The Roles and Responsibilities of the Zone Chairperson
SESSION BACKGROUND

Every successful zone chairperson must have a solid understanding of the roles and responsibilities of this important position. This session reviews those roles and responsibilities as well as shares information about resources available to help support incoming zone chairpersons.

SESSION OBJECTIVES

At the end of this session, participants will be able to:

• Describe Zone Chairperson Roles
• Review Zone Chairperson Responsibilities
• Locate and Explore Zone Chairperson Resources
SESSION PREPARATION

Preparation Suggestions:

- **Consider the technical requirements for the session.** Do a test of the laptop/computer, the LCD projector and screen, PowerPoint slides, and the wireless mouse/laser pointer, if appropriate.

- **Conduct an inventory of the materials for the session.** Use the Training Materials Checklist in the Instructor Planning Guide to verify that you have everything you will need for the session.

- **Familiarize yourself with the Zone Chairperson section of the Standard Form District Constitution and By-Laws.** District Constitution and By-Laws. A significant instructional portion of this session is a guided overview of this resource. Be sure to check this document for any updated or changed responsibilities before you conduct training as it could impact activities in this session.

- **Review all activities that will take place during the session.** Have you obtained and organized all materials needed to complete the activities?

- **Do a review of content prior to the start of the session as a final measure of preparation.**

MATERIALS

- Instructor Guide
- Participant Guide
- PowerPoint slides
- Handout: Zone and Region Chairperson eBook – 1 per participant

EQUIPMENT

- Computer
- LCD projector and screen
- Flipchart and markers
- Wireless mouse/laser pointer (optional)

ACTION ICONS

- Refer to Participant Manual
- Activity
- Distribute Handout
### SESSION TIMELINE

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INTRODUCTION

PRESENTATION: SESSION OBJECTIVES (5:00)

State

As an incoming zone chairperson, you already have a great deal of knowledge about your zone. It is possible, however, to be an expert in some areas of your zone chairperson responsibilities, but not be as knowledgeable about others.

This workshop gives participants the opportunity to learn more about the role while aligning your knowledge and experience with other participants.

Show

Display Slide 1: Session Objectives

In this session, we will focus on the following objectives:

- Describe Zone Chairperson Roles
- Review Zone Chairperson Responsibilities
- Locate and Explore Zone Chairperson Resources
MODULE 1: The Roles of the Zone Chairperson

PRESENTATION: THE ROLES OF THE ZONE CHAIRPERSON (10:00)

Show

Display Slide 2: The Roles of the Zone Chairperson

Ask

What are the roles of the zone chairperson?

Ask 2-3 participants for their responses. The responses you are looking for are that they act as a link between the clubs and the district and also that they are part of the Global Action Team.

Show

Display Slide 3: Zone Chairpersons Link Clubs and Districts

Read this slide out loud to your participants
Ask

Can anyone give me examples of how zone chairpersons act as a link between the clubs and the district?

*Ask 4-5 participants for their responses. With regards to clubs there are many answers to this question. Focus on the responses that discuss zone chairpersons as facilitators of communication around priorities shared by clubs and the district.*

*For example, the zone chairperson understands the priorities and needs of their clubs and leverages support for them from the district. At the same time, the zone chairperson understands the goals of the district team (for example, membership growth or support of Lions Clubs International Foundation) and leverages support from clubs for these goals.*

Show

*Display Slide 4: Zone Chairperson and the Global Action Team*

*Read this slide out loud to your participants*

Ask

Can anyone tell me what role zone chairpersons play on the Global Action Team?

*Ask participants for a response. The response you are looking for is that zone chairpersons work with Global Action Team coordinators to use their leadership, membership and service expertise and deploy that expertise in their zone where needed.*
**State**

As a member of the district team you are also part of the district Global Action Team. This ensures a cohesive district approach to address challenges and opportunities related to service impact, membership growth and leadership development in your zone.

**Show**

*Display Slide 5: District Cabinet Structure*

Refer participants to page 1 in their Participant Manual.

Discuss the District Cabinet Structure with your participants. Ask them if they have any questions about the diagram and how it relates to the zone chairperson role.

**Show**

*Display Slide 6: Global Action Team*

Refer participants to page 1 in their Participant Manual.

Discuss the Global Action Team structure with your participants. Ask them if they have any questions about the diagram and how it relates to the zone chairperson role.
Now that we have discussed the role of the zone chairperson with regards to clubs, districts and the Global Action Team, we will discuss the responsibilities of the zone chairperson as outlined in the Standard Form District Constitution and By-Laws.
MODULE 2: The Responsibilities of the Zone Chairperson

PRESENTATION/DISCUSSION:
THE RESPONSIBILITIES OF THE ZONE CHAIRPERSON (5:00)

Show

Display Slide 7:
The Responsibilities of the Zone Chairperson

State

The responsibilities of the zone chairperson are outlined in the Standard Form District Constitution and By-Laws.

It is possible that the responsibilities change in the future so consult the latest version of the Standard Form District Constitution and By-Laws for the latest zone chairperson responsibilities.

ACTIVITY: ZONE CHAIRPERSON RESPONSIBILITIES (45:00)

Show

Display Slide 8: Zone Chairperson Responsibilities

Zone Chairperson Responsibilities

Can you name all of the zone chairperson responsibilities?

*As outlined in the Standard Form District Constitution and By-Laws
Ask

How many of you can name all of the responsibilities of the zone chairperson, based on the Standard Constitution and By-Laws?

State

While each zone chairperson comes into their term with knowledge about zone chairperson responsibilities, there is always something new to learn about the role.

In this activity, we will put your knowledge to the test and see how many zone chairperson responsibilities you can name that are noted in the Standard Form District Constitution and By-Laws.

Show

Display Slide 9: Activity

Activity - Zone Chairperson Responsibilities
1. Write down all the Zone Chairperson responsibilities that you can recall – 3 minutes
2. Compare your notes with your table mates and create a master list of responsibilities - 5 minutes
3. As your instructor reviews all the responsibilities, make note of how many were included in your table’s master list.

State

Activity Directions

Read the activity slide out loud to your participants.

Refer participants to pages 2-3 in the Participant Manual.

Give the following directions:

• Take three minutes to write down all of the responsibilities that you can remember in your participant manual.

• Take five minutes to compare your notes with your table participants and compile a master list of responsibilities.

• Review slides 10 – 17 to see how many of the responsibilities your table was able to name.

Ask if there are any questions.

Begin the activity.

Call time after 8 minutes and begin to discuss the responsibilities starting on slide 10.
Instructor Guide
The Roles and Responsibilities of the Zone Chairperson

Show

Display Slide 10: Zone Chairperson Responsibilities

Summarize the slide for your participants and answer questions that they might have, or you can choose to hold questions until you have presented slides 11-17.

Show

Display Slide 11: Zone Chairperson Responsibilities (continued). Summarize each slide (11-17) for your participants.

Show

Display Slide 12: Zone Chairperson Responsibilities (continued).
The Roles and Responsibilities of the Zone Chairperson

Display Slide 13: Zone Chairperson Responsibilities (continued).

Zone Chairperson Responsibilities

- 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.

Display Slide 14: Zone Chairperson Responsibilities (continued.)

Zone Chairperson Responsibilities

- 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 Lions within the zone about leadership development opportunities at the zone, district or multiple district.

Display Slide 15: Zone Chairperson Responsibilities (continued)

Zone Chairperson Responsibilities

- 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.

Display Slide 16: Zone Chairperson Responsibilities (continued).

Zone Chairperson Responsibilities

- Supervise 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 and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
Show

Display Slide 17: Zone Chairperson Responsibilities (continued).

Zone Chairperson Responsibilities

- 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’s 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.

