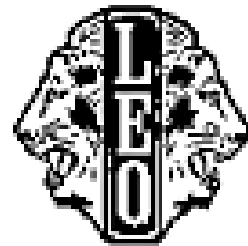


14-T
DISTRICT GOVERNOR
TEAM
MANUAL



www.PaLions14T.org

CABINET AND COMMITTEE FORMATION

As VDG, when you travel to Clubs, attend Zone and Cabinet Meetings, make mental notes of potential individuals that you would be interested in having serve on your Cabinet. In January, as 1stVDG, you will begin to make contacts, and filling positions. It is important to reach out to individuals and ask others for recommendations, but try not to do this directly. Remember that it is not yet your year, and therefore should respect the current DG and not make blanket announcements regarding the next years plans during the District Governor visits, meetings or speaking engagements.

The Executive Cabinet Members (Secretary, Treasurer, Zone Chairs and Global Action Team Members) are critical and can determine the success of your year. Consider track records of individuals for previous years; consider new faces and ideas; consider having all Regions represented. There are Committee Chairs for LCI that will need to be filled. These are usually the same individuals at the District Level. You will receive forms to complete, via email, from LCI. There are also State Committees positions to be filled. You will also receive information direct from specific Committee Chairs. You may also have State appointments throughout the year, which you will be notified from the State Office. A few District Committees have specific criteria to meet.

Region Representatives on the District LCIF Committee must be Melvin Jones Fellowship Recipients and the 3 PDGS are elected by the Honorary Committee. The PDGS, on the Constitution Committee, are appointed by you.

The District Convention Committee Representatives are elected and rotate off every four years. You will appoint a District Convention Chair. As IPDG, you will also serve on this Committee. The District GLT and GMT Coordinators serve a 1 year term, however, they can be replaced, if you feel they are not able to meet the responsibilities given to them.

DIRECTORY

The Directory is one of the largest tasks to complete as 1stVDG. You will first need to find an individual to be your Directory Editor. You will then work closely with this person for the next several months, collecting and updating information.

In January/February, you will want to determine ad prices and provide Clubs with an AD Form to insert into the District Newsletter. The revenue from the ads should cover the cost of printing the Directories.

In February – April, you will need to recruit and gather Information. Page by page, you complete the needed information. Use previous directories as your guide. Request an electronic version from the most recent DG which you may choose to use as a template. It is useful to review your draft Directory, every month or so, for typo errors. Once ALL information is completed, you will review everything for typing, spelling, corrections, before going to print. The two main focuses for DG is forming your team and setting a calendar (club visitations, cabinet meetings, and District Convention.)

Your goal is to have the directory ready for print before you leave for the International Convention. You or your Editor will get price quotes from a couple of printers to determine where it will be printed. Usually 500 Directories are printed. It will then be available to distribute at the Cabinet Reorganization and Club Officers Trainings held between mid-July and mid-August.

Directory distribution: You will need to provide Directories to many individuals. At the State Level: each District Governor, Council Chair, Parliamentarian, Constitution and Bylaws Chair, Beacon Lodge Chair, NE PA Lions Eye Bank, Lions of PA Foundation, Hearing Research Foundation Chair, Sight Conservation and Eye Research Chair, Leader Dog Chair, International Family, State Office (3 copies), and anyone else who asks for one. In the District, each PDG, Executive Cabinet, Committee Chairs and Region Representatives, Club Presidents and Secretaries. You will distribute to each Club Directories based on their membership (1 Directory for every 10 members). The Directory will be your most used resource. You will want to have a couple for yourself, based on your life (one at work, home, briefcase). It is vital to have the Directory as complete and accurate as possible to begin. Changes and additions will be noted in the District Newsletter. Included in the Directory will be criteria for various Awards. You will determine criteria for District Awards. The Awards given by LCI will be found on their webpage.

Information from the PU101 is used to gather new Club Officers. This form can be completed online on LCI's website. We do have a few Clubs who still do monthly reporting by paper copies. You will want to provide them with a copy of the PU101 so they can complete it as well.

DISTRICT PINS

A creative outlet for you is to design a District Governor pin for your year. You may want to use one of the LCI Licensed Businesses, which can be found on LCI Webpage. The pin should include your name, District 14-T, DG year, and your theme. You may or may not want to add something else. DG Pins are typically paid by the individual and/or their home club. If you choose to purchase pins on your own, you will keep the funds for yourself. Many DGs have donated proceeds to a charity of their choice. Pins normally sell for \$3.00 and are made available during Club visits. Again, many individuals will receive a free pin. Each DG of your PA State Council, Council Chair, International Family, Executive Cabinet, Committee Chairs and Region Representatives should receive one. You will also want to take pins with you to State Council and State Convention to sell to pin traders.

DISTRICT REORGANIZATION MEETING

The District Reorganization Meeting is held over the summer after your return from International Convention. It is recommended to be held in conjunction with the Club Officers Training. It is usually held on a Saturday and a meal is included. There is a line item in the District Administration Fund to help with costs. You will schedule the date and location. It is helpful to try and choose a central location. You will want to include LCI Theme, your theme, goals, upcoming events and important dates. At this time, you will distribute Directories, pins, and other information to Cabinet Officers and Clubs.

CABINET MEETINGS

There are 5 Cabinet Meetings held in our Lion year. They are usually held after a State Council Meeting. As part of your cabinet, you will appoint a Cabinet Meeting Coordinator. This individual will make arrangements with the hotel as early as January of your 1VDG year. The individual you select as your Cabinet Meeting Coordinator will reserve the dates with the hotels or other venue. It is recommended to rotate between Harrisburg/Hershey and the Chambersburg area. It is also recommended to save district funds when possible by making arrangements at a free or less expensive venue such as a church or community building. Once the Cabinet Meeting Dates are set, you will provide that info to Zone Chairs so they can schedule their three (3) Zone Meetings accordingly. This information is placed in the Directory, Newsletter and District Website for reference. Cabinet Meetings are usually in September, November, February, April (during the District Convention), and June. The June Cabinet Meeting is usually held at the State Office on a Saturday morning or Sunday afternoon. This is an Executive Cabinet Meeting only with the purpose of final disbursement of Committee Funds and final reports from Committees. You will check with the State Administrator for a suitable date if you choose to utilize the State Office Space.

Cabinet Meetings are a time of business and fun. You will provide a report of happenings from the State Council Meeting and at LCI. Committee Chairs will provide progress reports and information on their Project and Fundraisers. Recognition opportunities are also available. District Events, Trainings will be shared. Coffee may be ordered through the Hotel. You may also supply cookies, cake, or fruit for a snack. This needs to be coordinated by you with DG Team and Meeting Coordinator. There is a basket raffle and 50/50 held to help raise funds to pay for the Cabinet Meetings. Regions on a rotation basis, are asked to supply baskets, valued \$25 to raffle off. You will need to contact Zone Chairs and place a schedule in the District Newsletter, which Region is responsible for providing baskets. You will need at least 2 individuals to coordinate the Raffle Basket and ticket sales tables. The Baskets and 50/50 winners are drawn at the end of the Meeting. You will need to supply tickets, petty cash, and containers for tickets. The funds raised are immediately given to the District Treasurer.

September Cabinet Meeting: This is your first Cabinet Meeting as DG. You will need to ask someone to install the Executive Committee and Committee Chairs if you haven't already completed the installation at the Reorganizational Meeting.

This can be a PDG from our District or other District, PCC, or current Council Chair.

You may also hold your Banner Exchange at this time. The Banner Exchange can also be a separate event, in August, if you choose. During this time, the President of the IPDG's Club presents to your Club President the "HOME OF THE DISTRICT GOVERNOR" Banner. This Banner is set up at your Home Club Meetings, in your absence. It is also nice to have Club Members attend as a sign of support.

November Cabinet Meeting: At this meeting, nominations are read for 2nd VDG, 1stVDG, and DG for the coming year. Nomination for District Convention Region Representative is also announced. Peace Posters are usually needed at this time. Veterans can also be recognized for their service to our country.

February Cabinet Meeting: Peace Poster Contest Winners are announced and recognized. Information about the District Convention will be shared. In the past some have recognized the PDGs and Lioness Clubs for their efforts.

April Cabinet Meeting: During District Convention, this is a shortened version and only necessary business is usually conducted because of the time factor.

Recognition of the District Convention Committee, State Convention info, results of the Election are on the agenda.

June Cabinet Meeting: This is usually attended by Executive Cabinet and Committee Chairs having an action item. It is however, an open meeting and all may attend. This is a wrap up session designed to distribute funds to various projects at the end of the Lion year. The next year's budget is also discussed and hopefully approved. (The Budget should be discussed and drafted prior to the meeting by the current DG and 1VDG and their Treasurers.)

