

District Chairperson - Newsletter

Duties & Responsibilities

To Coordinator the publication of monthly District Newsletter.

The following suggestions will be helpful in producing a district newsletter:

- Find a simple and inexpensive way to print the newsletter. There are many different ways to provide information to members, including e-mail & website.
- Make the newsletter easy to read.
- Give priority to news of future events and projects:
 1. Upcoming club and district projects
 2. Upcoming seminars and conferences. Mention the International Convention and Lions Leadership Institutes months in advance.
 3. Calendar of district governor's official visits.
 4. Calendar of installation dates.
- Mention names wherever possible.
- Provide details of newly chartered clubs.
- Show membership statistics taken from Monthly Membership Reports.
- Report summaries of important cabinet decisions.
- Schedule the district bulletin mailing dates and ensure these deadlines are met. Many districts e-mail the monthly newsletter to clubs.
- Courtesy copies are usually mailed to the multiple district council chairperson and secretary, and to other district governors in the multiple district.



District Chairperson Report

DISTRICT 308-A2 MALAYSIA

FISCAL YEAR

SECTION C: List of Projects / Contributions

Club / Region / Zone	Date	Description	Remarks

Your Special Remarks or Comments (on any of the above projects or contributions):

SECTION D: Club Functions/ Projects/ Activities attended

Club / Region / Zone	Date	Remarks

SECTION E: Further Comments from Observation

Club / Region / Zone	Remarks

(Signature of District Chairperson)

Date:

