

# Council Chairperson Orientation

Welcome to your Council Chairperson Orientation! This module should take about 15 minutes.

## Course Topics

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## Overview and Objectives

Thank you for accepting the council chairperson role! This module offers suggestions and information to suit your local needs during your term.

By the end of this module, you should be able to:

- Recognize the responsibilities of a council chairperson.
- Use best practices to motivate the council of governors to be results driven.

As council chairperson, whether elected or appointed, you are the coordinator and facilitator of the multiple district leadership team; you are the link to the district governors, who are accountable to their own district.

You have the important and rewarding task of coordinating the multiple district in its quest to advance the purposes of Lions Clubs International.

You are being asked to lead and unite a team of people who have their own goals, interests and/or challenges.

- How do you build consensus?
- How do you elicit common goals?

Familiarizing yourself with the international president's theme, and promoting the global priorities shared, is a great way to foster unity among fellow Lions!

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## Presidential Theme

A copy of the international president's message, videos and additional resources are available for download from the Lions Clubs International website in July/August.

## Facilitator and Collaborator

Your role as the council chairperson is vital to uniting district governors to work as a team and helping clarify goals within the multiple district.

By making their work easier (facilitation) and encouraging them to share with each other (collaboration), you will build the goodwill needed for team success!

According to the Standard Form Lions Multiple District Constitution and By-Laws, facilitation and collaboration are important skills that tie together most of your responsibilities as council chairperson.

- Facilitators make tasks for district governors easier to accomplish.
- Collaborators allow Lions to convey their thoughts.

The Standard Form Lions Multiple District Constitution and By-Laws will provide the responsibilities of the council chairperson.

To review the responsibilities of the council chairperson, click [HERE](#) to open the Standard Form Lions Multiple District Constitution and By-Laws. Developing an understanding of your responsibilities as council chairperson will help you to be successful in meeting your goals.

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The following information will provide details of the council chairperson responsibilities.

## Further the Purposes of this Organization

Review the following statements to learn how you can collaborate with the council of governors to achieve organizational growth within multiple districts:

- Organize, charter and supervise service clubs to be known as Lions clubs.
- Coordinate the activities and standardize the administration of Lions clubs.
- Create and foster a spirit of understanding among the peoples of the world.
- Promote the principles of good government and good citizenship.
- Take an active interest in the civic, cultural, social and moral welfare of the community.
- Unite the clubs in the bonds of friendship, good fellowship and mutual understanding.
- Provide a forum for the open discussion of all matters of public interest provided that partisan politics and sectarian religion shall not be debated by club members.
- Encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

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## Global Action Team

You will serve as the Global Action Team (GAT) multiple district chairperson to:

- Administer and promote membership growth.
- Encourage leadership development.
- Support humanitarian service throughout the multiple district.

As a member of the GAT, it is important to familiarize yourself with your specific responsibilities, and those of each member, to understand how every position plays an essential role in the success of the entire team.

To learn more about the Global Action Team, click this [Resource](#) link, which contains guides, the GAT structure and other useful information.

## Assist in Communicating Information

Another important responsibility of the council chairperson is to assist in communicating information regarding international and multiple district policies, programs and events.

What questions will you ask in order to plan how information should be shared?

- Who needs to know this information?
- What do they need to know?
- How will you provide the information?

Communication is critical, and information must be clear and concise to prevent misunderstandings.

Defining what you want, and who will receive it, will assist you with passing this information on to the right recipient(s).

## Document and Share Goals

Sharing goals will help organize your focus toward an actionable strategy, keeping you on track throughout the year.

As council chairperson, you will document and make available the goals and long-range plans for the multiple district as established by the council of governors.

- How will you document and share your long-range plans for the multiple district?
- What resources will you use to manage your goals?

Establishing an action plan will help you accomplish your goals. For a refresher on SMART goals and action plans, search for the Goal Setting course located in the Lions Learning Center.

## Convene Meetings

As council chairperson, you will convene meetings and facilitate discussions during council meetings.

Guiding everyone throughout the meeting process will help create positive and successful meetings!

Here are recommendations for successful meetings:

### Preparation

- Preparing in advance is critical for a successful meeting
- Have a good understanding of parliamentary procedures

### Facilitation

- Create an agenda of topics to be discussed
- Start and end the meeting on time

### Follow up

- Debrief to determine what went well and what could have been improved
- Follow up on the action items from the meeting

These strategies (preparation, facilitation and follow-up) can strengthen member motivation, communication and new ideas when convening meetings!

