



District Officer Guide



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Welcome

The guide serves as a resource to help the district governor effectively manage their district, prepare for their role and succeed as a Lions International leader.

Your role as a district governor

The district governor is the key leader and representative of Lions International within their district, tasked with driving membership growth, chartering new clubs and supporting effective club operations. They guide the district's Global Action Team, oversee the implementation of action plans to achieve district goals, and encourage leadership development and skills training. With a focus on meaningful service and promoting support for Lions Clubs International Foundation, they ensure clubs operate within the association's guidelines, maintain strong member retention, and stay in good standing. As the chief administrator, they preside over key meetings and conventions, while inspiring collaboration and success across the district.

Prepare for your role

The vice district governor receives training and resources to prepare for their role as district governor. This includes local training programs tailored to their responsibilities. Lions International offers comprehensive training programs to equip first and second vice district governors with the knowledge and leadership skills necessary for their future roles as district governors. These programs are designed to address role-specific responsibilities, support district goals and action plans, and ensure success as members of the district governor team.

Learn more by visiting the [Vice District Governor Training Programs webpage](#).

Lion Portal

The Lion Portal serves as a centralized platform providing access to Lions International's digital tools.

Throughout the Lion Portal, Lions can manage club and member information, report service activities, generate reports, access training resources, and shop for official merchandise all in one place.

Members with an existing Lion Account can access the portal using their current login credentials. To comply with data privacy regulations, each user must have a unique email address that is not shared with other members.

For additional help, members are encouraged to visit the [Lion Portal Updates webpage](#), which includes quick guides, instructional videos, and other helpful resources. If further assistance is needed, they may contact the Member Service Center at lionssupport@lionsclubs.org.

Lions Shop

The [Lions Shop](#) is an easy way to order the most common club supplies and Lions International-branded merchandise. For questions or assistance in placing an order, contact orderdetails@lionsclubs.org.

Set up your region and zones and report your cabinet

District governors-elect can set up their regions and zones and report their cabinet members through the [Lion Portal](#) upon receiving district governor-elect access on May 15. This process ensures all necessary leadership structures are in place before the new fiscal year begins on July 1.



Your year as district governor



Club support

Explore resources to help clubs maintain a strong and active membership while improving the quality of their club. Visit the [Improving Club Quality webpage](#) to learn more.

When preparing for a club visit, review the Club Health Assessment Report. One of the most valuable tools available to assist in understanding the health of clubs. It provides important information on membership, officer reporting, account balance and donations. The [Club Health Assessment Action Strategies](#) is also helpful to review prior to meeting with clubs.

A member of the district team can make an annual visit to each club in the district to support the health of the club, facilitate open communication and promote programs and events. Be sure to have new member kits on hand when visiting your clubs. Visit the [Make Your Club Visitation Count! webpage](#) to learn more.

As a district governor, it is also important to understand the key legal resources and policies provided by the association to guide and support clubs effectively. These resources are vital for ensuring clubs operate within established guidelines, resolve issues efficiently, and uphold integrity and compliance in all activities. Visit the [Legal Resources webpage](#) to learn more about [district dispute resolution](#), [trademark policies](#), [use of funds](#), and more.



Club balances

The [DG Recap](#) is sent to district governors every month and helps track a club's outstanding balance due to Lions International.

District governors can quickly see the current balances of individual club accounts when logged into the Lion Portal under "My Lions Clubs/Statements/Dues." For questions about statements, contact the Membership Billing Department at membershipbilling@lionsclubs.org.

For questions regarding club support, status or visits, please contact the club support team at clubstatus@lionsclubs.org.



DG expenses

The district governor is reimbursed for club visits and other events related to district administration and fulfillment of administrative duties as provided by [Board Policy, Chapter IX, Paragraph B](#).

Visit the [Finance Resources webpage](#) to download the helpful expense claim resources.

For questions about expense claims, contact Claims Compliance at dgexpenses@lionsclubs.org.



Cabinet meetings

District cabinet meetings are essential for the effective administration and coordination of Lions clubs within a district. These meetings, convened by the district governor, bring together key district officers — including vice district governors, region chairpersons, zone chairpersons and GAT coordinators — to discuss and strategize on membership growth, leadership development, service activities and overall district operations.



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SNEHABHAVANAM
LIONS CLUB OF ANGAMALY



District convention

Planning a district convention requires careful coordination and attention to detail to ensure a successful and impactful event. Begin by forming a planning committee to handle key aspects such as venue selection, budgeting, scheduling and promotion. Focus on creating a program that balances informative sessions, networking opportunities and engaging activities for attendees. Utilize resources such as the [District Convention Planning webpage](#) to streamline the process, ensure compliance with organizational guidelines and incorporate innovative ideas. Early preparation and effective communication with all stakeholders are critical steps for delivering a memorable and well-organized convention.



Council of Governors meeting

Council of Governors meetings are vital gatherings that bring together the multiple district's governors to discuss strategies, review progress and collaborate on initiatives. These meetings serve as a platform for sharing ideas, addressing challenges and aligning goals across the districts within the multiple district. They are typically organized with a structured agenda that includes updates on service projects, leadership development, membership growth and financial management.



