continuously motivate District Governors and District Chairs to promote and support Gift of Life programs and activities.
- Create and maintain a list of Gift of Life activities which the Multiple District supports and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc. regarding this activity, at all possible forums held at appropriate Lions functions and in the communities Lions serve.

- Maintain accurate records and retain correspondence which will be provided to their successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

HEARING CONSERVATION

The Hearing Conservation Chair will serve as the liaison between the Lions of the Multiple District, Lions Clubs International, District Hearing Conservation Chairs and any other agencies concerned with the needs of the Hearing Impaired in our communities.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- ✓ Experience with Multiple District governance
- ✓ Experience in Lions Clubs activities and functions.
- ✓ Good communication skills.
- ✓ Computer skills.

Performance Expectations:

- Promote support of these programs and services within the Multiple District.
- Receive and review all requests for financial aid or equipment from any public or private agency. Encourage and support any available assistance to service these individual or organization requests for assistance.
- Motivate within the Multiple District through District Governors and District Chairs so that a meaningful Hearing Conservation program is conducted.
- Seek a report on Hearing Conservation and recommendations from each District Chair to consider for inclusion in the final report to Council of Governors.
- Seek out and encourage opportunities to present Displays, Seminars, Workshops, etc. regarding this activity, at all possible forums held at appropriate Lions functions and elsewhere.
- Serve as an ex-officio member of the Board of Lions Homes for Deaf People.
- Report to the four (4) scheduled Council of Governors meetings in the Lions year.

HUNGER

The Multiple District Hunger Chair will work with the District Hunger Chairs by maintaining open communication, exchanging information, promoting the program and sharing ideas and success stories.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills

Performance Expectations:

- Encourage each of the District Governors to appoint a District Hunger Chair.
- Conduct a Community Needs Assessment
- Create, Promote and encourage participation of a Hunger Awareness Campaign Poster Contest across MD'A' and announce the winning submission at the Multiple District Convention.
- Promote and encourage the Lions Family members to visit their local Food Banks.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairs, of the programs and services available.
- Report to the four (4) scheduled Council of Governors meetings in the Lions year.

LIONS CLUBS INTERNATIONAL FOUNDATION CHAIR

Responsibilities:

- To liaise with the Lions Clubs International Foundation (LCIF) to receive information regarding short and long-term programs and events.
- To encourage each District Governor to appoint a District LCIF Chair.
- To strive, on an ongoing basis, to maximize their familiarity with the LCIF programs and activities and to promote Melvin Jones Fellowships and Progressive Melvin Jones Fellowships
- To work in partnership with the District LCIF Chairs by setting goals and maintaining open communication for the exchange of information devoted to the enhancement of the availability of LCIF services throughout the Multiple District and support for LCIF fund raising programs.
- To ensure that the Lions Family of the Multiple District is aware, via the District Chairs, of the programs and services provided by LCIF.
- To pro-actively identify opportunities to present displays, seminars, workshops, etc.
- To maintain accurate records and retain correspondence which will be provided to the successor.

- To report to Multiple District Council of Governors in accordance with the schedule and process established by Council.

LIONS FOUNDATION OF CANADA DOG GUIDES (LFCDG) CHAIR

Responsibilities:

- To provide the Multiple District with information regarding short and long-term programs and events.
- To encourage each District Governor to appoint a District LFCDG Chair.
- To facilitate the arrangement, where feasible, in co-operation with the LFCDG Staff, for an annual visit to LFCDG Headquarters by District Chairs. The purpose of the visit would be to enable Chairs to become more familiar with the facilities, programs and personnel through tours and presentations by LFCDG staff and the Ontario Director.
- To work in partnership with the District LFCDG Chairs by setting goals and maintaining open communication for the exchange of information devoted to the enhancement of the availability of LFCDG services throughout the Multiple District and support for LFC fund raising programs.
- To ensure that the Lions Family of the Multiple District is aware, via the District Chairs, of the programs and services provided by LFCDG.
- To pro-actively identify opportunities to present displays, seminars, workshops, etc.
- To maintain accurate records and retain correspondence which will be provided to the successor.
- To report to Multiple District Council of Governors in accordance with the schedule and process established by Council.

LION MAGAZINE (The Multiple District Issue)

- Effective with the March/April 1998 edition of the Multiple District “The LION Magazine”, only one version will be published in English with some limited French content.
- The cost of “The LION” is a Multiple District administrative expense and will be recovered through the per capita tax.
- Publication dates will comply with at least the minimum requirements of Lions International and be determined by the Multiple District Publication Committee.
- The Lion Magazine Chair will serve as the person responsible for the publishing of “The LION Magazine”, serve as liaison between the Lions of the Multiple District, Lions Clubs International, Sub-district reporters and any other agencies concerned with the needs production of “The LION Magazine”

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Additionally, the Council Chair will annually appoint, subject to the approval of the Council of Governors, a Management Committee consisting of a Chair, a Vice Chair and any additional Lions as may be necessary to effectively carry out its functions,

Position Requirements:

- √ Experience in Lions Clubs activities and functions.
- √ Experience with the Multiple District governance.
- √ Good communication skills.
- √ Ability to work in a team setting.

Performance Expectations:

- The Multiple District Chair will cause to be published a magazine to be known as “The LION Magazine”. The purpose of “The LION Magazine” is to report activities and events of interest to the Clubs in the Multiple District
- To read and understand the editorial policy of the LION as set down by Lions Clubs International.
- Call “The LION Magazine” Committee together in early August to review: the publisher, printer, translator, distributor, duties of the committee members, labels and front covers for the next year.
- Set the meeting dates for the upcoming year. Review the advertising rates and set plan to seek advertisers for the magazine using a Sales Consultant, where applicable, selected by the committee and paid an appropriate commission.
- Set the budget for “The LION Magazine” in May for the upcoming Lions year.
- Notify the District Governors, periodically of Canada Post “returned/undeliverable” magazines for their follow up on addresses. Contact District/Area Reporters and explain their role and duties for “The LION Magazine”.
- Contact the following, to make them aware of space available to them in each issue:
 - √ The Multiple District Secretary (summary of Council Meetings, Conventions, etc.).
 - √ The Multiple District Council Chair – Editorial.
 - √ International Director from Canada –Editorial.
- The Multiple District Convention may be in all magazines with the MARCH/APRIL edition having use of the front cover and at least three pages inside to promote/advertise the upcoming Convention.
- Maintain the list of VIP recipients of “The LION Magazine” (including the International family and PIPs). Select other Country Editors to receive the October issue annually.

- Maintain “The LION Magazine” “non-Lion/paid” subscription list, send the renewal notices and update address changes.
- Prepare a written report as requested, for the Council of Governors.

LIONS QUEST

The Multiple District Lions Quest Chair will work with the District Lions Quest Chairs by maintaining open communication with the Lions Quest Office and the District Chairs.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting,

Performance Expectations

- Attend and participate in the annual Lions Quest Leadership Session hosted by Quest, limited to those held within the Multiple District boundaries.
- Coordinate a mid-year (January/February) follow-up meeting for the District Lions Quest Chairs and their teams, in conjunction with Lions Quest of Canada.
- Encourage each of the District Governors to appoint a District Lions Quest Chair.
- Continuously motivate District Governors and District Chairs to promote and support programs and activities related to Lions Quest.
- Create and maintain a list of Lions Quest activities being done throughout the Multiple District and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc.
- Maintain accurate records and retain correspondence which will be provided to their successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors’ meetings.

LITERACY

The Multiple District Literacy Chair will work with Lions Clubs International and the District Literacy Chairs by maintaining open communication between the parties to promote the ‘Lions Reading Action Programme’.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills
- ✓ Ability to work in a team setting

Performance Expectations:

- Keep informed of Literacy initiatives promoted by Lions Clubs International
- Serve as the liaison between the Multiple District, Scholastic Books Canada, and other related agencies.
- Encourage each of the District Governors to appoint a District Literacy Chair.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairs, of the programs and services available.
- Continuously motivate District Governors and District Chairs to promote and support literacy programs and activities.
- Create and maintain a list of literacy activities being done throughout the Multiple District and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc.
- Maintain accurate records and retain correspondence which will be provided to their successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

OPPORTUNITIES FOR YOUTH

The Opportunities for Youth Chair will work in partnership with the Coordinators of the Multiple District Youth Exchange, Leo Clubs, Lions Quest, Peace Poster and Effective Speaking programs.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- ✓ Experience with the Multiple District governance.
- ✓ Experience in Lions Clubs activities and functions.
- ✓ Good communication skills.
- ✓ Computer skills.

- √ Ability to work in a team setting.

Performance Expectations:

- Encourage each District Governor in the Multiple District to appoint District Chairs for each of the Multiple District programs.
- Present a proposed budget for Youth Outreach (all programs) to the Multiple District office before the conclusion of the present Lions year pertaining to the upcoming Lions year.
- Continuously motivate District Governors, Vice District Governors and District Chairs to promote and support all Opportunities for Youth projects and activities.
- Proactively identify opportunities to present displays, seminars, workshops etc. at District and the Multiple District Conventions, and other events highlighting the Opportunities for Youth programs.
- Maintain accurate records that can be forwarded to the incoming Multiple District Opportunities for Youth Chair.
- The Opportunities for Youth Chair will report to each of the Council of Governors meetings on all Opportunities for Youth activities - Youth Exchange, Leo Clubs, Lions Quest, Peace Poster and Effective Speaking.
- They must present any proposed Multiple District Opportunities for Youth projects to the Council of Governors for approval before implementation.

POLICE Vulnerable Sector Check Certificate:

That a "Police Vulnerable Sector Check" is required of any Lion or Non-Lion |

CHILDHOOD CANCER –

(Sub-committee of Opportunities for Youth)

The Childhood Cancer Chair will work in partnership with the District Childhood Cancer Chairs by maintaining open communication, exchanging information, bringing awareness of the various agencies that support children affected by Cancer, and sharing ideas for future fund-raising initiatives & service activities.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Serve as the Liaison between the Multiple District and Childhood Cancer related agencies and organizations.
- Encourage each of the District Governors to appoint a District Childhood Cancer Chair.
- Present any proposed Multiple District projects to the Council of Governors for approval, before implementation.
- Ensure that the Lions Family of the Multiple District is aware, via the District Chairs, of the programs and services provided by the various Childhood Cancer related agencies.
- Pro-actively identify opportunities to present displays, seminars, workshops, etc.
- Continuously motivate District Governors and District Chairs to promote and support Childhood Cancer related programs and activities.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Report to the four (4) scheduled Council of Governors meetings on all Childhood Cancer Activities when requested.

EFFECTIVE SPEAKING

(Subcommittee to Opportunities for Youth)

The purpose of the Multiple District Effective Speaking contest is to provide an opportunity for competitive Public Speaking among students to stimulate self-expression and independent thinking.

The Multiple District Effective Speaking Coordinator will work with the Opportunities for Youth Chair and the District Effective Speaking Chairs by maintaining open communication and exchanging information.

They will arrange for a fall and winter meeting and, in conjunction with the Host Committee Chair run the Multiple District contest the first weekend in May.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Arrange printing of all material required in both official languages during the first month of the Lions year.

- Organize a meeting at a convenient location of all District Chairs where all material will be handed out and plans for the year can be discussed and finalized.
- Arrange a meeting with the Club hosting the Multiple District finals, to be held early in the Lions year to investigate the facilities, accommodations, Club participation, etc. as these pertain to hosting of the finals.
- Regularly communicate with the District Chairs and where necessary the District Governors to support Sub-district efforts in fundraising solicitation.
- Purchase all trophies and awards and arrange for a bilingual Master of Ceremonies for the contest and banquet.
- Arrange accommodations and escorts for the 1st place winners to attend the Multiple District Convention and ensure that the 1st place winners deliver their winning speeches to the Convention delegates.
- Provide the Multiple District Opportunities for Youth Chair with a written report of activities and progression of goals before each Council of Governors meeting.
- Arrange a meeting of all District Chairs at the conclusion of the contest to review the policy and procedures of the current year and make recommendations for future contests and for next years' committee.
- Recommend applicable updates to the Effective Speaking Manual (a copy of which is found in the Policy and Procedure Manual): Any deviation from the Effective Speaking Manual is to receive prior approval of the Council of Governors.
- Conducting of the program will be in accordance with the procedures set out in the Multiple District Effective Speaking manual.

"The LION Magazine" should be used to promote this project. It is recommended that an article be produced for each issue leading up to the finals.

The Governors Newsletter in each District should be used to promote this project by the District Chairs.

LEO PROGRAM

(Subcommittee to Opportunities for Youth)

The Multiple District Leo Coordinator will work with the Opportunities for Youth Chair and the District Leo Chairs by maintaining open communication and exchanging information.