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## Facilitate the Operations of the Multiple District Convention

The council chairperson organizes and chairs the multiple district convention, which is held each year prior to the international convention.

The location is a place selected by the delegates of a previous annual convention, and the date and time are fixed by the council of governors.

Let's review each statement to examine what will occur at the multiple district convention:

- You will hear from energizing keynote speakers regarding topics outlined in the agenda.
- You will be inspired to improve your leadership qualities.
- You will gain knowledge and inspiration from collaborating with fellow leaders.
- You will work closely with the council of governors to facilitate, collaborate and execute a successful convention! This may include:
  - Facilitating the election process
  - Amending the constitution and by-laws
  - Conducting other business as required

For more information about the multiple district convention and responsibilities, click this [Resource](#) link.

## Support

The council chairperson supports the international board of directors' and council of governors' efforts to create and foster harmony and unity among district governors.

This can be accomplished through defining clear goals and encouraging communication from others.

As the facilitator, you should strive to help the council of governors work toward a common purpose.

## Submit Reports

After the multiple district convention, you will receive a hard copy of the "Multiple District Officers Reporting Form" (DA-901) to complete.

Once the form is complete, submit to [districtofficers@lionsclubs.org](mailto:districtofficers@lionsclubs.org).

Click this [link](#) to access the Multiple District Officers Reporting Form.

You also will be required to report the names and addresses of each multiple district committee chairperson through MyLCI, or by completing and submitting the "Multiple District Chairperson Report Form" (MC-10) to the Member Service Center.

Click this [link](#) to access the Multiple District Chairperson Report.

## Other Administrative Duties

You may be required to perform other administrative duties assigned by the multiple district council of governors.

As a member of the Global Action Team (GAT) at the multiple district level, you are responsible for supporting the local training of first vice district governors/district governors-elect.

For more information about additional responsibilities, click this [link](#) to access the Council Chairperson Manual.

## Facilitate at the Close of Term

At the close of your council chairperson term, give your successor all multiple district accounts, funds and records in a timely manner.

You should also schedule time with the preceding council chairperson (at the beginning of your term) and the incoming council chairperson (at the end of your term) to:

- Address outstanding responsibilities, if any.
- Exchange information.
- Ensure a smooth transition.

### Remember...

... collaboration unites Lions, allowing them to exchange information and resources.

Good facilitators value others' ideas, bringing everyone together to work toward a common goal.

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### Knowledge Check

Throughout this module you have studied the following:

- The responsibilities of the council chairperson
- Best practices to use to motivate the council of governors to be results driven.

Let us take a moment to think about how you would answer the following true/false statements:

1. The council chairperson unites district governors to work as a team.
  - a. True
  - b. False
    - i. Answer: True. The role of the council chairperson is vital to uniting district governors to work as a team and helping clarify goals within the multiple district.
2. Fostering unity among fellow Lions is important.
  - a. True
  - b. False
    - i. Answer: True. Familiarizing yourself with the international president's theme and promoting our organization's priorities is a great way to foster unity among fellow Lions.
3. Ideas and suggestions from others are not important.
  - a. True
  - b. False
    - i. Answer: False. Good facilitators value others' ideas, bringing everyone together to work toward a common goal.
4. The council chairperson is not responsible for supporting local training.
  - a. True
  - b. False

- i. Answer: False. As a member of the Global Action Team at the multiple district level, the council chairperson is responsible for supporting the local training of first vice district governors/district governors-elect.

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## Conclusion and Support

Congratulations! You've completed the council chairperson orientation!

Continue your education through the Lions Learning Center, which offers free online modules to assist members with leadership development.

If you have questions about the topics discussed in this module, or your roles and responsibilities as council chairperson, please contact [districtofficers@lionsclubs.org](mailto:districtofficers@lionsclubs.org).

You can continue your education through the Lions Learning Center, which offers a variety of online courses to assist members with leadership development. Screen reader versions of all courses are available.

To receive credit for completing this course in the Lions Learning Center, or if you have problems navigating through this online module [elearning@lionsclubs.org](mailto:learning@lionsclubs.org).

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