



Zone Chair Checklist YOUR YEAR AS A VOLUNTEER LEADER

TIMING	ITEM	METHOD/RESOURCES	ACTION/DATE COMPLETED
Prior Year	Participate in zone chair training	at district or multiple district level	
Beg. Of Year	Use MyLCI, familiarize yourself with clubs and activities	www.lionsclubs.org MyLCI	
Beg. Of Year	Discuss zone health with prior year's zone chair		
July/Aug	Schedule zone meetings within 30 days of cabinet meetings	Zone Meeting Manual	
	Notify presidents and secretaries of schedule	E-mail, phone, or USPS	
	Zone meeting #1 within 90 days after International Convention	Date:	
	Zone meeting #2 November	Date:	
	Zone meeting #3 Feb. or March	Date:	
	Zone meeting #4 30 days prior to multiple district convention	Date:	
Before zone meetings	Send reminders of zone meetings	One month, 2 weeks before meetings	
Before zone meetings	Prepare agenda for zone meetings	Agenda template	
After zone meetings	Complete zone meeting report DA-ZCM	to DG, VDG's, GMT, GLT, Region Chair, LCI englishlanguage@lionsclubs.org	
As scheduled	Visit each club at least once during year. LISTEN to challenges; get help.	Report to DG, VDG, region chair, GMT, GLT	
As needed	Inform GMT, GLT of resources or training needs		
As scheduled	Attend/participate in District Support Team meetings	On-site, online, phone	Send report if cannot attend
	Share ideas for improvement	at DST meetings	
As scheduled	Participate in District Cabinet meetings	On-site, online, Phone	Send report if cannot attend
Monthly	Monitor clubs' WMMR activities and reporting	www.lionsclubs.org MyLCI	Contact officers if they need help
Monthly	Communication Highway	E-mail or USPS	
	What resources are available to help clubs; promote 3-4 tools	to clubs	
	What do clubs need	from clubs to DG, VDG, region chair, GMT, GLT	
	Club successes to share	to clubs & district	
	Promote leadership training	LCI, district trainings	
	Promote district & multiple conventions	to clubs	
End of year	Help promote club officer training	to clubs	
15-May	Use MyLCI. Have all clubs entered next year's officers?	www.lionsclubs.org MyLCI	