They will arrange to host an annual meeting (September/October) for all District Leo Chairs, their teams and the Multiple District Opportunities for Youth Chair.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with the Multiple District governance
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Motivate the District Leo Chairs to promote Leo Club extension and membership growth.
- Provide the Multiple District Opportunities for Youth Chair with a written report of activities and progression of goals before each Council of Governors meeting.
- Ensure that all District Leo Chairs promote the activities provided by the Leo Program to the Lions Family of the Multiple District.
- Continuously motivate District Governors, Vice District Governors, and District Leo Chairs to actively promote and support the Leo program.
- Pro-actively identify opportunities to present displays, seminars, and workshops etc. at District Conventions, the Multiple District Convention and other events for all aspects of the Leo program.
- Establish the needs of the Leo delegates to the Multiple District Convention and provide the Opportunities for Youth Chair with the information.
- Maintain accurate records that can be forwarded to the incoming Coordinator of the Multiple District Leo Program when one is appointed.

PEACE POSTER/PEACE ESSAY PROGRAM

(Subcommittee to Opportunities for Youth)

The Multiple District Peace Poster and Peace Essay Coordinator will work with the Opportunities for Youth Chair and the District Peace Poster and Peace Essay Chairs by maintaining open communication and exchanging information.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Motivate the District Peace Poster Chairs to promote the Peace Poster and Peace Essay Contests throughout their Districts.

- Provide the Multiple District Opportunities for Youth Chair with a written report of activities and progression of goals before each Council of Governors meeting.
- Continuously motivate District Governors, Vice District Governors, and District Peace Poster and Peace Essay Chairs to actively promote and support these programs.
- Provide Peace Poster and Peace Essay contest administrative assistance (including recommendations for judging) to the MD'A' Council Chair.
- Pro-actively identify opportunities to present displays, MD'A' website presence, seminars, and workshops etc. at District Conventions, the Multiple District Convention, and other events for the Peace Poster Contest.
- Ask that the District and Clubs provide for financial support.
- Keep in touch with the District Chairs and where necessary the District Governors, to ensure that fundraising proceeds smoothly and effectively.
- Order an appropriate Peace Poster and Peace Essay award plaques for presentation at MD'A' Convention (when practical).
- Arrange for the Multiple District Peace Poster and Peace Essay winner awards to be presented by the winner's District Governor locally. (January presentation date recommended)
- Invite (when practical) the Multiple District Peace Poster and Peace Essay winners and their parents to attend the MD'A' Convention for recognition and award plaque presentation.
- Maintain accurate records that can be forwarded to the incoming Coordinator of the Multiple District Peace Poster and Peace Essay Programs when one is appointed.

YOUTH EXCHANGE

(Subcommittee to Opportunities for Youth)

The Multiple District Youth Exchange Coordinator will work with the Opportunities for Youth Chair and the District Youth Exchange Chairs by maintaining open communication and ensuring that they share in an exchange of information and to provide support when needed.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with the Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting.

Performance Expectations:

- Ensure that the District Chairs adhere to the Lions Clubs International guidelines for all Youth Exchange programs.
- Host semi-annual meetings (October and February) for all District Youth Exchange Chairs, their teams, and the Opportunities for Youth Chair.
- Provide the Multiple District Opportunities for Youth Chair a written report of activities and progression of goals before each Council of Governors meeting.
- Ensure that all District Youth Exchange Chairs promote the activities and services provided by the Youth Exchange Program to the Lions Family of the Multiple District
- Continuously motivate District Governors, Vice District Governors, and District Chairs to actively promote and support the Youth Exchange Programs.
- Pro-actively identify opportunities to present displays, seminars, and workshops etc. at District Conventions, the Multiple District Convention, and other events for all aspects of the Youth Exchange Program.
- Maintain records that can be forwarded to the incoming Coordinator of the Multiple District Youth Exchange Program when one is appointed.

SIGHT CONSERVATION

The Sight Conservation Chair will work in partnership with the Multiple District Diabetes Awareness Coordinator and the District Sight Conservation Chairs by maintaining open communication, exchanging information, seeking articles for the LIONS/CNIB Partnership Program Newsletter, sharing ideas for future fund-raising initiatives etc.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting

Performance Expectations:

- Serve as the Liaison between the Multiple District and sight related agencies and organizations.
- Encourage each of the District Governors to appoint a District Sight Conservation Chair.
- Present any proposed Multiple District projects to the Council of Governors for approval, before implementation.
- Participate as a Lion representative on the CNIB/MDA Lions Committee, attending meetings as required (4 per year).

- Participate as a Lion representative on the Lake Joseph Centre Board of Directors, attending meetings as required (4 per year).
- Ensure that the Lions Family of the Multiple District is aware, via the District Chairs, of the programs and services provided by the various sight related agencies.
- Promote the collection of used eyeglasses throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshops etc.
- Continuously motivate District Governors and District Chairs to promote and support sight related programs and activities.
- Maintain accurate records and retain correspondence which is to be provided to the successor.
- Report to the four (4) scheduled Council of Governors meetings on all Sight Conservation Activities when requested.

SPECIAL OLYMPICS

The Multiple District Special Olympics Chair will work with Special Olympics Canada and the District Special Olympics Chairs by maintaining open communication between the parties to promote the Special Olympics program.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills
- ✓ Ability to work in a team setting

Performance Expectations:

- Keep informed of Special Olympics Canada programs and activities
- Serve as the liaison between the Multiple District, Special Olympics Canada and other related agencies.
- Encourage each of the District Governors to appoint a District Special Olympics Chair.
- Ensure that the Lions Family of the Multiple District are aware, via the District Chairs, of the Special Olympics programs and activities and fundraising opportunities to support these programs and activities.
- Continuously motivate District Governors and District Chairs to promote and support Special Olympics.

- Create and maintain a list of Special Olympics activities being done throughout the Multiple District and share these and new strategies developed throughout the Multiple District.
- Pro-actively identify opportunities to present displays, seminars, workshop, etc. at all possible forums held at appropriate Lions functions and elsewhere.
- Maintain accurate records and retain correspondence which will be provided to their successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

ADMINISTRATIVE COMMITTEES

General Terms of Reference:

Where referenced, these Administration sections have following items in common.

Namely:

- The general purpose of each Administrative Committee.
- The method of selecting the make-up of each Administrative Committee.
- The qualifications of each Administrative Committee Appointee.