District elections

As your district prepares for elections, it's essential to follow proper procedures to ensure fairness, transparency, and compliance with Lions Clubs International's policy. The first step is to report the District Convention Date in the Lion Portal, this ensures timely delivery of the certified delegate list ahead of the District Convention.

The [District Election Guidelines](#) is your go-to resource. It outlines critical steps like setting the convention timeline, forming committees, verifying credentials, and conducting secret ballots. These procedures align with the Standard District Constitution and By-Laws and the Board Policy Manual, ensuring your election is both valid and well-organized.

At the conclusion of your district convention, it is important that you complete the [District Convention Report Form \(DA-20\)](#) and submit it to Lions Clubs International to ensure newly elected district officers are entered in the system.



Vacancy filling

Visit the [Standard District Constitution & By-Laws](#) for rules regarding district governor, first or second vice district governor vacancy filling.

[Supremacy of Standard Forms](#)

If you have any questions or concerns regarding elections or filling vacancies, please email us at districtofficers@lionsclubs.org.



District administration resources

[Managing Your District webpage:](#)

Your one-stop shop for quick access to tools and resources to help you in your role as district governor. This webpage contains helpful information, including the Model District Structure, resources, recordings, the district dispute resolution, helpful tools for you and your district cabinet and more.

[Managing Your Zone and Region Chairperson webpage:](#)

A hub for resources, tools and other helpful information to assist zone and region chairpersons in their role.

[Managing a Club webpage:](#)

A hub to help leaders manage responsibilities such as managing finances, reporting, planning service projects, maintaining club records, and growing membership. In addition, the page links to broader leadership support materials, training opportunities, and strategic planning guides – equipping club leaders to effectively lead, serve their communities and support the overall mission of Lions Clubs International.

[Cabinet Secretary/Treasurer e-Book:](#)

A guide designed to assist the cabinet secretary/treasurer in the role.

[Club Name Form:](#)

Use this form to change a Lions club name.

[Club Merger Form:](#)

Application to submit a club merger.

Club status resources

[Status Quo Recommendation Form:](#)

This form is used to recommend that a club be placed in Status Quo for failing to fulfill any of the obligations of a club. See Board Policy Manual, Chapter V.

[Financial Suspension Policy:](#)

This is a type of Status Quo is tied specifically to non-payment of dues to Lions Clubs International.

[Club Reactivation Form:](#)

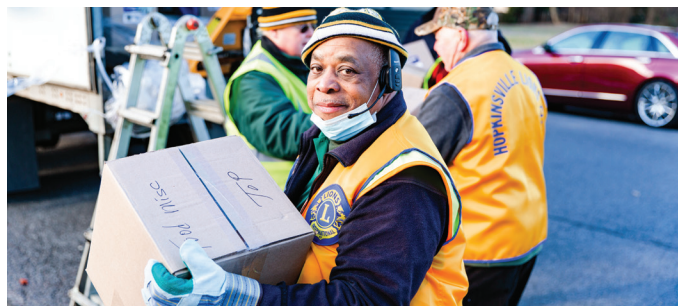
This form is required for clubs either wishing to return from Status Quo or to rescind a charter cancellation (within a 12-month period).

[Protective Status:](#)

A district governor may request this status for a club in an area of civil or political unrest or catastrophic natural disasters. See the Board Policy Manual, Chapter V, Paragraph F.

[Rebuilding and Reactivation Clubs:](#)

There are multiple levels of support to help strengthen weak clubs and reactivate clubs that have been canceled or placed in status quo.





Membership, service and leadership

The district governor should effectively utilize their GAT team to support membership, leadership and service in the district. As the Global Action Team chairperson in the district, the district governor leads and inspires Lions in these three areas through:

Membership

- **Strategic planning**
Develops and supports an annual membership growth and extension plan aligned with the *MISSION 1.5* targets.
- **Recruitment initiatives**
Encourages clubs to implement inclusive recruitment strategies and invites diverse new members.
- **Extension Initiatives**
Champion extension by identifying opportunities, overcoming challenges and guiding new club development from planning through chartering.
- **Engagement tracking**
Monitors progress toward membership targets and provides resources and support for clubs.

Leadership

- **Leadership development**
Ensures qualified Lion leaders are selected and trained for key positions, including club officers.
- **Training programs**
Partners with the Global Leadership Team (GLT) to organize workshops and training sessions for incoming club officers and zone chairpersons.
- **Mentorship and inclusion**
Promotes leadership diversity and inclusion while fostering a collaborative environment.

Service

- **Community projects**
Supports local service initiatives that engage members and strengthen district pride.
- **Hands-on collaboration**
Encourages projects that integrate efforts between Lions and Leos to expand service impact.
- **Service excellence**
Facilitates professional service project planning through workshops and tools.

By maintaining open communication, fostering collaboration, and leveraging resources effectively, the district governor drives the district's success in membership growth, leadership excellence, and impactful service. More information about the Global Action Team (GAT) is available on the [Global Action Team webpage](#).





MISSION 1.5

Global initiative **MISSION 1.5**

MISSION 1.5 is about taking steps together to strengthen our clubs and our districts so we can serve more. Each member plays a vital role in this initiative, which will enable Lions clubs to increase our global service impact and help countless communities in need.

District governors around the world support **MISSION 1.5** by committing to membership growth targets, collaborating with district leaders and clubs in their district on annual plans, and fostering a harmonious atmosphere to retain members. Work with your district team, zone chairpersons and region chairpersons to track and report club data, appoint qualified leaders to key positions, and encourage participation in training and succession planning. By conducting membership drives, reaching out to former members, ensuring new member orientation, and engaging in service projects, clubs drive progress toward **MISSION 1.5** goals. Encourage clubs to share best practices and collaborate with district teams through seminars, events, and zone meeting participation.

Furthermore, this initiative provides many opportunities to earn special recognition through [MISSION 1.5 awards](#), which celebrate exceptional accomplishments in membership growth.

Lions Clubs International Foundation (LCIF)



Expand your reach

[LCIF](#) is our global foundation, offering [grants and programs](#) that empower us to improve the lives of vulnerable people, offer quick relief in the aftermath of disasters, work towards positive health outcomes with long-term benefits, and more. LCIF's signature youth development and education program, Lions Quest, assists the world's youth by giving them the skills needed to succeed in school and life. Since 1968, LCIF has awarded more than US\$1.3 billion in funding to support and expand our service, enabling us to make a greater impact, locally and globally.



Add your support

Funding like this is only made possible through the generosity of Lions, Leos, Lions clubs, partners and friends of the foundation. With 100% of contributions benefiting LCIF grants and programs, donors can [give confidently](#) knowing that every gift – no matter the amount – will make a difference to someone in need. As leaders in your clubs and districts, you set the example for your fellow Lions and Leos through your personal support of LCIF, and you encourage Lions to give by reminding them of the impact made possible through donations.



Be recognized for your generosity

To honor and recognize our donors, LCIF has created a comprehensive [recognition structure](#). Recognition varies by level of support and is available to individuals, clubs, districts, multiple districts, corporations and other contributing partners.



End of year focus

As the year comes to a close, district governors should focus on several key tasks to ensure a smooth transition. Supporting the incoming district governor is essential. Assist with the remainder of their training, offer to answer any questions, and help them prepare for their year of leadership. Be sure to provide any records notes, or other important information you have maintained throughout your term. Review the district leadership report to identify emerging leaders and discuss succession planning with the incoming governor. To request a copy of the report, simply send an email to districtadministration@lionsclubs.org. Collaborate with the incoming district team to identify clubs that may require special visits and ensure any outstanding expense claims are finalized before the end of your term.

Awards

Visit the [Excellence Awards webpage](#) to learn how Club, Zone, Region and District Excellence Awards are achieved. These awards recognize success and excellence in membership growth, leadership development, impactful service and humanitarian contributions.

In addition to the Excellence Awards, Lions International offers several other prestigious recognitions. **The Kindness Matters Service Award** honors clubs that execute innovative service projects addressing global causes such as vision, hunger, and the environment. **The Melvin Jones Fellowship** acknowledges individuals who contribute significantly to humanitarian efforts through the Lions Clubs International Foundation (LCIF). Furthermore, **Membership Key Awards** recognize Lions who sponsor new members, emphasizing the importance of growth and engagement within the organization. These awards not only celebrate exceptional service but also inspire continued dedication to our mission of serving communities worldwide. For more information on these and other recognitions, please visit www.lionsclubs.org.

Lions International divisions

Lions Clubs International offers comprehensive support through various divisions to empower members and enhance global service initiatives.

The **Convention Division** organizes the annual International Convention, providing a platform for Lions worldwide to connect, share ideas, and celebrate achievements. Contact: convention@lionsclubs.org

The **District and Club Administration Division** assists in the effective management of clubs and districts, offering guidance on governance, compliance, and operational best practices. This division also provides language support in all official languages. Contact: districtadministration@lionsclubs.org

The **Global Action Team (GAT)** integrates the efforts of the Global Membership Team, Global Extension Team, Global Leadership Team and Global Service Team to drive membership growth, leadership development, and impactful service projects. Contact: globalactionteam@lionsclubs.org

The **Leadership Development Division** offers training programs and resources to cultivate capable leaders at all levels of the organization. Contact: leadershipdevelopment@lionsclubs.org

The **Legal Division** ensures that all activities comply with legal standards and provides counsel on various legal matters. Contact: legal@lionsclubs.org

The **Lions Clubs International Foundation (LCIF)** supports humanitarian efforts by providing grants for large-scale projects, disaster relief, and other critical initiatives. Contact: LCIF@lionsclubs.org

The **Marketing Division** enhances the organization's visibility and public image through strategic communication and branding efforts. Contact: marketing@lionsclubs.org

The **Service Division** guides in planning and executing meaningful service activities that address pressing community needs. Contact: serviceactivities@lionsclubs.org

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