



MARKHAM LIONS CLUB

POLICY MANUAL

August 13, 2020

INDEX

General

Care & Upkeep of the Policy Manual

Appointment of Committee Chairs & Members & Operation of Committees

Club Officer Responsibilities

President

Immediate Past President

1st Vice President

2nd Vice President

3rd Vice President

Secretary

Treasurer

Lion Tamer

Tail Twister

Club LCIF Coordinator

Membership Chairperson

Marketing Communications Chairperson

Directors Two Years (2) One Year (2)

Committee Policies

Service Committees

Bulletin

Community Service

Health Services

Historian

Marketing Communications

Property

Photographer

Administration Committees

Administration, Planning & Awards

Auditors

Finance

Membership

Member Services

Nomination, Constitution & By-Laws

Program & Visitation

Social & Convention

Fund Raising Committees

Fireworks

Flowers

Food Booth

Golf Tournament

New Revenue Projects

Raffle

Walk for Dog Guides

Appendices

A- Accounting Guidelines

B- Awards & Other Recognition of Club Members

C- Club Structure

GENERAL POLICIES

Care and Upkeep of The Policy Manual

The Constitution & By-Laws Committee shall review the Policy Manual annually and solicit suggested amendments from the members of the Club.

When amendments to the International Constitution and By-laws are passed at the International Convention, any amendments that would have an effect on the Markham Lions Club Policy Manual to be automatically updated.

The Constitution & By-Laws Committee shall present their recommendations for any amendments to the Policy Manual at a Board of Directors Meeting of the Club.

The contents of the Policy Manual may be altered, amended or repealed at said Board of Directors Meeting at which a quorum of the Directors is present, by the vote of a majority of the members present in person.

Appointment of Committee Chairpersons, Committee Members & Operation of Committees

- the President Elect/President shall appoint the Chairperson & the Committee Members of each of the Committees for his/her term of office.
- It will be the discretion of the President Elect/President whether to have each of the above Committees operated separately or to combine one or more.
- It will be the discretion of the President Elect/ President to form a new committee provided the Constitution & By-Laws Committee reviews the Duties & Responsibilities of the new committee & they are approved at a Board of Directors Meeting.

Club Officer Responsibilities

President

MISSION STATEMENT

As chief executive officer of the club, to provide leadership to achieve the membership growth, service, and financial goals of the club determined by the Board of Directors & membership.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

Refer to the responsibilities as Global Action Team Chairperson as shown in the attached Club Structure document- Appendix C

In addition, duties specific to Markham Lions Club:

- Member of the Administration, Planning & Awards Committee
- Conduct club meetings using parliamentary procedures as outlined in Robert's Rules of Order, Newly Revised to allow open discussion & maintain harmony at all times.
- Appoint committee chairpersons based on skill, dedication, and interest before previous fiscal year end

- Endeavour to attend at least one meeting of every committee during the year to show support
- Provide leadership, guidance, and motivation - build a shared vision among Club Members and encourage members toward reaching the club's goals
- Acquire a working knowledge of the MLC Policy Manual & Constitution & By-Laws
- Recognize members who contributed to the success of the Club during the year
- Turn over records, in up-to-date condition, to the incoming Officers, at the end of the President's term of office

MEETINGS

- Chair the Regular Club Meetings & the Board of Directors Meetings of the club
- Attend meetings of the Administration, Planning & Awards Committee
- Attend meetings of various Committees as appropriate
- Attend the annual three District Governor's Advisory Committee Meetings Zone Meetings

RESPONSIBILITIES FOR REWARDS

- Presidents Appreciation recognition to designated member(s)

Immediate Past President

MISSION STATEMENT

Give of your time and effort to advance the Club & Lions Clubs International.

ORGANIZATION

Together with the other Officers & Directors, form the Board of Directors of the Club

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

In addition, duties specific to Markham Lions Club:

- Chair of the Administration, Planning & Awards Committee
- Vice Chair of the Membership Committee

MEETINGS

- Attend the Regular Club Meetings & the Board of Directors Meetings
- Chair meetings of the Administration, Planning & Awards Committee
- In the absence of the Chair of the Membership Committee, to chair meetings of the Committee

First Vice President

MISSION STATEMENT

Give of your time and effort to advance the Club & Lions Clubs International.

ORGANIZATION

Together with the other Officers & Directors, form the Board of Directors of the Club

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

Refer to the responsibilities as Leadership Chairperson & oversee functioning of Membership Committee as shown in the attached Club Structure document- Appendix C

In addition, duties specific to Markham Lions Club:

- Oversee the functioning of committees the President may designate
- Member of the club Administration, Planning & Awards Committee

MEETINGS

- Attend the Regular Club Meetings & the Board of Directors Meetings
- Attend meetings of the Committees for which you are affiliated
- Attend meetings of the Administration, Planning & Awards Committee
- Attend the annual three District Governor's Advisory Committee Meetings (Zone Meetings)

Second Vice President

MISSION STATEMENT

Give of your time and effort to advance the Club & Lions Clubs International.

ORGANIZATION

You with the other Officers & Directors form the Board of Directors of the Club

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

Refer to the responsibilities to oversee functioning of Service Committees & Marketing & Communications Committee as shown in the attached Club Structure document- Appendix C

In addition, duties specific to Markham Lions Club:

- Oversee the functioning of committees the President may designate
- Member of the club Administration, Planning & Awards Committee

MEETINGS

- Attend the Regular Club Meetings & the Board of Directors Meetings
- Attend meetings of the Committees for which you are affiliated
- Attend meetings of the Administration, Planning & Awards Committee

Third Vice President

MISSION STATEMENT

Give of your time and effort to advance the Club & Lions Clubs International.

