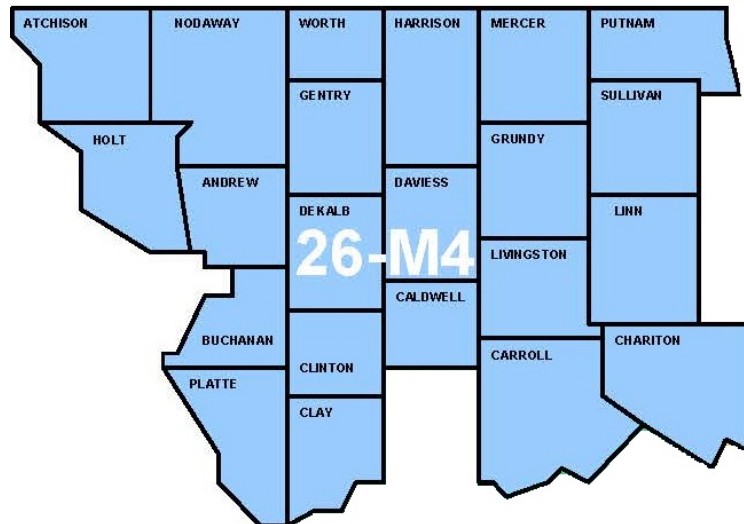


# *The Hitchhiker's Guide to Lions Club Officers:* *M D26-M4 Edition*

*Created by Lion Devon Campbell*



*For the Lions Year:*

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## About Lions District 26-M4

Lions Clubs International District 26-M4 is the Lions designation for Northwest Missouri. Geographically speaking, M4 covers the area from the Iowa border to North Kansas City/KCI Airport and from the Kansas border to around the midway point of the state. This district covers the counties of Atchison, Nodaway, Worth, Harrison, Mercer, Putnam, Holt, Andrew, Gentry, DeKalb, Davies, Grundy, Sullivan, Buchanan, Clinton, Caldwell, Livingston, Linn, Platte, Clay, Carroll, and Chariton. In this area there are 55 Lions Clubs that are home to 1,129 Lions, as well as a Leo Club for young Lions in Brookfield.

## 26-M4 District Cabinet

The district cabinet is the executive body of a district. This cabinet encompasses two sets of offices: District Officers and District Chairpersons. These two sets are not unlike a club. The cabinet is responsible for the administrative duties of the district. Each position in the district cabinet is chosen by the District Governor for his term.

### District Officers

#### District Governor

The district governor (DG) is the chief executive for the district, and the chairman for the Global Action Team (made up of the Global Leadership, Membership and Service coordinators). Nevertheless, the DG does more than choose the cabinet and then sit back. The governor also sets up the schedule of the district cabinet meetings and their agendas. The governor is also responsible for some of the reporting to Lions' Clubs International, as well as maintaining good communication with the clubs in the district. Normally, the District Governor Team (District Governor, First Vice District Governor, and Second Vice District Governor) will make visits to each club. In 26-M4, these visits are often split up between the DG Team, so as to not stress the time availability of one individual. The district governor this year is: \_\_\_\_\_.

#### First Vice District Governor

The first vice district governor (1VDG) is the second mate, if you will. This position is not just for show. The 1VDG must be ready to step in should the DG be unable to do so. The 1VDG is also responsible for any duties that the district governor assigns. The 1VDG is also expected to make their share of club visits. The 1VDG this year is: \_\_\_\_\_.

#### Second Vice District Governor

The second vice district governor (2VDG) is an alternate second mate, if you will. While they may not see much direct action, the 2VDG must be ready should they need to lead. In 26-M4, the 2VDG is expected to make their share of clubs visits as a member of the DG Team and is in charge of transporting the District's flags and banner to and from meetings. The 2VDG this year is: \_\_\_\_\_.

#### Cabinet Secretary

The cabinet secretary's job is an extremely important one. The secretary is responsible for the majority of the reporting and communication between the district and Lions International, and between the district and the clubs. The secretary is also responsible for any ordering should the district governor request their assistance. The cabinet secretary this year is: \_\_\_\_\_.

#### Cabinet Treasurer

The cabinet treasurer is responsible for paying all bills and keeping an accurate tally of the district's funds. The treasurer is also responsible for sending district dues bills to each club and is the liaison of the district budget committee to the cabinet. The cabinet treasurer this year is: \_\_\_\_\_.

### Global Leadership Team Coordinator

The Global Leadership Team Coordinator (GLT) is in charge of a few things. This position creates and facilitates the training within M4 for governors, zone chairs, and district chairpersons. They also work with new club officers, and identify members of the district who would fulfill district positions. The GLT is an excellent resource for new officers or those wanting to take a district position. The GLT this year is: \_\_\_\_\_.

### Global Membership Team Coordinator

The Global Membership Team Coordinator (GMT) is someone who keeps tabs on district membership. The GMT is always on the lookout for new ways of recruiting members and provides tips on keeping your members in good standing. The GMT is the man with the plan concerning new members or retention. The GMT this year is: \_\_\_\_\_.

### Global Service Team Coordinator

The Global Service Team Coordinator (GST) has the least to do of the coordinator positions, but is still important. The GST keeps tabs on service in the district and has a library of service ideas that could impact your community. The GST this year is: \_\_\_\_\_.

### District Chairpersons

There are many chairpersons in the district as each represents a specific area in Lions. Because there are so many chairs, some go unfilled, unfortunately. Therefore, we will hit the big ones, those that you will be contacting most. Later on, in the “Things We Do” section, there will be a reference to a few other chair positions not covered here. Many of these chairpersons not only take care of their jobs, but also sit on the Multiple District (MD26, or Missouri Lions) level and help their respective committees come to statewide decisions. I would also be remiss if I did not mention the one caveat: the Global Team Coordinators also known together as the Global Action Team (GAT) are considered chairpersons according to Lions International. I listed them above because they are under the District Governor’s purview and have no “power”.

### Public Relations & Lions Information

The Public Relations & Lions Information (PR) person, also referred to as Marketing & Communications sometimes, is in charge of the District 26-M4 Facebook page and helping the Newsletter team acquire info from across the district. If you want something to be on the Facebook page this person is the go to. The PR chair this year is \_\_\_\_\_.

### Information & Technology

The Information & Technology (IT) chair is in charge of the website for 26-M4 and for keeping on how the MyLCI and MyLion web/mobile applications work (these tools will be covered more in the “Technology” section). If you aren’t sure how these things work, the IT chair can help! Just remember that this person cannot alter these programs, as they do not have the access. The IT chair this year is \_\_\_\_\_.

### A.L.E.R.T.

The Area Lions Emergency Response Team (ALERT) chair may not be called on very often, but their position is extremely important. In the event of an emergency, the ALERT chair organizes volunteers and use of the ALERT trailer, a very versatile tool that will be covered more in depth in the “Things We Do” section. The ALERT chair this year is \_\_\_\_\_.

### Diabetes

The Diabetes chair is charge of setting up diabetes testing and consequently reporting on that testing. They are also a source of information regarding area diabetes information. The Diabetes chair this year is \_\_\_\_\_.

## Hearing

The Hearing chair is in charge of sending out Hearing Sweepstakes tickets from the state level to the clubs. They are also in charge of collecting recycled hearing aids and helping organize referrals from hearing screenings to qualified hearing professionals. The Hearing chair this year is \_\_\_\_\_.

## L.C.I.F.

The Lions Clubs International Foundation (LCIF) chair is the link between LCIF and our district and clubs here. They are apprised of changes happening within LCIF as well as keeping track of donations from our area to LCIF. They also have information concerning LCIF and what clubs and the district can request from LCIF. The LCIF chair this year is \_\_\_\_\_.

