

Some Administrative Guidelines for Zone Chairpersons

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

1. As the zone chairperson, remember that you are always the Lion in charge of your meeting.
2. Start on time—and-stop on time.
3. Make an agenda for -each meeting—and follow your agenda! Nothing appears so disorganized as the leader who doesn't quite know what to do next.
4. Provide the opportunity for each Lion in attendance to speak; few people enjoy coming to a meeting, wanting to say something, and not afforded that opportunity.
5. If a member of the zone offers some critical suggestion, don't become defensive....hear that person out, and indicate that the topic will be studied for action, if necessary.
6. Before your first zone meeting, send all your clubs a schedule of meetings for the year, and the location of the meetings.
7. Always support your district governor, the cabinet, and all elected and appointed personnel of the district. The zone meeting is not the place to discuss problems of the cabinet or of the governor.
8. Encourage participation of. all clubs within your zone in district, state, and international events; all clubs need what may be gained at district, state and international conventions and forums.
9. Praise the officers within your zone for the good work being done.
All of us need to be praised just to keep our motivation going!
10. Start now to look for your replacement!
DO NOT ASK HIM—discuss with governor elect first.

GOOD LUCK!!!