

## Zone Chairperson Duties & Responsibilities

The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the Chief Administrative Officer in his/her Zone. His/her specific responsibilities shall be to:

- Further the Purposes of this Association.
- Serve as Chairperson of the District Governor's Advisory Committee in his/her Zone and as such Chairperson to call Regular Meetings of said Committee.
- Endeavor to include the GMT District Coordinator, the GLT District Coordinator and the GST District Coordinator as SpecialGuests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the Clubs within the Zone.
- Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the District Governor. Copies should also be sent to the GMT District Coordinator, the GLT District Coordinator, the GST District Coordinator and Region Chairperson when appropriate.
- Promote the Club Quality Initiative to the Clubs within the Zone.
- In coordination with the GMT District Coordinator, play an active role in organizing new Clubs and keep informed of the activities and well-being of all Clubs in his/her Zone.
- In coordination with the GLT District Coordinator, play an active role in supporting leadership initiatives by informing

## Zone Chairperson Duties & Responsibilities

Lions within the Zone about leadership development opportunities at the Zone, District or Multiple District.

- In coordination with the GST District Coordinator, play an active role in promoting global service initiatives by informing Lions within the Zone about service opportunities in the Zone, District or Multiple District.
- Represent each Club in his/her Zone in any problems with District, Multiple District Council Chairperson or Lions Clubs International.
- Assist in the progress of District, Multiple District, and Lions Clubs International projects in his/her Zone.
- Endeavor to have every Club within his/her Zone operating under a duly adopted Club Constitution and By-Laws.
- Promote representation at International, Multiple District and District Conventions by at least the full quota of delegates to which Clubs in his/her Zone are entitled.
- Visit a Regular Meeting of each Club in his/her Zone once or more during his/her term of office, reporting his/her findings to the Region Chairperson – particularly with respect to weaknesses he/she may have discovered (copy to District Governor).
- Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.



# Zone Meeting Report

## DISTRICT 308-A2 MALAYSIA

FISCAL YEAR .....

|   |  |               |  |                         |                 |    |                 |  |                 |  |                 |
|---|--|---------------|--|-------------------------|-----------------|----|-----------------|--|-----------------|--|-----------------|
| <b>District Governor's Advisory (Zone) Meetings</b> |  |               |  |                         | 1 <sup>st</sup> |    | 2 <sup>nd</sup> |  | 3 <sup>rd</sup> |  | 4 <sup>th</sup> |
| <b>Date</b>   |  | <b>Time</b>   |  | <b>Venue</b>            |                 |    |                 |  |                 |  |                 |
| <b>Name of Club</b>                                 |  |               |  |                         |                 |    |                 |  |                 |  |                 |
| <b>Zone</b>   |  | <b>Region</b> |  | <b>Reporting Period</b> | From            | To |                 |  |                 |  |                 |

Reporting Period to start immediately after previous reporting , and to end before Date (of reporting)

HAVE YOUR CLUB SUBMITTED LATEST ANNUAL RETURN TO E-ROSES.? Yes:Date \_\_\_\_\_ No

| Monthly Membership Report MMR | Month | Date Submitted | Membership Status |            |             |          |         | TOTAL |
|-------------------------------|-------|----------------|-------------------|------------|-------------|----------|---------|-------|
|                               |       |                | New               | Reinstated | Transferred | Resigned | Dropped |       |
|                               |       |                |                   |            |             |          |         |       |
|                               |       |                |                   |            |             |          |         |       |
|                               |       |                |                   |            |             |          |         |       |

| Important Meetings | Date | Attendance | Payment of International, District Dues | Item                   | Amount | Paid Date |
|--------------------|------|------------|---|------------------------|--------|-----------|
|                    |      |            |   | 1. Installation of BOD |        |           |
| 2. AGM             |      |            |   | District (RM)          |        |           |
| 3. Election        |      |            |   | Others                 |        |           |

Hold Month BOD Meeting ?Yes No

Aware of the Club Excellence Award ?Yes No

Have a updated E-Clubhouse/Club website/Active facebookpages ?Yes No

| Contribution to District Foundation and LCIF (Starting and Latest Number, for current fiscal year) |  |  |                               |  |  |
|--|--|--|-------------------------------|--|--|
| No. of District Fellow(s)  |  |  | No. of Melvin Jones Fellow(s) |  |  |

No of LCIF ContributingMember: \_\_\_\_\_, PercentageofMembership \_\_\_\_\_%

| Lions Service Areas (Diabetes(D) /Environment(E) /Hunger Relief (H) /ChildhoodCancer(C)/Vision(V) Completed during ReportingPeriod<br>Title ( with optional brief description ) /Estimate No. of persons will benefit/Project Budget | Type of Project (D/E/H/C/V) | Date |
|--|-----------------------------|------|
| 1.   |                             |      |
| 2.   |                             |      |
| 3.   |                             |      |
| 4.   |                             |      |
| 5.   |                             |      |
| 6.   |                             |      |
| 7.   |                             |      |
| 8.   |                             |      |
| <b>No. of Lions Service Areas Completed</b>  |                             |      |



# Zone Meeting Report

**DISTRICT 308-A2 MALAYSIA**

**FISCAL YEAR .....**

| <b>Other Projects Completed during Reporting Period</b><br>Title ( with optional brief description ) /Estimate No. of persons will benefit/Project Budget | Type of Project | Date |
|---|-----------------|------|
| 1.  |                 |      |
| 2.  |                 |      |
| 3.  |                 |      |
| 4.  |                 |      |
| 5.  |                 |      |
| 6.  |                 |      |
| 7.  |                 |      |
| 8.  |                 |      |
| 9.  |                 |      |
| 10.   |                 |      |
| <b>No. of Projects Completed</b>  |                 |      |

| <b>Lions Service Areas (Diabetes(D) /Environment(E) /Hunger Relief (H) /ChildhoodCancer(C)/Vision(V) planned for next 3months</b><br>Title ( with optional brief description ) /Estimate No. of persons will benefit/Project Budget | Type of Project (D/E/H/C/V) | Date |
|---|-----------------------------|------|
| 1.  |                             |      |
| 2.  |                             |      |
| 3.  |                             |      |
| 4.  |                             |      |
| 5.  |                             |      |
| 6.  |                             |      |
| <b>No. of Lions Service Area Planned for the period</b>   |                             |      |

| <b>Other Projects planned for the next 3 months</b><br>Title ( with optional brief description ) /Estimate No. of persons will benefit/Project Budget | Type of Project | Date |
|---|-----------------|------|
| 1.  |                 |      |
| 2.  |                 |      |
| 3.  |                 |      |
| 4.  |                 |      |
| 5.  |                 |      |
| 6.  |                 |      |
| 7.  |                 |      |
| 8.  |                 |      |
| 9.  |                 |      |
| 10.   |                 |      |
| <b>No. of Projects planned for the period</b>   |                 |      |



# Zone Meeting Report

**DISTRICT 308-A2 MALAYSIA**

**FISCAL YEAR .....**

**YEARLY GOALS:**

(for a lion attended 2 training , no of lion X training = 2)

| CATEGORY                                   | Projected | Achieved | % Achievement |
|--|-----------|----------|---------------|
| No of New Members                          |           |          | %             |
| No of Lions X Training (District endorsed) |           |          | %             |
| No of People Served reproted to LCI        |           |          | %             |
| LCIF Contribution in USD                   |           |          | %             |
| Net increase in Membership                 |           |          | %             |

| CATEGORY              | Forecast | Current No. | Current/Forecast |
|-----------------------|----------|-------------|------------------|
| No of Dropped Members |          |             | %                |

**Remarks / Suggestions:**

**LEO CLUBS REPORTS( if any ) :**

|                       |        |           |
|-----------------------|--------|-----------|
| Prepared by Secretary | (name) | Signature |
| Verify by President   | (name) | Signature |
| Date                  |        |           |



# Zone Chairperson Report

## District Governor's Club Visit

### DISTRICT 308-A2 MALAYSIA

**FISCAL YEAR .....**

|                             |  |                            |             |
|-----------------------------|--|----------------------------|-------------|
| <b>Name of Club</b>         |  | <b>Club Identification</b> |             |
| <b>Name of Zone Chair</b>   |  | <b>Region</b>              | <b>Zone</b> |
| <b>Confirmed Visit Date</b> |  | <b>Venue</b>               |             |
| <b>Purpose of Visit</b>     |  |                            |             |

| ANSWER ALL QUESTIONS PRIOR TO OFFICIAL VISIT BY DG  |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Would you consider this to be an active and healthy club?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Are monthly meeting held?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Does Club Secretary keep accurate minutes' records & timely submission of both e-MMR & e-MAR with LCI monthly? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Have New members receive proper orientation?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Are induction ceremony carried out for new members?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. When was the last time a District Governor visits the club?  | Year :                       |                             |
| 7. Have you suggested ways to maintain/ increase membership? stated yr  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Has the Club organized/participated in Lions Service Areas Projects?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Has the Club organised/participated in other Service activities?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Any leadership program required?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. Does the Club wish to become 100% LCIF contributing members?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Does the Club aware of the Club Excellence Award ?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. Have a updated E-Clubhouse/Club website/Active facebook pages?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 14. State briefly any matter the Club wish to know prior to DG visitation?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**Remarks / Other Comments**

|  |
|--|
| Indicate any significant project or outstanding performance by individual Lion |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

\_\_\_\_\_  
(Signature of Zone Chairperson)

Date:









# Zone Chairperson Report

**DISTRICT 308-A2 MALAYSIA**

**FISCAL YEAR .....**

## Overall Performance

Zone Meeting Location: \_\_\_\_\_

Zone Meeting Date: \_\_\_\_\_

| Name of Club | Total Lions Service Areas Project(s) Completed | Performance Index  | Attendance in Zone Meetings  |       |
|--------------|--|--|--|-------|
|              |  | 1 for Very Active<br>2 for Active<br>3 for OnGoing<br>4 To be improved | Attended by: P/S/O(N)<br>P: President ,S:Secretary,O:other,N:No. e.g P,S,O(2), P and S together with 2others | Total |
|              |  |  |  |       |
|              |  |  |  |       |
|              |  |  |  |       |
|              |  |  |  |       |
|              |  |  |  |       |
|              |  |  |  |       |

Does each club aware of the International/ District Club Excellence Award? Yes No: If yes, indicate their progress:-

---



---



---

### YEARLY GOALS MONITORING for the Whole Zone:

| CATEGORY                                   | Projected | Achieved | % Achievement |
|--|-----------|----------|---------------|
| No of New Members                          |           |          | %             |
| No of Lions X Training (District endorsed) |           |          | %             |
| No of People Served reported to LCI        |           |          | %             |
| LCIF Contribution in USD                   |           |          | %             |
| Net increase in Membership                 |           |          | %             |

(for a lion attended 2 training , no of lion X training = 2)

| CATEGORY              | Forecast | Current No. | Current/Forecast |
|-----------------------|----------|-------------|------------------|
| No of Dropped Members |          |             | %                |

All club hold monthly board of directors meetings? Yes No (club which does not :

All clubs have updated E-Clubhouse/Club website/Active facebook pages? Yes No (club which does not :



# Zone Chairperson Report

**DISTRICT 308-A2 MALAYSIA**

**FISCAL YEAR .....**

All clubs reported their service activities to LCI ? Yes No, club which does not:

Do you find any barriers to success ? Yes No      Comment :

---

---

Which Clubs are successful and why ?

---

---

What can District do to further support club development ?

---

---

What activities have taken place by the zone to conduct leadership training or encourage membership growth ?

---

---

**Other Remarks / Other Comments**

|  |
|--|
|  |
|  |
|  |
|  |
|  |

\_\_\_\_\_  
(Signature of Zone Chairperson)

Date:

