

MD Portfolio Coordinators' and Multiple District Officers' Handbook

2019-2020



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1 Your Role

The Role of a MD Portfolio Coordinator and District Officer

The role of a Multiple District Portfolio Coordinator and Multiple District Officer is to provide specialist advice to the Council of Governors and District Officers performing similar roles in their individual Districts.

Portfolio Coordinators and their appointed MD Officers implement policy as agreed by the Council of Governors adopting the priorities agreed by the Council.

MD Officers have responsibility to liaise with the Council of Governors through Portfolio Coordinators. They bring together the District Officers, Clubs, members of the Lions Family and members of the public, as well as interface, where required, with Lions Clubs International.

MD Officers are expected to take a lead role within the MD for their specialist area under the direction of the Portfolio Coordinator.

There should be regular liaison between the Multiple District Portfolio Coordinator and their appointed Officers

Development of MD Policy

Whilst the Council of Governors is solely responsible for approving the policies of the MD the actual setting of policy is a dynamic and developing process. The Council will from time to time seek advice from its Coordinators and Officers in this regard and all MD Officers are expected to make contribution based upon their specialist knowledge and experience.

No Authority over Districts

It is important to note that although the MD Portfolio Coordinators and their Officers may influence and persuade others they have no authority as such over Districts or Clubs and the Officer cannot dictate what should happen.

You should always remember that you operate under the authority of the Council of Governors and any change in policy, or issues that are likely to be high profile or similar, must always be referred to Council. This can take place either through your report in Decision Required or if urgent an e-mail Decision through the Portfolio Coordinator and the Chairman of Council.

No action should ever be taken that could bring Lions Clubs International, the Council or the Multiple District into disrepute.

You are the Expert

Even if you are not it is about time you became one! Try and read as much as you can of the published literature as soon as you can.

2 Your Appointment

You need to become familiar with your Role Guidelines and Responsibilities.

Read the Role Guidelines and Responsibilities very carefully. Ask yourself if it is still valid. If you feel that the Guidelines and Responsibilities in need of revision it will be up to you to propose amendments, via your Portfolio Coordinator, to the Council Secretary who may refer the matter to the Council.

Sometimes, usually for reasons of policy, the Council of Governors may themselves initiate changes to individual Guidelines and Responsibilities. You will be informed of any changes.

Annual Appointments

Appointments are usually made for one year only by each incoming Council and generally Officers do not serve in the same position for more than three consecutive years. Portfolio Coordinators and MDO positions, not subject to the three year rule, are detailed in the MD Constitution

There is no longer a requirement for every Officer to re-apply annually. Council will evaluate, and take advice from Portfolio Coordinators, an MDO's performance and if satisfactory will invite MDOs, where permitted by the MD Constitution, to continue in office. Appendix 2 details the performance criteria being established in 2018 -2019.

This will give every Officer the opportunity to develop their role for at least three years. There are exceptions and from time to time the right not to reappoint must remain with each successive Council.

Hand-over

Whenever possible and to ensure continuity there should be a smooth and well- informed hand-over between "retiring" Officers and their successors.

If you are taking over a Role, contact the outgoing/retiring officer and find out when and how it would be convenient to arrange a suitable hand-over. Make the effort to contact the outgoing/retiring officer and ask him to make available his "files" and documentation which you should either be able to keep or return after you have had the opportunity of reviewing them and copying everything you feel will be of assistance to you.

Do not be afraid to ask for guidance, help and assistance of Council officers and other MDOs. Any polite request in this direction is rarely, if ever, refused.

You do not start in your new role until the first day of July. Working closely with the outgoing Officer before 1st July can only be of benefit to the new MDO and the Multiple District as a whole.

Planning

Remember the adage “Fail to Prepare; Prepare to Fail”. Try to acquire a thorough working knowledge of your subject, and start planning your year as soon as you are appointed.

In late June you will have to prepare and submit your first Report to Council. This should set out your objectives for your year in office.

You will also need to review, when received, your budget provided by the Portfolio Coordinators. This will have been set by the previous Officer.

Appointment of a Deputy

Each Officer is required by Council to nominate a Deputy from the relevant District Officers. Their sole duty is to be available to stand in your place if you are unable to continue and if Council so request. You should inform Council of your nomination in either of your first two reports. You should also agree your nomination with your Portfolio Coordinator and inform the Council Secretary. You will be advised as to the Council of Governors decision in respect of your recommendation.

Wherever possible the person you appoint should be a current District Officer, who may be capable of succeeding you, subject to giving satisfactory service in the meantime, and who would be willing to undertake the role subject to Council's approval of their application. This then provides good continuity to the subject area.

You should not, unless you have good reason, appoint the previous Officer as deputy. You may also appoint Lions to coordinate specific activities as with deputies these are not MDO's and any costs need to be budgeted within the Portfolio budget.

3 First Things First

Ascertain the names of all the District Officers

The information will be available in the Multiple District Directory, when published, or can be obtained in advance of publication from MDHQ. District Cabinet formation is supplied to MDHQ by the DGE's to create the new Directory

You need to be aware of who the District Officers are and how many are new to the role and will hence need more guidance - speak to them by phone individually or organise a short web meeting and try to establish a rapport with each one from the beginning of the year.

You will also need to be aware of which Districts have not appointed an Officer in your specialty and who will, in that event, handle the role in that District. Speak to the District Governor Elect and try to understand his reasons for not appointing an Officer if that is the case.

Objectives for the Year.

Review the objectives set down in your application form.

The Council expects Portfolio Coordinators in conjunction with their Officers to lay down specific objectives in their first Report and retains the right to modify them in consultation with you.

The Council will then measure your performance by your agreed objectives. It is therefore

important the objectives you set down are achievable and realistic. By the same token they should not be either too basic or over ambitious.

While setting down objectives it is sometimes useful to bear in mind the acronym SMART where S is for Specific; M is for Measurable; A is for Achievable; R is for Realistic and T is for Time based.

Are your Objectives “measurable”?

It is important that the objectives you set are “measurable”. You ought to be able to measure at the end of the year whether an objective has been achieved. For that you need to set yourself yardsticks. In other words, “I will endeavor to increase the number of clubs in the Multiple District” is not as specific as “I will increase the number of clubs in the Multiple District by ten” which is definitely more specific and can be measured.

What are the time limits you wish to set yourself?

The other point to make is that each objective should be time based, i.e. you should say by when you will achieve your objective. “By the end of the year” is perhaps one time-frame but you could say “in the first three months I shall do this” and “in the next six months I shall achieve so much” and so on. This will also help with planning your year.

Management by Exception

Setting your objectives at the beginning of the year gives the Council the opportunity of allowing MD Officers to continue to operate without interference.

Before setting your objectives, review the objectives set at the beginning of the last year and the plans detailed in your application. Use that as your “template” to produce your set of objectives for the current year.

As a Multiple District Officer if during the year you have any problems, it will be up to you to advise your Portfolio Coordinator and to reset your objectives with Council’s agreement. At the end of the year you will have to summarise what objectives have been achieved and those that have not been met.

This is management by exception and allows you to carry on doing your job with the Council only being informed of any variations or exceptions from the norm.

4 Reporting Procedures

MD Officers Reports

MD Officers are required to submit Reports to their Portfolio Coordinators and send a copy to MDHQ by email, by the dates published at the start of the new Lions year. Council meetings will normally be held in late July, late October, late January and late April at the time of MD Convention. The MDO reports after re-view by the relevant Coordinator will be circulated to Council as part of the preparation for meetings.

A separate report will be required for the MD Convention. This should be a summary of the progress achieved since the previous Convention and provide an over-view of the recommended direction for the future.

MDHQ will also remind Officers of the deadline dates for submission of Reports. Appendix 3

shows a list of scheduled dates.

These dates must be met to enable reports to be properly considered by Council.

All Reports should, ideally, be no longer than one side of A4 and a maximum of two sides of A4. You must use the Template supplied Appendix 4 Page 19.

Reports to Council should be structured as indicated below.

This requirement is aimed at saving time by ensuring Council understands very clearly what Officers are reporting. It will also save the time of Officers by enabling their reports to be focused on matters which need to be reviewed by Council or reported to Council. **Always explain why you consider it appropriate to leave a section blank**

When writing a report remember

1. Reports should be as concise as possible whilst providing any detailed information which you feel should be made available to the Council. Reports to Council should be **Accurate, Brief and Clear**.
2. Provide continuity between one report and another and in particular address those matters referred to you from the previous Council meeting and respond to the decisions taken by Council in a positive and constructive manner.
3. **Remember the deadlines must be met** if the report is to be included in papers to be considered at Council Meetings.
4. When submitting reports to MD Headquarters remember to email copies of your report to your Portfolio Coordinator. **This is most important.**
5. At the end of each Council Meeting, a "Decisions Taken" list will be prepared by the Council Secretary. This will be circulated to you as well as each Governor, Portfolio Coordinators and PID's. Your Portfolio Coordinator, and your own DG will be in a position to discuss any decisions taken which may affect you.

PORTFOLIO COORDINATOR Report

Your report is an overall report pulling together the Projects within your Portfolio, DO NOT repeat your officers decisions simple comment if you agree or disagree with the decisions in the body of your report.

In the first section if you wish to request decisions yourself they should be detailed here

5 Finance

Your Budget

The MD Treasurer will send details of your budget to the Portfolio Coordinators and also the procedure for submitting expense claims. Please note that you must not exceed your budget without first obtaining Council approval. Any overspend without such prior approval will not be reimbursed. Further, any Council decisions on how your particular budget is to be used must be strictly applied. All MDO's will agree future budgets with their Portfolio Coordinator

and the Coordinators will submit the overall budget for all their projects to the MD Treasurer for consideration and final decision to be made by Council

Do not commit the MD or others to any financial obligation

You must never commit Multiple District 105 or Lions Clubs International to any financial obligation without the prior knowledge and approval of the Council of Governors.

This is why the budget section of your report is so important.

You must never commit Clubs or sub-Districts of the Multiple District to any financial commitment; you have no jurisdiction over them and have no competence in this regard.

Claiming Expenses

You must claim your expenses, using the MD Expenses form obtainable from the Council Treasurer or from MDHQ (Appendix 5 page 21) on a regular basis. It is advisable to do so quarterly as this enables you to monitor your expenses against the allocated budget and also gives you the opportunity to see if there is any likelihood of an overspend. MD Officers require the Portfolio Coordinator to counter sign their expense claim form before submission to MD Treasurer. The claim for the last quarter to 30 June must be submitted by 31 July **otherwise it will not be met.**

It is absolutely necessary to submit receipts for hotel expenses and meals. No receipts simply means no reimbursement!

The expenses will only be met according to the current Rules of Audit as approved by Council (Appendix 6 page 22). This means that basically receipts are required for all expenditure (except mileage) and you need to provide an explanation about how some expenses have been calculated. For example, if you are claiming expenses for photocopying, essentially, the MD Treasurer would like to be assured that what is being claimed actually meets the rules. Please therefore provide details of the number of copies made and why the copies were necessary. Do note that it is MD policy that any copies to go out to Council should be done by MDHQ. The MD Treasurer will also expect a telephone bill attached and some comment on the calculation of the amount claimed if you make a claim for telephone costs. It also helps to submit claims at least quarterly.

It is worth repeating here that expenses are paid strictly according to the established Rules of Audit (Appendix 6 page 22). You will appreciate that this inevitably means that the MD does not reimburse all expenses incurred. In particular car expenses and hotel costs are at set rates which do not necessarily cover the full costs incurred and there can be no reimbursement at all for your partner's expenses.

If in any doubt about any matter to do with finance, do not hesitate to speak to the MD Treasurer. This particularly applies to any out of the ordinary claims for expenses.

Next Year's Budget

At the appropriate time (usually in November) you will be asked by the MD Treasurer to submit your budget proposals for the next Lionistic year, and these are then agreed (or otherwise) by Council via its Finance Committee and ratified by Convention. When you submit your budget proposals for the next fiscal year, please make sure these are submitted by the due deadline.

It is most important that you do produce a budget for the following year even if you are not doing the job next year. You owe it to your successor.

6 Spreading the Word

Keeping in Contact

It is vitally important for MD Portfolio Coordinators and their Officers to maintain regular contact with the Lions in the Districts. This is normally done through the District Officers who, in turn, liaise with the clubs and ultimately the Lions in their Districts. Meetings with District Officers are one means of maintaining this contact but of course there are others including the web site, word press announcements and using electronic mailings. There are no longer any MD paper mail-outs. Please ensure you organise an early meeting to ensure District Officers have the opportunity to plan at District level.

PR and Marketing (including printed materials)

The MD has a marketing strategy that uses Facebook and Twitter, wordpress and mailchimp, MD website and LION Magazine Quarterly Briefings to communicate with both public and Lions Membership. Talk to PR and Marketing Administrator Lion Mandy Broadbent on how to use these effectively to convey your message.

The Council of Governors is anxious to ensure that there is uniformity of brand image, uniformity of costing and that correct approval procedures are adhered to with regard to all literature produced in the Multiple District. We have a brand image that we need to promote and adhere to. To this end the Council has ruled that the MD PR Chairman should be involved in seeing proposed ideas, **and that printing quotations will be obtained by MDHQ on receipt of literature or artwork.** Do remember that MD Officers need Council's prior approval of the content of any material that is made available for distribution and that the PR Chairman or PR and Marketing Administrator will provide guidance on the branding of such material.

MD Mail-out

MD Officers must not circulate any material direct to clubs without the express prior approval of Council. The Council Chairman may in urgent situations grant approval but only if the matter cannot await the next meeting of Council.

No letters of appeal should be sent to Clubs unless the full Council has formally approved in advance. At the beginning of the year you will need to indicate if you intend to launch an appeal which will require support from Clubs in the MD. Please show timings for your appeal and amounts required either by Clubs or in total. Explain if your appeal is part of a MOU

Normally only material which is both essential and aimed at informing, educating or updating clubs, should be sent out through the MD electronic mail-out. The costs of any non-electronic mail out will have to borne by the MDO budget.

MD Website

MD Officers must provide information, relevant to their brief, for inclusion on the MD Website. **Keep information up to date** especially with competition results, progress of appeals etc; report to Council when this has been completed.

Such material must conform to the agreed protocols for information to be exhibited on the Website and as such will need to be approved by the MD Information Technology Officer/Webmaster who will update the website.

LION Magazine

MD Portfolio Coordinators should submit an article for the LION Magazine which of course is under the direct control of the Editor. MDO's can put articles together and send them to the Portfolio Coordinators for submission and approval, Coordinators can then send them to the Lion Magazine editor. It is the Editor who has the final say on what appears in the Magazine. However no appeals may be made through LION Magazine unless formally approved in advance by Council. The normal procedure is for such appeals to be vetted by the Welfare, Projects & Special Appeals Officer (Secretary to Council) who will make an appropriate recommendation to the Council.

Portfolio Coordinators and MD Officers must note that if they write anything for the Magazine they must not express an opinion on any matter as an MD Officer. They can write as an individual Lion on any matter which the Editor may publish, but it must be made clear that they are writing as individuals and not as MD Officers or Chairmen. You should also bear in mind that the Editor has full jurisdiction over what is published.

MD Directory

You are reminded that the information contained in the MD Directory is strictly confidential and should not be made available to any external party, without Council permission.

Meetings with District Officers

Council will normally allow Portfolio Coordinators and MD Officers to hold one meeting each year with their corresponding District Officers this is recommended to be immediately after taking up office to plan the year, and provision should have been made within your budget. Other meetings can be arranged using electronic methods.

This will enable you to have more "meetings" and probably increase the number of participants by reducing travel requirements. This greatly assists communication and is a chance to discuss issues and experiences and explore common approaches etc. If you feel that more than one face to face meeting is necessary this will need prior Council approval and must be requested through your report.

When organising a meeting please make sure you give adequate notice to your Portfolio Coordinator, and to all District Officers. This will ensure that you have a good, if not full, attendance at your meeting.

A meeting with District Officers is not worth having if a large number of District Officers are unable to attend on the date that suits you. Try therefore to arrange a meeting on a date suitable to most. It is important to have full representation at all MD Meetings. Suggest to any District Officers who cannot attend that they nominate a substitute. Sometimes it helps informing the District Governor concerned so that he can make arrangements to nominate somebody else if the District Officer is unable to attend.

There is **no** budget for MD Officers to travel to Districts.

Meeting Venues

The MD Headquarters must be used whenever it is available since it is the most cost-effective of venues.

Facilities for hot meals are available nearby at the Cricket Club or they will supply sandwiches. Please contact MDHQ if you wish to use this facility. It is now possible to have six meetings at MD Headquarters in any weekend but do check availability before fixing your meeting date. If MD Headquarters is fully booked and there is no possibility of rearranging your dates then you may make arrangements to have your meeting at other venues and MDHQ will be able to advise

However, in the first instance, you must try and arrange to have your meeting at MD Headquarters.

Even if you cannot arrange a meeting at the Headquarters and have to find alternative accommodation, please do advise MD Headquarters so that they have a record of what meetings are taking place on which day.

By pre-booking MD Headquarters for a meeting you will block other people from having a meeting on that day so you must ensure that you do not make speculative bookings and that you adhere to your arrangements. The MD Headquarters staff will advise you of the arrangements relating to entry and closure procedures.

There are facilities for tea and coffee making at MD Headquarters. In the upstairs meeting room a small room has been turned into a coffee lounge for the pre-meeting get together and even for having a snack luncheon. Tea, coffee and milk are provided. There is a Tesco Express 3 minutes' walk from MDHQ and a Sandwich shop to obtain emergency supplies.

Meeting Expenses

The MD Treasurer will reimburse the cost of coffees/teas for meetings plus the MD Officer's **own** travel and meal expenses (an item for this should be included in your budget).

The expenses of District Officers attending should be reclaimed from their Districts, as these cannot be claimed as an MD expense.

Minutes of Meetings

It is important to prepare, as soon as possible, after a meeting notes or minutes of the meeting, decisions taken and action required, together with a note of who is expected to take the action. If you cannot do the minutes yourself, then get help from one of the other Officers present. You need to be seen to be professional and, more importantly, efficient.

Do not forget to send copies of your Minutes to your Portfolio Coordinator, the Secretary to Council and in addition to all of those who either attended the meeting or who had been invited to attend.

MD Conference Facilities

MDO's are encouraged to apply for their own free copy of Zoom teleconferencing. Via Zoom.us . Go to Pricing and plans, and then apply for the free version. This allows meetings up to 40 mins with up to 100 people!. If you need longer than 40 minutes. Tell your group to take a 5 min comfort break and join again. 121 meetings can be held for any time length.

MDHQ has Zoom facilities so you could hold a meeting with most of your officers and bring others in online.

Full training can be given via the Council Secretary, or online at [Zoom.us](https://zoom.us)

7 M D Convention

You have to be there!

As Portfolio Coordinator and MD Officer you are required to submit an annual MD Convention Report, and are expected to attend Convention and to be available to deal with any questions or debate that may arise on your subject area.

Convention Report

Please note that your report for MD Convention is separate from your fourth report to the Council of Governors. The reason for this should be obvious: the MD Convention report is read by all Lions whilst the Council report should be restricted to Council business. Also the Convention report covers the whole year since the previous Convention closed.

Convention Stand

At the MD Convention you should try to put up a stand if it helps to promote your Office. The procedure is to contact the MD Convention Officer or MDHQ who will advise you of how much room is available and who will take bookings. The Lions of the Multiple District will expect your display to include information leaflets and other material which they can take back to their clubs. They will also wish to meet the Portfolio Coordinators and Officers Officer and/or Deputy.

Presentations at Convention

You may be asked to make a presentation during the business session at MD Convention. The Council Chairman will contact you if he feels a presentation about your area of specialisation is appropriate. You may approach the Chairman if you feel you need to do a presentation, but do bear in mind the constraints of time and the need to have a balanced agenda.

The main role of the MD Officer or Chairman at Convention is to be available for answering any questions that are raised from the floor on his area of specialisation. This could take place in a separate open forum or immediately after the reports are presented for approval to Convention.

If you are doing a presentation, try and make it short and punchy. The average attention span of any person is fairly limited and the longer the presentation the more chance you have of losing your audience. It would also be helpful if you could make use of the audio-visual equipment available. Do get in touch with the Convention Chairman to find out what equipment will be available

8. Communication

It is the easiest thing in the world to issue ream upon ream of information, which is never read let alone understood, and which mostly ends up in the proverbial bin. It is much more difficult to communicate effectively and to be fully understood.

One of the most important areas of communication during your year will be with your Portfolio Coordinator. Try to establish a good relationship with them. Try to appreciate that it is difficult for any DO to take off his District hat and exchange it for a MD hat, totally forgetting his District experiences, workload and problems.

Your main channel of communication during your year will be with your equivalent Office holder in each of the twelve Districts, which together constitute our Multiple District. Again try to establish a good working relationship with each District Officer. Discover what their individual needs might be and try to serve those needs as efficiently as possible. Do your best to transfer your own enthusiasm for your speciality to them.

You are also a member of a team of MD Officers. Be a team player and work in partnership with the Council of Governors. Be careful with your criticism and liberal with your praise. Have an open Agenda not a secret Agenda.

Finally, we are all volunteers. We have that in common. We are also all committed by our motto "We Serve". We are all part of the same family.

Portfolio Coordinator

The Portfolio Coordinator is the communication link between the MD Officer and the Council of Governors. You should work together in true partnership to progress the aims of Lionism within MD 105.

Criteria for Evaluation of MDO performance

- 1 Defined Objectives - has MDO, as required, set both three year and one year objectives at their selection stage, these objectives should be challenging but achievable. Have these been reported against in all reports to Council?
- 2 Has MDO completed any MDO 'on line' training and attended Convention as required?
- 3 Have all Reports been received on time and the report for the Convention Book met the deadline? Have Reports followed the template set?
- 4 Has any Website content been kept up-to-date?
- 5 Has PR and Marketing material relevant to the project been kept up-to-date and in particular has the content been reviewed at least once in the year? Is relevant material readily accessible to all members and/or general public?
- 6 Has MDO performed within budget (for those with significant budgets – has any request for increases to budget spend been discussed with Portfolio Coordinator and Council Treasurer)? Is budget performance reported on each COG report?
- 7 Has at least one face to face meeting been achieved during the year? Have other meetings taken place such as web based meetings or via conference calls with Officers to gain updates and give feedback.
- 8 Has MDO identified both the strengths and weaknesses of the project – in particular what does the project achieve for Lions, i.e. can it help with Membership, fundraising, delivering service to those that need it, etc.?

Whom to ask for help

From time to time there are occasions when we all need some help or support. Please do not 'suffer' in silence or try to push ahead on your own. For many MDOs the first point of contact is likely to be the Portfolio Coordinator, but there are many others to approach: another MDO within the same Portfolio and with whom you have an excellent working relationship, your predecessor in the role or your own DG.

Others, always willing to help, and all with a vast store of knowledge and information include PIDs Phil Nathan and Howard Lee along with ID Geoff Leeder, the Chair of Council, Council Secretary and Council Treasurer, MD SAA and the MD Global Action Team Coordinators for Leadership, Membership and Service.

Should none of these be in a position to help at least one of them will be able to point the MDO in the right direction. These sources of advice and support are freely available to all MDOs, in fact to all Lions across the Multiple District, so please make full use of this vast font of knowledge whenever you need help or support.

Conclusion

If any further information, advice or assistance is required concerning any of the topics outlined in this document then please contact the MD GLT Coordinator, David Merchant, via david_merchant@btinternet.com

List of Officers 2019-20

A. Council Treasurer Portfolio - PCC Philip Goodier

A.1	Council Treasurer	PCC Lion Philip Goodier
A.2	Deputy Council Treasurer	Lion David McKirdy
A.3	Charities Treasurer	PDG Lion Tom Berry
A.4	Insurance Adviser	Lion Rebecca Hall
A.5	Tax Advisor	PCC Lion Viresh Paul

B. Council Chairman Portfolio – CC Stewart Sherman-Kahn

B.1	Council Chairman	CC Lion Stewart Sherman-Kahn
B.2	Constitutions, Nominations and Resolutions	Lion Trevor Kell
B.3	MD Strategic Development	PCC Lion Peter Burnett
B.4	Patron Liaison	PDG Lion Patrick Hamblin
B.5	Conventions Officer	PDG Lion Rod Weale
B.6	Compliance Officer	PCC Lion Heather Jeavons
B.7	Vulnerable Persons	Lion David Colville
B.8	Data Protection	Lion David Colville
B.9	Health and Safety	Lion Tim Dixon
B.10	Lioness	Lion Jim Cawte

C. Global Action Team Portfolio - CC Lion Stewart Sherman-Kahn

C.1	Global Service Team	PID Lion Phil Nathan
C.2	Diabetes	PCC Lion Andy Pemberton
C.3	Sight/LEHP	
C.4	Brain Tumour Research	Lion Fran Stary
C.5	Sight-Vision Camera	Lion Stu Young
C.6	Environment	PDG Lion John Crompton
C.7	Childhood Cancer	
C.8	Feeding the Hungry	PDG Lion Elaine Kitchen/Chris Hibbert
C.9	Medic Alert	PDG Lion John Sutherland
C.10	Leo – Omega	
C.11	Lifeskills	PDG Lion Teresa Carberry
C.12	Global Leadership MD Co-ordinator	PDG Lion David Merchant
C.13	Global Membership MD Co-ordinator	Lion Sue Wilding
C.14	MIAB	MDHQ Office Manager
C.15	Physical and Learning Disabilities	Lion Tony Buchan
C.16	SOGB Liaison and promotion	Lion Simon Smith
C.17	Activity Alliance (EFDS) Liaison and Promotion	Lion Penny Tregillus
C.18	Speech and Hearing	Lion Derek Rutter

The International Association of Lions Clubs
Multiple District 105 British Isles
Officers Listing 2019-2020

D. Council Secretary Portfolio – PCC Phil Robinson

D.1	Council Secretary	PCC Lion Phil Robinson
D.2	Deputy Council Secretary/Sergeant at Arms	PCC Lion Peter Burnett
D.3	MDHQ	Lion Brigitte Green

F. International Portfolio – no coordinator appointed

F.1	Korle Bu	PID Lion Howard Lee
F.2	Gift For Living	PID Lion Phil Nathan
F.3	International Relations	Lion Juan Nuevo
F.4	LCIF	PCC Lion Andy Pemberton
F.5	Sewing Machine Project	PCC Lion David Firth

G. Communications Portfolio – Lion Heather Yaxley

G.0	Communications Portfolio Report	Lion Heather Yaxley
G.1	Information Technology	Lion Dave Allen
G.2	The LION Magazine Management Committee	PDG Lion Fred Massey
G.3	Marketing and Public Relations	Lion Heather Yaxley/ Lion Mandy Broadbent

H. Youth Portfolio PDG Lion Doreen Allen

H.0	Youth Portfolio Coordinator	PDG Lion Doreen Allen
H.1	Young Leaders In Service	Lion Colin Marsh
H.2	Young Ambassador	Lion Cath Kendall
H.3	Youth Exchange	Lion Jackie Williams
H.4	Peace Poster Competition (includes Short Story Competition)	MDHQ
H.5	Leos (Alpha)	PDG Lion Doreen Allen

Reporting Timetable 2019-2020

Council Meetings

July 2019

MDO Reports Due to Coordinators and a copy to MDHQ
All reports to Council inc co-ords and MDO reports
July Council Meeting

24 June 2019
1 July 2019
27-28 July 2019

October 2019

MDO Reports Due to Coordinators and a copy to MDHQ
All reports to Council inc co-ords and MDO reports
October Council Meeting

1 October 2019
11 October 2019
26-27 October 2019

January 2020

MDO Reports Due to Coordinators and a copy to MDHQ
All reports to Council inc co-ords and MDO reports
January Council Meeting

3 January 2020
10 January 2020
25-27 January 2020

April-May 2020

MDO Reports Due to Coordinators and a copy to MDHQ
All reports to Council inc co-ords and MDO reports
April-May Council meeting

8 April 2020
17 April 2020
30 April-1 May 2020

MD Convention 2020

MD Convention Report Due
Coordinators' reports to CS and copy to MDHQ
MD Convention (Grantham)

8 April 2020
8 April 2020
3-4 May 2020

Budget 2019-2020

Budget submission due

30 November 2019

MDO Report Template

Report No: XX

MDO Title

Name of Officer

1. Decision Required of Council (Verdana 10 bold)

2. Justification for Decision Required

3. Action taken since last Report

4. Other matters

Please Use Verdana Type Face

Portfolio Coordinator Report Template

Report No: XX

Coordinator Title

Name of Coordinator

- 1 Decision Required of Council (Verdana 10 bold)**
Additional decisions required of Council
List of decisions required by portfolio Officers
- 2 Recommended Decisions required by Coordinators**
- 3 Portfolio budget status**
- 4. Action taken since last report**
- 5. Issues concerning progress towards Objectives for the year for each Office**
Own Objectives
Members website content
- 6 Issues concerning progress towards 3 Year Objectives**
- 7. Other matters**

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Appendix 5

LIONS CLUBS INTERNATIONAL MD105

EXPENSES CLAIM FORM (2019/2020)

(to be sent to Council Treasurer after approval by any required Committee Chairman)

PCC Philip Goodier 34 Hawthorn Crescent, Lea, Preston, Lancashire. PR2 1RD Tel: 01772 733452

NAME	_____	MD OFFICE	_____
ADDRESS	<u>COMPLETE IF DIFFERENT FROM</u> MD DIRECTORY _____ _____ _____	BUDGET	_____
		PERIOD OF CLAIM	_____
		CHAIRMAN (if any)	_____

Claimable expenses are as per MD Rules of Audit as advised at the MDO Briefing at the year start, with the exception of Mileage, receipts/vouchers are required for all expenditure claimed.

1. TRAVELLING EXPENSES (Receipts except for mileage claim)

Date	Place	Purpose	Miles	Rate	Amount

2. HOTEL EXPENSES (Receipts required)

Date	Hotel	Purpose	Nights	Amount

3. MEALS, SANDWICHES etc. (receipts required)

Date	Place	Purpose	Days	Amount

4. SUNDRIES (Receipts/copy bills/signed chits required)

	Purpose (add further notes on reverse, if required)	Amount
Telephone(off-peak rates)		
Postage (2 nd Class)		
Stationery/copying		
Other (please specify):		
for copies use MDHQ first	(otherwise 5p per copy against receipt or if own copier 2.5p per copy)	
TOTAL THIS CLAIM		
(A)		
SIGNED.....	Total Previous Claims (B)	
COMBINED TOTAL (A+B)=		
(C)		
SIGNED..... Chairman	YEAR'S BUDGET	
(D)		
C)	UNDRAWN ELEMENT (D-	

APPENDIX 6

Rules of Audit 2019- 2020

Mileage **25p**

Hotel **£60**

(Hotel costs should normally only be relevant where an officer has 3 hours travel in each direction as time is considered to be the more important factor, not distance in itself.)

Subsistence Up to maximum of £30 made up as follows

Breakfast	up to £ 7.00 (unless included in a Hotel claim)
Lunch	up to £ 11.00
Dinner	up to £20.00 (normally on the night of Hotel stay, or if travel home is 3 hours or more).

Rail **2nd Class**

Taxi as per mileage rate but view taken re travellers from Ireland re getting from Birmingham Airport to Meetings at MDHQ/Solihull etc.

Car Parking not covered except Non Mainland at Airport/Ferries.

Postage As necessarily incurred at Second Class against receipts.

Telephone As necessarily incurred at Off-peak rates supported by evidence as far as possible.

Stationery Cost supported by receipts.

Copying Use MDHQ if practical, 5p per copy against receipts or if own copier 2.5p – signed chit. In all cases, state number of copies and purpose

Sympathetic consideration to be given to the aspects of car parking, tolls, congestion charges, and taxis so long as the means of travel represents the 'lowest cost alternative'.

OFFICIAL EMBLEM OF ASSOCIATION

The official emblem of this association and each chartered club shall be of a design as set forth below. Each club shall only use the official emblem of the association.



TRADEMARK POLICIES OVERVIEW

Trademarks Defined...

Any existing and future association names, emblems, logos, seals, registered trademarks and other trademark interests, including but not limited to Lions, Lioness, Leo, Lions Clubs, Lions International or Lions Clubs International.

General Guidelines to Follow When Using the Lions Trademarks...

in order to maintain general quality and content standards in the use of the association trademarks, said trademarks shall not be used in connection with pornography, nudity, alcohol, and other content, which may be offensive in the relevant Lions community.

Duty to Enforce and/or Report any Unauthorized Use ...

All Lions have a responsibility to comply with the trademark policies adopted by the International Board of Directors, including notifying the Legal Division of any unauthorized or misuse of any Lions trademark.

AUTOMATIC AUTHORIZATION TO USE THE ASSOCIATION TRADEMARKS

Lions Members, Clubs and Districts are automatically authorized to use Lions trademarks for the promotion and furtherance of the association's purposes and general club operations, including the promotion of club or district sponsored programs, projects, community service and other events.

Use of Lions Trademarks on Clothing

Such as T-shirts, Hats, Sweat-shirts, etc...

Lions are automatically granted permission to use, purchase, sell, manufacture or distribute apparel items (excluding vests) with LCI trademarks when each individual item does not exceed 30 in one fiscal year. Lions **clubs** exceeding 30 members have been automatically granted permission to use the LCI trademarks when the apparel items, excluding vests, do not exceed the total number of club members.

Apparel Defined...

Apparel items are defined as clothing, excluding vests, such as caps, shirts and ties that one would wear to cover, protect or decorate your body.

WHEN APPROVAL IS NEEDED

Lions Members, Clubs and Districts may need to seek approval when using the Lions trademarks in certain activities, such as the sale of Lions merchandise, non-dues revenue programs, certain sponsorships and forming Lions entities.

Purchase, Use, Sale & Distribution of Lions Apparel Over 30...

Lions Clubs with 30 or less members can sell vests and apparel items over 30 after they seek approval from and pay license fees and/or royalty payments as determined by the Club Supplies and Distribution Division or the Legal Division.

Purchase, Use, Sale & Distribution of Items Other Than Apparel...

Lions must seek approval from and pay license fees and/or royalty payments as determined by the Club Supplies and Distribution Division or the Legal Division for all non-apparel items and vests bearing the Lions trademarks.

Co-Sponsorship of Club or District Projects...

Lions clubs and districts are authorized to use the Lions trademarks in connection with the name and/or emblem of another entity so long as the respective club and/or district approves and the name of the club and/or district is clearly used. If sponsorship involves more than one sub-district, then the sponsor must be approved by the respective multiple district council of governors. If sponsorship involves more than one multiple district, then the sponsor must be approved by each respective multiple district and the Legal Division.

Questions about policy interpretation and enforcement, contact:

Legal Division
legal@lionsclubs.org
www.lionsclubs.org
Phone: 630-571-5466, ext. 3847
Fax: 630-571-0953

Questions about licensing, approval for specific use on products, goods, etc., contact:

Club Supplies & Distribution Division
clubsupplies@lionsclubs.org
www.lionsclubs.org
Phone: 630-571-5466, ext. 6921
Fax: 630-571-1688

LIONS CLUBS INTERNATIONAL TRADEMARK POLICIES

As a matter of legal protection to the International Association of Lions Clubs and its members, clubs and districts (single, sub- and multiple, hereinafter referred as "districts"), the association name and emblem (and variations thereof) are registered as trademarks in countries around the world.

Under the association's trademark policies, Lions members, clubs and districts are automatically granted permission and license to use the association trademarks in the promotion and furtherance of the association's purposes and club or district operations, such as sponsored programs, projects, community service and other events, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors and the trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division and official licensees.

Lion members, clubs and districts are authorized or may seek authorization to use the association's trademarks for certain items, projects and programs in accordance with the association's trademark policies. For a complete copy of the association's trademark policies, please refer to the Lions Clubs International Website, (<http://www.lionsclubs.org>) or contact the Legal Division at legal@lionsclubs.org or (630) 571-5466, ext. 3847. For any questions on licensing, approval for specific use on products, goods, etc, please contact the Club Supplies and Distribution at clubsupplies@lionsclubs.org or (630) 571-5466, ext. 6921.