Purpose:

To assist with the administrative functions of the Multiple District. In the case of MD GMT/GLT, to promote these programs among the Clubs in the Multiple District and encourage each District Governor and Club President to appoint a Chair.

Selection:

The Chair of the Council of Governors with the advice of the Administration Committee will appoint a Chair for each Committee and a Coordinator for each Subcommittee subject to the approval of the Council of Governors.

Exceptions

The Chair of the Promotion Committee will be the Immediate Past Council Chair. If the Immediate Past Council Chair is unable to fill the position for whatever reason, the Council Chair will appoint a Past District Governor to fill the position. That person will then fill the Administration Chair position the following year.

The Chair of the Administration Committee will be the Past Immediate Past Council Chair. If the Past Immediate Past Council Chair is unable to fill the position for whatever reason, the Council Chair will appoint a Past District Governor to fill the position.

The Council Chair is Chair of the Global Action Team (GAT). GAT sub-committee chairs are appointed by the Council Chair in coordination with the LCI Area Leader and ratified by Council.

The Chair of the International Advisory Committee will be the most recent Past International

Director from MD ‘A’.

Performance Expectations:

- The Chair of each Committee should be available to attend the Multiple District Convention during their year as the Chair.
- In some cases, be able to prepare materials promoting the Committee’s goals.
- Be available to attend and report to each of the Council of Governors meetings as to the progress of the Committee and the promotion of the Committee’s goals.
- Be able to encourage cooperation between Lions, District Chairs and Committees and other organizations working in the same field.
- The Coordinator of each Subcommittee may request, through the Committee Chair, to attend and report to a Council of Governors meeting and should make themselves available if requested to attend and report.

Committee Listing; (New Chart)

PRIMARY COMMITTEE	SUBCOMMITTEE
ADMINISTRATION	
CONSTITUTION AND BY-LAWS	CREDNTIALS ELECTIONS
CONVENTION ADVISORY	
GLOBAL LEADERSHIP	
GLOBAL MEMBERSHIP	
GLOBAL SERVICE	
GLOBAL EXTENSION	
HISTORIAN	
INTERNATIONAL ADVISORY	
PROTOCOL AIDE	
PROMOTION	FRIENDSHIP ARCH
REGULATORY	

RESEARCH AND LONG-RANGE PLANNING	
STRATEGIC ALLIANCES/GOVERNMENT RELATIONS	
WEBSITE	
ADHOC COMMITTEES- ORGANIZATION	

ADMINISTRATION COMMITTEE

Committee Membership

Chair	-	Past Immediate Past Council Chair
Member	-	Immediate Past Council Chair
Member	-	Council Chair
Member	-	Vice Council Chair
Non-voting	-	Secretary
Non-voting		Treasurer

At the request of the Council Chair and/or Council of Governors to be responsible for the effective organization, management and operation of the administration associated elements for the Multiple District (Secretarial, Treasury, budgets, material and equipment).

Responsibilities:

- Reviewing issues that would impact on the Multiple District Administration as may be directed by the Council of Governors.
- At request of Council Chair and Council, recommending changes associated with the Administration of the Multiple District
- Immediately following the mid-winter Council meeting provide advice and assistance to Council Chair-elect on:
 - (a) The process for selecting the upcoming Multiple District Committee Chairs;
 - (b) Potential financial impact of adjusting the committee structure in terms of membership.
 - (c) An overview of the responsibilities and duties of the Council Chair. This would also include a briefing package consisting of past Committee appointments, information on the DGEs schedule at the International Convention, LCI Policy Manual, Council Chair's Guidelines and the responsibilities at the International Convention.
- As directed by Council of Governors and Council Chair, deal with financial and administrative issues including items associated with the rules of audit (limitations and level of remuneration), the Secretary and Treasurer honorariums and making resulting recommendations back to the Council of Governors.

- During July and August of each year the Administration Committee will undertake a review of the annual budget which should be submitted at the September Council of Governors' Meeting.
- Responsible for undertaking the selection for the Secretary and Treasurer positions when vacancies occur and making recommendations through Council Chair person to the Council of Governors on appointments.
- Undertaking an annual performance evaluation of Secretary and Treasurer and providing results and recommendations to Council of Governors at the mid-winter Council meeting at an in-camera session. Also refer to Part II of the Policy and Procedure Manual.
- The Administration Committee will assume the duties of the Nominations Committee which will determine if the person(s) nominated for the office of International Director is/are qualified in accordance with the Multiple District Constitution and By-laws.
- The Administration Committee will normally hold a minimum of three regular meetings during the year as specified in their responsibilities plus as many other meetings as the Council Chair deems necessary. This special status should be reflected in the Committee's Budget.

CONSTITUTION AND BY-LAWS COMMITTEE

General Terms of Reference will apply and in addition:

Purpose:

This Committee will be responsible for the Multiple District Constitution and By-Laws. It is charged with the duty of keeping it current and in proper alignment with that of Lions Clubs International.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal

Additionally, the Council Chair will appoint a Credentials and Election subcommittee chair, when required for the Multiple District "A" Convention.

Responsibilities:

- Study the Lions International Constitution and By-Laws and gain a full working knowledge of its intent and purpose.
- Study and Lions International Stand Form Multiple District Constitution and By-Laws and gain a full working knowledge of its intent and purpose.
- Be knowledgeable and familiar with the Multiple District Constitution and By-Laws.
- Review the Multiple District Constitution and By-Laws each year.
- Bring forward to the Council of Governors proposed areas or items requiring change.
- Make recommendations as to what/how the above changes should be handled and

implemented.

- Receive and consider proposed requests for Amendments to the Constitution and By-Laws from Clubs, District Cabinets, the Council of Governors, and present such recommendations to the Multiple District Convention with its own recommendations concerning said proposed amendments.
- Assist with the counting of properly marked ballots when deemed necessary or when requested by the Council Chair.
- At the request of the Council Chair may report the results of the Constitution and By-Law matters that were voted on at that Multiple District Convention.

N.B., According to LCI, substantive changes to a respective District Constitution and By-Laws to bring these in line with the LCI Multiple District Standard Constitution and By-Laws and/or the LCI Constitution and By-Laws, must be changed in accordance with the District's own rules (i.e. in the case of the Multiple District) by a general vote at the convention.

CREDENTIALS (Subcommittee)

Purpose:

To ensure that each delegate to the Multiple District Convention is properly qualified to vote in accordance with the Constitution and By Laws III, Section 2.

