

District 105W Three Year Plan



District 105W 2015-16 to 2017-18

Created by: District Long Range
Planning Committee

Version 2015.1 1st July 2015

Contents

1	Introduction	7
2	Service.....	7
2.1	Introduction	7
3	District Meeting Structure.	8
3.1	District 105W Organisation Chart.....	9
3.1.1	District Organisation Chart.....	10
3.1.2	General Comments Pertinent to all Committees.....	10
3.2	Three Year Plan for all Committees	11
4	Health and Environment Committee.....	12
4.1	Sight and LEHP	12
4.1.1	Year 1	12
4.1.2	Year 2 onwards	12
4.2	Diabetes	12
4.2.1	Year 1	13
4.2.2	Year 2	13
4.2.3	Year 3 onwards	13
4.3	Message in a Bottle (MIAB).....	13
4.3.1	Year 1	13
4.3.2	Year 2	13
4.3.3	Year 3 onwards	14
4.4	Medic Alert.....	14
4.4.1	Year 1	14
4.4.2	Years 2 & 3 as above	14
4.5	Speech and Hearing	14
4.5.1	Year 1	15
4.5.2	Year 2	15
4.5.3	Year 3 onwards	15
4.6	Environment.....	15
4.6.1	Year 1 onwards	16
4.7	District Health Officer – Funding plan:.....	16
5	District Youth Committee	17
5.1	District Youth Officer.	17

5.1.1	District Youth Officer – Year 1 Plan:.....	17
5.1.2	Years 2 & 3	17
5.2	Young Leaders in Service:	17
5.2.1	Year 1	18
5.2.2	Year 2 & 3.....	18
5.3	Young Ambassador of the 21 st Century	18
5.3.1	Year 1	18
5.3.2	Years 2 and 3	18
5.4	Youth Exchange.....	18
5.5	Leo Clubs	19
5.5.1	Years 1 – 3 Plan	19
5.6	Peace Poster.....	19
5.6.1	Three year aims and objectives	19
5.6.2	Peace Poster Plan.....	20
5.7	Life Skills.....	20
5.7.1	Three Year Objectives	20
6	International Committee.	21
6.1	LCIF.....	21
6.2	International Relations.....	21
6.3	United Nations Day	21
6.3.1	International Committee Plan – Year 1 (2015-16).....	22
6.3.2	International Committee Plan – Year 2 (2016-17).....	22
6.3.3	International Committee Plan – Year 3 (2017-18).....	22
6.4	Music Competition.....	22
6.4.1	Three Year Objectives	22
6.4.2	Music Competition Annual Plan.....	23
7	District Service Officer	24
7.1	Three Year Plan – District Service Officer	24
7.1.1	Year 1	24
7.1.2	Years 2 & 3	24
7.1.3	District Service Advisor Plan.....	24
8	Membership.....	25
8.1	Aims and Objectives.....	25
8.2	Introduction	25

8.3	Communication Growth and development	26
8.4	Development Plan.....	26
8.5	Three Year Progress Chart	28
9	Leadership.....	30
9.1	Aims and Objectives.....	30
9.2	Current Status	30
9.3	Three Year Plan	31
9.3.1	Year 1 - 2015/16.....	31
9.3.2	Years 2 & 3	31
10	District Governor Team.....	32
10.1	Three year plan to implement the change in club visits.....	32
10.1.1	Year 1	32
10.1.2	Year 2	32
10.1.3	Year 3	32
10.2	District Governor Team Annual Plan:	33
11	Public Relations.....	34
11.1	Introduction – Current Status	34
11.1.1	Public Relations.....	34
11.2	Three Year Plan	34
11.2.1	Year 1 – Preparation	34
11.2.2	Year 2 – Delivery	34
12	Information, Communication and Technology.	36
12.1	Introduction	36
12.2	The Role of the ICT Team	36
12.3	Principal Responsibilities of the ICT Team	36
12.3.1	District Website.....	36
12.3.2	Generic email addresses	36
12.3.3	District emailing	36
12.3.4	Newsletter – editing and distribution.....	36
12.3.5	Multiple District Directory	37
12.4	ICT Three Year Plan	37
12.4.1	Year 1	37
13	Almoner.....	38
14	Zone Chairperson.....	39

15	Finance and Administration Committee.....	40
16	Document update and version history	43
16.1	A Note on Document Version Numbering and History Maintenance	43
16.2	Version History.....	43

1 Introduction

Lions Clubs International's **Vision Statement** is:

To be the global leader in community and humanitarian service.

In order to uphold this vision, clear plans are needed for its future development and direction and this document, created by the District Long Range Planning Committee sets out to define Three year plans to meet the hopes and aspirations of all the Lions in District 105W. It is not intended that this document should be a definitive one-off plan but rather a 'living' or rolling plan, reviewed, revised and expanded in successive years enabling the District to adapt as circumstances change. As a starting point, the Long Range Planning Committee has reviewed and set out plans for service, membership and the Governors team.

2 Service

2.1 Introduction

Under the motto '**We Serve**' the definition of service is wide ranging for Lions Clubs and their members. Lions Clubs International has a clear vision statement:

To be the global leader in community and humanitarian service

This is backed by an equally clear mission statement:

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs

In addition, the Lions Clubs International Purposes include:

To create and foster a spirit of understanding among the peoples of the world

To promote the principles of good government and good citizenship

To take an active interest in the civic, cultural, social and moral welfare of the community

To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours

Last but no means least the Lions Clubs International Code of Ethics includes:

To aid others by giving my sympathy to those in distress, my aid to the weak and my substance to the needy

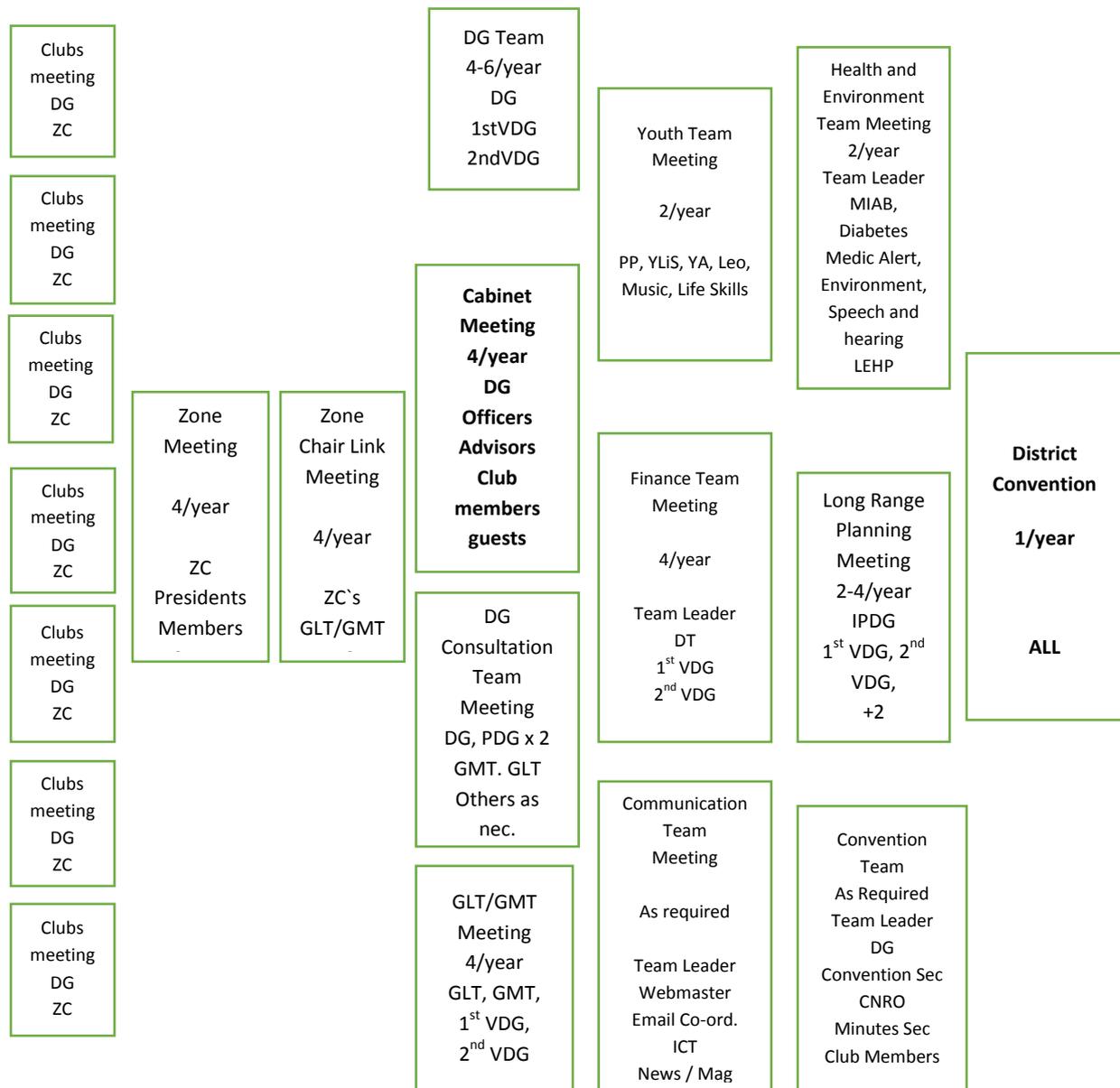
For most Lions Clubs and their members it is this last statement that represents what they think of as service.

3 District Meeting Structure.

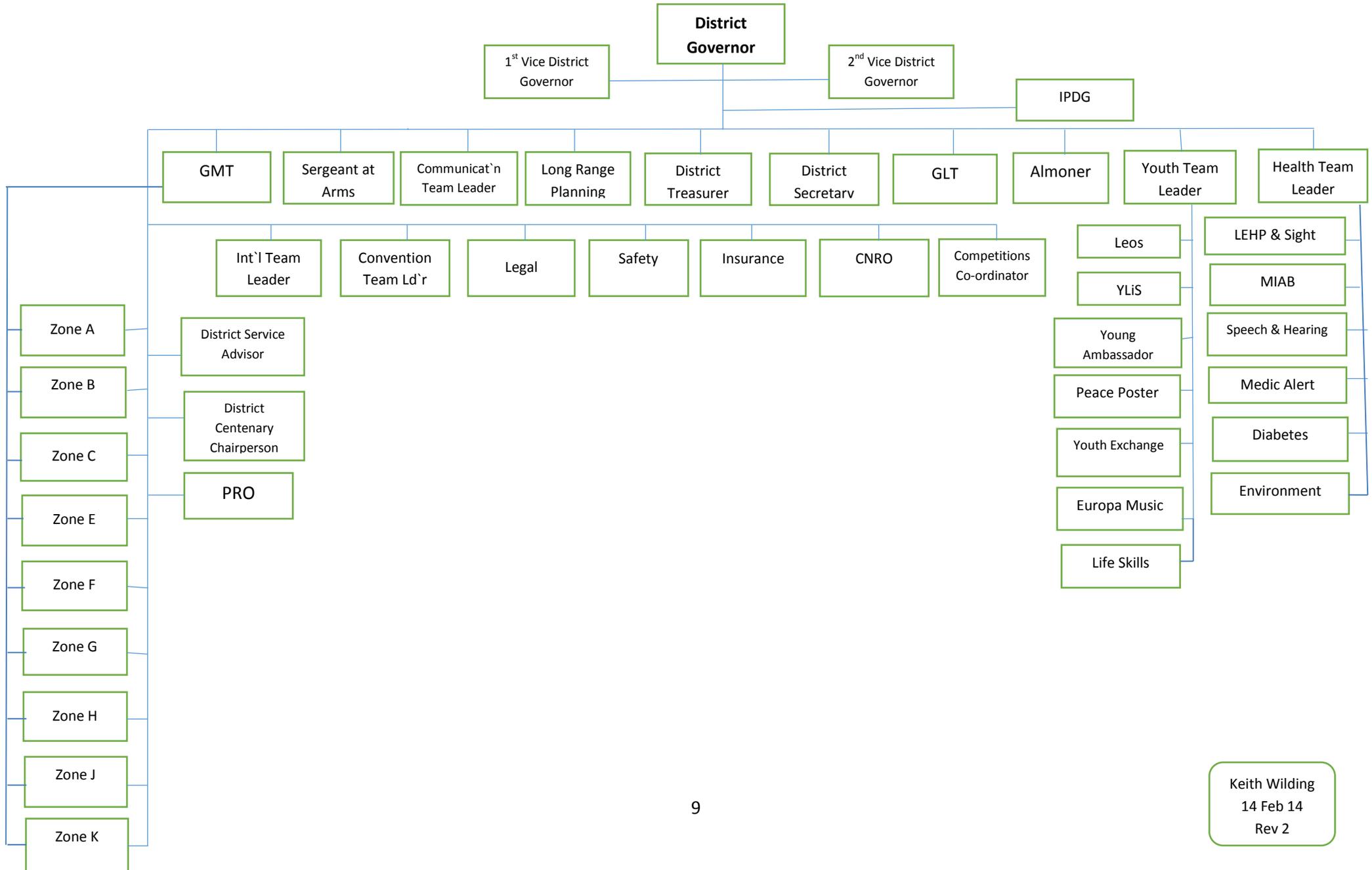
In year 1 of the LRP, in order to improve the communications within 105W, there are two additional meetings added to the Meeting Structure: Zone Chair link Meeting & DG Consultation Team. The GLT/GMT meetings have already been started.

In District 105W, service is covered by three committees, Heath, Youth and International, comprising a chairperson and District officers covering specialist portfolios. This structure mirrors the MD committee structure and lends itself to upwards and downwards communication between MD, District and clubs.

105W District Meetings



3.1 District 105W Organisation Chart



3.1.1 District Organisation Chart

The following officers were added to the District organisation in 2014-15:

District Centenary Chairperson

Three year role to interface with the Multiple District on plans for the Centenary Celebrations. More details to follow.

District Services Advisor

Key deliverables:

- Review all Zone Chair Club and Zone meeting minutes and reports for “Best practices” of Community Services, Fund Raising or Social activities and record.
- Review DG Team reports for “Best practices” of Community Services, Fund Raising or Social activities and record.
- To propose one of the recorded activities for a 10 minute presentation by the Club at Cabinet meeting, 4 per year.
- To liaise with the Convention Team for preparing the four Clubs to present the Best Practice projects at Convention.

3.1.2 General Comments Pertinent to all Committees.

One of the issues which must be addressed in the District Plan is the demarcation which clubs make between their local activity of fundraising and service and the District. National and Global service projects of Lions Clubs International. One aim of the District Plan is to raise the profile of International, MD and District initiatives within clubs. The District and its officers must make them causes that clubs want to support as part of their normal service activities. Most of the onus for this must fall to District officers. Indeed, the view has been expressed by many Lions that they would like to see more of District officers. One way of achieving this would be to tighten up the objectives of the various committees to include coverage of all clubs via club or Zone visits. The proposed solution to this is for each committee to develop a presentation that covers all portfolios within its remit which can be delivered by any member of team as well as the activity Officer/Advisor.

The District GLT is there to assist in the development of presentations and training of District officers in presentation skills.

The Three Year Plan includes targets for the District officers to work towards where appropriate. These targets will enable District officers to plan their year to fulfil the obligations of the post and meet the expectation of District Lions and allow the District Governor Team to monitor progress and measure the performance of the District. Targets should include:

- Target number of club or zone visits by individual officers
- Target number of clubs participating in activities, such as Young Ambassador and Peace Poster entries.

3.2 Three Year Plan for all Committees

The following is pertinent to all committees for Years 1 to 3.

- The setting of objectives for committee chairmen and their committees to cover all clubs in the District via Club or Zone visits and target numbers for uptake of District projects by clubs.
- Develop a presentation that covers all portfolios within the committee and that can be delivered by any member of the committee with the assistance of GLT.
- Undergo presentation skills training by GLT were necessary.
- Create a programme of visits for each committee member.
- Carry out visits to meet targets.
- Attend and support relevant club, Zone and District activities and liaise with other District officers such as PR and GMT to maximise publicity and impact.

4 Health and Environment Committee

Currently the Health and Environment committee comprises six portfolios:

- Sight and Lions Eye Health Programme (LEHP)
- Speech and Hearing
- Diabetes
- Medic Alert
- Message in a Bottle (MIAB)
- Environment

4.1 Sight and LEHP

Lions past association with projects relating to sight impairment in District 105W is long and proud and includes Campaign Sight First, our involvement with Sight Savers, bringing awareness of sight impairment through World Sight Day and LEHP, the establishment of Moorfields Eye Bank, Korle Bu and our latest project with Blind Veterans.

The aim for the next three years is for the District Adviser to work with Zones and clubs to promote sight related projects and help develop activities that raise the awareness and profile of those with visual impairment within our communities.

4.1.1 Year 1

- In the first month of the Lions year, create a programme with date of sight related activities and circulate to all clubs in the District.
- Promote/re-launch the Lions Eye Health Programme (LEHP) as a regular routine activity/awareness promotion and ensure that clubs have access to and use of any new LEHP literature for distribution at every Lions event.
- Promote MD Sight Projects.
- Arrange and coordinate a major sight related activity in one Zone in the District.
- Review progress and refine objectives if necessary.

4.1.2 Year 2 onwards

- As Year 1 except arrange and coordinate a major sight related activity in each Zone in the District.

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
District Presentation	Prepare	As required	As required	As Required
MD mtgs	X		X	
Zone/District events	X	Forum	Convention	x

4.2 Diabetes

The aim over the next five years must be to raise the profile of diabetes and diabetes awareness activities within the clubs of our District.

4.2.1 Year 1

- Review the guidelines to and obstacles to diabetes screenings within this District.
- Promote diabetes awareness within each Zone in the District.
- Ensure all clubs are aware of and have access to the latest promotional material relating to the Lions Diabetes Awareness Programme.
- Encourage clubs to carry out one diabetes awareness activity with the aim to achieve 33% of clubs in the District participating.
- Arrange and coordinate at least one major Diabetes Screening within the District to promote the public's awareness and Lions involvement with Diabetes UK.
- Review and refine objectives as necessary

4.2.2 Year 2

As Year 1 except:

- Encourage clubs to carry out one diabetes awareness activity with the aim to achieve 66% of clubs in the District participating.
- Arrange and coordinate at least one major Diabetes Screening in each Region in the District.

4.2.3 Year 3 onwards

As Year 2 except:

- Encourage clubs to carry out one diabetes awareness activity with the aim to achieve all clubs in the District participating.

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
District Presentation	Prepare	As required	As required	As Required
MD mtgs	X		X	
Zone/District events	X	Forum	Convention	x

4.3 Message in a Bottle (MIAB)

The aims for the next three years are as follows:

4.3.1 Year 1

- Review MIAB in District 105W and identify the areas in the District where the programme has still to be launched.
- Coordinate the launch of MIAB in one new area in the District.
- Set up a programme of a biannual refreshing of MIAB with the emergency service within the District and coordinate with the appropriate Zones.

4.3.2 Year 2

- Coordinate the launch of MIAB in two new areas in the District.
- Coordinate refreshing of MIAB with the emergency service within the District in the appropriate Zones.

4.3.3 Year 3 onwards

- Complete launch of MIAB across the District.
- Coordinate refreshing of MIAB with the emergency service within the District in the appropriate Zones.

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
District Presentation	Prepare	As required	As required	As Required
MD mtgs	X		X	
Zone/District events	X	Forum	Convention	x

4.4 Medic Alert

Medic Alert differs from MIAB in that its service is for all ages and for all occasions not just in the home. It provides a service 24 hours a day for 365 days of the year. It has one specific point of contact which is available for all users. However there is an annual fee for the service. There is now a specific Lions Project namely the Early Start Programme. This gives crucial protection to children who have been born with or developed a medical condition or allergy that needs to be identified in a medical emergency. The service, through Lions support, is provided free for the first ten years of a child's life.

The aims for the next three years are:

4.4.1 Year 1

- To promote support from clubs for the Early Start Programme as a Lions priority through Zone and Club visits
- To encourage clubs to publicise Medic Alert through the placement of information and materials in surgeries, health centres and pharmacies.

4.4.2 Years 2 & 3 as above

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
District Presentation	Prepare	As required	As required	As Required
MD mtgs	X		X	
Zone/District events	X	Forum	Convention	x

4.5 Speech and Hearing

As people all get older, their ability to hear diminishes. As this is a gradual process, many are unaware that it is happening until it is too late and the sufferer has to adapt their way of life. As this is not a visible problem, society tends to not to take it seriously. Modern technology has made deaf aid virtually invisible and so hearing impairment has become 'invisible'. In MD105 there are five trained Lions who teach Deaf Awareness and three Lions who are in the final stages of their training

to become qualified trainers. Clearly there is no-one trained within District 105W and so this needs to be addressed so that the awareness of hearing disabilities within our communities can be raised.

The aims for the next Three years are as follows:

4.5.1 Year 1

- Identify and train at least one Lion within the District in Deaf Awareness.
- Once trained, organise and run a District Deaf Awareness workshop, perhaps at Forum
- Agree on and circulate to clubs in the District a week within which to hold District wide Deaf activities to promote Deaf Awareness within the community similar to Sight Awareness week with the aim to have 33% up take by clubs
- Promote Deaf Awareness and programmes, such as speech aid, door handles, recycling of hearing aids, “I see what you’re saying” badges, hearing dogs for the deaf, and Music for the Deaf at Zone meetings
- Review and refine objectives if appropriate.

4.5.2 Year 2

As Year 1 except:

- Agree on and circulate to clubs in the District a week within which to hold District wide Deaf activities to promote Deaf Awareness within the community similar to Sight Awareness week with the aim to have 66% up take by clubs.

4.5.3 Year 3 onwards

As year 2 except:

- Agree on and circulate to clubs in the District a week within which to hold District wide Deaf activities to promote Deaf Awareness within the community similar to Sight Awareness week with the aim to have all District clubs participating.

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
District Presentation	Prepare	As required	As required	As required
MD mtgs	X		X	
Zone/District events	X	Forum	Convention	x

4.6 Environment

In past years, the District Environment Officer has focussed on Lions activities relating to improving the environment locally. This has included litter picking, planting trees and bulbs and clearing derelict sites. This year, the District officer has focussed on environmental issues differently by encouraging Lions to take a ‘greener’ approach to running their clubs and in their lives in general. This has been met with varying degrees of enthusiasm by Lions in the District. Nevertheless, there is a place for both aspects of environmentalism in Lions.

The aims for the next three years are:

4.6.1 Year 1 onwards

- Circulate to clubs environmental dates in the year, such as WWF Earth day and Climate week
- Promote and encourage to undertake at least one environmental project within their communities per year, particularly to coincide with an environmental date
- Promote and encourage clubs to take a 'greener' approach to running their clubs and lives
- Review and refine objectives.

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
District Presentation	Prepare	As required	As required	As required
MD mtgs	X		X	
Zone/District events	X	Forum	Convention	x

4.7 District Health Officer – Funding plan:

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
District Health Presentation	Prepare	As required	As required	As required
MD mtgs	X		X	
Zone/District events	X	Forum	Convention	x

5 District Youth Committee

The future of any society is youth and their development. Lions have always recognised this and the programmes shown below reflect their commitment to Youth development. Clearly, as Lions we believe the youth programmes are valuable in youth development as well as being an ideal opportunity for promotion of Lions within the community and a chance to meet the parents, families and friends of the young people involved with our Youth Programmes.

5.1 District Youth Officer.

The District Youth Officers role is to act as the interface with the District Cabinet and also the MD Youth Team. The Members of the Youth Team each have their respective plans and presentations about their topics, the District Youth Officer will have a summary Presentation of the Youth portfolio for use at Club, Zone and District functions, as required. Other duties will be to manage the annual Youth Budget and consider succession plans.

5.1.1 District Youth Officer – Year 1 Plan:

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
District Youth Presentation	Prepare	As required	As required	As required
MD mtgs	X		x	
Zone/District events	X	Forum	Convention	x

5.1.2 Years 2 & 3

Update Youth Plan and Presentation. Succession plans.

5.2 Young Leaders in Service:

YLIS is a scheme by Lions clubs aimed at recognising and encouraging young people for their service within the community. Each young person records their service activities in a logbook, activities that can include service to the young, the elderly, family members, the homeless and hungry or the environment. These activities count as hours towards an award, either silver or gold depending on the hours served in the community. The young experience the rewards of community service, become involved in their local community and an award. The community recognise Lions commitment to young people and benefit from the efforts made by the young people. Lions experience the rewards of supporting young people and more importantly, increase the profile of Lions in the community. Young people from all sorts of walks of life can be found to enter the scheme including St John, Red Cross, schools, Leo Clubs, youth clubs, scouts, guides, churches, sports clubs, cadets, young carers and all youth organisations. Maintain records of entrants and Clubs.

5.2.1 Year 1

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Zone Meeting Visits	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
Record Clubs/entrants	ongoing	Ongoing	ongoing	ongoing
Record Certificates awarded	ongoing	Ongoing	ongoing	ongoing
Posters/Lit available		Forum	Convention	

5.2.2 Year 2 & 3

As year 1 with other Zone meetings.

5.3 Young Ambassador of the 21st Century

Acknowledging the work that so many of the young people in the community carry out is important in the development of community service minded people for the future and the Young Ambassador programme is an excellent means to do it. Clubs can nominate an individual or if they have multiple candidates, they can hold their own Club Young Ambassador competition to decide on the Candidate to put forward to the District Competition.

Aim: Promote the Young Ambassador competition to clubs through Zone meetings with the aim to achieve a contestant from each Zone in the District, advising and working with each Zone to help find a candidate. Maintain a record of Clubs involved and entrants.

5.3.1 Year 1

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Zone Meeting Visits	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
Club Competition/entry	X			
District/MD Competition		District	MD	
Posters/Lit available		Forum	Convention	

5.3.2 Years 2 and 3

As year 1 with other Zone meetings.

5.4 Youth Exchange

Every year into our Multiple District 105, we have young ambassadors aged between 16 and 20 visit our shores, 40 of whom attend a Youth Camp in early August.

During their stay, a Lions family will host them for up to ten days from the end of July to early Aug.

Whilst they stay with us we have the opportunity to learn about another culture and they can live within another culture seeing us not as a tourist but as part of our family. They may come from one of 185 nations and long lasting friendships are made. Hosting takes place in summer and winter so there are opportunities for Clubs and Zones to share the experience.

Maintain record of Clubs and entrants involved

5.5 Leo Clubs

Successful Leo Clubs are the life blood for the future of Lions Clubs. A Leo Club is formed and operated under the guidance of a sponsoring Lion club. They are two types of Leo Club:

1. Alpha Clubs for young people aged from 12 to 18 years (usually school Based).
2. Omega Clubs for young people aged from 19 to 30 years

Whilst we all share the same name and strive to a common goal, helping others, we also have very distinct differences.

Leos are a group of dedicated, enthusiastic and energetic young people allowing it's members to help others and raise money by giving up a little of their time. The overall scope of Leos allows members to experience and enjoy meeting others and gaining new friends whilst sharing a common interests and goal.

Aim: To support Clubs within the District in identifying the requirements and best approach to starting up a Leo Club.

5.5.1 Years 1 – 3 Plan

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Zone/Club Meeting Visits	1per qtr		1 per qtr	
Prepare Annual Budget	X			
Posters/Lit available		Forum	Convention	

5.6 Peace Poster

Peace poster is an opportunity to encourage the young people in local communities to think about the importance of world peace, tolerance and international understanding, and to pass it on. Each year a different theme based on "Peace" is chosen and the entrants can interpret the theme however they wish, onto a poster. Lions Clubs purchase a kit that has the guidelines/entry form.

5.6.1 Three year aims and objectives

5.6.1.1 Year 1

- Promote the Peace Poster competition to clubs through Zone meetings with the aim to achieve at least 5 entrants from the District.
- Encourage clubs to look at alternative routes to promote and get contestants for the Peace Poster competition, e.g. youth clubs, scouts and guide groups, cadets and church groups.
- Monitor and review progress.
- Keep record of Entrants.

5.6.1.2 Year 2

- As Year 1 except objective will be for 8 entrants from the District.

5.6.1.3 Year 3

- As Year 2 except: Achieve one or more entrants per Zone .

5.6.2 Peace Poster Plan

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Zone/Club Meeting Visits	1per qtr		1 per qtr	
Prepare Annual Budget	X			
Order Kits			X	
Peace Poster competitions			Club Dist MD	
Posters/Lit available		Forum	Convention	

5.7 Life Skills

Lions MD 105 has purchased the assets of the former Tacade with financial support from LCIF Quest. A trading Company, Lions MD105 Life Skills Ltd., has been formed. It cannot be stressed too strongly that we, the Lions of MD105, now have the responsibility of maintaining the core level of business for the new Company that is needed to make it a commercial success.

The Trustees are having meetings with PSHE and Lions Quest with a plan to form partnerships which will enable us to expand within both the current market we serve in and also into new outlets that could open up to us. A part of this work is to give us access to the PSHE Quality mark on our publications which demonstrates the "Fit for Purpose" level of quality they consider each one has when used within the area of education they are targeted at. This should enable us to increase sales and give us a greater presence in the education system.

5.7.1 Three Year Objectives

5.7.1.1 Year 1

- Promote Life Skills programmes in each Zone encouraging clubs to sponsor programmes into their local schools. Particular emphasis should be put on those areas in the District where the latest Life Skills programme has not been offered to schools
- Encourage clubs to build on their relationships with local schools to promote other programmes such as Peace Poster

5.7.1.2 Year 2 onwards

As Year 1 with the addition of:

- Contact schools and local authorities that have taken up Life Skills programmes for feedback and views.

6 International Committee.

Currently there are four portfolios that comprise the International Team:

- Lions Clubs International Foundation (LCIF)
- International Relations
- Organise District United Nations Day
- Music Competition

6.1 LCIF

Three year aims and objectives

- Promote LCIF and undesignated donations to clubs through meetings at each Zone in the District
- Promote the award of Melvin Jones Fellowships to worthy recipients, particularly non Lions carrying out exceptional service within the community
- Promote donations to designated/disaster appeals directly to clubs as they arise.

6.2 International Relations

Developing International relationships by twinning with other clubs has been a long tradition within Lions Clubs International. This has contributed to greater fellowship and friendship and, for the foreseeable, future is unlikely to change. The strategy moving forward must be as it is now, for the District Officer International Relations Officer to promote and facilitate twinning activities as required but it would seem unreasonable to set growth targets.

6.3 United Nations Day

The District United Nations Day activity is shared with 105BS. The Districts alternately organise the day. The primary task for the officer is to agree the date for each year with his/her counterpart.

When it is the turn for 105W to organise the United Nations Day the officer should arrange the meeting place and prepare a programme. This should be completed by the end of the 2nd Quarter of the Lionistic year. For this activity a funding plan needs to be submitted to the District Treasurer in time for inclusion in the year funded plan.

For the three years of this plan 105W will be responsible for holding UN Day in 2015-16 and 2017-18, i.e. years 1 and 3.

6.3.1 International Committee Plan – Year 1 (2015-16)

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
UN Day	Book South Wales Venue	Invite guests and speakers.	UN Day Cardiff	
International Presentation	Prepare	As required	As required	As required
MD meetings	X		x	
District events		Forum	Convention	

6.3.2 International Committee Plan – Year 2 (2016-17)

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
UN Day	Confirm date with 105BS		UN Day North Wales	
International Presentation	Prepare	As required	As required	As required
MD meetings	X		x	
District events		Forum	Convention	

6.3.3 International Committee Plan – Year 3 (2017-18)

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
UN Day	Book South Wales Venue	Invite guests and speakers.	UN Day Cardiff	
International Presentation	Prepare	As required	As required	As required
MD meetings	X		x	
District events		Forum	Convention	

6.4 Music Competition

The Music Competition is an excellent competition and allows our young to compete against the best in Europe. The competition is open to young musicians up to the age of 25 and each year the Europa Forum host country selects an instrument for the Competition and also a piece of music, which each candidate is required to play. They are also required to play a piece, which is at the personal choice of the candidate.

6.4.1 Three Year Objectives

6.4.1.1 Year 1

- Promote the Music competition to clubs through Zone meetings with the aim to achieve a contestant from the District.
- With the assistance of the clubs in the District, identify and create a database of music colleges and institutions to target for competition candidates.
- Circulate the identified music colleges and institutions with application forms and follow up with the aim of getting at least three candidates

6.4.1.2 Years 2 and 3

- Promote the Music competition to clubs through Zone meetings with the aim to achieve an additional contestant for each of the two years.
- Monitor and review success of contestants arising from the database.
- Circulate the identified music colleges and institutions with application forms and follow up
- Monitor and review success of contestants arising from the database.

6.4.2 Music Competition Annual Plan

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Zone Meeting Visits	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
Club Competition/entry				
District/MD Competition				
Posters/Lit available		Forum	Convention	

7 District Service Officer

Every year throughout the District, clubs carry out an enormous number of hours of service in their communities. The types of service cover all areas of health, youth and international activities. Clubs also conduct many Fundraising activities and additionally all Clubs have a Social agenda.

A member of the DG Team and the ZC will visit every Club each year and during these visits will record any “Best Practice” activity. It is proposed to create a new District Service Officer role, to be the conduit for collating, disseminating and championing good service/fundraising/social ideas. The best Practice ideas will be recorded on the District website. Additionally, the District Service Officer will select one of the Best practices to be presented by the Club at the District Cabinet meeting. The four chosen Best Practices will then go forward to be presented at Convention. The District Service Officer will support the Clubs with their Presentations to Cabinet and Convention.

7.1 Three Year Plan – District Service Officer

7.1.1 Year 1

- Refine the job description for the District Service officer to include:
- Interaction with District Governor Team and Zone Chairpersons to develop a database of ‘Best Practices’
- Identify suitable candidate Best Practice and add to cabinet if appropriate

7.1.2 Years 2 & 3

As Year 1 and additionally

- Update Best Practice records/lists.

7.1.3 District Service Advisor Plan

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Review ZC & DG Team sht`s	All sht`s	All Sht`s	All Sht`s	All Sheets
Prepare Annual Budget	X			
Identify BP for Cabinet	1 per quarter	1 per quarter	1 per quarter	1 per quarter
Identify BP`s for Convention			4	

8 Membership

8.1 Aims and Objectives

The Global Membership Team is headed by the District Global Membership Co-ordinator and monitors the membership of the District, providing guidance on Recruitment, Retention, Extension and New Club Development. This is a three year appointment confirmed by LCI.

District 105W's target is to have a level of membership back to above 1000 and grow the District membership year on year. This will ensure our Community Activities can be resourced adequately.

The team comprises

The GMT purpose is to develop membership plans at both District and Club levels and includes working with the New Club Development Team in the planning and formation of new clubs in line with the New Club Development Initiative.

The team are to be fully aware of the District Governors vision and targets for the year and ensure that steps are taken in the District to work towards and achieve these aims.

Liaison with the District GLT Co-ordinator is an essential part of the GMT function.

8.2 Introduction

This is a three year plan. It is felt that attempting to plan in excess of this period would be extremely difficult and would also be likely to prove inaccurate.

Membership.

To progress forward we have four major tasks

- A) Increase membership
- B) Retain membership
- C) Obtain younger membership
- D) Establish more clubs

The result will be more members, stronger clubs, new clubs, resulting in improved confidence and wellbeing throughout the Zones and District.

Current status:-

The GMT Co-ordinator has reported in detail that we have been. " losing membership for the last 6 years with one exception – 2008-2009 when an increase of 50 was recorded.

Membership was 1070 at the start of the year and is now down to 1,000 as at the end of November. The number of Clubs closed/lost since the start of fiscal year 2011-2012 is 3 with the loss recently of one Club Branch (Letterston). Two clubs were closed without the District Governors knowledge and the remainder failed to advise anyone of their intention to close until it was too late to take positive action. This situation needs to be addressed.

Clubs are seeing a depressing number of members passing on to higher service or becoming too old to function actively. Recruitment is the main source of difficulty at most clubs."

8.3 Communication Growth and development

The information required by the DG regarding membership growth and retention should be gathered from GMT, whose information should be directly and regularly obtained from ZC Persons/existing clubs.

It is imperative that the assistance of Zone Chairpersons is sought regarding Membership. They should have the strongest relationship with clubs and the local knowledge. They are the best persons to advise which clubs are *prepared* to develop, or assist with extensions. Not all clubs wish to expand. Not all clubs will enthusiastically assist others.

Using this consultative approach, will ensure time and effort is allocated where it is most effective. Clubs and ZC Persons must then receive *regular* active support from GMT.

GMT must ask Clubs, What can we do for you, how can we assist?

At the present time Lions recruitment in 105W is similar to a second World War “ack-ack gun”. It throws recruitment into the air, hoping some of it will score a hit! In the 21st century we need a guided missile, to home in accurately on the target

The approach must be effective team work. GMT will achieve nothing if it continues to operate as a one man band.

8.4 Development Plan

a) Why do people join Lions in the 21st Century?

If we ask Lions who joined over the past 3 years, how they were made aware of Lions, why Lions appealed to them, why they joined, we should obtain some recruitment facts. It is suggested that we conduct a Member Survey, by approaching those clubs with the best recruitment record 2010 to date. Select as suggested by those who know the clubs best, the Zone Chairpersons, ensuring we will obtain results.

This information should enable us to help promote Lionism and recruit, based on factual information.

b) Proposed future GMT Team.

Lionism needs to be effectively sold

Can all ZC Persons satisfactorily develop and manage growth in their area? Can individual clubs satisfactorily develop and manage growth in their area? Possibly not. I suggest that in 2015/2016, sooner if possible, a GMT field Team is formed from four Lions. Their purpose would be to visit clubs and specifically discuss and advise on Membership, liaising with ZC Persons and GMT Co-ordinator.

c) GMT field Team Meetings

I suggest these should be held every six weeks. Those invited to attend being Lions, Presidents, ZC persons

GMT field Team, GMT co-ordinator to discuss membership and recruitment. Targets can be agreed, at a speed all are comfortable with, to ensure measured development. A six week period will give people enough time to react, and for GMT to support.

d) GMT to encourage clubs to participate in My Ideal Club programme

- e) **GMT to encourage clubs to Promote Lions via high visibility fund raising.** To create and maintain awareness for Lions Clubs. Annually encourage a community needs assessment, and adopt or lead to ensure completion of a community task. For example purchasing a specific item for a hospital.

- f) **GMT to encourage “Membership Stations” at events.**

There are many opportunities to encourage increased membership at fund raising events. These are sometimes missed due to Lions concentrating on the fund raising task.

GMT to advise and assist regarding the basic content/format/structure of a specific membership table operating alongside an event, to support the fundraising club.

Ideally Multiple District could design and subsequently supply a “display stand” with basic recruitment items, brochures etc . as a pack. This would ensure corporate ID and deliver a professional image. A rigid structure can quite easily be produced cheaply from pre-formed card if necessary.

- g) **GMT to develop a brief step by step Club Opening Guide** from experience, to be used in conjunction with LCI “New Club Development Guide. This will encourage local liaison between clubs and Zones, building confidence through “those who have done it before. If that’s the way they did it so can we!”
- h) **GMT to plan regeneration** for smaller and weaker clubs using the new “Just Ask” programme combined with high visibility fund raising projects.
- i) **GMT to encourage Membership teamwork** in the Zone and between Zones
- j) **GMT to encourage Leading Lions** qualification enabling the District to be ready for growth.
- k) **GMT to work with District Club Development Consultants** to ensure new club openings.

The attached Progress Chart, reflects an increase in activity as skills, knowledge and experience develop. It can be achieved if item (c) in the Development Plan can be achieved, plus the assistance as suggested in (k)

We have developed an outline plan of how we will proceed with GMT. We cannot at this stage be specific on the detail of costs, but will expect that with the need for room hire, travel (I am based in the most Easterly club within 105W), promotions, printing leaflets, etc. The outlook for all of this activity would be estimated as £1,250.

As with most things, the LRP is a base Document that is not cast in concrete and always up for amending/updating. As we get more into how we progress over the coming months we can modify as we see fit.

8.5 Three Year Progress Chart

Colours denote activities for individual new clubs

Activity 2012/13	Quarter 1	Quarter 2	Quarter 3	Quarter 4
New Clubs				
Regenerated				
Zone Chairpersons/Meeting Training				#
Appoint GMT Field Officer				
DETAILED Activity 2012/13	Quarter 1	Quarter 2	Quarter 3	Quarter 4
New Club Gloucester				
Launch plan Meeting		#	#	#
PR Radio and press				#
Follow up meetings				#
Launch community project & recruitment event				#

Activity 2013/14	Quarter 1	Quarter 2	Quarter 3	Quarter 4
New Clubs	1 Gloucester			1 Chepstow
Regenerated		shett	1	
Zone Chairpersons/Meeting Training	#	#	#	#
Appoint GMT Field Advisor	1st		2nd	3rd and 4th
DETAILED Activity 2013/14	Quarter 1	Quarter 2	Quarter 3	Quarter 4
New Club possibly Chepstow 2				Charter
Launch plan Meeting	#	#	#	#
PR Radio and press			#	
Follow up meetings			#	
Community project			#	

Activity 2014/15	Quarter 1	Quarter 2	Quarter 3	Quarter 4
New Clubs			New Club	
Regenerated		1		1
Zone Chairpersons/Meeting Training	#	#	#	#
Appoint GMT Field Advisor	1st		2nd	3rd and 4th
DETAILED Activity 2014/15	Quarter 1	Quarter 2	Quarter 3	Quarter 4
New Club Activity 2 clubs			Charter	
Launch plan Meeting	#	# #	#	# #
PR Radio and press		#		#
Follow up meetings		#		#
Community project		#		#

Activity 2015/16	Quarter 1	Quarter 2	Quarter 3	Quarter 4
New Clubs	New Club			New Club
Regenerated	1	1	1	1
Zone Chairpersons/Meeting Training	#	#	#	#
Appoint GMT Field Advisor				
DETAILED Activity 2015/16	Quarter 1	Quarter 2	Quarter 3	Quarter 4
New Club Activity 2 clubs	Charter			Charter
Launch plan Meeting	# #	#	# #	#
PR Radio and press			#	
Follow up meetings			#	
Community project				#

9 Leadership

9.1 Aims and Objectives

The Global Leadership Team is headed by the District GLT Coordinator. Its function is to identify and provide appropriate training for future leaders at Club and District level. To assist with this objective the GLT-D Coordinator will create and maintain a list of potential leaders. In addition the District Leadership Team is responsible for coaching, mentoring and developing Lions throughout the District.

The District GLT Coordinator's appointment, which must be confirmed by LCI, is for a period of three years.

The GLT aim is to develop Leadership within the District and oversee the implementation of International and MD leadership initiatives. This includes working with the New Club Development Team in the planning and formation of new clubs in line with the New Club Development Initiative.

The GLT-D Coordinator is required to plan and hold an annual Forum training event for the District and the holding of Zone based training events. As the team itself develops in size and capability, Zone based events will become the responsibility of local Leadership Team members supported by the GLT-D Coordinator.

The programmes to be included in general terms will cover the following areas in the District structure.

- Club Officer Training
- Zone Chairs Training
- District Officer Training (this is an LCI requirement)
- Member Orientation
- Certified Guiding Lion Training

The District Governor must ensure that the Leadership Team's is fully aware of his/her vision and targets for the year so that training events can be 'fine-tuned' to assist the District in its work towards and achieving those aims.

Liaison with the GMT-D Co-ordinator is an essential part of the GLT function.

9.2 Current Status

Much progress has been made in 2014/15 to create a solid District leadership infrastructure and to formulate an annual leadership events timetable. Consequently many of the items shown in Year 1 (2015-16) below have already been achieved. These items have, however, been included in order to provide a complete check list of activities that are to be completed by Year 1 of the leadership plan since they are seen as the foundation of future years' progress.

9.3 Three Year Plan

9.3.1 Year 1 - 2015/16

Activity	Action	Outcome	Key Date/s
Assemble District Global Leadership Team.	Approach suitable Lions with requisite skills, obtained either professionally or at FDI.	To have a team of at least three in place ready for 2016 District Forum.	December 2015
Adapt LCI produced development materials as necessary for use within the District.	Distribute to District Leadership Team members.	To ensure LCI 'generic' materials are relevant to 105W.	December 2015
Produce plan of events for 2015/16 to include: Club officers Zone chairpersons District officers New member Orientation Certified Guiding Lion Potential Officers	a) Consult with DGT and District Secretary. b) Look to hold event/s on same weekend each year to become a fixed date in the district calendar.	a) To avoid clash of dates and allow DGT attendance where necessary. b) To ensure suitable notice is provided to all target audiences with the aim of maximising attendance and impact of events.	December 2015
Run a CGL course for all ZCs and existing Guiding Lions whose certification is expiring.	Consult with DGT regarding possible date/s.	To provide a pool of CGL's as required for the formation of new clubs by GMT.	October 2015.
Carry out a District Training Needs Analysis.	GLT-D Coordinator to produce a TNA questionnaire for completion online or manually.	To provide stakeholders with an input to future training events.	End of Sept. '15 for design, end of Jan '16 for returns.

9.3.2 Years 2 & 3

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Report	1 per qtr	1 per qtr	1 per qtr	1 per qtr
Prepare for District Forum ¹			x	X
District Forum	X			
Prepare Budget for next year	x			
Deliver CGL training		x		
Deliver Club Officers' training			Advise attendees	X
Deliver ZC training			Advise attendees	X
Deliver DO training			Advise attendees	X
Deliver New Lion orientation	As reqd.	As reqd.	As reqd.	As reqd.

¹ The Forum preparation item refers to the preparatory work required for the Forum taking place in the following fiscal year and the Forum itself will have been prepared the previous year.

10 District Governor Team

The introduction of the office of 2nd Vice District Governor, thus creating a three person team, allows the District Governor's work load be reduced. Currently in 105W the three Governors meet on a regular basis to discuss District, Multiple District and International issues that have a bearing on District 105W and to agree management decisions. A further easing of the load on the DG is the sharing of Club visits; indeed LCI guidelines recommend that club visits should be shared between the three members of the Governor Team each year in such a way that each Governor visits each club in the District over a three year period. This allows the District Governor more time in his year of office to manage the District, ensure that objectives and goals are met and have more time to support District, Zones and Clubs activities and events. A number of Districts within MD 105 have already implemented this procedure and as a result are seeing benefits for the District Governor and the District in general.

10.1 Three year plan to implement the change in club visits

10.1.1 Year 1

- Prior to the beginning of the Lions year, the Governor team will meet and agree the club visits for the year.
- The District Governor Team will visit Clubs at a business meeting.
- The District Governor will attend as many Charter celebrations as possible in the District.
- The Vice District Governors will attend the remainder of Charter celebrations between them.

10.1.2 Year 2

- At the beginning of the Lions year, the Governor team will meet and agree the club visits for the year. They will ensure that the Team see a different third of the Districts Club to those of the previous year.
- The District Governor will attend as many Charter celebrations as possible in the District, prioritising clubs not visited at a business meeting.
- The Vice District Governors will attend the remainder of Charter celebrations between them.

10.1.3 Year 3

- At the beginning of the Lions year, the Governor team will meet and agree the Club visits for the year. They will ensure that team members will see a different third of the District's Clubs from the previous two years. This will ensure all Clubs will have a visit from the DG at least once every three years.
- The District Governor will attend as many Charter celebrations as possible in the District, prioritising clubs not visited at a business meeting.
- The Vice District Governors will attend the remainder of Charter celebrations between them.
- At the end of the year, the Governors team will meet to review the implementation process and acceptance of the visit procedure by District Clubs.

10.2 District Governor Team Annual Plan:

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Reports	1per qtr	1 per qtr	1 per qtr	1per qtr
Prepare Annual Budget	X			
MD mtgs	X	X	x	X
Zone/District events	X	Forum	Convention	X

11 Public Relations

11.1 Introduction – Current Status

The Communication and Public Relations Committee currently performs the following roles:

11.1.1 Public Relations

The District PRO has a number of functions within the District. He should:

- Promote good public relations practice within the clubs, encouraging the appointment of a PR officer in the club and providing templates for press releases and other promotional material
- Seek to obtain publicity for Lions' activities across a wider area than that covered by an individual club through the linking of common events, e.g World Sight Day, or by exploiting the newsworthiness of a local event.

11.2 Three Year Plan

This three year plan for communication and PR focuses on three areas, Public Relations, club websites and social media. That is not to say that the other areas of the committee are not important but that there is little forward planning required other than to carry on with regular reviews of activities to ensure they are still relevant.

11.2.1 Year 1 – Preparation

11.2.1.1 PR

- Work with Health, Youth and International Committees to plan for events or occasions that can deliver wider publicity, e.g. World Sight Day, Lions Awareness Week, Young Ambassador Finals.
- Encourage clubs to plan their own events to coincide with the above
- Continue to encourage clubs to appoint a PR officer
- Develop templates for press releases and other publicity material and get Webmaster to add them to website

11.2.1.2 Web Sites

- IT Coordinator to visit clubs without a web site and offer to set up e-clubhouse site for them
- Investigate possibility of running a training session for e-clubhouse management during 2013/14
- Aim to have at least replaced generic pages on district website with a generic eclubhouse site for all clubs by end of 2011/12.

11.2.1.3 Social Media

- Provide instructions on the use of Facebook and Twitter to all clubs by the end of June 2013
- Aim to have 10 new clubs on Facebook by end 2013.

11.2.2 Year 2 – Delivery

11.2.2.1 PR

- Aim to deliver at least one publicised district wide event in conjunction with service committees during 2013/4
- Aim to have 75% of clubs or more with a named PR officer by end 2013/14

- Press release template available on website by December 2013

11.2.2.2 Web Sites

- Review clubs' web sites and encourage clubs to keep them up to date.
- Aim to have 100% of clubs with up to date or generic information by end 2013/14 Social Media
- Monitor club use of social media and advise on best practice
- Plan social media training session during 2013/14 to be run by end 2012/13 Communications.

12 Information, Communication and Technology.

12.1 Introduction

Lions Clubs International and District 105W regard the distribution of information as crucial to the development of the organisation and to the effective provision of service to our communities, both local and global. The ICT Team is pivotal in the District's efficient handling and distribution of information.

12.2 The Role of the ICT Team

The role of the ICT Team is to manage the distribution of information within the District according to policies agreed by Convention and Cabinet. Since the District relies solely on electronic communications, the ICT Team is also responsible for the effective use of the District IT infrastructure; this will require the team to keep itself up to date with relevant IT technologies and to advise Cabinet of possible improvements to the District's IT systems and processes. The Team will continue to improve existing systems and to develop innovative systems that will enable the District to make the best possible use of information technology.

The ICT Team Leader is responsible for ensuring that registration the District's Internet domain name – lions105w.org.uk – is renewed as required. Details of the registration, Internet Service Provider (ISP), login ID and Password will be lodged with the District Secretary who in turn will ensure that this information is securely stored.

12.3 Principal Responsibilities of the ICT Team

12.3.1 District Website

The District Webmaster is responsible for maintaining the District website and advising Cabinet on issues and topics concerning the District web presence.

12.3.2 Generic email addresses

The continuing registration of the lions105w.org.uk domain enables the ICT Team to assign 'generic' email addresses to District Officers and Advisors, e.g. dg@lions105w.org.uk. This provides continuity of email delivery to the appropriate people when new Officers and Advisors take office in July.

12.3.3 District emailing

The District currently uses group emailing facilities provided at no cost by Yahoo! The groups, as currently set up, enable emails to be sent to:

- Cabinet members
- Clubs (plus District Governor, Vice District Governors, District Secretary and Zone Chairpersons)
- General – typically used for distribution of the District Governor's newsletter.

12.3.4 Newsletter – editing and distribution

District Governors are required by LCI to distribute a monthly newsletter to all Lions in the District. 105W uses this newsletter also to distribute other news items of general interest to members. The

newsletter editor assembles submissions from Clubs and individuals into the newsletter, known as the *News Update*, which is submitted to the DG for approval before being distributed by email (see above).

The newsletter editor also acts as the District’s point of contact for *Lion Magazine* liaison.

12.3.5 Multiple District Directory

The ICT Team has responsibility for monitoring updates to MyLCI in readiness for the inclusion of new appointments, both Club and District, in the Multiple District Directory. This responsibility rests with the ICT Team due to its historical responsibility for the now-defunct MD membership database.

12.4 ICT Three Year Plan

12.4.1 Year 1

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabinet Reports	1 per quarter	1 per quarter	1 per quarter	1 per quarter
<i>News Update</i>	1 per month	1 per month	1 per month	1 per month
Prepare Annual Budget	X			
Zone/District events		Forum	Convention	

13 Almoner

The District Almoner is responsible for monitoring the welfare of members throughout the district.

The Almoner receives listings monthly via MyLCI of new members, members dropped for all various reasons, and of course of bereavements.

The almoner on receipt of said listings, will action as follows:

New Members : Will send a letter of greetings on behalf of the current District Governor and the District and accompany it with a 8 page leaflet outlining the activities of Lions Clubs International and of the specific projects of District 105W.

Members Dropped by Clubs : Letters regretting their loss to Lions International and to District 105W are raised and sent on behalf and in the name of the current District Governor along with a brief questionnaire and SAE seeking their reasons for leaving.

Bereavements: Notices of bereavements are dealt with immediately on receipt of advice. A letter of condolence, again on behalf of and in the name of the current District Governor and District 105W , accompanied by a Sympathy Card in the name of District 105W. The Almoner will in all cases write his words of sympathy and condolences, and sign as Almoner of behalf of District 105W.

Members/member's families hospitalised or recovering: Are sent relevant cards wishing a speedy recovery.

Special Anniversaries/Births/Engagements or Marriages: Are also acknowledged with suitable cards on behalf of District 105W and the current District Governor signed by the Almoner.

14 Zone Chairperson

Our District is split into nine different Zones, and a Zone Chairperson heads each Zone.

A Zone comprises usually between 4 to 7 clubs and the Zone Chairperson will arrange to visit all of the Clubs in the Zone at least once a year. Following each visit, a Club Visit Report will be completed and forwarded to the District Services Officer, GLT & GMT Co-ordinators. Club Visit Reports should also be communicated to the Club.

All Presidents and Secretaries are automatically members of 'District Governor's Advisory Committee (DGAC) and are expected to attend Zone meetings. This Committee should normally meet every quarter, and it is imperative that not only Officers of the Club, but more members are encouraged to attend. The dates for these meetings are announced well in advance to avoid any clash of other activities at club level.

In these Meetings conducted by Zone Chairperson(ZC), each Club gets a chance to address their club's progress, voice any opinion and ask any questions. Any decisions required of the Cabinet are also presented in this forum.

The ZC, using knowledge gained from these meetings, will complete a Cabinet report for each of the quarterly Cabinet meetings. ZC to identify Best Practice (Community Service, Fund Raising or Social) for each Club visit/Zone meeting, input to District Service Advisor.

Likewise, any directive from Cabinet and or DG can also be communicated at these meetings.

Specialist Speakers from District level can also be asked to address these meetings to increase the knowledge of all members.

These meetings can be hosted either at a venue convenient to all the Clubs, or hosted by each Club in turn. The Minutes of these meetings should also be taken and circulated to all the Clubs and also to DG for his reference.

Zone Chairperson Plan:

Activity	Year 1	Year 2	Year 3
Club Meeting Visits	1 per year min	1 per qtr min	1 per qtr min
Zone Meetings	1 per qtr	1 per qtr	1 per qtr
Zone report	1 per qtr	1 per qtr	1 per qtr
DG reviews	X X	X X	X X
Pre Cabinet DG update Mtg		X X	X X

15 Finance and Administration Committee.

Service Club Organisations such as Lions Clubs International must keep control of their finances .

This management within the Lions Organisation lies with each of the 13 District Treasurers and so far as this Plan is concerned, it is written by the District Treasurer of District W.

The first object is to set the budget and in the past this has always been done on a yearly basis but from 2014/2015, a budget has been set for a three year term.

The first objective in setting a budget is to balance the books – net expenditure to be equal to or just under income. It so happens that over the last few years, this District has established healthy reserves enabling negative budgets to be set. However, this could not continue indefinitely and thus over the next three years, it has been agreed that each of the next three year budgets will be set to achieve, at the end of that period, a very much reduced outflow of funds and thus stabilise this situation.

The District Treasurer sets the budget for the following disciplines:-

- District Convention
- Youth Portfolio
- GMT/GLT.

Over and above the normal budget allocations, as in the past, additional funds by way of interest on £20,000 deposit of District Funds has been earmarked for the formation of new Club Branches or new Clubs under the umbrella of GMT/GLT.

The foregoing allocations are negotiable at the time the budget is tabled for approval at the November Cabinet meeting.

Other disciplines are set a budget which is not negotiable. Once the Budget is approved, the District Officer responsible for each of the Disciplines will discuss with his Committee how that budget is to be allocated and spent.

The budget figure is set bearing in mind the actual moneys spent in the past years and what can be reasonably expected by way of increased costs, which are under the control of outside influences, e.g. hotel costs. transport (fuel costs), etc.

All the incoming District Officers will study their respective portfolios and set their own Annual budgets in the first quarter of the new Lionistic Year, and present the same to the Finance Committee for approval.

Once this Budget is approved, the activity can commence, and the District Officer can then monitor the expenses incurred from 1st Quarter to successive quarters till the end of the Lionistic Year.

No expenditure over and above the budget set is allowable without the prior approval of the District Finance Committee. This Committee is in place to oversee the activities of the District Treasurer, to give him guidance in need, to discuss any policy matters and to help resolve any financial issues for presentation to the Cabinet. The same applies to any other proposed new expenditure which could be a one off or the start of yearly expenditure in future years.

On the Income side District has but one controllable item and that is the Annual dues. In order to achieve a basis for meaningful forward financial planning, Cabinet placed a resolution before

Convention in 2014 asking for agreement to a proposed increase of District dues of £1.00 per member per annum for the following three years. The resolution was approved thus enabling dues to increase in 2014-15, 2015-16 and 2016-17.

16 Document update and version history

16.1 A Note on Document Version Numbering and History Maintenance

This document utilises Microsoft® Word's 'Track Changes' facility which enables the document to be updated whilst maintaining the original text. It is usual, for reasons of legibility, to suppress the change history but it can be revealed in the 'Tracking' section of the 'Review' menu tab. (Please note that the precise location of this feature varies according to the version of Word being used; Word 2010 was used as the reference for this note.)

In the absence of any views disagreeing with the proposal to utilise a version numbering based upon the year to which the plan refers, the following system has been implemented: the version number will be the year in which the document becomes operative. Therefore the initial version for the Lionistic year 2015-16 will be 2015.1 and the initial draft for the 2016-17 plan will be 2016.a

16.2 Version History

Version 1.3	Apr 2014	Draft created by 2013-14 Long Range Planning Committee
Version 0.a	22 Mar 2015	Health and Environment section updated (PDG Harry Smith) Leadership section updated (IPDG John MOUNTY) Finance Committee section updated (PDG Surinder Malhotra) Document outlining introduced (IPDG John MOUNTY) Document version numbering changed to reflect current best practice. Version 0.a implies first draft, 0.b second draft, etc., when the draft version is approved it will become Version 1.0, i.e. the first definitive document. (IPDG John MOUNTY)
Version 0.b	30 Mar 2015	Moved Table of Contents to page 3 (IPDG John MOUNTY) Complete re-write of ICT Section (IPDG John MOUNTY) Complete revision of Finance Committee Section (PDG Surinder Malhotra) Complete revision of section numbering Numerous corrections of minor grammatical and spelling errors Numerous minor alterations to suit text to new section numbering
Version 0.c	18 May 2015	Moved Music Competition from Youth section to International Added MD Directory section to ICT Plan Extended International annual matrices to include plans for each year of this plan and to include details for UN Days in Wales Start each major section (Level 1 heading) on new page