



LIONS INTERNATIONAL

DISTRICT 3241B 2025-2026

DUTIES AND RESPONSIBILITIES OF
ZONE CHAIRPERSON / REGION CHAIRPERSON

1. **Time Management** – Be seated at the scheduled time for all functions & Keep the Decorum always.
2. Be supportive to the **District Governor** during 2025-2026
3. Participate in all **EC Meetings & District Functions**.
4. Ful fill the Commitments of **Directory**.
5. Submit **photograph** with your spouse along with conformation of Appointments **RC / ZC** and also for the Directory Purpose.
6. Collect & Submit all **advertising matters** in time.
7. Follow up and get the **Club Details** along with **Photographs** of members for District Directory printing.
8. Handover the **Directory to the clients** immediately after release with thanks letter so that they will have good impression about Lions International.
9. Download the Region Chairperson / Zone Chairperson e-Book from [www. Lionsclubs.org](http://www.Lionsclubs.org) and note the contents for your future guidance.

10. Conduct **Face to Face meeting** with PSTs of Regional/ Zonal Clubs immediately on allotment of Clubs. Invite District GMT, GLT, GST, GET and LCIF Coordinators for the meeting to discuss about the future planning of Membership, Extension, Leadership and Service Activities with the Club Leaders..
11. Motive the present Club Officers to submit **PU101 form** before 15th May 2025 for reporting the Club Officers of **Lions Year 2025-2026**. This also is one of the criteria to get the **Club Excellence Award**. **Club LCIF coordinator other than GAT team* also** has to be elected and reported through PU 101 form. All the above coordinators will be the **Board Members**. *
12. Also it is your responsibility to motivate 2025-2026 PSTs to update the **PU 101 form for 2026-2027 before 15th May 2026**
13. Participate in **RC/ZC Schooling** to enrich the knowledge about your duties and responsibilities and updating **Lions Portal** and its functions.
14. Motivate the Club Officers and Cabinet Officers to participate in the **PST Schooling / PST Forum and DC Schooling** respectively.
15. Inform & motivate the Clubs to participate in **July 1st activities** (the commencement of Lions year.) & coordinate with DG, FVDG, SVDG, CS, CT and District GST Coordinator.
16. Support the Clubs to Report the Service Activities through **LIONS PORTAL**.
17. Motivate the Clubs to fix the date for **Governor Annual Visit (GAV)** starting **from August 2024** and complete **before 31st March 2026** (Before the District Convention).
18. Motivate the Clubs to do the International identified **service activities of Childhood Cancer, Diabetes, Disaster Relief, Environment, Humanitarian, Hunger, Vision, Youth, Mental Health & Well-Being** and report to LCI through Lions Portal along with Photograph (compressed) and **Governor's Signature Projects if any**.

19. Motivate the clubs to **increase the membership** and try to **extend minimum one New Club**. District Governor Target is **500 members and 20 new clubs**.
20. Promote and motivate the weak clubs having below 20 members to increase the membership to a **minimum of 20 members**.
21. Motivate the club to increase the **Women Membership** wherever possible.
22. Participate in the **Club Meetings & Activities** and give your suggestions and update district activities and functions.
23. Promote the clubs to invite the **Leo club members** to be part of service activities and report in their leo clubs mob app of Lions Portal as LCI is taking account of Leo Club Service Activities also.
24. Motivate the Club Officers and members to Participate in all **District Functions**.
25. Motivate the Club members to become **MJF/ PMJF/ or Lions Share** by donating US \$ 50 / 100 to LCIF. This is one the criteria to get the **Club Excellence Award for the Club**.
26. Motivate the clubs to contribute **One Lion One Thousand** for the betterment of the diagnostic and dialysis Centre. Also motivate the members to support the LAC during their Birthday and Wedding Anniversary .
27. Motivate all the Zonal / Regional Club members to utilize the Diagnostic Centre for conducting the Medical tests at very reasonable charges for **Master Health Checkup** (Blood, Urine, Digital X-Ray, ECG, Ultra Sound Scan & TMT.)
28. Conduct 3 Zone advisory meeting during Lions year before **September, December 2025 & March 2026** and submit the reports to LCI immediately after completing the Zone Advisory meeting. This is mandatory and the criteria for the eligibility of International Award for Clubs as well and ZC/RC

29. Schedule the **Region Meet for November / December /January** and **fix the Date** with Cabinet Secretary and the **Venue** well in advance.
30. Conduct the **Zone Social before 15th March 2026.**
31. Instruct all the Clubs to Submit the **Club Excellence Award Application before 30th August 2026** to be submitted to LCI to get the award from Lions International. **This is a Very Prestigious Award for the Club and the President.**
32. Keep in touch with all the **PSTs** of your Region / Zone always and give motivation regularly.
33. **Honour** the Co- Region Chairperson and Co- Zone Chairperson during Region Meet & Zone Social.
34. Motivate and Follow up with the Club Officers / District Chairpersons **to pay the statutory dues** as per LCI and District & Multiple Norms. Every month the Dollar Rate will be published by LCI. Club Officers can contact the Cabinet Treasurer for the conversion rates or get it from lionsclubs.org web site. It is mandatory to pay the International /Multiple and District Dues before 15 days of the District Convention for getting voting eligibility.
35. **Don't discuss** any matter relating to the district in the Cabinet Meeting as you are part of DG Team. Any information and doubt can be discussed in the **Executive Committee Meeting or with the District Governor directly.**

WISH YOU A SUCCESSFUL LIONS YEAR 2025-2026