ORGANIZATION

You with the other Officers & Directors form the Board of Directors of the club

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

Refer to the responsibilities to oversee functioning of Fund-Raising Committees as shown in the attached Club Structure document- Appendix C

In addition, duties specific to Markham Lions Club

- Oversee the functioning of such committees as the President may designate.
- Member of the Administration, Planning & Awards Committee

MEETINGS

- Attend the Regular Club Meetings & the Board of Directors Meetings
- Attend meetings of the Committees for which you are affiliated
- Attend meetings of the Administration, Planning & Awards Committee

Secretary

MISSION STATEMENT

To provide administrative support as directed by both the President and Board of Directors.
The Secretary is the liaison officer between the Markham Lions Club, District A-16 and Lions Clubs International.

ORGANIZATION

The Secretary is an elected member of the Board of Directors and may have a non-elected Assistant Secretary available to provide support as and when needed.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

In addition, duties specific to Markham Lions Club as follows:

Records

- Record and distribute in a timely fashion, within seven to ten days, to the membership, the minutes of both Regular Club Meetings and Board of Directors Meetings.
- Publish the end of year reports from all of the Club Committees.

Communications

- Promptly refer letters and other incoming communications to the President, Board of Directors, Committee Chairs or Club membership as appropriate.

Administrative Support

- Prepare agendas, in conjunction with the Club President for Regular Club Meetings and Board of Director Meetings.
- Order stationary and other supplies for the club & members with Lions Clubs International
- Provide signed Membership Cards to the Markham Lions Club Treasurer for distribution to members following payment of annual Club Membership dues

MEETINGS

- Attend Regular Club Meetings & Board of Directors Meetings & provide a Secretary's report
- Meet, as required, with the President, usually prior to each Regular Club Meeting & each Board of Directors Meeting
- Meet as required with an Assistant Secretary
- Attend the annual three District Governor's Advisory Committee Meetings (Zone Meetings)

Treasurer

MISSION STATEMENT

The Treasurer is the Chief Financial Officer (CFO) of the Club and as such is responsible for managing the financial affairs of the MLC in accordance with the Constitution & By-Laws & the financial policies of the club.

ORGANIZATION

The Treasurer is the Chairperson of the Finance Committee.

The Treasurer is an elected member of the Board of Directors and may have a non-elected Assistant Treasurer to provide support.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

In addition, duties specific to Markham Lions Club as follows:

A. Financial Management

- Receive all monies and deposit into the proper Bank Accounts and allocate income to the related committee accounts for budget purposes.
- Pay out monies by cheque & only on authority of the Board of Directors or included in the approved budgets
- Receive & retain all related invoices & allocate expenses to related committee accounts for budget purposes
- Obtain floats or issue advances when required for Club activities, making sure that the records show the original outlay and return of such.
- Pay the semi-annual LCI dues and annual dues to MD'A' and District A-16.
- On behalf of the Program Committee issue payment for Regular Club Meetings meals & track all Club and visitor paid meals allotting them to the proper account.
- On behalf of the Club Secretary, issue payment for LCI invoices with copy to Secretary
- As monthly bank statements arrive, reconcile with the ledger records.
- Periodically, & at least twice yearly in Dec. & June, issue cheques between accounts for items paid out of wrong accounts, i.e. guest meals etc.
- Collect the annual Membership Dues and Meal payments from Club Members.
- Distribute membership cards for the Secretary
- Periodically transfer funds between the Service Account & the related Money Market account and between the Administration Account & the related Money Market Account in order to obtain interest on funds not currently required for the day-to-day operation of these accounts

B. Financial Reporting

- Keep the financial records of all transactions of the club's accounts including Service, Administration, Money Markets, Square etc. The allotment and distribution of these funds shall be as shown in the Accounting Guidelines Appendix A
- Provide copies of Financial Reports of all of the club's accounts at Board of Director meetings for review and discussion
- Provide copies of an Income and Expense Report for each committee upon request and semi- annually to the Finance Committee for budget review & also upon June 30th fiscal year end for audit.
- Complete the quarterly HST document & submit to together with payment as required
- Prepare in July the final year end reports and meet with the Auditors to audit all the club's financial records
- Produce the year end Income and Expense Report for all committees & provide to each Committee Chair to aide in the preparation of their budget request for the new year.

MEETINGS

- Attend Regular Club Meetings
- Attend the Board of Directors meetings & provide the Treasurer's report
- Meet as required with an Assistant Treasurer.
- Attend a meeting with the bank to update the Signing Officers on the club's bank accounts as defined in the Markham Lions Club By-Laws.

Lion Tamer

MISSION STATEMENT

Responsible for the Club property & regalia used at Regular Club Meetings & at special club events as required.

ORGANIZATION

The Lion Tamer is an elected member of the Board of Directors, and may have a non-elected Assistant Lion Tamer available to provide support and assistance as and when needed.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

In addition, duties specific to Markham Lions Club as follows:

- have charge of and be responsible for the safe storage and any necessary repairs or replacements of the Regular Club Meetings & Directors Meetings property and regalia. Such property shall include, but not be limited to, flags, banners, lectern, gong, gavel, Tail Twister's money box, sound system, world national flags & Queen's picture
- set up and remove all meeting regalia before and after each Regular Club Meeting & at special Club meetings i.e. charter night etc.
- prepare an annual budget request & submit to the Finance Committee by September 1st
- periodically review actual results compared to approved budget.
- prepare year-end report if required.

MEETINGS

- Attend Regular Club Meetings of the club to set up all banners, flags, sound system etc. and afterwards remove & store.
- Attend the Board of Directors Meetings
- Meet as required with an Assistant Lion Tamer

Tail Twister

MISSION STATEMENT

To promote harmony, good fellowship and enthusiasm at Club meetings

ORGANIZATION

The Tail Twister is an elected member of the Board of Directors and may have a non-elected Assistant Tail Twister available to provide support as and when needed.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

In addition, duties specific to Markham Lions Club as follows:

- Fine members in the amount of twenty-five cents in such a manner as to not embarrass members or others in attendance.
- Fine a member only once at any one meeting.
- Provide entertainment by telling tasteful jokes, asking questions, performing stunts etc.
- Operate a 50/50 draw at each Regular Club Meeting. The price of the tickets shall be 1 for \$2.00
- All monies collected from both fines and 50/50 draw shall be promptly given to the Treasurer for deposit into the Administration Account.

