

## **LEO CLUBS COORDINATOR**

### **PURPOSE:**

The purpose of this policy is to provide guidance to the Leo Clubs Coordinator and to assist Leo Clubs District Chairpersons in organizing Leo clubs in Multiple District 14.

### **GENERAL:**

1. The Coordinator shall serve a three-year appointment; as outlined by Lions Club International "Responsibilities and Appointment Form". The appointment may be made from any sub-district in the Multiple District. The appointment shall be made at the fourth State Council Meeting.

The candidates shall be interviewed by the State Council Chairperson, Vice Council Chairperson and one District Governor from each region; (one of the District Governors may be the Vice State Council Chairperson). The interview shall be conducted at the State Office.

The Coordinator shall serve one term and may be reappointed.

2. The Coordinator's major role is to provide encouragement, coaching, and motivational aids for all Lions, especially Leo Clubs District Chairpersons who are actively involved in Leo club extension and development activities.
3. A Lion who wishes to serve as Coordinator shall have these qualifications:
  - a. Have a knowledge of the Leo program.
  - b. Have served as a club liaison, sub district chairperson or worked with other youth groups in the community.
  - c. Have good communications skills.
4. The Coordinator shall be totally committed and dedicated to furthering the Leo Club program of Pennsylvania in humanitarian acts and promoting international understanding through the Leo program.

The Coordinator shall assure that Leo Clubs District Chairpersons are adequately monitoring the transfer of graduating Leos into Lions clubs.

The Coordinator will hold one or more statewide Leo rallies each year.

5. The Coordinator shall report at the second and fourth State Council and may have a display at the State Convention. The Coordinator shall submit a budget for the next Lions year to the Finance Committee prior to December 31.

The Coordinator may submit a written report for the first Council of Governors Meeting and/or address the Council of Governors if the Coordinator has an action item or if the Council of Governors requests the Coordinator to appear before them.

6. The Coordinator shall maintain the following information by contacting each District Governor annually to:
  - a. Obtain a list of the Leo clubs, Leo presidents, secretaries and club liaisons in the district.
  - b. Obtain information from LCI by using the Leo Clubs Program link on the LCI web site.
  - c. Maintain a list of the number of Leo sub-districts in MD 14 and a contact list of Leo sub-district officers and district liaisons

The above information shall be on file in the State Office by November 1 of the Lions year. This information shall enable the State Office time to develop a list for a mailing for the state convention.

7. The Coordinator shall write two informational and educational articles annually. The articles shall be submitted for publication in the July, August/September and January/February/March editions of The Pride magazine and posted on the Pennsylvania Lions web site.

The Coordinator shall conduct educational seminars and provide individual instruction about Leo club development for the Leo Clubs District Chairpersons and others in the multiple district, and conduct leadership training for Leo Clubs Chairpersons of the sub-districts in accordance with board policy. The training shall be conducted at the multiple district convention.

8. The Coordinator with the assistance of the State Administrator shall submit one application from each sub-district to the Council of Governors for the Lions Club International Leo of the Year. Each district is eligible for the Multiple District Leos Founders Recognition Award. The eligibility requirements are outlined in the Leo of the Year application issued by Lions Clubs International.
  - a. The Council of Governors may annually nominate no more than one Leo from an officially certified Leo club in good standing sponsored by a Lions club in good standing within the multiple district. The nomination must be submitted on the official application form for the award. The application shall be submitted to the State Office three weeks prior to the third Council of Governors meeting of the Lions year in which the application is to be considered by the Council of Governors.
  - b. The State Council Chairperson, Vice Council Chairperson, Leo Coordinator and one district governor from each region, (One of the District Governors may be the Vice Council Chairperson) shall meet to recommend a Leo of the year to the Council of Governors.
  - c. The Council of Governors shall make the final selection at the third Council of Governors meeting held in conjunction with the State Convention.
  - d. The application must be signed by the Council Chairperson in office during the fiscal year in which the nomination is presented.

- e. The award application must be received at the International Headquarters no later than April 1 of the fiscal year for which the candidate is nominated.

The Multiple District Founders Recognition Award shall follow the guidelines as outlined in the Lions Club International Leo of the Year Award application.

Each sub district is eligible for one Founders Recognition Plaque. Cost of the plaque shall be a line item in the Leo Clubs Coordinator budget.

**SUGGESTED WORDING:**

“In sincere appreciation for outstanding leadership, distinguished service, and devotion to the purposes of Leo Clubs”.