## Newsletter

The Newsletter chair is the person to contact with information that needs to be shared throughout the district. They are the Editor-In-Chief of the newsletter and are responsible for getting the newsletter out to all who want the 411 on the all the news that is news in 26-M4. Recently, the newsletter has been run by a committee of three: Editor-In-Chief \_\_\_\_\_, and Co-Editors \_\_\_\_\_ and \_\_\_\_\_.

## Trainings

There are many trainings available to you through Lions, as a club officer. There are trainings through our district at cabinet meetings and the district convention, through the state level at the state convention, seminars are available at the international convention every year, and of course, there are materials online. These can be informative, especially to new or younger members that are first time officers. One must keep in mind at these trainings, many things are generalized, as each club can tailor itself to not only its members, but also its community. Remember, these trainings are based on you. If you don't ask, we can't know your struggle and develop steps to help you.

## Your Club, Your Way

As mentioned earlier each club can tailor itself. This is a mechanism that is very important. It ensures that any club is allowed and encouraged to adapt itself to any climate or circumstance. There are even forms that you can acquire that will help evaluate your club and help decide whether you are on your way to success or need to make adjustments. To find these forms look to the sites listed in the tech section of this guide or contact your GAT team or the DG team.

## Constitution & By-Laws

The constitution and by-laws of Lions, is a subject I could spend many pages on. This is the nitty gritty of Lions. The big dos and don'ts. The highest law of the Lions, if you will. The declaration of all that we are. The I Ching, the... oh, sod it... It's the rules. When it comes to this area, my one-liner is: Knowing is half the battle. Now, I don't expect you to know this by heart, or to memorize sections of it, but I do strongly suggest that you give it a look. There are a few such documents: we have one for M4 (NW Missouri), MD26 (Missouri Lions state level), and Lions Clubs International has one. You might be wondering if your club has one; it may, however most clubs only have their charter. There are a few places where you can look at these, one of which is the district website, lions26m4.org, which will be covered more later. Now, the constitution and by-laws (C&BL for short) has a little brother, the policy manual. The C&BL and policy manual for M4 are the documents that will most affect you as a club officer in M4 because they govern the interactions between the district and the clubs in it. It also sets up the committees of the district, meetings of the district, and the district convention, among many other things. The C&BL and policy manual are not a step-by-step manual for everything, but they tell you what you need or what you need (generally) to complete certain tasks. As an officer, it is up to you to be aware of the section that corresponds to you or to ask for clarification. As with many other documents, our C&BL and policy manual contain sections that are subject to interpretation. In the event that a situation arises where these documents are unclear, we refer to a book called Robert's Rules of Order. Usually, only meeting format or wording disputes bring out the Robert's Rules of Order, but if you know these rules, you may see some instances of disputes on other things, for instance on motions and seconds to motions. One trick to keep in mind when talking about the C&BL, in particular, is always use the table of contents!

## Finance

The finance area of Lions is very interesting because there are so many ways to actually do it. I will not tell you how to keep track of your financing, because each Treasurer is ultimately their own club's steward, and I hate telling people what to do, except in certain situations. However, I will give pointers. The first of which is this: a budget can save a club, big or small. Story time: there once was a club, whose only record of transactions was their club checkbook. You may think that isn't so bad, but what happens if the checkbook is not legible, or some things aren't written down right away. Chaos. But also, that checkbook is connected to one account, and if your club is smaller, one may have just that one account for all business. How do you know what money goes where? Clarification time: there are two sections in Lions finance: section one is from your club (i.e. dues

money, donations from members for club assets, and Lions only function proceeds); section two is from the community (i.e. funds donated by other community groups, donations from individuals in the community who are not Lions, and proceeds from open fundraisers (i.e. pancake days, fish fries, 50/50 draws, etc.)). Moneys from section one can be used for club administration (think building maintenance or utilities) with the exception of dues, which must be sent on to pay for district, state, and international dues assessed on each member (breakdowns of this are in the C&BL or available from Lions International). Moneys obtained from section two **MUST** be used for the community (think scholarship, community betterment projects, or relief efforts). This is why I strongly suggest budgeting, this is to ensure you are protected and on the “up and up.” I would be remiss if I didn’t mention that as treasurer, you control whether your club can vote at the district, state, and international levels. This is because dues must be paid by certain dates, however your club will also be ineligible to vote if you have purchased club supplies from LCI and have not paid the invoice, regardless of your payment of dues. Please make sure to check the dates section of this guide for the dues dates.

## Things We DO

Welcome to what I would say is the most important section of this guide. What we do is how we are known. What you do speaks volumes about your club and its membership. Many clubs are conflicted when they discuss this area because there are so many areas Lions touch. I see this as a win. No matter what is going on in your community, you can find another club that has experience with it. Just remember, find what your community needs and do that, anything else is gravy!

## Lions International

Lions at the international level does so much that it would be futile to try to name everything. And we all know resistance is futile. What I will do here is hit the top level. We have the “Big 5” causes of Lions Service: Sight, Hunger, Diabetes, Environmental, and the newest is Pediatric Cancer. At this level, Lions Clubs International collects donations from clubs and donors through Lions Clubs International Foundation (LCIF for short) and distributes them to the entities they partner with for each cause. Of course, any club or district may do their own event or fundraiser for any cause and donate locally.

## State of Missouri (MD26)

The state level of Lions works more like the district level (which will be discussed next), in that the Missouri Lions (MD26) entity votes to allow partnerships in the form of “Supported Organizations”. The big difference to be seen here is that an outside organization must be a supported organization to have access to the Lions of Missouri’s mailing list (the contact information for not just clubs, but individuals). Now we will hit up some of the supported organizations for MD26:

## KidSight (Missouri)

KidSight Missouri, not to be confused with KidSightUSA (a Lions International starter program), is an entity created by the Missouri Lions Eye Research Foundation (MLERF for short) for the purpose for screening children for sight abnormalities. After children are screened, they are referred to an eye doctor for further assistance if required. KidSight screens more than 67,000 kids every year. They do this thanks in large part to Lions volunteers, who are vetted and trained, throughout the state of Missouri.

## MidSouth Lions Sight & Hearing Service

MidSouth does sight and hearing, as their name would lead you to believe. MidSouth covers Missouri, Tennessee, Arkansas, and Mississippi. What you will hear the most about is the Cataract-A-Thon, when eye surgeons donate their time on a weekend to do as many cataract surgeries as possible. The facilities are provided by the Hamilton Eye Institute, and Lions provide rides and lodging for patients from their areas.



## Leader Dogs for the Blind

Leader Dog is an organization that raises, trains, and assigns service dogs to those who are blind. It was started by Lions in 1939 in Rochester Hills, Michigan. Lions of Missouri can apply to raise a puppy, then when the puppy is of age, they are returned to Leader Dog in Michigan to complete their training. After the dog is assigned, you may get a note saying your puppy has a shiny new job! Lions also raise funds to help support Leader Dog's facilities and expenses.

## Hearing Conservation

Hearing conservation on the state level is administered by the Hearing Conservation Committee, which is made up of 7 members – 1 from each Lions district in Missouri. The committee puts on a Hearing Sweepstakes fundraiser to generate the funds needed to supply hearing aids for those in need, to support the Missouri School for the Deaf, and to support hearing screenings in the state of Missouri. Each district's chairperson is responsible for delivering hearing screeners to clubs who are putting on a screening, submitting applications to the state for hearing aids, and for getting Hearing Sweepstakes tickets to clubs to be filled out. The Hearing Sweepstakes has two levels: first, a drawing will be held at each district's convention, then that ticket will be put back in to be in the running for the state level drawing that is held at the state convention.

## Northwest Missouri (26-M4)

Many of the supported organizations for the state are supported by this district, i.e. we donate to or volunteer with those organizations. That being said, you will only see KidSight (Missouri) repeated in this guide.

## ALERT Trailer

As mentioned earlier, the ALERT trailer is a versatile tool in that it is not reserved for disasters only. Any club may request to put the ALERT trailer on display at a Lions event, in a parade, or at a community event. However, in the event of a disaster this beast comes fully stocked with many amenities, such as shovels, chairs, tables, tents, tools, a grill, and more.

## Diabeetus

In District M4, we do diabeetus screenings, and as with the hearing screenings, your club must request the diabeetus chair to bring supplies and expertise. In addition to screenings, we also support research and partner with Mosaic Medical Center – Maryville's (formerly St. Francis Hospital) Deb Hull to create and circulate diabeetus awareness bracelets, donate to her awareness program, and periodically have her come speak or help with screenings.

## Eye-Glass Recycling

At the district level, eyeglasses that clubs collect from their communities are gathered into larger quantities and then either Past District Governor Wayne Cunningham or Lion Bill Brinton transport them to Jefferson City where the state eyeglasses are accumulated.

## Peace Poster

Lions don't just cater to adults. We also have kids' programs. I have told you about KidSight, but another program that helps kids is the Peace Poster contest. If you have kids or know of some great artists between the ages of 11 and 13 as of November 15<sup>th</sup>, your club can sponsor them to create an artwork that could be displayed internationally.

## Finding Your Niche

Now that I've shown you some of the things Lions do across the levels, let's talk about you. Your club is in an extraordinary position. You have the past behind you, the future ahead of you, and the present ripe for the picking. You have two options for finding your niche: first, let your members decide. By this, I mean find

something your club is passionate about, whether it be youth programs, sports, sight programs, or any other area. If you are excited about it, it will show and lead to good things. Your second option is to look at your community, see a need, then fill that need. This approach is one that has the highest chance for you to grow your relationship with your community quickly. However, a word of caution, make sure your members, as a whole, are on board. The last thing you want is a heated disagreement between Lions that could result in a rift.

## Expanding Your Service Footprint

Once you have found your niche, then you can expound on what you have done. There are multiple ways to do this. First and foremost is to get more members, but that is much easier said than done. Another way, one that has worked well for many other clubs, is to partner. Two clubs can hit a larger area than one or put on a bigger fundraiser than one. You can also partner with local businesses or other local service clubs. No matter what you do though, always send your events to the district newsletter because if you announce it, Lions will come.

## Communication

Communication in a club is key, but also communication between your club and other clubs, the district, state, and international is vital. There are many things that your club needs to report on to the upper levels. Your membership numbers, dues, service hours, and officers are all things that need to be reported to ensure proper communication between your club and others. The majority of communication falls to the club secretary to report, but the club president can submit some of these to lighten the load on the secretary. Most reports will be submitted on either MyLCI or MyLion, both will be covered more in the next section along with some other technology for communication.

## Technology

Welcome to the world of Tomorrow!!! Well, kind of. We use technology so much that it is commonplace to have it, but what if you don't know which thing is which? This section is the place for you! You see, Lions have so many sites, apps, thingamajigs, and doohickeys that we don't know what to use. Fear not my friend, for we have answers to readers' burning questions, so don't touch that dial!

### MyLCI

MyLCI is the granddaddy of Lions' online. This site is for "administrative" functions. You will report membership, officers, and your general information here. You can also find district officers information, other clubs' information, some support topics, and even a messenger!

### MyLion

MyLion is a newer addition to the Lions online toolbox. This site and the accompanying mobile app are for service and event reporting. This is truly a different animal that requires a bit of experience to become comfortable using it. MyLion features a guided approach to reporting that has users select from multiple options, then fill out an online form to complete the event report. It should be noted that to finalize an event, a club officer, i.e. the presidents or secretary, must submit the final report.

### International Website

The Lions International website has some excellent information, forms, and helpful documents, but be prepared to search for them or not be able to find the exact page you are looking for as this site has been under renovations for some time. Luckily, the front page still houses the login to your Lion Account through which you can reach the MyLCI and MyLion functions.

## District Website

Our district site has many amenities. It has a list of current district officers, a calendar, club locator, state and district newsletter archives, galleries, and many more tools to help you run like the wind in service. One big difference between the international site and ours is that if you have a suggestion or question about the site, the admin is local. If you are asking... well of course I know him, he's me!

## Social Media

The social media area can be extremely tricky to navigate these days, but even so most clubs have a Facebook page, as does District M4. Social media can be an invaluable resource, given that it is approached cautiously and wisely. My suggestion is to look at St. Joseph East Side Lions' Facebook page as a guideline of sorts on how to approach Facebook specifically. Lion Kathy Reese has done the most incredible job with that account and she should be exalted to the highest media praise.

## Zoom

Zoom has skyrocketed to become one of the biggest video conferencing companies around. This has led many Lions clubs to set up accounts with Zoom for conferencing. Here in M4, our district has set up an account that clubs can request to use. It has proven its value as not only have clubs used our account, but also we have even hosted a virtual meeting of the state hearing committee.

## Recognition

Recognition is important. Not just for clubs that do much for their communities, but for Lions in those clubs. That may be something that you would automatically think of, but many clubs don't recognize those who do exemplary jobs. One job that doesn't get enough recognition, when done correctly, is the secretary. I know of a club that had, by all accounts, an excellent secretary that got reports in on time, events posted quickly, and the club was known for doing its community proud. After a while, members in the club began to give the secretary a difficult time for being detail oriented in the minutes and reports. Eventually, this turned into bullying of sorts, which led to the secretary's resignation. Since that recognition, the club has not been able to find a secretary to do the job as it should be done. This has led to the district, state, and international to not see the club's operations to their full extent. The moral here is recognize those that make the club run smoothly and show others what and who you are.

## Lions Year in Dates

In this section, I will line out, by month, the major events or deadlines of the Lions' year beginning in July. I will also give my opinion on certain events that may not be due until later months, but for everyone's sake should be completed earlier, if possible. There are events that won't have a date, but are usually held during a specific month, I will list them under that month, but without a specific date.

### July

July 1<sup>st</sup> – Beginning of the Lions fiscal year.

Missouri Lions First Council of Governors' Meeting

Missouri Lions All-Star Football Game – usually held the same weekend as the Council's first meeting

### August

District 26-M4 usually holds the first cabinet meeting of the year in August, typically the first weekend of the month

## September

September 10<sup>th</sup> – District 26-M4 Dues for the first half of the year are due

USA/Canada Lions Leadership Forum – There are those who would rather attend this event than the International Convention

## October

October 1<sup>st</sup> – Peace Poster kits order deadline

## November

November 15<sup>th</sup> – Postmark deadline for peace poster submissions to the District Governor

## December

## January

January 13<sup>th</sup> – Melvin Jones' Birthday

Next year's club officers – I suggest you begin discussing who wants to step into officers' positions in January, even if by email.

## February

Next year's club officers – If possible, have your club election by the end of February. This is because the District convention is in March. Any club officer is encouraged to attend the convention, especially officers who have never held a position. The convention provides those individuals the opportunity to meet other club officers and district officers who they will be in contact with during the year.

## March

March 10<sup>th</sup> – District 26-M4 Dues for the second half of the year are due

District 26-M4 Convention held, usually near the end of the month

## April

Missouri Lions State Convention held – usually at the end of the month

## May

May 15<sup>th</sup> – PU101 Officers for next year due

## June

June 1<sup>st</sup> – Helen Keller Day

First weekend of June – District 26-M4 Lions All-Star Basketball Tournament

GPLLI – Great Plains Lions Leadership Institute (this event is held in either June or July) held at Northwest Missouri State University campus in Maryville, Missouri

Lions Clubs International Convention – usually held the last week of June into the first week of July