MEETINGS

- Attend Regular Club Meetings of the club to sell 50/50 tickets & perform other duties of Tail Twister
- Attend the Board of Directors Meetings
- Meet as required with an Assistant Lion Tamer

Club LCIF Coordinator

MISSION STATEMENT

Serve as an ambassador of Lions Clubs International Foundation to the Club

ORGANIZATION

An elected member of the Board of Directors.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

In addition, duties specific to Markham Lions Club as follows:

- Arrange for an annual LCIF presentation at a Club meeting so members are knowledgeable of this worldwide Lions Clubs International charitable organization.
- Encourage the Club to contribute financially to LCIF each year

MEETINGS

- Attend Regular Club Meetings & Board of Directors Meetings & provide report as appropriate

Membership Chairperson

MISSION STATEMENT

Develop & implement a membership growth plan in order for the club to continue to operate as an effective community service organization

ORGANIZATION

The Membership Chairperson is an elected member of the Board of Directors

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

In addition, duties specific to Markham Lions Club as follows:

- Develop a growth action plan for the club and present to the Board of Directors for approval.
- Regularly encourage members at club meetings to bring in new quality members.

- Ensure implementation of proper recruitment and retention procedures.
- Preparation and implementation of orientation sessions together with the Club 1st Vice President/Club Leadership Chair
- Monthly report to the Board of Directors on results of membership growth program.

MEETINGS

- Attend the Regular Club Meetings to provide a report on Membership & encourage members to invite prospective members to the Regular Club Meetings & activities of the Club
- Attend the Board of Directors meetings to provide a report on Membership & encourage members to invite prospective members to the Regular Club Meetings & activities of the Club

Marketing Communications Chairperson

MISSION STATEMENT

To ensure effective internal & external communications, reshape public opinion and improve visibility of the Club's activities in the community

ORGANIZATION

An elected member of the Board of Directors.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

In addition, duties specific to Markham Lions Club as follows:

- Ensure District A16 Eblasts are forwarded to members as appropriate
- Ensure telephone & email communication services are in place for the club

MEETINGS

- Attend Regular Club Meetings & provide report as appropriate
- Attend Board of Directors Meetings & provide report

Directors: Two Years & One Year

MISSION STATEMENT

To provide positive contribution to the operation of the Club

ORGANIZATION

- The Directors are elected members of the Board of Directors.
- One-half of the directors shall be elected annually and shall take office on the July 1st next following their election, and shall hold office for two (2) years from that time.
- There are to be two Directors elected each year for a two-year term of office with the other two Directors to complete their final one-year term of office.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers

MEETINGS

- Attend Regular Club Meetings
- Attend Board of Directors Meetings

COMMITTEE RESPONSIBILITIES

SERVICE COMMITTEES

Health Services Committee

MISSION STATEMENT:

Provide health related programs and support for the community of Markham.

ORGANIZATION

The Committee to include a Chair, other Club Members and an affiliated Vice-President. May also have a Co-Chair or Vice Chair.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

PROGRAMS:

Vision Screening
Hearing Screening
Eyeglass Collection

SUPPORT:

Markham families in need of health-related assistance
Markham Stouffville Hospital
Lions Foundation of Canada Dog Guides

BUDGET

Prepare the Committee budget request & submit to the Finance Chair by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

OTHER

Consideration should be given to assigning individual members responsibilities for specific activities

REPORTING

The Chair to report at each Directors Meeting and if appropriate at the Regular Club Meetings.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Property Committee

MISSION STATEMENT

Responsible for all Club paraphernalia & property with the exception of property & equipment of the Markham Fair Food Booth

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

RESPONSIBILITIES

-Develop annual plans and budget proposals & implement upon approval of Board of Directors & Club Members.

-Maintain an inventory of all club property and repair/replace it as required except for property & equipment of the Markham Fair Food Booth which is the responsibility of the Food Booth Committee. If such repairs/replacements have not been budgeted, then prior approval required from the Board of Directors.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Chair may report at each Board of Directors Meeting and if appropriate at the Regular Club Meetings.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to the new incoming Chair for the next fiscal year commencing July 1st

Youth Services Committee

MISSION STATEMENT

Provide youth related programs and support for the community of Markham.

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

RESPONSIBILITIES

-Develop annual plans and budget proposals & implement upon approval of Board of Directors & Club Members.

-Review individual requests for assistance.

BUDGET

Prepare the Committee budget request & submit to the Finance Chair by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

RESPONSIBILITIES FOR SCHOLARSHIPS/AWARDS

Scholarships/Awards to be considered in preparation of the Committee's proposed budget

- Markham District High School, The Lion Grace Medland Valedictorian Award
- St. Brother Andre High School, Re: the Environmental Stewardship Award; the Tom Tittel Youth Award and the Community Recognition Award.
- Bur Oak Secondary School Valedictorian Award
- Bill Hogarth Secondary School Award

Club sponsored Effective Speaking contestants at District A-16 competition

GUIDING PRINCIPLES

- In assessing a project, the prime purpose shall be to improve the well being of local youth
- Support to be considered only upon request or after discussion with the party involved, which may include assistance to an organization for the benefit of the local youth or to individuals requiring help.

REPORTING

The Chair to report at each Directors Meeting and if appropriate at the Regular Club Meetings.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Community Services Committee

MISSION STATEMENT

Provide support for the community of Markham.

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliate Vice President. May also have a Co-Chair or Vice Chair

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

RESPONSIBILITIES

- Identify local community needs and priority areas for support &/or financial contribution
- In the event of a major human suffering crisis (e.g. earthquake, hurricane, etc.) identify for the Directors approval an emergency relief contribution of up to \$500 in keeping with our Club By-Laws to be paid to a Lions Clubs International Foundation coordinated effort. The Community Services budget may include provision for such an event.
- Develop annual plans and budget proposals & implement upon approval of Board of Directors & Club Members.
- Review individual requests for assistance

BUDGET

Prepare the Committee budget request & submit to the Finance Chair by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget

OTHER

Consideration should be given to assigning individual members responsibilities for specific activities i.e. Salvation Army Christmas Kettles, Santa Claus Parade, Mt. Joy Park cleanups etc.

GUIDING PRINCIPLES

- Projects can be either in the form of funding, staffing or supply of other resources where the charitable purpose is clearly identified.
- Support to be considered only upon request or after discussion with the party involved. Assistance may be considered to an organization for the benefit of the local community or to individuals requiring emergency help.

REPORTING

The Chair to report at each Directors meeting and if appropriate at the Regular Club Meetings.
The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Bulletin Committee

MISSION STATEMENT

To create and publish periodically an interesting and informative Club bulletin, called “Jungle Talk”.

ORGANIZATION

The Chair of the Bulletin Committee to be the Editor of the Club Bulletin. The Club photographer and other Club Members to be on the committee. May also have a Co-Chair or Vice Chair It is recommended that the back-up photographer be on the Bulletin Committee.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st.
The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

RESPONSIBILITIES

-The prime responsibility is to encourage and publish written and pictorial input from, and involving, all members of the Club.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.
Periodically review actual results compared to approved budget.

REPORTING

The Chair may report at each Directors Meeting and as appropriate at the Regular Club Meetings which may include announcement of the publication of the latest “Jungle Talk” bulletin.
The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Photographer

MISSION STATEMENT

To record the Club's activities at the Club Regular Meetings, service projects & social events.

ORGANIZATION

The Club Photographer to be a member of the Marketing Communications Committee & the Bulletin Committee. Should also have a back up photographer in the event the Photographer is unable to attend an activity requiring a photographer.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Club Photographer to attend as many of the Club activities as possible. When unable to attend Club meetings or activities, to ensure a backup photographer will be present.

RESPONSIBILITIES

- The prime responsibility is to provide the Bulletin Editor with the best possible visual records of the Club's work and social activities.
- Ensure there is a back up photographer when not able to attend Club activities.

BUDGET

Prepare the Club Photography budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Chairperson to prepare the year-end summary of accomplishments and recommendations.

Pass on all records of committee to new incoming Chair for the next fiscal year commencing July 1st

Marketing Communications Committee

MISSION STATEMENT

To raise the level of awareness of the Markham Lions Club, and Lionism in general, with the residents of the Old Town of Markham area of the City of Markham.

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers – Marketing Communication Chairperson.

In addition, duties specific to Markham Lions Club as follows:

- The Committee will develop Communications and Public Relations plans & deliverables
- Develop Communications and Public Relations plans
- Create and place Public Relations pieces i.e. TV, Newspapers, Internet, Website, Social Media etc. that will fulfill the Committee's mission.
- Maintain the Club's web site & Social Media presence
- Ensure our Lions Club emblems/signs on the Service Clubs signboards at the four major highway entrances to the Old Town of Markham are maintained.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Chair to report at each Directors meeting and if appropriate at the Regular Club Meetings.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Historian Committee

MISSION

To maintain the historical records of the Club including preservation of the minutes of the Directors Meetings & Regular Club Meetings.

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

RESPONSIBILITIES

It is the responsibility of this committee to ensure the following:

- The minutes of the Directors Meetings & Club Regular Meetings are preserved & readily available to interested Club Members
- The Club's memorabilia and archives to be kept in good condition and updated as appropriate.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

REPORTING

Provide a “looking back” report for the Bulletin, based on the minutes of Club meetings in the past.

Periodically during the year prepare short “looking back” presentations for Club Regular Meetings based on minutes from Club meetings in the past.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

ADMINISTRATION COMMITTEES

Administration, Planning & Awards Committee

MISSION STATEMENT

To oversee the club operations with the view to assuring effective administration, planning and organization.

COMMITTEE MEMBERSHIP

The committee to include the Immediate Past President as Chair, the President and the Vice Presidents

RESPONSIBILITIES:

ADMINISTRATION

Ensure:

- Adherence to LCI & Markham Lions Club Constitution & By-Laws.
- Adherence to high ethical standards including the LCI Code of Ethics
- The Club has adequate property and liability insurance.
- That appropriate awards are presented to Club Members.

PLANNING

- Review information flow within MLC to facilitate good planning.
- Review completed projects for “lessons learned”.
- Provide support to the incoming Club President in setting of annual club goals and objectives.
- Prepare and updating a total club planned events calendar.
- Review level of participation in Lions events outside MLC.
- Plan long term strategy.

- Ensure planned activities have the ability of the Club Members to undertake successfully considering the number of members required to staff; membership demographics & time required.
- Ensure planned events have sufficient leadership & members.
- Review plans regarding proposed new club activities.

ORGANIZATION

Rationalize club organization structure in order to match willing and able leadership volunteers with positions to be filled.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

MEETINGS

The Committee to have two pre-planned meetings per year: one in the spring to focus on next year's leadership slate, and one in late summer to focus on the budget and a calendar for planned events for the year. In addition, the Committee to meet periodically at the call of the Chair.

AWARDS & RECOGNITION OF CLUB MEMBERS

*Refer to Appendix B

Other Responsibilities & Items to be dealt with annually- Service Expense

- Annual update of Officers & Directors re MLC incorporated as a Not-For-Profit corporation.
- Annual review & update incorporation of MLC as a Not-For-Profit corporation
- Annual review & payment of property insurance
- Annual review & payment of Officers & Directors liability insurance
- Annual review & payment of post office box rental

REPORTING

The Chair to report at each Directors Meeting the subjects & deliberations of the Committee Meetings & report as appropriate at Club Regular Meetings.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Audit Committee

MISSION STATEMENT

To ensure the adequacy of the financial records and controls through annual review and tests.

ORGANIZATION

The Committee include a minimum of two Club Members who are appointed by the incoming President to review the preceding year.

RESPONSIBILITIES

- The Audit Committee shall be responsible to complete an annual audit of the Books and Accounts of the Markham Lions Club. *Also, refer to Appendix A- Accounting Guidelines
- They shall also complete Interim Audit(s) of the Books and Accounts of the Club when requested by the Club President or the Board of Directors. *Also, refer to Appendix A- Accounting Guidelines
- The Annual Audit to be completed no later than 60 days after the fiscal year end & Interim Audits to be completed within 30 days of the audit request being received from President or Board of Directors.
- The Audit Committee to conduct such tests as they consider necessary to finalize and verify the balance sheet & other financial records, source and application of funds and to determine the adequacy of the Club's financial controls.

REPORTING

Immediately following all such audits, the Audit Committee shall provide a report to the Board of Directors & subsequently to the Club Members, at a Regular Club Meeting. They shall provide their opinion on the Treasurer's financial records and the financial position of Club; its accounting operations and cash flows for the period under review. They shall provide at that time such other comments and recommendations as they deem appropriate.

Finance Committee

MISSION STATEMENT

To ensure the continued financial viability of the Club.

ORGANIZATION

The Chairperson of the Committee shall be the Treasurer as outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers.

The committee to include the 1st Vice President the 2nd Vice President, the 3rd Vice President and one or two other Club Members and an Assistant Treasurer.

MEETINGS

The committee to meet at the call of the Chair early in the Lions year to produce an annual proposed budget for the Board of Directors to approve at their September meeting.

The Committee to meet at the call of the Chair & as necessary to address specific requests or issues that emerge during the course of the year.

RESPONSIBILITIES

-Review and make recommendations on any financial endeavor of the Club.

-Prepare a proposed annual budget, from the input of all Club committees.

-Present the proposed budget to the Board of Directors in September.

-Present the proposed budget approved by the Board of Directors to the membership at the Regular Club Meeting in September

-Review the annual budget, at least quarterly, & report to the Board of Directors.

-Review & provide recommendations to the Board of Directors, significant proposed additional expenses to budgeted expenses as defined in the MLC Constitution & By-Laws.

-Review & provide recommendations to the Board of Directors on any proposed new revenue project by any committee including the New Revenue Projects Committee

SIGNING OFFICERS

-The Club's main Service and Administration accounts to have the signing officers as defined in the Markham Lions Club By-Laws

-Not withstanding this requirement, the Club Treasurer, at their discretion, may transfer funds to/from the related account e.g. Administration Bank Account/ Administration Money Market

-All other bank accounts to have as authorized signing officers-the Committee Chair, President, Secretary, Treasurer, any two to sign.

ACCOUNTING GUIDELINES

*Refer to Appendix A

Membership Committee

MISSION STATEMENT

Retain present membership by showing appreciation to members.

Increase membership by encouraging sponsorship of new members.

ORGANIZATION

While the President has the authority to identify committee members it is recommended that it consists of the following:

Membership Committee Chair (Penultimate Past President)

Vice Chair (Immediate Past President)

Other Club Members and an affiliated Vice President.

All Club Members are encouraged to provide input to the Committee

RESPONSIBILITIES

*As outlined in LCI Standard Club Constitution & By-Laws- Article 111, Duties of Officers- Membership Chairperson

In addition, duties specific to Markham Lions Club as follows:

- Prepare an annual Membership Growth Plan
- Contact members who are not attending meeting &/or other events regularly.
- Have supply on hand of LCI lapel pins & car decals for replacement as required by Club Members

New Members

Membership Chair to report at Directors Meetings, provide background information on prospective new members & make recommendation to interview prospective new members and invite to become member of Markham Lions Club

- Collect initiation fee from those accepted as new member.
- Provide all new members with: framed membership certificate, name badge, & LCI New Member Kit
- Ensure that all new members are inducted with a dignified ceremony
- Provide spouse of new member with lapel pin or other appropriate recognition
- Provide sponsor of new member with recognition of bronze miniature Lion paperweight.
- Ensure that the sponsor of a new member fully realizes it is their responsibility to mentor their new Lion for their regular attendance at meetings etc. for the first twelve months including introduction to all members, involvement in club projects & social activities.
- Develop a training session in the club for new members
- Encourage new members to attend sessions about Lions conducted by the District & other District events such as Zone Meetings & the annual convention.

Induct New Members

- Membership Chair to attend Club Officer Training organized each spring for incoming Club Officers
- Develop a Club membership growth plan & encourage involvement of Club Members.
- Provide all members with supply of Markham Lions Club information brochures
- Encourage all Club Members to actively seek out prospective new members & invite them to club meetings, club projects & social events.
- Pay meal costs for prospective new members as defined in the Markham Lions Club By-Laws.
- Ensure that all qualified Club Members are properly recognized for sponsorship of new members by presentation of awards under the Lions Clubs International Key Award Program.
- Provide & distribute Markham Lions Club information brochures at all Club projects i.e. flower sales, fireworks sales, food booth etc. & provide for display in the brochure racks at the local library & the City Offices.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Membership Chair to provide a report at all Directors Meetings & at all Regular Club Meetings

Report to the Board of Directors the names of any members that have been absent for an extended time without acceptable reasons.

The Membership Chairperson is encouraged to attend each of the three annual District Governor's Advisory Meetings (Zone Meetings).

End of Term June 30th

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Member Services Committee

MISSION STATEMENT

To ensure that a Markham Lion and/or his/her family receive Club support in case of illness or death in the family.

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair

RESPONSIBILITIES

In case of illness or death in the family it is human nature that persons are very sensitive to the treatment they receive. It is therefore imperative that all possible care be exercised to assure that the following guidelines are consistently applied.

Illness

- When a Markham Lion or former long serving Markham Lion suffers an illness, a 'get well' card to be mailed as soon as possible. If the illness is prolonged (a week or more) a fruit basket, a plant or the like to be provided.
- In cases of serious illness all Club Members should be notified at Directors Meetings, Regular Club Meetings or by email or telephone.
- Every effort should be made by members of this committee to telephone and/or visit the ill Lion and to encourage other Club Members to do likewise.
- In the event of an illness of a close family member such as spouse, parent, parent-in-law or widow/widower of a Markham Lion or a long serving Markham Lion, the above action to be taken when practical or appropriate.
- In the event of an illness of other close relatives of a Markham Lion, a former Markham Lion or a close community associate of the Club, a Lions 'get well' card to be mailed.

Death

- When a Markham Lion or former member of the Markham Lion Club passes away this committee will notify all other Club Members as soon as possible. Where practical the committee will make direct contact with a member of the deceased's family to provide condolences, offer a Lions service, offer Club assistance, determine visitation and funeral arrangements and ask the family's wishes with respect to floral or charitable tribute.
- The Committee to arrange for the preferred tribute. (If no preferred charity a contribution may be made in the memory of the deceased to a Lions charitable organization, such as Lions Foundation of Canada, Lions Clubs, Camp Kirk Foundation, etc.). The Committee members should make every effort to adequately represent the Club at the visitation, funeral or memorial service and to encourage other Club Members to do likewise.
- In the event of the death of a close family member such as spouse, parent, parent-in-law of a Markham Lion or former long serving Markham Lion the above action to be taken when practical and appropriate.
- When other close relatives of a Markham Lion, a former Markham Lion, or close community associate of the Club, dies a Lions "sympathy card" should be mailed. This expression of sympathy should be generously used.

OTHER REPOSIBILITIES

-In the event of an MLC social gathering, the Committee should reach out to the Markham Lions or former Markham Lions &/or spouses and ask if they would like to participate in the event. Should the person require transportation, this Committee to attempt to make arrangements with other MLC members.

REPORTING

-The Chairperson or his/her delegate to provide a report at all Directors Meetings & at all Regular Club Meetings

-The Chair to provide a report at all Directors Meetings & at all Regular Club Meetings

-In the event of death of a Club member it is the responsibility of the Chair to ensure that the President of the Club immediately notifies the District Memoriam Chair providing details of the funeral arrangements & also advising whether or not the family wishes to have a Lions memorial service.

-In the event the District Memoriam Chair cannot be reached personally such information is to be provided to the Cabinet Secretary, Region Chair or Zone Chair etc. until personal contact is made with a District Officer.

OTHER

Consideration should be given to assigning individual members responsibilities for specific activities i.e. advising Club Members of illness or death by telephone or email, sending out 'get well' & bereavement cards, arranging for delivery of fruit baskets, flowers etc.

BUDGET

Prepare the Committee budget request & submit to the Finance Chair by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Chair to report at each Directors Meeting and if appropriate at Regular Club Meetings.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Nominations, Constitution & By-Laws and Policy Committee

MISSION STATEMENT

Identify & recommend, for club approval, amendments to Markham Lions Club Constitution & By-Laws and the Policy Manual.

Identify prospective candidates for Club officer nomination to serve the following year & conduct Club Officer nominations & elections.

ORGANIZATION

The Committee to consist of a Chair, the Vice Presidents, the Immediate Past President & other Club Members. May also have a Co-Chair or Vice Chair

RESPONSIBILITIES

-The responsibilities of the Committee include:

-Prepare & recommend for the approval of Club Members amendments to Markham Lions Club By-Laws

-Prepare & recommend for the approval of the Board of Directors amendments to Markham Lions Club Policy Manual

-Identify prospective candidates for Club officer nomination to serve the following year

-Conduct Club Officer Nominations at Regular Club Meeting in March

-Conduct Club Officer Elections at Regular Club Meeting in April

-Identify prospective qualified candidates for District/ International office & with the agreement of the prospective candidate & the Club, place their name(s) in nomination & support their election at the District Convention.

BUDGET

Prepare the Committee budget request & submit to the Finance Chair by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

MEETINGS

The committee to meet at the call of the Chair early in the Lions year to produce an annual proposed budget for the Board of Directors to approve at their September meeting.

The Committee to meet at the call of the Chair & as necessary to address specific requests or issues that emerge during the course of the year.

REPORTING

-The Chair to report a proposed slate of Officers & open nominations for additional nominations at the nominations Regular Club Meeting in March

-The Chair to report a proposed slate of Officers for election at the elections Regular Club Meeting in April

-The Chair to report as appropriate at other Directors Meetings and Regular Club Meetings.

-The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Program & Visitation Committee

MISSION STATEMENT

To organize the facilities for the Regular Club Meetings and Directors Meetings.

Prepare, publish & distribute to all members the annual Club Program Directory & Membership Roster.

Organize visits to other clubs.

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliate Vice President. May also have a Co-Chair or Vice Chair Club Members

MEETINGS

The committee to meet at the call of the Chair early enough in the new Lions year to create and publish the Club Program Directory & Membership Roster for delivery before the first meeting in September.

The committee to meet at the call of the Chair early in the Lions year to produce an annual proposed budget for the Board of Directors to approve at their September meeting.

The Committee to meet at the call of the Chair & as necessary to address specific requests or issues that emerge during the course of the year.

RESPONSIBILITIES

Club Program Directory & Membership Roster

-Create and print the Club Program Directory & Membership Roster for the coming year. The committee to consult the Secretary for correct names, telephone numbers email addresses etc. The program to include the date, location and theme of each Regular Club Meeting. The program to also list each Committee Chair and the members of each Committee. The program should be in the printer's hands by the first week of August & delivered to the Club Members by the end of August.

Directors Meetings & Regular Club Meetings

Responsible to:

- Arrange for all Directors Meeting venues
- Arrange for all Regular Club Meeting venues & meals and negotiate the cost as approved by the Club Members
- By the weekend prior to the Regular Club Meeting advise the venue of the number of Lions and guests who will be attending. The Club Treasurer also to be advised of the number that is guaranteed in order to write the cheque for the meal.
- Arrange seating at the head table
- Arrange for the PA system & projector as required.
- Consult with the President and Secretary regarding the agenda.
- Ensure the Lions responsible for the Regular Club Meeting program are prepared.
- When guests are expected, designate member(s) to welcome them as they arrive.
- Members to be greeted at the door at every Regular Club Meeting.
- Announce the upcoming Directors Meetings & Regular Club Meetings along with any change of location.
- Organize the facilities for any Special Meetings called by the President or the Board of Directors

Visitations

- Organize visits to other clubs.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Chair to report at each Directors Meeting and Regular Club Meeting.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Social and Convention Committee

MISSION STATEMENT

Foster fellowship within the Markham Lions and to encourage participation at Lions Conventions outside the Club.

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliate Vice President. May also have a Co-Chair or Vice Chair. All Club Members are encouraged to provide input to the Committee for any social activities they wish the Club to participate in.

MEETINGS

The committee to meet at the call of the Chair early in the Lions year to produce an annual proposed budget for the Board of Directors to approve at their September meeting.

As well, the Committee to meet at the call of the chair early in the Lions year to plan various social activities and outings.

The Committee to meet at the call of the Chair & as necessary to address specific requests or issues that emerge during the course of the year & finalize plans for various social events to take place throughout the year.

CLUB SOCIAL FUNCTIONS

Spouses', Partners' & Friends' Night – September and June
Charter Night
President's Christmas Party
Evening Social Event in December (e.g. potluck dinner)
Card Party
Other

OUTSIDE CLUB FUNCTIONS

A-16 Convention
Lions Clubs International Convention
MD 'A' Convention
Other Outside Club Functions

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new expense subject to MLC Constitution & By-Laws Articles IV & V.
Periodically review actual results compared to approved budget.

REPORTING

The Chair to report at each Directors Meeting and at each Regular Club Meeting.
The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

FUND RAISING COMMITTEES

Fireworks Committee

MISSION STATEMENT

The sale of fireworks to the public on the 24th of May holiday weekend & the 1st of July holiday celebrations

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st
The Committee to meet at the call of the Chair discuss & implement the action plan for the two Fireworks Sales events to take place on the 24th of May holiday weekend & the 1st of July holiday celebrations.
The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new fund-raising activity/ expense subject to MLC Constitution & By-Laws Articles XVIII, IV & V.
Periodically review actual results compared to approved budget.

REPORTING

The Chair to report at Directors Meetings and Regular Club Meeting as appropriate.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Flowers Committee

MISSION STATEMENT

The sale of annual flowers in the spring of the year by Club Members to their neighbors & friends

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st.

The Committee to meet at the call of the Chair discuss & implement the action plan for the sale of annual flowers in the spring of the year by Club Members to their neighbors & friends.

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new fund-raising activity/ expense subject to MLC Constitution & By-Laws Articles XVIII, IV & V.

Review actual results compared to approved budget.

REPORTING

The Chair to report at Directors Meetings and Regular Club Meetings as appropriate.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Food Booth Committee

MISSION STATEMENT

To operate the Markham Lions Club Food Booth in the Markham Fair Grounds

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair

RESPONSIBILITIES

-Maintain an inventory of Food Booth equipment and repair/replace it as required.

-If such repairs/replacements have not been budgeted, then prior approval by the Board of Directors/Club Members must be obtained.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new fund-raising activity/ expense subject to MLC Constitution & By-Laws Articles XVIII, IV & V.

Review actual results compared to approved budget.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair to discuss & implement the action plan for the operation of the Food Booth for the major event of the Markham Fair in the fall of the year & at other events in the Markham Fair Grounds when the Club has the opportunity to operate the Food Booth.

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

REPORTING

The Chair to report at Directors Meetings and Regular Club Meetings as appropriate.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Golf Tournament Committee

MISSION STATEMENT

Conduct an annual fund-raising Golf Tournament

ORGANIZATION

The Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair discuss & implement the action plan for the annual Golf Tournament

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new fund-raising activity/ expense subject to MLC Constitution & By-Laws Articles XVIII, IV & V.

Review actual results compared to approved budget.

REPORTING

The Chair to report at Directors Meetings and Regular Club Meetings as appropriate.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

New Revenue Projects Committee

MISSION STATEMENT

To investigate opportunities and develop plans for new fund-raising projects for the Club.

ORGANIZATION

Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair. All Club Members are encouraged to provide input to the Committee.

RESPONSIBILITIES

- Investigate opportunities for new fund-raising projects considering: the initial costs; projected budget including projected net income; time requirements; health & safety assessment; structure of the committee; number of Club Members & their skills; interests & demographics to successfully implement & operate.
- Present any such proposed new fund-raising project to the Board of Directors for their consideration & approval in principle.
- Upon receiving approval in principle by the Board of Directors to present proposed new fund-raising project to the Finance Committee & then to be presented to the Club Membership for their consideration & approval, which would then require a new committee to be formed to implement & operate the new fund-raising project.
- Assist in implementing approved projects.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st.

The Committee to meet at the call of the Chair to discuss possibilities of new fund-raising projects & develop plans for such new projects which the Committee considers to be realistic & achievable.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new fund-raising activity/ expense subject to MLC Constitution & By-Laws Articles XVIII, IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Chair to report at each Directors Meeting and at Regular Club Meetings as appropriate.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Raffle Committee

MISSION STATEMENT

Conduct an annual fund-raising Raffle.

ORGANIZATION

The Committee to include a Chairperson, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair.

RESPONSIBILITIES

- The Raffle is to be licensed by the City of Markham and authorized by the Ontario Lottery and Gaming Commission. Details are specified in the City of Markham Application for License which includes the requirement of the Club to maintain a separate bank account for the Raffle. The financial records of the Raffle account are required to be Reviewed by the Club Auditor upon completion of the Raffle.
- The Committee to propose beneficiaries & prizes together with a sales plan; budget, and schedule to be presented to the Board of Directors for approval.
- Committee to monitor sales and plans for the Raffle draw.
- Following the draw, the required documents for the City of Markham to be completed together with the financial statements which are to be provided to the Club Auditor for Review prior to submission to the City.

-The Chair will ensure that the prizes are awarded as drawn, the beneficiaries are awarded as planned, all expenses are paid, and that final documentation required by the license agreement are discharged.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st

The Committee to meet at the call of the Chair discuss & implement the action plan for the Raffle project.

The Committee to meet at the call of the Chair to address specific requests or issues that emerge during the course of the year.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new fund-raising activity/ expense subject to MLC Constitution & By-Laws Articles XVIII, IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Chair to report at Directors Meetings and Regular Club Meetings as appropriate.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Walk For Dog Guides Committee

MISSION STATEMENT

Conduct an annual fund-raising Lions Foundation of Canada, Walk for Dog Guides, in the community of Markham.

ORGANIZATION

Committee to include a Chair, other Club Members & an affiliated Vice President. May also have a Co-Chair or Vice Chair. All Club Members are encouraged to provide input to the Committee.

RESPONSIBILITIES

-The Walk for Dog Guides is a financial “flow-through project” with all donations raised being directed to the Lions Foundation of Canada Dog Guides. Only an operating budget is required from the Club.

-Fund raising is achieved in two parts 1) via the Internet donation process, and 2) via the donations from onsite Walk day participants, which funds are deposited into a designated Lions Foundation of Canada. bank account.

-The Chair to ensure that co-ordination is maintained with Lions Foundation of Canada throughout the project.

-Usually, the last Sunday in May is designated as the nationwide Walk date, but Lions Clubs are free to select an alternative date.

MEETINGS

The Committee to meet early in the fiscal year to develop an action plan & prepare a proposed budget to be submitted to the Finance Chair by September 1st.

The Committee to meet at the call of the Chair to develop the Walk format, location, miscellaneous prizes, marketing, local publicity, volunteer requirements and deal with other matters involved in organizing the Walk.

BUDGET

Prepare the Committee budget request & submit to the Finance Committee by September 1st. Any new fund-raising activity/ expense subject to MLC Constitution & By-Laws Articles XVIII, IV & V.

Periodically review actual results compared to approved budget.

REPORTING

The Chair to report at Directors Meetings and Regular Club Meetings as appropriate.

The Chair to prepare the year-end summary of accomplishments and recommendations and pass on all records of the Committee to new incoming Chair for the next fiscal year commencing July 1st

Appendix A

Accounting Guidelines

The following guidelines apply to the Club funds within the Service and Administration Accounts. Bearing in mind “That all monies raised from the public must go back to the public” (Service Account). All monies raised for pure Club Members’ use must go through the Administration Account. Notwithstanding this, some items and endeavours may seem to be Club motivated but in fact are for the benefit of the public. i.e. members attendance at such events as Zone Meetings, officer training, member orientation, etc., as well as meals for public and group interests & other expenses where the end benefit is a donation to the public.

(1) Depends on end use for Committee & Account

ITEM	SERVICE	ADMIN	COMMITTEE
Officer pins i.e. Past President		X	Admin, Awards, Planning
Lions Fellowship/Awards – District & International	X		Admin, Awards, Planning
Postage, Stationery		X	Admin, Awards, Planning
PO Box Rental	X		Admin, Awards, Planning
Member Services	X Charity		Member Services
Dues		X	Membership
Donations to LFC	X		(1)
Donations to LCIF	X		(1)
New Members Badges		X	Membership
Directory/Rosters		X	Program
Snacks before Regular Club/ Directors Meetings		X	Program
Meals – Members		X	Program
Meals – Speakers	X Charity		Guest & Speakers Meals & Donations
Meals – Guests-when prospective members	X		Guest & Speakers Meals
Meals – Spouses & friends’ night	X		Guest & Speakers Meals
District/Zone Meetings Attending	X		Admin, Awards, Planning
District/Zone Meetings- Hosting		X	Program
Members Running for District Office		X	
Donating regalia etc. to new Lions Club		X	
Donating regalia etc. to new Lioness/Leo Club	X		
Jungle Talk	X		Communications & Publicity
Payment of dues of sponsored Leo Club	X		
Publicity/ Photographer (When not charged to Committee)	X		Communications & Publicity
Community Services	X		Community Services
Health Services	X		Health Services
Youth Services	X		Youth Services
Major Projects	X		Major Projects
Insurance – Officers, Directors, equipment etc.	X		Admin, Awards, Planning
Raffle/Draw Tickets	X	X	(1)
Social & Convention Activities		X	Social & Convention

Appendix B

Awards & Other Recognition of Club Members

Annual Recognition of Markham Lions Club Members

- Past President's Lapel Pin- presented to Immediate Past President each year- Admin Expense i.e. approx. C\$40.
- Lions Foundation of Canada Life Membership for each new member- Service Expense -each \$100.
- Confirm Monarch Chevrons (long service) will be presented by the District Governor to qualified members at an appropriate occasion- no expense to club.

Special Recognition & Awards to Club Members

Special recognition of Club Members to be recommended to the Board of Directors by the Committee at their discretion & when included in their approved budget.

Admin Expense

- Lions Clubs International Life Membership- (may be awarded to long serving members-not to be more than five -Life Members in club at any one time)- 1 X US\$650 = approx. C\$900.
- Presidents Appreciation plaque or other appropriate recognition to designated member(s)- \$100. to \$200. Total

Service Expense

- Judge Brian Stevenson Fellowship (Lions Foundation of Canada)- \$500.
- Lions Foundation of Canada Fellowship- \$250.
- Melvin Jones Fellowship (Lions Clubs International Foundation) –US\$1000. = approx. C\$1400.
- Helen Keller Fellowship (Lions Homes for Deaf People) \$500.
- Lions Clubs Camp Kirk Fellowship \$300.
- Lions Quest Canada Fellowship \$500.

No Expense to MLC

- Ontario Volunteer Service Awards: submit the names of up to six candidates annually for this Provincial Government award.
- LCI Club Excellence Award: submit application when appropriate (the application form is available on the District A-16 web site (Documents) for downloading.) Applications are to be completed immediately after fiscal year end and forwarded to the District Governor of the year for which the award application is being submitted.
- District A-16 Club Secretary Excellence Award: submit application when appropriate (the application form is available on the District A-16 web site (Documents) for downloading.) Applications are to be completed immediately after fiscal year end and forwarded to the District Governor of the year for which the award application is being submitted.

Club Structure

Appendix C

