

MULTIPLE DISTRICT A LIONS-QUEST CHAIR

SUGGESTED DUTIES FOR THE CHAIR

1. MEETINGS

- Will call at least one meeting per year of all the District Chairs for the Multiple District. This meeting may be hosted by Lions Quest Canada if budget is available, otherwise it will be up to individual participants to cover their costs to attend. The purpose of this meeting (or meetings) is to provide a forum for Lions involved with Lions Quest programs from across the Multiple District to interact, trade ideas, learn new techniques and practice old ideas. Staff at Lions Quest Canada will help facilitate/lead the meeting if requested.
- Will be expected to report to the Council of Governors of the Multiple District on the progress of the Lions Quest Program.
- Will report to the Annual Convention as any other Committee Chair, orally or in writing as designated by the Council Chair.
- Is not expected to travel throughout the Multiple. When invited to travel to, or attend a particular District meeting, he/she should be compensated for his/her expenses by the District extending the invitation.

2. EXPENSES

- The meeting(s) of the District Chairs should be budgeted for by the Multiple District. Some financial assistance may be provided by Lions Quest Canada.
- It is the responsibility of the Multiple District Chair to present a proposed budget to his/her Multiple District. This budget should provide for; **a)** letterhead; **b)** phone calls (within reasonable guidelines and documented according to Multiple District Rules of Audit); **c)** expenses to Multiple District Meetings to report to the Council about the progress of the programs; **d)** any other expenses as may be approved by the Multiple District.

3. DUTIES

- Ensure that all District Chairs in his/her Multiple District receive minutes of Multiple District Meetings he/she has chaired.
- Ensure that all District Chairs communicate with the Multiple District Chair.
- Provide Lions Quest Canada with minutes of Provincial Meetings so that they can better assist the Multiple & District Chairs by reacting to their needs.
- Regularly consult with all of the District Chairs to determine if each of the District Chairs are fulfilling their responsibilities, and providing support as needed.

- Actively promote the program and distribute information to:
 - Multiple District Officers
 - District Chairs
 - Clubs, Lions, Lioness, Leos
 - Lions Quest Canada
 - Provincial Government and Ministry of Education

- Work with Lions Quest Canada to coordinate fundraising at the provincial level, by identifying possible corporate sponsors, help with the preparation of briefs to these sponsors.

- Ensure Lions Quest is promoted at all Multiple District Conventions and gatherings.