

## **MULTIPLE DISTRICT PROTOCOL CHAIRPERSON**

### **PURPOSE:**

The purpose of this policy is to describe the duties of the Multiple District Protocol Chairperson as outlined in the Multiple District By-Laws.

### **GENERAL:**

1. The Protocol Chairperson shall be a Past District Governor and a member of a Lions club in good standing in MD 14 and may be appointed from any region in the state.
2. The Protocol Chairperson's qualifications shall be as follows:
  - a. Versed in all the procedures set forth by Lions Clubs International when an International Officer is attending a Multiple District Council Meeting or State Convention.
  - b. Available to attend all Council of Governors Meetings and State Conventions when an International Officer is in attendance.
  - c. Knowledgeable of Lions Clubs International Protocol.
3. The Protocol Chairperson shall meet with the State Administrator, International Director or Immediate Past International Director or any other Past International Officer and State Council Chairperson prior to the first Council of Governors meeting to discuss and outline tentative International dignitaries attending the Council of Governors and/or State Convention meetings during the Lions year. The Protocol Chairperson shall:
  - a. Be reimbursed by PA General Reimbursement Policy for Friday and Saturday when an International dignitary (not including any past International Officer from MD 14) is attending the Council of Governors Meeting.
  - b. Be reimbursed by PA General Reimbursement Policy for Saturday when meeting with the State Administrator or International Director or Immediate Past International Director about future International dignitaries and supervise proper seating arrangements for the Saturday night banquet.
  - c. Be reimbursed by PA General Reimbursement Policy for the State Convention for the days that he/she is required by policy for the arrival and departure of the International dignitary.
  - d. Be reimbursed by PA General Reimbursement Policy if he/she is a presenter at the Vice District Governors Orientation and Training.
4. The Protocol Chairperson under the supervision and direction of the Council of Governors shall:

- a. Attend all events and meal functions attended by visiting dignitaries, provide seating charts in keeping with the Association's protocol, insure that spoken introductions are based on the same. Insure that dress requirements are clear for all events.
  - b. Arrange for proper airport (or other arrival mode) greetings, transportation to hotel or other lodging, inspect hotel room in advance to insure its suitability and provide appropriate amenities (flowers/fruit/beverage, etc.)
  - c. Arrange for the proper escort of visitors to each function on the schedule.
  - d. Arrange courtesy calls on local government leaders (or regional and/or national leaders if the locations suggest this as a possibility) as the visitor's schedule permits.
  - e. Coordinate public relations media exposure such as television, radio and print media as necessary.
  - f. Coordinate departure from hotel and transportation to airport (or other departure venue).
5. The Protocol Chairperson shall meet with the Council of Governors, State Council Chairperson, State Administrator, State Council/State Convention Host Chairpersons or the Lion chairing any meal function prior to the event. The review shall include, but is not limited to, the following:
- a. Seating at the head table and/or second head table (if needed).
  - b. Make sure that name cards are placed at the proper seating arrangement.
  - c. Review special seating for Past International Directors' spouses and any other dignitaries.
  - d. Review seating for District Governors and Vice District Governors.
  - e. Contact the Host Chairperson for a copy of the program to be used for the event two weeks prior to the event. The program shall then be approved by the Protocol Chairperson and the State Administrator before printing.
  - f. When reviewing the program and seating at the head table it must be explained to the Host Chairperson for the Council of Governors Meeting and the State Convention Chairperson that he/she only calls the meeting to order and introduces the State Council Chairperson and is not seated at the head table and does not appear in the program.
6. The Protocol Chairperson shall be reimbursed according to Policy 204, PA General Reimbursement Policy and must submit a budget to the Finance Committee prior to the third State Council Meeting.
7. The Protocol Chairperson may be re-appointed annually at the last State Council Meeting. The Protocol Chairperson shall be subject to a performance review conducted at the third State Council Meeting by the Council Chairperson, Vice Chairperson, a member of the Council of Governors and the current

International Officer or the Immediate Past International Officer.