Executive Sessions: These are held an hour before the General Session, are open to all, and where action items are discussed and voted on. It is helpful to provide the Executive Committee with action item information at least a week ahead of time to review and consider. The voting members of the Cabinet include District Governor, 1stVDG, 2ndVDG, IPDG, Treasurer, Secretary, Zone Chairs and District Global Leadership, District Global Service and District Global Membership Coordinators (GAT). Other individuals may make comments, but they may not vote.

Club Officers Session: This could be held 12:30PM-1:00PM and is open to anyone. The goal is to communicate information specific to Club Officers (reporting forms,

upcoming trainings, recognition opportunities, etc). Time is also given for questions from the audience.

Leadership Interaction Sessions: This was developed by District GLT Coordinator. It provides an opportunity for leadership training.

Long Range Planning Advisory Committee: This consists of Past District Governors and Past International Directors within the District. The Vice Chairperson is the IPDG who advances to Chairperson the following year.

Lioness Meeting: The Lioness Coordinator chairs this meeting. All Lionesses and Lions are invited to attend, share Club happenings, and plan District events.

Sample General Schedule for Cabinet Meetings:

12:15PM-1:00 PM Long Range Planning Advisory Committee

12:30PM-1:00PM Club Officer Session (optional)

1:00PM-2:00PM Leadership Training Session (Note: time may be altered to provide training for all attendees. Determine and print times in the district directory)

1:00PM-2:00PM Lioness Meeting

1:00PM-2:00PM Executive Session

2:00PM-4:00PM Cabinet Meeting

Rooms/space will need to be reserved to accommodate the various scheduled sub-meetings.

You will develop an Agenda for each Executive and Regular Cabinet Meeting. You will contact Committee Chairs ahead of time to determine your Agenda. It is your responsibility to have Agenda copies available at the Sessions. The Secretary will provide copies of minutes from the Executive Session and General Session for attendees. Copies of the minutes should also be distributed to Executive Committee prior to the Meeting for review. The Treasurer will provide copies of the Administrative and Projects Accounts. Attendance will be taken by the Secretary at the Executive and General Session.

Remind Committee Chairs that it is extremely helpful for those making presentations to provide a written report to the secretary for accurate and complete minutes

STATE COUNCIL MEETINGS

State Council Meetings are held 4 times a year (August, late October or early November, February, and May) This is where the seventeen (17) District Governors from across PA come together to discuss and conduct the business of Lionism at the State Level. You will receive Agendas, Reports, and other related information from the State Office. There is a Preliminary Session usually held on Friday and the General Council Meeting is held on Saturday. The Preliminary Session is open only to the District Governors, 1st and 2nd Vice District Governors. Information shared in the Preliminary Session IS NOT TO BE DISCUSSED WITH OTHERS. The General Session is open to all Lions, Lioness, Leos. State Committee Chairs present information and make requests at the Sessions. The International Director will provide information and news from LCI. It is your responsibility to you're your hotel reservations and banquet reservations, soon after you receive the information from the State Office. Districts take turns hosting the State Council meetings. About every 4 years, 14-T will host a weekend. A separate Committee is established for this process. The State Council Committee Chairperson is approved by the State Council, usually 3 years, in advance. (This would be an appointment you would receive information about from the State Office.)

Training is held for 2ndVDG and 1stVDG during these weekends in addition to a pA training Retreat and other LCI training. They are coordinated by MD14 GLT Coordinator. You will receive agendas and assignments prior to the weekends.

HOUSE OF DELEGATES

Each District is able to appoint 3 Delegates to the House of Delegates. They serve a 3 year term. The term is January 1-December 31. The District Governor appoints the Delegate. You will receive information from the State Office regarding this appointment. The Delegate is required to attend when the House of Delegates is called to Session for the purpose of recommending an International Office Candidate.

DISTRICT NEWSLETTERS

The District Newsletter is one of our best communication tools to provide information to all Clubs. You will appoint an Editor. It is most helpful that the person has some background in computer design. You will be responsible for a front page message each month. You will also provide other articles based on what's coming up in the District. You will need to determine if you will provide Club Activities Report, New and Deceased Members Reports or assign to someone else. That person may need passwords to access LCI database and gather the information, however, the District Website/Technology Coordinator will maintain group/distribution email lists which should be used for electronic distribution of communications. Reviewing past newsletters is a good resource. Photos of events are a great way to recognize individuals and the service they provide. Various forms, throughout the year can also be included for distribution. The newsletter is transmitted by email to as many as possible for costs. Club Secretaries may print a copy of the newsletter for any of their members with no email access. The Newsletter is also sent to all DGS, International Family, and other interested Lions. Club Secretaries are encouraged to forward the newsletter to Club Members or take copies to the monthly meetings for circulation.

