

THE NOT-SO-SECRET ZONE CHAIRMAN'S MANUAL

By PDG Raymond E. Miller Sr., District 13-B

So you've agreed to be a Zone Chairman. Being Zone Chairman is a VERY rewarding experience. Serve Your District, Zone, and Lions International proudly!! Do not get discouraged—hang in there, it gets better. Following are things they forget to tell you—things I've learned through trial and error which may help you to do a better job:

#1. If your Zone has an administrative account to supply you with some funds--great. Otherwise, you will be buying stamps, envelopes, folders, supplies, etc., out of your own pocket. Meals at club visitations and other Zone meetings will also cost you, not to mention the expense of operating your vehicle on these trips. Keep a ledger of your mileage, dates and expenses; you possibly can have an income tax deduction.

#2. Your District Governor Is going to require several 4 x 5 inch, black & white, pictures of yourself for the district directory.

#3. The Governor is going to present to you. from Lions International, a Zone Chairman's Manual. Review this material before you attend the Zone Chairmen School. This will be held on a Sunday, at a hotel in Columbus.. The Governor-Elect, Cab./Sec. Treas. & Zone Chairpersons from Ohio will be attending also.

IN THE BACK of this manual are three sets of report forms (Zone Advisory Meetings) that you will need, so DO NOT lose them. Look them over; they will help you know what information you need to obtain from your clubs at the zone advisory meetings—information that your Governor and Lions International want to know. For example: number of Lions going to district and International conventions, date and location of a zone social if you have one, etc. Plan to obtain this information at the particular zone advisory meeting and save yourself many phone calls later.

#4. Your Governor will set up a picnic for zone chairmen and possibly other cabinet members. Plan to attend--get to know the other zone chairman and share ideas--not only from the zone chairmen with experience but also from the Governor and his deputies. The food is good also!! Get used to eating--there goes the waistline.

#5. WEAK CLUB FORM: You will receive this form which must be mailed in SEPTEMBER whether or not you have any weak clubs. If you have clubs in your zone which are weak in membership, finances or activities, you are to complete this form detailing the information and mail to International, with a copy to the Governor. THIS MEANS you must know your clubs ahead of time and/or sit down with the outgoing zone chairman (this is a good idea anyway) and get needed data from him.

#6. OFFICERS OF YOUR CLUBS: For each club in your zone, know the names, addresses and phone numbers of the President, 1st Vice, Secretary, Treasurer, Membership, Indoctrination, and Retention chairmen. ALSO know their spouses names. DO NOT wait for the District

Directory to get this information; you will need to contact these people before it is available. Trust me--I know.

#7. COUNCIL OF PRESIDENTS MEETING: As a suggestion, set a date in late July or early August and Invite the new club presidents and secretaries (immediate past presidents optional) to a cookout or just a refreshments-and-talk gathering. Take several hours TOGETHER to get to know one another, to set the goals for the Zone, to encourage these presidents to set their own goals, to set up inter-club visitation dates, to discuss problems, to review a PROPERLY completed M&A. Hand out copies of a good M&A—some presidents have never seen one of these! Review the governor's contest and bulletin contest. Encourage each club to do some type of bulletin--excellent communication to membership. Set up who is going to host your three Zone Advisory meetings, the locations, dates, meal costs, menu, speakers, etc.

If this goes over well for you, what about another Council of Presidents meeting 5 or 6 weeks before your November and February zone meetings. You can get a lot set up and much material covered without taking zone meeting time to do this. I feel the club officers appreciate the personal contact by you. Since state projects and LCIF moneys should be paid by Jan 31, why not include those responsible for these areas in your November meeting? Invite the 1st VP to your January C of P meeting so he/she can pick up ideas and procedures for his/her year. I FEEL THESE ARE A VERY WORTHWHILE AND VALUABLE TOOL FOR US IN OUR COMMUNICATION WITH THE CLUBS AND OFFICERS.

#8. ZONE ADVISORY MEETINGS: (Mail out your notices 5-6 weeks BEFORE your meeting. Have clubs call reservations in to whoever is working with the food servers.) Governor will probably set these dates. Remember that he has a very heavy visitation schedule. The Governor, Sr. Deputy and Jr. Deputy will each visit one of these meetings as their official visitation. Recognize that and be sure to recognize them. DO NOT let your zone meeting have more than 3 speakers, and each should be limited to 10-15 minutes. Try to get meeting over (meal & speakers) in 2 hours. Make them interesting and informative to ALL who attend. Avoid THE SAME OLD STUFF you have heard for the past umpteen years—almost all those Lions (especially those with years of membership) have heard it over and over too. BUT don't forget those first time attendees or new Lions in attendance--try for a happy medium for all in attendance. Also avoid dollaring your members to death--if meal cost is \$7, then \$\$ for a 50/50, \$\$ for tickets to one or more raffles, \$\$ for this, \$\$ for that--this soon adds up and some who enjoy attending are limited as to what they can spend. They may not come back because the cost is too great.

INVOLVE your host club officers--i.e. have president open meeting and give welcome; VP give Pledge to Flag; Treasurer collect money for the meal; Secy. take minutes for you; Tailtwisters handle the 50/50 drawing; member of President's choice for invocation & benediction. Have host club's banner present & an American flag. Speakers appreciate a podium for their notes.

HEAD TABLE should have ZC, speakers, Gov., host club pres. & secy. if this is who is taking the minutes.

MEMBERS' sign-in sheet--either a master or a sign-in sheet for each club. Be sure all who attend do sign-in. This helps for meal count; lets you know who is here from which club and what offices if any they hold--especially good for identifying presidents and secretaries.

NOW IS THE TIME TO DO YOUR ZONE ADVISORY report for the Governor and for International. If you get this information at the meeting you will save untold phone calls later. Be sure to look over the forms before the meeting so you will know what information you will need to obtain. Complete and mail within several days of the zone advisory meeting while all is fresh in your mind. There are 4 copies to this form--press or type with a heavy hand. No copy is provided for the Jr. Deputy Gov., so Xerox off a copy and send it to him--he'll appreciate the consideration. Do an in-depth report using a separate piece of paper if needed. The Governors and International need to know what your Zone is doing.

#9 OFFICERS TRAINING SCHOOL: May be held in April or May. Formats vary from district to district to train Presidents, VPs, Secretaries, Treasurers, and sometimes other officers. Dates and times will be announced. ZC may attend to help--from serving meal to assisting in discussions.

#10. FALL CONFERENCE: Your attendance is very much needed. District is assigned a topic to handle, e.g. "Community Fund Raisers." We help handle the round table discussions for these 2 sessions,

#11. DISTRICT CONVENTION: A MUST--to give your zone report at business sessions. **THIS ZONE REPORT IS PREPARED BY YOU AND DELIVERED TO GOVERNOR BETWEEN MARCH 1 AND 15.** It appears in the district convention report book each member receives. You may be asked to help with hospitality room. At the Necrology Service if a deceased Lion from your zone does not have one of their club members in attendance, YOU will place the flower for that club (not all districts do this). ALSO--tailtwisting is done by the Zone Chairmen at the banquet. This includes old and new ZC--we need all the help we can get and it goes faster, is lots of fun--especially when we dress for the part!

#12. STATE CONVENTION: Two districts go together to provide a hospitality room and we help man it for short periods of time. We also help with district caucus before business session voting. You can really assist those attending from your zone--especially if this is their first convention.

#13. VISITING OTHER ZONE MEETINGS: You not only learn from other ZC, but you also show your support by being present for them. You cannot believe the fellowship that develops and the close bonds that form between us all. This gets you totally involved in district activities so you learn what is going on and what is coming up. Sure you will get tired of hearing the same material because the speakers seem to be the same at each zone meeting—but you also learn something new at each meeting that you attend. Take a few extra dollars along to cover unexpected expenses. We most generally try to car pool which does help with expenses. This is also a good time to put in a plug for events which are coming up in your zone--takes time but it is well worth it.

#14. VISITING CLUBS IN YOUR ZONE: At that 1st Council of Presidents meeting in July or August, notify your presidents that you would like to be the guest speaker at one meeting during their year to talk about Lionism. You are ONLY required to visit each club twice, have the 3 zone advisory meetings, and attend the Cabinet meetings to give your zone report.

BEFORE YOU VISIT A CLUB notify the president and ask if your proposed visitation date is acceptable. If possible, try to visit ahead of the Governor's official visitation. This paves the way and you can inform the president of the visit and what the club should do. The Governor IS the program. A Spouses Night is also nice and if this is to be the case be sure that the Club Secretary notifies the Governor of this in writing. The Governor's meal expense should be borne by the club.

Prior to your visitation, review that club's M&As and comment on some of their accomplishments. Know the officers names; note if they are about to celebrate an anniversary soon; might even offer to help with one of their projects. Let that president know if you need several minutes to speak--and have notes on what you are going to cover--esp. district, state and international news. The Governor may also have information he wishes to have you pass on. You might be given "Ohio Lions Band Pins" to help sell along with band applications or other informational forms to pass out to these clubs. The International Convention Committee chairman has also been known to give you State pins to deliver; and you might even be selling or delivering District pins.

#15. NEW MEMBER INSTALLATION: ALWAYS HAVE installation procedures with you. It never seems to fail--you show up for visitation and "while you are here Mr. ZC would you induct our new members"--Be prepared.....NEW OFFICER INSTALLATION is another item you should be ready for. You will have your own installation routine(s) and other ZC, Governors, & PDG have theirs. We share ideas and develop new ones from watching others. Have another ZC assist you with your first installation. We well remember how shaky we were the first time around.