Show

Display Slide 18: Zone Chairperson Responsibilities (continued).

Debrief the activity by checking with each table to see how many of the zone chairperson responsibilities they were able to list. Recognize the tables who were able to name the most responsibilities.

If you finish early, you could ask your participants the following questions:

- Were you surprised by any of these responsibilities?
- Which responsibility do you think will be the most challenging?

Ask

Does anyone have further questions about the Zone Chairperson Responsibilities as stated in the Standard Form District Constitution and By-Laws?

Transition

Use this opportunity to wrap up questions and transition to the next module, Locate and Explore Zone Chairperson Resources.
MODULE 3:  
Locate and Explore Zone Chairperson Resources  

PRESENTATION/DISCUSSION:  
LOCATE AND EXPLORE ZONE CHAIRPERSON RESOURCES (15:00)

Show

Display Slide 19:  
Locate and Explore Zone Chairperson Resources

In this module, we will discuss resources that are available to you as you prepare for your term.

Show

Display Slide 20: Zone Chairperson Resources
**Ask**

Can anyone name resources that a zone chairperson would find helpful?

*Call on 4-5 participants for their response. You are looking for responses like the Zone Chairperson eBook, Zone Chairperson Learning Map, Zone and Region Awards information, Model District Governor’s Advisory Meetings, Certified Guiding Lions Facilitator Guide and PowerPoint, etc.*

**Show**

*Display Slide 21: Zone and Region Chairperson Center*

> **Zone and Region Chairperson Center**

- **Special Presidential Awards** Recognizes Zone and Region Chairpersons as a key member of the district cabinet.
- **Resources**
  - Zone and Chairperson eBook
  - Zone Chairperson Learning Map
  - Standard Club, Model District and Model Multiple District Structures
  - Club Health Assessment

*Depending on your internet accessibility, you might want to visit this webpage and show your participants these resources. Ensure that the internet access works well enough to do this. If your access is slow, just describe what is on the site from these slides.*

**State**

The Zone and Region Chairperson Center webpage is the first place to start as you look for zone chairperson resources. These resources are continually being updated so you will want to visit this page often to get the most up-to-date information.

You can find a link to the Special Presidential Awards which shares information about the Zone and Region Chairperson Award applications.

You will also see a link to the Zone Chairperson Learning Map. The learning map is a resource that outlines a learning path for you to use by showing you courses you can take to add to the knowledge you already have.
The Roles and Responsibilities of the Zone Chairperson

There are links to the Model Multiple District Structure, the Model District Structure and Standard Club Structure. The Club Health Assessment link will take you to an index of reports dating back to 2009.

Show

Display Slide 22: Zone and Region Chairperson Center (continued)

State

Toward the middle of the webpage, you will see Zone and Region Meeting resources, such as the Model District Governor’s Advisory Meetings guide. This guide includes tips for hosting the event, suggested topics and formats for each meeting and steps to take after the meeting to ensure that the objectives are met.

You will also find the follow-up District Governor’s Advisory Meeting Report, which is used to report the results of the meeting to the district governor and to Lions Club International at zoneandregion@lionsclubs.org

The Meeting Preparation Checklist and the Meeting Minutes forms can be used to keep meetings on track. The Participants Evaluation and Challenges and Opportunities Worksheet help to ensure that time spent meeting is valuable and relevant.

The Go to MyLCI link takes you to the universal login for your Lion Account and allows you access to all Lions applications.
Display Slide 23: Zone and Region Chairperson Center (continued)

State

At the bottom of the webpage are the Your Club, Your Way, The Blueprint for a Stronger Club and Club Quality Initiative tools.

The last link, the Certified Guiding Lion Program, provides a facilitator guide and companion PowerPoint that contains valuable information for zone chairpersons. It’s highly recommended that you review these resources, especially the PowerPoint presentation. Knowing this key information will give you a solid foundation to support the clubs in your zone.

Show

Display Slide 24: Zone and Region Chairperson eBook

- Region and Zone Chairperson Center Link
- MyLCI login and available reporting
- Planning your schedule for the upcoming year
- Club Quality Resources
- Promoting Harmony Amongst Chartered Clubs
Distribute a copy of the Zone and Region Chairperson eBook to each participant. Please note that while the eBook is best used online as it contains links, it is still valuable to use as a handout to show participants all the information available to them through this resource.

While it’s important to discuss the resources available in the eBook, be prepared to spend time discussing the Zone Chairperson Schedule Plan for the Year, Club Visits and District Governor Advisory Committee Meetings.

The Zone and Region Chairperson eBook serves as a basic guide. It supplements the responsibilities outlined in the Standard Form District Constitution and By-Laws with additional suggested practices and resources to guide zone chairpersons.

Listed below is some information that you can access through the Zone and Region Chairperson eBook:

- Standard Club Structure, Model District Structure and Model Multiple District Structure links
- MyLCI Reports (Membership, Membership Register Report and Missing Club Officers to name a few) links
- Zone Chairperson Schedule Plan for the Year
- Club Visits and District Governor Advisory Committee Meeting links
- Global Action Team link
- Club Quality Resources link
- Club Officer eBook links
- Standard Form District Constitution and By-Laws, Club Constitution and By Laws and the Board Policy Manual links
- Use of Funds Guideline, General Liability Insurance Program, Lions Trademark Overview and Lions Club International Privacy Policy links
- Dispute Resolution Guidelines, Club Dispute Resolution Procedures and District Dispute Resolution links
- Lions Club International Contact Us link
Show

| Slide 25: Your Peers |

State

Another resource is your peers. Use the knowledge of other participants in this class as well as those you already know to build a network you can engage during your term as zone chairperson and beyond.

ACTIVITY: ZONE CHAIRPERSON RESPONSIBILITIES (5:00)

Show

| Display Slide 26: Activity – Zone Chairperson Resources |

You have covered a lot of content in this session, so this last activity has been written to be more like an energizer.
State

Although the Zone and Region Chairperson Center and the Zone and Region Chairperson eBook are our reference points for this activity, it is possible that participants may state that the referenced resources can be found elsewhere.

If so, recognize the participant for sharing that information. The focus should be on the Zone Chairperson Resource Center and Zone and Region Chairperson eBook as primary resources for them, however, you should acknowledge that there could be other ways to find these materials.

A list of questions has been provided for you below, but feel free to add to the list of questions.

For this activity, I am going to ask questions about where to find resources. When I name the resource, if it can only be found in the Zone Chairperson Resource Center, raise your left hand.

If the resource can only be found in the Zone and Region Chairperson eBook, raise your right hand.

If the resource can be found in both the Zone Chairperson Resource Center and the Zone Chairperson eBook raise both hands.

Ask

Where would you find the following resources? In the Zone and Region Chairperson Center, in the Zone and Region Chairperson eBook or both?

- Zone Chairperson Learning Map
  (answer Zone and Region Chairperson Center)

- Model Multiple District Structure
  (answer both resources)

- Plan the Schedule for the Year guidance
  (answer Zone and Region Chairperson eBook)

- Club Officer eBooks
  (answer Zone and Region Chairperson eBook. They are also available on each club officer webpage, but is also listed in the eBook for the convenience of the zone chairperson)
• Certified Guiding Lion materials  
  (*answer both resources*)

• Board Policy Manual  
  (*answer Zone and Region Chairperson eBook. The Board Policy manual does have its own webpage but is listed here for the convenience of the zone chairperson*)

**Transition**

As we have seen in this module, there are many resources available to help you during your term. Use them as needed to help you grow as a zone chairperson

| Close this module and prepare to conclude the session. |
CONCLUSION

PRESENTATION: SESSION SUMMARY (5:00)

Show

| Display Slide 27: Session Objectives |

Ask

Does anyone have any questions about what we covered in this session? Have we met our objectives?