You and the Editor will determine timing for the Newsletter and when articles are due to be submitted to the Editor for publication.

CLUBS VISIT

In January, as 1stVDG, you will create a schedule for your Club visits. You will want to take into consideration your own work, personal schedule. You will also want to consider possible weather conditions based on where you live and how far you may need to travel in the winter. You will also need to take into account that some Lions and Lioness Clubs meet together or may rotate hosting the DG Visit. You should contact Clubs to check their preference prior to creating a schedule. For ease of scheduling, it is recommended to select and provide a few options to the club based on their meeting schedule. Some Clubs may want to hold joint meetings. To begin, review directories of the past few years and look for patterns in joint meetings or time of year. A few clubs have had their DG visits at the same time every year. Once you have a schedule, you will send a letter to the Club Secretary

confirming the date of your visit the Club. Give them a time frame to contact you if the date is not suitable. Club Visits schedule is printed in the Directory, in the Newsletter, and on the District Website. You will be the Program for the visit. Clubs may have business to discuss. It is recommended to keep within a fifteen to twenty minute time frame for your comments. You will determine what you want to share with Clubs. You may want to include info from LCI, District events, goals you want to achieve, your experiences as DG. Be prepared to be flexible with the visits. Some Clubs are formal, others are not. Some have a head table, others do not. Flexibility is key. You will take your pins with you to sell. Have extra cash for change included with the pins. Usually, the President will introduce the Zone Chair; the Zone Chair will introduce the 2ndVDG; the 2ndVDG will introduce the 1stVDG; the 1stVDG will introduce the DG. Provide a typed introduction of yourself, including Lion and personal info about yourself.

It is important to confirm with the President of the club, the meeting location (and directions, if needed). You will need to provide the Club of a count that will be attending, this should be at least two weeks ahead of the visit. Contact the Zone Chair, 1stVDG, 2ndVDG to determine if they will be attending and provide Meeting Location, if changed. Contact the Lioness Chair and Region Coordinators for Lioness Club visits. You may receive the Club's District Project check at the Club visit. You will then forward the check to the District Treasurer. Make sure you get a list of the Projects the funds are being donated to. A follow-up Thank You Card to the Club is appreciated.

It will be helpful to take with you a New Member Induction Ceremony as you may be asked to induct a new Member. You may also be asked to present an Award or Attendance Chevron to a Member.

CLUB OFFICERS TRAINING

In coordination with the District GLT Coordinator, you will schedule a Club Officer Training over the summer. If it is permitted by the DG, as VDG you may also choose to offer a club officer training in conjunction with the District Convention. Having a training before you leave for International Convention is after the club officer election and will allow the officers to plan and begin the Lions year strong on day one. You may also choose to hold the training in conjunction with the District Reorganization Meeting. The attendance is typically better when combined with another meeting/event. You will want to invite all Club Presidents, Secretaries,

Treasurers to attend. You will schedule the date and location. It is helpful to try for a central location, within the District. The District GLT Coordinator will provide the Agenda, with your approval. You will want to include your theme, goals, LCI Theme in the event. It is usually a 2-3 hour session, held on a Saturday. Light refreshments are an added touch.

ZONE CHAIR TRAINING

In coordination, with the District GLT Coordinator, you will schedule a date and location for Zone Chair Training. This is usually held in June, prior to leaving for the International Convention. The District GLT Coordinator will provide the Agenda and Training with the LCI E-book. You will want to include your theme, district goals, and what your expectations are of the Zone Chairs. LCI publishes a Zone Chair Manual each year as well as a Presentation Guide, which are great resources. This is usually held on an evening, about 2 hours, in length. This training could be opened to anyone interested in serving as Zone Chairperson. As it is important to rotate zone chairs every few years, you want to include current, incoming and prospective zone chairs. For the purpose of leadership development, recruiting new zone chairs and blending with experienced zone chairs is recommended. District Governors must first serve as a Zone Chair or District Secretary or Treasurer, therefore, we need to widen the pool of prospects through Zone chair rotation. Identifying future leaders is important to keep in mind throughout your VDG and DG term.