Selection:

The Council Chair will appoint a Credentials Subcommittee Coordinator who reports directly to the Multiple District Constitution and By-Laws Chair.

Each District Governor is required to appoint a representative for their district to assist at the credentials desk at the Multiple District Convention.

Responsibilities:

Refer to the Multiple District Procedures section.

Method of Operation for Credential Desk

Refer to the Multiple District Procedures section.

Delegate Certification

Refer to the Multiple District Procedures section.

Rules of Audit - Exception

The Chair of the Credentials Subcommittee is granted an exception to the rules of at the annual Multiple District Convention. See Multiple District Policy and Procedures manual PART III Financial for details.

ELECTIONS (Subcommittee)

Purpose:

This subcommittee will be responsible for the supervision of the Voting in accordance with the Constitution and By-Laws

Subcommittee Coordinator Selection:

The Council Chair will appoint a Subcommittee Coordinator who reports directly to the Multiple District Constitution and By-Laws Chair.

Subcommittee Election Responsibilities:

Refer to the Multiple District Procedures section.

Rules of Audit - Exception

The Chair of the Election Subcommittee is granted an exception to the rules of at the annual Multiple District Convention. See Multiple District Policy and Procedures manual PART III Financial for details.

CONVENTION ADVISORY

(See also Convention Manual in Appendix)

General Terms of Reference apply except where noted otherwise

Purpose:

The Convention Advisory Committee has the responsibility to ensure that the Multiple District Convention Host Committees carry out the requirements of the Constitution and By-Laws and the directives of the Council of Governors.

Selection:

The Council Chair will appoint annually a Multiple District Convention Advisory Committee Chair.

The members of the Convention Advisory Committee comprise the Chair of the immediate past Host Committee, Chair of the current Host Committee, Chair of the next Host Committee (if known), Promotion Chair and Council Chair.

Responsibilities:

- Guide the Council of Governors regarding Convention procedures;
- Advise and oversee the Host Convention Committees activity;
- Be responsible for the planning and operation of the Multiple District Convention as outlined in the Purpose above;
- Convene and attend meetings of this Committee as required and to appoint their replacement if unable to attend such meetings;
- Prepare the agenda for such meetings and distribute well in advance of the meetings;

- Prepare minutes of all such meetings and distribute to all Committee Members;
- Report in person to the Council of Governors when invited and to submit written reports at all other Council of Governors meetings;
- Be available to attend meetings of any Host Committee when deemed necessary and to appoint a suitable representative when unable to attend;
- Recommend applicable updates to the Convention Manual (a copy of which is found in the Policy and Procedure Manual);
- Submit a full written report to the Council of Governors next following the Convention before applying for the approved subsidy;
- Ensure that Host Committees of the future Multiple District Conventions are aware of the Multiple District's subsidy to host such a Convention;
- Review and advise the Host Committees on their prices for convention Pins, Souvenirs and tickets for Convention banquets and activities;
- Promote the hosting of a Multiple District Convention;
- Investigate all bids received from Clubs, Zone, Region or District to host a future Multiple District Convention (Bids must be received by December 15th in the fourth year preceding the year in which the bids apply.) Should no bids be forthcoming this Committee will invite Clubs in any given Zone, Region or District to host such Convention.

Any deviation from the Convention Manual is to receive prior approval of the Admin Committee. |

GLOBAL ACTION TEAM (GAT) MULTIPLE DISTRICT COORDINATOR

Reference: MD" A" C&BL By-Law Article III Section 2, b.

Purpose:

The Global Action Team coordinator leads coordinated efforts in membership growth, leadership development and humanitarian service. Guiding the MD's GMT, GLT, GST and, GET coordinators to collaborate effectively, strengthen districts and expand service impact ensuring consistency and progress across all districts through shared direction, support and strategic coordination.

Selection:

The Council Chairperson is the Global Action Team coordinator for the Multiple District.

Position Requirements:

- ✓ Experience in Lions Clubs activities and functions
- ✓ Experience with the Multiple District governance
- ✓ Good communication skills.
- ✓ Computer skills.

Performance Expectations:

- Commits to the organization-wide goal and objective of membership growth which includes ensuring district progress in achieving membership goals.
- Lead development of the Multiple District growth plan and monitor progress.
- Maintain regular contact with the GAT area leader, District GAT leaders and GAT leaders from other MDs within CAII fostering open communication to share strategies and align goals to advance membership growth.
- Promote use of Lions International tools and resources to strengthen club and district performance
- Implement strategies and provide training to help districts achieve membership targets. Ensure vice district governors and other key leaders have access to and complete required training.
- Promote completion of the Global Membership Approach and leadership learning paths in Learn.
- Support community service projects that build belonging and pride among Lions and Leos
- Promote measurable service growth through reporting and use of LCIF resources.
- Strengthen LEO involvement through hands-on collaboration and club development
- Recognize and celebrate service, identify and develop emerging leaders

GLOBAL MEMBERSHIP TEAM (GMT) MULTIPLE DISTRICT COORDINATOR

Reference: MD”A” C&BL By-Law Article III Section 6.

Purpose:

The Global Membership Team coordinator drives regional membership growth. Serving as the primary membership expert within MD”A” coaching and empowering district GMT coordinators to meet annual targets for membership growth. Assist districts overcome barriers and build sustainable culture of growth through strategic planning, mentorship and data-informed decision making.

Selection:

Appointed by the Council Chair, with approval of the GAT Area leader, subject, to ratification by the Council of Governors for a term of three (3) year subject to annual review and renewal

Position Requirements:

- ✓ Experience in Lions Clubs activities and functions
- ✓ Experience with the Multiple District governance
- ✓ Good communication skills.
- ✓ Computer skills.

Performance Expectations:

- Champion organization-wide goals and objectives of membership growth, which includes ensuring district progress in achieving membership goals.
- Lead development and implementation of a membership recruitment and retention plan in collaboration with district GMTs. Monitor progress through review of membership metrics, forecast results and guide strategy shifts as needed.
- Maintain regular contact with the GAT area leader, MDA GAT Leader, District GMT leaders and other MD GAT coordinators to track progress on membership growth, district goals and submitted action plans.
- Promote use of Lions International tools, resources and training to strengthen club and district performance. Forward membership suggestions to districts received from LCI.
- Implement strategies and provide training to help districts achieve membership targets. Ensure vice district governors and other key leaders have access to and complete required training.
- Promote and facilitate Global Membership Approach training with district teams and encourage completion of online learning paths in the Lions Learning Center.
- Maintain open communication through meetings, e-mail and MD-wide updates
- Apply for and support use of Membership Development Grants, including tracking action items, progress reports, and submitting reimbursements on time.
- Celebrate district and MD achievements and share successes with GAT Area Leader and Council
- Promote leadership opportunities within membership initiatives and identify emerging leaders

GLOBAL LEADERSHIP TEAM (GLT) MULTIPLE DISTRICT COORDINATOR

Reference: MD”A” C&BL By-Law Article III Section 8.

Purpose:

The Global Leadership Team coordinator drives annual leadership development in support of LCI organizational goals. Serving as the primary leadership development expert within MD”A” coaching and empowering district GLT coordinators to strengthen skills of current and future leaders. Ensure Lions and Leos at all levels are equipped to lead with confidence, club and district support through training strategy, mentorship and strong collaboration.

Selection:

Appointed by the Council Chair with approval of the GAT Area leader subject to ratification by the Council of Governors for a term of three (3) years subject to annual review and renewal

Position Requirements:

- ✓ Experience in Lions Clubs activities and functions
- ✓ Experience with the Multiple District governance
- ✓ Good communication skills.

- ✓ Computer skills.

Performance Expectations:

- Champion organization-wide goals and objectives ensuring leaders are equipped to support membership and club growth.
- Lead development and implementation of Multiple District leadership development plan including Vice District Governor training, ensuring required training is completed.
- Maintain regular contact with the GAT area leader, MDA GAT Leader, District GLT leaders and other MD GAT coordinators to track progress on leadership growth, district goals and submitted action plans.
- Promote use of Lions International tools, resources and training to strengthen club and district performance.
- Mentor district GLT coordinators and encourage collaboration with club officers, zone chairs, and regional leaders.
- Promote local and international leadership training opportunities to all levels, including online learning paths in the Lions Learning Center and LCI institutes.
- Maintain open communication through meetings, e-mail and MD-wide updates
- Apply for and support use of Leadership Development Grants, including tracking action items, progress reports, and submitting reimbursements on time.
- Celebrate district and MD achievements and share successes with GAT Area Leader and Council
- Promote leadership opportunities, identify emerging leaders, and support development

GLOBAL SERVICE TEAM (GST) MULTIPLE DISTRICT COORDINATOR

Reference: MD”A” C&BL By-Law Article III Section 5.

Purpose:

The Global Service Team coordinator leads service development in support of LCI organizational goals. Serving as the primary service expert within MD”A” coaching and empowering district GST coordinators to drive impactful, visible and well-reported service. Ensure districts and clubs strengthen communities while supporting membership growth and leadership development, through strategic planning, mentorship and strong collaboration.

Selection:

Appointed by the Council Chair, with approval of the GAT Area leader, subject to ratification by the Council of Governors for a term of three (3) years subject to annual review and renewal

Position Requirements:

- ✓ Experience in Lions Clubs activities and functions
- ✓ Experience with the Multiple District governance
- ✓ Good communication skills.

- ✓ Computer skills.

Performance Expectations:

- Champion organization-wide goals and objectives ensuring service is used to support membership and club growth.
- Promote LCI and LCIF service programs, resources, partnerships and funding opportunities.
- Develop and report a multiple district service activities plan, encourage use of the service journey approach and global causes resources available on the Service Journey web page.
- Maintain regular contact with the GAT area leader, MDA GAT Leader, District GST leaders and other MD GST coordinators to track progress on, district Service goals and action plans.
- Promote participation in global and local service celebrations, share service highlights and success stories and encourage year end celebrations.
- Mentor district GST coordinators and encourage collaboration with club officers, zone chairs, and regional leaders.
- Monitor district service reporting in the Lion Portal and provide support to increase the percentage of clubs reporting. Follow-up with districts that fall behind their service goals and action plans.
- Maintain open communication through meetings, e-mail and MD-wide updates
- Encourage applications for the Kindness Matters award. Promoting service projects that attract all generations, ensuring awareness of resources and expectations
- Celebrate district and MD achievements and share successes with GAT Area Leader and Council
- Promote succession planning by identifying and mentoring new service leaders.

GLOBAL EXTENSION TEAM (GET) MULTIPLE DISTRICT COORDINATOR

Reference: MD”A” C&BL By-Law Article III Section 7.

Purpose:

The Global Extension Team coordinator drives new club development in support of LCI organizational goals. Serving as the primary new club development expert within MD”A” coaching and empowering district GET coordinators to meet annual targets for new clubs. Assist districts identify opportunities, remove barriers, and build strong, sustainable clubs that expand our reach and impact, through strategic planning, and hands on guidance.

Selection:

Appointed by the Council Chair, with approval of the GAT Area leader, subject to ratification by the Council of Governors for a term of three (3) years subject to annual review and renewal

Position Requirements:

- ✓ Experience in Lions Clubs activities and functions
- ✓ Experience with the Multiple District governance
- ✓ Good communication skills.
- ✓ Computer skills.

Performance Expectations:

- Champion organization-wide targets and action plans ensuring new club growth.
- Promote, tools models and resources that support new club development, including club branches, specialty clubs and encourage the formation of diverse club models.
- Develop and implement a new club extension plan for the multiple district, review the previous year's strengths and gaps, monitor progress and participate in LCI Summits.
- Maintain regular contact with the GAT area leader, MDA GAT Leader, District GET leaders and other MD GET coordinators to track progress on new club growth, district goals and action plans.
- Mentor district GET coordinators and encourage collaboration with past international leaders and other GAT ambassadors, to strengthen efforts.
- Monitor district service reporting in the Lion Portal and provide support to increase the percentage of clubs reporting. Follow-up with districts that fall behind their service goals and action plans.
- Maintain open communication through meetings, e-mail and MD-wide updates
- Encourage district participation in various membership awards and recognition programs.
- Support districts in addressing challenges with club formation, including recruiting Guiding Lions, Share success stories and challenge solutions with other districts.
- Celebrate district and MD achievements and share successes with GAT Area Leader and Council, provide regular updates and reports.
- Support training for district GETs and First Vice District Governors on new club developments.

HISTORIAN

The Multiple District Historian will maintain a history of the Multiple District from its beginnings to the present.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- ✓ Experience in Lions Clubs activities and functions
- ✓ Experience with the Multiple District governance
- ✓ Good communication skills.
- ✓ Computer skills.

Performance Expectations:

- Ensure safekeeping of Multiple District documents of historical value.
- Update annually the history of the Multiple District, records of awards (presidential, etc) from information provided by IAC, Council Minutes, Multiple District Secretary and other sources as required.
- Set up and man a display booth at the Multiple District Convention to exhibit historical Multiple District archives such as magazines, pin displays, various LCI/Multiple District program materials and other Multiple District endeavours as required.
- Maintain a dedicated historical page on the official Multiple District website.
- Regularly prepare articles of historical significance and publish same in The Lion magazine.
- Report annually to the Council of Governors at the last meeting of the Lions year.

INTERNATIONAL ADVISORY COMMITTEE (IAC)

The Chair of the “International Advisory Committee”, will be the most recent Past International Director from MDA. If they are not available for whatever reason the Chair will be appointed by the Council Chair and ratified by the Council of Governors, protocol will be the next most recent Past International Director in reverse succession.

The Committee Members are the current International Director from the Multiple District, all Past International Presidents and Directors from the Multiple District and the Council Chair.

Responsibilities:

- IAC is the link between Lions Clubs International and the Lions of the Multiple District. It is a very important link practically as well as politically. The Committee provides the expertise and networking necessary if Multiple District is to be an active player on the international scene.
- The Chair of the IAC and PID committee members can assist the District Governors in securing guest speakers for their District Conventions, if and as requested by the District Governor. Assistance from the current ID may also be requested. (A PID may choose to assist the ID or IPID and their District Governor to secure a guest speaker for their own District)
- Additionally; it is the responsibility of the IAC to assist the Council Chair in securing the guest speaker for the Multiple District “A “convention.
- The IAC Chairperson is responsible for submitting a budget to the Treasurer for the approval of Council of Governors as detailed in the Multiple District Policy and Procedures Manual PART IV-General Terms reimbursement section, and Part III, Financial Policy.
- The IAC Chairperson reports at each Council Meeting on behalf of the IAC. The IAC Chairperson will provide a copy of his/her report to the Council Meeting, to all Members of the IAC prior to each Council Meeting if possible and as soon as

possible following a Council Meeting.

- International Convention - The Chairperson or designate is expected to assist in setting up the Multiple District Caucus Meeting, reporting to the Caucus on expected Constitutional Changes and encouraging ID and Officer Candidates to attend the Multiple District Caucus or Constitutional Area II Meeting.
- The IAC Chairperson coordinates the application for International Awards on behalf of the Multiple District. The Chairperson will send out applications to each DG in September. The DG will return requests for International Presidents Medals and Leadership Medals to the Chairperson by November 15th. The IAC Chairperson will hold a meeting of the IAC to review and append recommendations to the applications. The Chairperson is responsible for sending the Applications considered and the recommendations of the committee to the President's Office. The Chairperson will notify the individual District Governors and the Members of the IAC of the Awards the President has approved. The award will be presented by the International Guest at either the District Convention or the Multiple District Convention. (the decision to be made by the DG) The Awards are presented by the International Guest at the Convention, since the Guest represents the International President. (International Awards and Certificates should be presented by the International Guest, not the DG)
- Serves as a liaison between the Multiple District and LCIF and secures information from LCIF on initiatives and information
- Communicates with and motivate District Governors and District LCIF Committee Chairpersons to implement LCIF activities
- The IAC Chairperson or their designate [may](#), when possible, in co-operation with the MD GLT Coordinator, conduct sessions for the Vice District Governors at each Council Meeting held during the year.
- The IAC Chairperson or any Member of the IAC, acting in an advisory capacity only, may be called upon for advice or to participate in and with various committees in the Multiple District.
- It is normally expected that the IAC will meet no less than 3 times each year, preferably in person as circumstances permit, with an additional meeting authorized when the Multiple District has a Candidate for International Director or is a Host for the International Convention.

PROTOCOL AIDE FOR THE INTERNATIONAL GUEST

The Council Chair in consultation with the International Advisory Committee is responsible to appoint a protocol aide for each Multiple District "A" Convention International Guest.

The Protocol Aide reports to and works under the guidance and direction of the Council Chair.

Responsibilities:

- Arrange to meet and greet the International Guest upon arrival.
- Arrange transportation for the International Guest upon arrival/departure and during the Convention when necessary
- Arrange transportation for the Council Chair to greet the International Guest upon arrival along with other dignitaries including International Presidents, Vice Presidents, Present and Past International Directors and the Host Committee Chair. (Caution should be taken not to overwhelm the guest with too large a reception group at the point of arrival)
- Arrange for a reception after arrival at the hotel to meet members of the Council of Governors, Governors-elect and all Past International Directors, Vice-Presidents or Presidents in attendance, along with their adult companions
- Arrange for refreshments and flowers to be placed in the International guest's room before arrival
- Ensure that a suitable gift has been selected by the Council Chair and presented by them at the Convention Banquet after the International Guest's speech.
- Ensure that the needs of the International Guest are met during the Convention.

PROMOTION COMMITTEE CHAIR

The Immediate Past Council Chair assumes this position for one (1) year. |

General Terms of Reference Apply and in addition:

Purpose:

- Promote the Friendship Arch/Lions Bench program throughout MD'A'.
- Submit a design for the Multiple District trading pin(s) for Council approval.
- Promote candidates from the Multiple District seeking the office of International Director or the office of Second International Vice President or the office of International President.
- Attend the Multiple District Conventions and the International Conventions to coordinate the various responsibilities of the Promotion Committee as outlined under 'Duties of the Promotion Committee'.

Responsibilities:

- Convene a Promotion Committee meeting as early as possible after the beginning of each Lions year to prepare plans for the ensuing year.
- Convene other meetings as deemed necessary and prepare the appropriate agenda for each.
- Submit reports at the Council of Governors Meetings or as requested by the Council Chair. Reports to include sales activity statistics on merchandise.
- Recommend the appointment of additional committee members as deemed necessary, for Council of Governors approval.

