



*District 1-D Job Descriptions  
For Cabinet Positions*

LEADERSHIP OPPORTUNITES DISTRICT 1-D

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# **Executive Team**

## **District Governor**

This is the CEO of the District, overseeing all operations of the District. The District Governor presides at all Cabinet meetings (4 per year), attends Council of Governors Meetings (4 per year), visits all Clubs, and promotes happenings throughout our District, Multiple District 1 (state), and Lions International. They appoint committee chairs and other positions on the Cabinet to assist in smoothly running the District, and, along with the entire Executive and Global Action Teams, formulate goals and give direction to accomplish those goals. Other duties are outlined in the District 1-D Constitution and Bylaws. This position is elected by the voting delegates of District 1-D at the annual District Convention.

## **1st Vice District Governor**

This leader is 2<sup>nd</sup> in command and a part of the District Governor team. They \*preside over all meetings that the District Governor cannot attend. They assist in the goal writing and the implementation and progress of those goals. The 1<sup>st</sup> Vice District Governor shall work closely with the Global Membership Team (GMT) Coordinator and the Global Extension Team (GET) Coordinator to help obtain the membership goals that are set forth by the team. They are required to attend trainings set forth by Lions International and MD-1 for the purpose of preparing them for their year as District Governor. They are also required to attend all Cabinet meetings (4 per year) and Council of Governors meetings (4 per year). They may be asked to visit a Club(s) should the District Governor not be able to make those visits and help promote the happenings of the District, Multiple District (state), and Lions International. Other duties are outlined in the District 1-D Constitution and Bylaws. This position is elected by the voting delegates of District 1-D at the annual District Convention.

## **2nd Vice District Governor**

This leadership position is the first step to becoming a District Governor. Requirements to be put on the ballot ask that you have been a Club President and a Zone Chair. See the current LCI Constitution and By-Laws for all requirements. They are a part of the District Governor Team and assist in the goal writing and the implementation and progress of those goals. They will also work closely with the Global Leadership Team (GLT) Coordinator to search out up and coming leaders in our District. This person will also be on the lookout for potential Cabinet members for the upcoming years and help weed out those that are not progressing. They assist the District Governor and 1<sup>st</sup> Vice District Governor in any area(s) needed. They are also required to attend all cabinet meetings (4 per year) and Council of Governors meetings (4 per year). Upon request of the District Governor, they may be asked to visit Club(s) and or Zone(s) meetings to help promote the happenings of the District, Multiple District (state), and Lions International. Other duties for this position are outlined in the District 1-D Constitution and Bylaws. This position is elected by the voting delegates of District 1-D at the District Convention.

### **Immediate Past District Governor (IPDG)**

This position is in place for the District Governor just finishing their term to still serve in an advisory role. The IPDG holds a seat on the Executive team and provides guidance to the current leadership team. The IPDG may be asked to serve on the Multiple District's Long Range Planning Committee. The Multiple District Constitution and Bylaws outlines which Districts sit on this committee for which years. Also see the Long-Range Planning Committee section of this document.

### **Cabinet Secretary**

This position is the District Governor's Administrative Assistant. This person is the Liaison between the District and several areas including Lions Clubs International, Lions of Illinois Incorporated/State Office, State Secretary Treasurer (SST), other District Secretaries, and District 1-D Club Secretaries. This Lion is responsible for performing such duties as are implied by the title of said office, including but not limited to, the following:

- Keep an accurate record of the proceedings of all meetings of the Cabinet, and within five (5) days after each meeting, forward copies of the same to International, the State Lions Office/ SST, District Governor, District Cabinet, and the Secretary of each Club in the District.
- Take and keep minutes of the District Convention and furnish copies of the same to International, the State Lions Office/SST, District Governor, and the Secretary of each Club in the District.
- Make reports to the Cabinet as the District Governor or Cabinet may require.
- Collect and receipt for all dues and taxes levied on members and Clubs in the District, deposit the same in such bank or banks as the District Governor shall determine, and disburse the same by order of the District Governor.
- Remit and pay over to the State Secretary Treasurer the Multiple District dues and taxes, if any, collected in the District, and secure a proper receipt.
- Keep accurate books and records of accounts and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any Cabinet member, and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, they shall furnish any such books and records as requested to any auditor appointed by the District Governor.
- Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
- Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds, and records of the District to his/her successor in office.
- Shall be an active member of the 1-D Executive committee, assisting with the GLT with Officer's Training, Zone Training, and Forums.
- Be an Active Member of the Nominations/Elections committee with delegate Certifications and Ballots.
- Other duties for this position are outlined in the District 1-D Constitution and By-laws

## **Cabinet Treasurer**

This Lion is the Chief Financial Officer for the District. He/she will be responsible for the following:

- Make reports to the Cabinet as the District Governor or Cabinet may require.
- Collect and receipt for all dues and taxes levied on members and Clubs in the District, deposit the same in such bank or banks as the District Governor shall determine, and disburse the same by order of the District Governor.  
Remit and pay over to the State Secretary-Treasurer the Multiple District dues and taxes, if any, collected in the District, and secure a proper receipt.
- Keep accurate books and records of accounts and permit inspection of the same by the District Governor, any Cabinet member, and any Club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, they shall furnish any such books and records as requested to any auditor appointed by the District Governor.
- Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor.
- Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds, and records of the District to their successor in office.
- Shall be an active member of the 1-D Executive Committee, assisting with the GLT with Officer's Training, Zone Training, and Forums.
- Bill each Lions Clubs their Multiple District and District Dues assessment according to LCI Membership Records
- Other duties for this position are outlined in the District 1-D Constitution and Bylaws

## **Global Extension Team (GET) Coordinator**

As the GET District Coordinator, your efforts directly impact the success of the Global Action Team's initiatives. You will lead your District's efforts to charter new clubs. You will build and lead a team of Lions who share your passion for extension. You know how to connect with people and overcome obstacles. This is a new position created within the Global Action Team (GAT Team) to help with new Club development. This position creates a team of passionate individuals focused solely on starting new clubs. The GET and team will search out new areas for growth and make the necessary contacts to begin to develop that club. It is strongly recommended that this position take the New Club Development course on the Lions Learning Center to become familiar with the process. Other duties for this position are outlined in the District 1-D Constitution and By-laws. This is an appointed position by the District Governor.

## **Global Leadership Team (GLT) Coordinator**

As the GLT District Coordinator, your efforts directly impact the success of the Global Action Team's initiatives. You are the driving force that ensures your District is strong, stable, and focused on developing and inspiring quality leadership. You know where to find solutions and can overcome obstacles. You will serve as a conduit between Clubs and Multiple District Coordinators to ensure the distinct needs of each District and Club are being met. This position is a part of the Global Action Team (GAT Team) and is responsible for organizing and facilitating Zone Chair and Club officer trainings for the District. This person also organizes a District forum

in the spring should time and resources allow. You must be comfortable with the reporting system and report all trainings in the Learn section of the Lions International member portal. You are also on the Multiple District committee and will be asked from time to time to attend Zoom meetings with other GLT's in the state. This is a place to learn new and exciting ideas as well as share struggles and celebrate successes. You will also be the liaison for information about the Multiple District Fall Forum and the USA/Canada Lions Leadership Forum. You will be required to submit a report to the Cabinet prior to each Cabinet meeting and attend all meetings of the Cabinet (4 per year).

### **Global Membership Team (GMT) Coordinator**

As the GMT District Coordinator, your efforts directly impact the success of the Global Action Team's initiatives. You are the driving force that ensures your District is strong, stable, and focused on increasing membership. You know where to find solutions and can overcome obstacles. You will serve as a conduit between Clubs and Multiple District Coordinators to ensure the distinct needs of each District and Club are being met. This position is part of the Global Action Team (GAT Team) and focuses strictly on the recruitment of new members and the retention of existing members. The GMT works with Club Membership Chairs and Officer teams to assist in any way to bring in new members and keep existing members from leaving. The GMT is expected to be at all Cabinet meetings (4 per year) and submit a report as to the status of membership and celebrate any successes the clubs may be having in getting new members. The GMT will work with the 1<sup>st</sup> Vice District Governor on membership strategies and new fun ideas to help clubs get new members and to retain the ones they have. You may also be asked to speak at Zone meetings on the same topic. There are many resources on the LCI website, search GMT Toolkit. Other duties for this position are outlined in the District 1-D Constitution and By-laws. This position is appointed by the District Governor.

### **Global Service Team (GST) Coordinator**

As the GST District Coordinator, you provide capacity building resources to Region, Zone, and Club Service Chairpersons, empowering Lions to meet the priority needs of their communities and elevate the member experience through impactful service growth. You know where to find solutions and can overcome obstacles. You will serve as a conduit between Clubs and Multiple District Coordinators to ensure the distinct needs of each District and Club are being met. This position is part of the Global Action Team (GAT Team) and basically works with the Club Service Coordinators to provide service project support as well as helping to get those projects reported on LCI's reporting platform. Other duties for this position are outlined in the District 1-D Constitution and By-laws. This position is appointed by the District Governor.

## **Lions Clubs International Foundation (LCIF) Coordinator**

LCIF is the charitable arm of Lions Clubs International. As the only foundation to empower the service of Lions worldwide, LCIF has awarded more than 19,000 grants, totaling more than US\$1.2 billion, since its founding in 1968. LCIF funds humanitarian service through donations from Lions Clubs International members, the general public, and partners. This position is also a part of the Global Action Team (GAT Team) and works directly with Clubs to help make donations to our foundation as well as assist in the grant process. The LCIF Coordinator brings awareness to the importance of our Lions Clubs International Foundation and its work and keeps the District updated on donations made, grants given, and such. This Coordinator is our conduit between the District and Lions Clubs International Foundation. This position is selected by the District Governor and must be approved by the Multiple District Coordinator.

## **Zone Chair**

Here is probably one of the jobs that is the most fun and most rewarding. It's similar to a mini-District Governor, a liaison between the District and the Clubs. There are anywhere from 5 to 7 clubs in each Zone. They will be the Club's District go-to person. Take information from the Clubs to the District Cabinet and vice versa. Holding 3 Zone meetings per year is required; it's suggested to move these meetings around the Zone. It's helpful to visit the Clubs twice per year and see what each Club is doing, what is needed, or how the District can help them succeed. They are required to attend all Cabinet meetings (4 per year) and submit a report of what is going on in the Zone before each Cabinet meeting. The friendships and bonds that are created will help identify future leaders in each Club and our District. Other duties for this position are outlined in the District 1-D Constitution and By-laws as well as other resourceful documents from Lions International. This is an appointed position by the District Governor, and you can only serve 3 consecutive years. This position cannot be held by a past District Governor unless the position cannot be filled otherwise.

## **Supporting Committee Chairs**

### **1-D Convention Chair**

This position will work closely with the District Governor team to plan and execute the annual District Convention. This person will become familiar with the venue and help finalize all details to ensure a smooth-running convention. Resources are available on LCI website as well as any other duties. You should attend all Cabinet meetings (4 per year) to report on progress and help promote the Convention.

### **Campaign & Liaison Chair**

This position is held by a Past District Governor and will be a part of the State committee. They would report on any candidates that either the Multiple District of Illinois is endorsing to move forward as an International Director candidate or candidate for Third Vice President. They will also report on any endorsement by the state of candidates running for Third Vice President from any location.

### **Chaplain**

The District Chaplain shall give a blessing before all of our Cabinet meetings and may be called upon for special events as well. You will conduct blessings over our District Convention and conduct the Celebration of Life ceremony during the Convention.

### **Constitution and By Laws Chair**

This position is an important one. This chair will be a part of the State committee and bring to the Cabinet any business of that state committee. You will ensure that our District document is up-to-date and accurate. Any amendments to this document shall go through this chairperson and be brought to the Cabinet for consideration to be put on the ballot to go before the delegates of our District. You shall formulate such resolutions to be brought forth. You will also report on any resolutions that may be brought before the delegates of the Multiple District of Illinois at their convention in May.

### **Diabetes Chair**

This is one of Lions International's global causes. You will report on ways Lions can help in this area and educate our Lions through Club or Zone presentations to make everyone aware of how Lions can help and the resources that may be available. This chair will receive updates from Lions International. Resources are available on LCI website as well as any other duties.

### **Directory Editor**

This person shall develop the District directory and send it to print. You will seek out a reasonably-priced printer to have these directories printed and obtain approval from the Cabinet to do so. You will also submit an electronic version to be made available. Updates to the directory will be communicated to the Cabinet Secretary and emailed to the Clubs for all to update their documents.

### **Environmental Chair**

This position helps bring awareness to all Lions in our District of the ways that we can make our environment better. Resources are available from Lions International. You are a part of the District Cabinet and should prepare a report for and attend those meetings (4 per year). Resources are available on LCI website as well as any other duties.

### **Social Media/Facebook Administrator**

This person shall be responsible for keeping our District Facebook page current and accessible to all in our District. This chair shall solicit Clubs to submit things for posting and or feel free to post within the guidelines set forth. Resources are available on LCI website as well as any other duties.

### **Disaster Relief & Welfare Chairperson**

The Disaster Relief Chairperson plays a vital role in organizing and coordinating the club or district's response to natural or man-made disasters. They are first at the scene and will analyze

the situation and report to the District Governor and come up with an immediate plan of action. Disaster Relief Chairperson Responsibilities are as follows, but not limited to:

- Serve as the main point of contact for all disaster-related Lions activities.
- Coordinate with Lions Clubs International Foundation (LCIF) and apply for emergency or disaster grants when needed.
- Keep the District Governor and cabinet informed of disaster situations and Lions' response efforts.
- Mobilize volunteers and organize immediate relief activities (e.g., food, shelter, supplies).
- Support long-term recovery projects, especially when rebuilding is needed.
- Track service activities and outcomes for reporting and transparency.
- Provide Education & Training
- Develop and maintain a disaster response plan tailored to the district or club's capabilities.
- Identify potential risks and resources within the District and work with Clubs and local emergency services and community organizations to make a response plan.
- Educate clubs and members on disaster response protocols.
- Conduct training sessions or workshops on safety, first aid, and effective disaster response.
- Promote community awareness campaigns.
- Partner with local government agencies, nonprofits, and other Lions districts in regional or large-scale disasters.
- Encourage clubs to create their own disaster response teams.

### **Hunger Chair**

This is one of Lions International's global causes. This chair will report on ways that Lions can help in the area of feeding those in need. This chair should be available to make presentations for Clubs or Zones to bring the resources and ideas for Lions to better serve their communities in this area. This chair will receive updates from Lions International. Resources are available on LCI website as well as any other duties.

### **Information and Technology Chair**

This chairperson shall keep current on all that is involved with technology, whether it be the reporting platforms with Lions International, District emails, or assisting clubs in reporting and login issues. You will keep the Lions of our District up to date on any changes that may happen and assist where needed. Resources are available on LCI website as well as any other duties.

### **International Convention Chair**

This Chairperson works in conjunction with the other Chairpersons in the state to relay information back to the District on the details of the International Convention. This Chairperson is encouraged to attend all Cabinet meetings (4 per year) and meetings of their state committee and to report back to the District Cabinet at their quarterly meetings. Resources are available on LCI website as well as any other duties. This position is appointed by the District Governor.

### **Leos and Youth**

This chairperson is responsible for assisting the Leo Clubs within our District and searching out new Leo Club prospects. You monitor the health of these clubs and assist where needed. You assist clubs in the chartering process of new Leo Clubs and answer any questions. You will report at each Cabinet meeting (4 per year) on the happenings within the Leo Clubs in the District and offer assistance. This chair will also be available for presentations at Club and or Zone meetings to educate others on the Leo program.. This chair will also assist Leos who will be/can transition to Lions. Resources are available on LCI website as well as any other duties. This position is appointed by the District Governor.

### **Long Range Planning Committee**

This chairperson sits on the state Long Range Planning Committee and is typically either the Immediate Past District Governor or a PDG within the last few years. There is a schedule set up by the state in their constitution and bylaws, and committee members rotate every 2 years. This chair will report to the cabinet on the happenings of this state committee. You will also work with the District Governor team looking forward within our District and planning for the future.

### **MD-1 State Convention Chair**

This chairperson works in conjunction with the State Chairperson and their committee to help to organize the annual MD-1 State Convention. You are responsible for getting our District's contributions for the hospitality room and making sure things are set up and ready to go. You will also assist the State Chair as needed to ensure a smooth-running convention. Planning meetings may be held via Zoom to accommodate all of the District Chairs in the state. This position is appointed by the District Governor.

### **Nominating/Elections Chair**

This chairperson shall be responsible for reporting any vacancies that will need to be voted on at the upcoming District Convention and submit requests for nominations to be put on the ballot for said Convention. You, along with your committee, will review nominations submitted and report whether they meet the qualifications and are able to be put on the ballot. For the convention, you will assist in the election process to ensure a fair and smooth voting process. This position is appointed by the District Governor.

### **Peace Poster Chair**

This chair shall promote the Peace Poster contest offered through Lions International. You shall oversee the contest at the District level. All entries are to be submitted to this Chair. The winner will be handled by this Chair who delivers the winning poster to the District Governor prior to the December Council of Governors meeting for the state judging. This position is appointed by the District Governor.

### **Pediatric Cancer Chair**

This is one of Lions International's global causes. This chair shall report on ways that Lions can help in this area. You should be available to make presentations to Clubs or Zones to educate Lions on the resources that are available to assist them to better serve their communities in this area. This chair will receive updates from Lions International. This position is appointed by the District Governor.

### **Newsletter District Editor**

The Newsletter Editor is responsible for creating and distributing the club's newsletter, keeping members informed and engaged with timely updates, important announcements, upcoming events, and highlights of recent activities. This role involves gathering content from club officers and members, organizing it in a clear and visually appealing format, and ensuring the newsletter is published on a regular schedule. The editor plays a key role in promoting communication and unity within the club while showcasing the club's service and achievements to a wider audience. This person shall also be responsible for submitting items to the State Magazine editor to be published in that magazine. This position is appointed by the District Governor.

### **Tail Twister**

This position is responsible for promoting fun and fellowship throughout our District events. He/she shall creatively bring fun to our District Cabinet meetings as well as the District Convention. You will also assess fines as necessary to keep everyone in line. You will also coordinate 50/50 drawings at our Cabinet meetings and District Convention. This includes selling tickets or recruiting others to do so as well as conducting the drawing when called upon. This position is appointed by the District Governor.

### **Vision Chair**

The District Vision Chairperson plays a vital role in coordinating and promoting vision-related service activities across the district. This position supports Lions Clubs International's global mission to prevent avoidable blindness, restore eyesight, and improve access to quality eye care. The Chairperson works with clubs to encourage and facilitate vision screenings in schools, communities, and senior centers; promotes involvement in Lions-approved vision programs such as SightFirst, Student Low Vision, Adult Low Vision, Camp Lions, and White Cane Day; organizes eyeglass collection drives; and assists clubs in connecting individuals with free or affordable eye exams and eyewear. Additionally, the Chairperson ensures that all vision-related service activities are accurately reported in the Lions Portal, helping to showcase the district's collective impact.

### **Web Master**

This person will be responsible for keeping our District website current and operational. You will solicit information and items to put on the website. This position is appointed by the District Governor.

# **Lions of Illinois Foundation Committees**

## **LIF District Trustees**

Our District has 2 trustees that each serve a 2-year term. These are elected terms by the delegates of our District. Each term ends in a different year so that there is always an experienced trustee moving forward. These trustees will be a part of the Governing Board of the Lions of Illinois Foundation and will report back the happenings of that Board to the Cabinet. Our Trustees will be available to present at Club and Zone meetings on the programs and services of the Lions of Illinois Foundation and how they can assist Lions in better serving their communities. District Trustees will plan and execute a Candy Day Jamboree to kick off the candy day campaign. Trustees will also be available to collect any recycling materials that you have for the Foundation (i.e. eyeglasses, hearing aids, keys, printer cartridges, etc).

## **LIF Development Chair**

This chair shall report on and promote the fundraisers that help sustain the Lions of Illinois Foundation. This chair should be available to present at Clubs and or Zone meetings to promote participation in the fundraisers of the Foundation. This position is appointed by the District Governor with input from the Trustees.

## **LIF Health Services**

The Health Services Coordinator is responsible for maintaining an understanding and support by implementing and promoting hearing and vision related programs and services as well as determining the hearing and vision needs within your district and providing assistance. This position is appointed by the District Governor with input from the Trustees.

## **LIF Key Ambassador of Goodwill**

This coordinator is one of the key ambassadors with the Lions of Illinois Foundation and assists as needed by the Board of Trustees. You will assist in promoting the programs and services of the Lions of Illinois Foundation. This position is appointed by the District Governor with input from the Trustees.

## **LIF Leader Dogs for the Blind**

This chair shall promote the partnership that the Lions of Illinois Foundation has with Leader Dogs for the Blind. This chair should be available to present on this partnership and assist Clubs and Zones in making donations to Leader Dog. Encourage clubs to continue to send their donations for Leader Dog through the Lions of Illinois Foundation Birdies for Charity program. You will submit a District report to the State Committee Chairperson and be prepared to give this report at the District Cabinet meeting. This position is appointed by the District Governor with input from the Trustees.

## **LIF Memorials & Endowment**

This chair shall promote the endowment fund within our District and talk about the importance of its existence. They shall report on any memorials that may be made within our District as well

as the status of the endowment fund. This position is appointed by the District Governor with input from the Trustees.

*Note: 4 Cabinet Meetings per year = 3 Cabinet Meetings plus the District Convention  
All Cabinet Positions require a written report at each Cabinet Meeting*