AWARDS

There are numerous Awards that you will be completing applications for to recognize individuals and their service. It is important to be aware of Deadlines for each. The International President and International Leadership Awards will be discussed at the State Council Meetings. They are presented by the International

President at the State Convention. You will receive applications from the current International Director. At the District Convention Rally, Melvin Jones Fellows, PA Lions Fellows, PIP Joseph Wroblewski Awards are given out, based on the amount of money in the District Projects. You will appoint a District Melvin Jones Fellowship Committee. All applications will be submitted to the Chairperson. The Committee will determine the Honorees. AS DG, you have the privilege of naming one Melvin Jones Fellow. The Pa Lions Fellowship and PIP Joseph Wroblewski Awards are named by you. The 2 PA Counselors Distinguished Awards are nominated by the IPDG, with your approval.

There are Certificates and banner patches that you will receive from LCI, as well. Numerous pins, plaques are also available to use to recognize individual efforts. There is a line item in the District Administrative Fund for Awards. As you attend Club meetings, you will be asked to present various awards, from service awards, attendance, key members, etc. It is helpful to have an understanding of the various honors given to be prepared for such events. The Proud Lion/Lioness and Proud Sponsor Cards and Pins are ordered from the State Office. This is a great program geared to assist new members in getting involved with the Club.

The State Lioness Committee provides an opportunity for each DG to recognize a Lioness for her service and dedication to others. The Award is given out at the Lioness Breakfast held during the State Convention. The Lioness Coordinator will receive the applications for each Club. Each Club can nominate one Member. You will receive the nominations and make the choice of who will receive the Award for the District. The winner's application is sent to the State Lioness Coordinator. You will contact the Nominee and Club so they can make arrangements to attend the Breakfast.

The District Newsletter is a great tool to recognize Individuals who have received an Award as well as an opportunity to just say THANK YOU to individuals who have gone the extra mile.

DISTRICT FINANCES

ADMINISTRATION AND PROJECTS

The District Treasurer is responsible for two (2) accounts, Administration and Projects.

Administration: This is the account used to finance District events and expenses. A budget is prepared each year by the District Treasurer with input from the incoming District Governor. The proposed budget should be submitted for vote at the June Cabinet Meeting. The budget will note all income and expenses. It is important to be aware of expenses with which you may be reimbursed. Receipts are required for all reimbursements.

DG Club visitation expenses and some of the training travel expenses are covered by LCI not by the District.

Each Zone Chair receives an amount to be used throughout the year to help cover cost of Club visits, Newsletters, Zone Meetings. They do not need to keep receipts. The 1st and 2nd VDG, District Secretary and District Treasurer also receive reimbursement, with receipts.

Basket Raffle, 50/50 Drawings, dues received from State, Directory Ads, Calendar Sales, are resources for the Administration Fund.

Projects: This Account tracks Club Donations to District Projects. At each Cabinet Meeting, the Treasurer will provide a written report of donations given by Clubs to each Project. Forms such as the District Projects Donation Form could be made available on the website. Most clubs present a District project donation check at the District Governor visit Club visits. Make sure you receive a donation form (list of projects they would like their donation to be given) from the Club so the funds are distributed as the Club wishes. The Club may also leave it to you to choose the Projects and amounts. If not specifically instructed, then the funds are typically evenly distributed to all District Projects. There are several Projects that receive their donated funds quarterly. The Treasurer will provide a check to the District Committee Chair to provide to the Project. Others are used as needed, as determined by the Project Committee Chair. Others are voted on at the June Cabinet meeting, where disbursement of funds occurs. You may want to send a friendly reminder to Clubs that have not donated by May 1, asking them to consider and donate by June 1.

An Audit Committee, usually 3 members is appointed by the DG, at the Reorganization Meeting. The Audit Committee will provide a written and oral report at the Cabinet Meeting, once the audit is complete. The Audit Committee is responsible for Auditing the District Administration and Projects Accounts as well as Honorary Committee Account, District Convention Account, Calendar Account. Again, a periodic rotation of the committee members is recommended as a best practice.

RESOURCES

You have many resources available to you. First, the LCI Website is a wealth of information. Make yourself comfortable with the various sections and where you can find information. It will become one of your favorites quickly. You will receive several resource materials at DG Training which may be referred to frequently.

The State Website and State Office Personnel will be available to answer questions and provide materials. The State Office has many brochures available that you can pick up to use and share with Club Members.

Past District Governors. It is helpful to have a mentor or two from this group that you feel comfortable to call upon when questions arise.

You will want to familiarize yourself with the District Constitution and Bylaws, which is updated and available on our District Website. A template for Club constitutions and bylaws is available on the LCI website.

The PRIDE and LION Magazine can give you new ideas to share/discuss.

Your Club Members can be a resource. Offer to assist in planning events and to attend them. Some Clubs will respond enthusiastically, but others a little less responsive. It is important to offer assistance and share resources with clubs in need but to be aware and listen more often. Unsolicited advice or demands does not result in good relations for the District Governor nor the club relations with the District long term.

MISCELLANEOUS ITEMS

Name Badges and Jacket Patches: The DG will receive a name badge at the International Convention. You will receive a form from LCI to provide your info as well as your adult companion. The State will provide you with a DG Green Jacket Patch. You are not to place it on your jacket until you return from the International Convention.

As DG, you will order the 2ndVDG and 1stVDG name badge, adult companions name badges and jacket patches from LCI. There is an email order form to complete for each. The VDG badges will be paid from the District Administration Account.

District Website and Facebook: You will need to provide updated information to the Webmaster when your year begins or gain access to complete yourself. You will add additional information periodically to add to resources for Members as well as share photos.

Biographical information form is completed for the State Office as well as LCI. This is completed by the 2ndVDG, 1stVDG, and District Governor. Photos are also sent with the forms. It is best to have a digital version of your photo.

Appreciation Dinner: The DG plans an Appreciation Dinner, usually over the summer, following the end of term of Office. There is a line item in the District Administration Account to help with expenses. Additional costs are covered by ticket sales and the remaining out of pocket, so set your ticket price accordingly to cover the food costs in your planning. Reasonable and traditional Awards are covered through the awards line item of the District Budget however gifts you wish to present would be out of your own pocket. Cabinet Members, Committee Chairs, Region Representatives attend this event free of charge. A set price is charged for guests and other attendees. Recognition is given to Attendees the DG would like to recognize for their service.

District Governor is responsible for conducting a session at the District Convention to share information about the role of District Governor and its responsibilities. You will want to include financial and time obligations as well.

DRESS CODE: You will receive more info on this from the State Office/GAT Team. The general rule is State Convention in May to USA/Canada Lions Leadership Forum is white bottoms/green shirt; the remaining year (generally after labor day)

is grey bottoms/green shirt. Specific direction will be given from the State Leadership.

As part of your VDG Training, you will have an opportunity to visit Leader Dog in Rochester, Michigan. If your schedule permits you, please take advantage of this great opportunity. You will witness the tremendous service provided by Leader Dogs to individuals with limited sight.

You will also have an opportunity to visit Beacon Lodge and hear how its operates and receive a personalized tour of the Facility. This also is a great opportunity for a full understanding of one of our partners.

The Immediate Past District Governor coordinates a dinner the Friday evening before the District Convention. All Past District Governors, District Governor Team, and visiting International Director are invited along with their guests. The International Director and guest are paid for by the District, all other attendees pay for their own meal.

Dear Lion Leader,

Thank you for your service to your community, Club, and District. By stepping forward to serve as District Governor, you will join others who believed in sharing their leadership skills, gave of their time and resources for the betterment of the District. Remember this top district position is ultimately about the organization and its' mission. Your service is you offering your time and effort in keeping the organization moving forward, sharing information from Lions Clubs International with a focus on its mission of service to others. Your year will go quickly. There will always be somewhere to be, something to discuss, to prepare for, or resolve. As soon as one newsletter is completed, you begin the next one. You will receive phone calls and emails from individuals with questions and concerns. You may not have all the answers, but provide a resource to find the answer. Regular communications at all levels is vital to your success and the district's success.

You will be amazed at the service provided in communities by Lions, Lioness, and Leo Members, all volunteers, seeking to help those in need. Each Club is unique, in how it is organized, develops fundraisers and service projects and its involvement beyond the Club Level. Review the goals you have established for yourself and the District regularly. Share the goals with the District Governor Team and Zone Chairs as we are a team. They will be the ones to assist you in achieving the goals.

Periodically, take time away from Lionism to regroup, recharge and spend time with family. When possible, include your family in events. Show them why you chose to become District Governor. Everyone wants you to succeed, so provide opportunities to have others help you with that success. You will never regret taking this opportunity. It will broaden your leadership skills, provide networking within the District and State, and just provide more fun than you thought possible.

This manual is a fluid document. Information changes from year to year at all levels. Please take notes on these topics and others that you feel should be included, to share with the next District Governor Team. The more we share and prepare the next team, the more successful our District, Clubs, and Members will be in meeting the needs of our everchanging communities.

Thank you!

Yours in service,

PDGs of 14T