- Prepare a budget for the year with the assistance of the Multiple District Treasurer and to manage the Promotion Committee Budget throughout the year. Budget submission to include all subcommittees.
- The Promotion Chair will be a member of the Convention Advisory Committee to assist the Council Chair at the Multiple District Convention when requested.
- Organize and set up a table at the Multiple District Convention to sell merchandise.
- Recommend trading pin quantities, pricing and schedule delivery.
- Recommend a uniform dress for Multiple District Lions for special and international functions.
- Administer and promote the Friendship Arch Program through “The LION Magazine”, our Website, email and other appropriate venues.
- Liaise with the Arch manufacturing companies on the quality, pricing and delivery of the product.
- Arrange a photo session for Council of Governors and District Governors-elect at the Multiple District Convention.
- Plan and organize the following events and activities for the LCI Convention:
- Secure a band to lead the Multiple District contingent in the International Parade - Refer to the Multiple District procedure section for band selection process
- Register the band with Lions Clubs International in a timely manner.
- Ensure the flags and banners are available for the international parade.
- Appoint parade marshals for the international parade.
- Arrange the Multiple District Breakfast at the International Convention, including ticket printing and sales, room, menu, speaker and gift, if applicable, payment to caterer and a financial report to Council of Governors.
- Arrange a facility for the Multiple District Caucus and appoint personnel to greet speakers and ensure appropriate protocol.
- Prepare invitations to the Multiple District Caucus meeting at the International Convention.
- Arrange a facility for a registration, information and hospitality area at the Multiple District assigned hotel.
- Organize voting delegates to vote en-bloc.
- Organize a facility for a wrap up activity for the last evening of the International Convention, when appropriate.
- Arrange for transportation for the District Governors-elect at the International Convention as necessary.

Refer to Part II Multiple District Procedures for further procedures at the International Convention.

Reimbursement:

Refer to the Policy and Procedures manual PART III Financial for details.

REGULATORY**Purpose:**

The Regulatory Chair will work with the District Chairs to encourage practices that will lead to good governance of Lions Clubs in Multiple District 'A'.

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- ✓ Experience with the Multiple District governance
- ✓ Experience in the Lions Clubs activities and functions
- ✓ Good communication skills
- ✓ Computer Skills
- ✓ Ability to work in a team setting

Performance Expectations:

- Make recommendations in the areas of legislation and regulations.
- Inform, facilitate and encourage proper due diligence in governance.
- Raise awareness of provincial and federal legislation, statutes and regulations which affect the operations of Lions Clubs whether incorporated or not.
- Encourage Clubs to be aware of the regulations and protocols applicable to their community.
- Encourage Districts to develop a regulatory Reference Guidebook. Such document to be used as reference guide and does not substitute for professional advice.

RESEARCH and LONG-RANGE PLANNING**Purpose:**

The Research and Long-Range Planning committee is an advisory body that combines research to inform decisions and long-range planning to assist in multi-year planning and decisions.

General Terms of Reference will apply except where stated otherwise:

Selection:

The Council Chair will appoint the chair and members of the committee for a three (3) year term, subject to ratification by the Council of Governors, annual review and renewal.

The Multiple District Secretary and Treasurer will be ex-officio voting members of this Committee.

Qualifications:

The members of this Committee must have served successfully as District Governor.

The Chair of this Committee should:

- Have the time available to meet several weeks before each regularly scheduled Council meeting with this Committee to deal with any items concerning the Multiple District which fall within this Committee's mandate.
- Be available to meet with and report to the Council Chair or the Council of Governors during regularly scheduled meeting times during the year at the request of the Council Chair in order to report on the progress of this Committee and to present its recommendations.

Responsibilities:

At the request of the Council Chair and/or the Council of Governors

- Research, prepare and/or revise Job Descriptions of the various Multiple District Committees and District Officers.
- Research and prepare subject matter vital to the betterment of Lionism for the Multiple District
- Act in a consulting capacity in cooperation with the Multiple District Secretary and Treasurer, relative to the operations of the Multiple District.
- Assist the Council of Governors and/or its officers to obtain professional advice when deemed necessary or so requested by the Council Chair and/or Council.

STRATEGIC ALLIANCES/GOVERNMENT RELATIONS/ADVOCACY**Selection:**

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience with Multiple District governance.
- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Ability to work in a team setting

Performance Expectations:

- Assist district representatives to help identify and engage key community stakeholders from a variety of backgrounds to promote giving to further the causes of Lions charitable work.
- Encourage districts to appoint leaders to be a face and voice for the Lions within their communities.

- Help identify individuals who might have an interest in joining the MD'A' advocacy network of Lions.
- Help develop a network of advocacy representatives who are dedicated to building stronger relationships among all levels of government thus enabling our important service work to be more visible with partnerships in our communities.
- Assist districts to build and maintain a strong relationship with Federal, Provincial and Municipal levels of government.
- Maintain accurate records and retain correspondence which will be provided to their successor.
- Provide a written report of activities and progression of goals to the four (4) scheduled Council of Governors' meetings.

WEBSITE

General Terms of Reference will apply except where stated otherwise:

Selection:

Appointed by the Council Chair to a three (3) year term, subject to ratification by the Council Governors, annual review and renewal.

Position Requirements:

- √ Experience in Lions Clubs activities and functions.
- √ Good communication skills.
- √ Computer skills.
- √ Experience with website design and maintenance

Performance Expectations:

- Receive and review all requests for inserts and links on the District website;
- Support and encourage opportunities for various Committees to use the website to promote their activities (Camps, Convention, History, "The LION Magazine", Lions Quest, MD GMT/GLT, Peace Poster/Peace Essay, Youth Opportunities, etc.);
- Report to the four (4) scheduled Council of Governors meetings in the Lions year as required.

AD HOC COMMITTEES - GENERAL ORGANIZATION

Terms of Reference:

An Ad hoc Committee may be initiated at the request of the Council of Governors to solve a specific one-time problem or to create guidelines for the use of Council in undertaking emergency actions; beyond the duties and responsibilities of a regular committee or subcommittee. Ad hoc Committees will normally report to the Council through the R&LRP Committee. A specific budget may be established by Council for the administration and operations of an Ad hoc Committee. Terms of reference, time lines

and tasks will be approved at the time of implementation:

PART V - AMENDING PROCEDURES

The Multiple District Policy and Procedures Manual will only be amended upon direction and/or approval from a meeting of the Council of Governors.

Proposed amendment(s) should have first been vetted by either the Research and Long-Range Planning Committee or the Administration Committee, or both, as may be directed by Council before acceptance.

Upon Council of Governors approval, the Policy and Procedure Manual change will be distributed to all officers, committee Chairs and Council members by the Council Secretary. The official copy of the Policy and Procedure Manual on the Multiple District website will also be updated as soon as practical by the Multiple District Secretary.

PART VI - APPENDIX LIST

Effective Speaking Manual ([Published separately](#))
Convention Manual ([Published separately](#))