

Policy 1013 DG and VDG Basic Responsibilities and Obligations

Aide Memoir;

For incoming District Governors and Vice District Governors.

1. As a VDG you will have by now had some experience on Cabinet, you will also get some training as you start your DG journey. You will need to be observant as to what happens at Conventions, and Cabinet meetings, it will help you understand the processes. You will not be told everything.
2. You will need to ensure that you have a Budget meeting with the outgoing DG and Treasurer prior to the last Cabinet meeting in May. This will ensure that you have a clear understanding what the DG expenses are, and what is covered from the Cabinet account. Remember you are to ensure you use your Lions Clubs International budget first especially during your DG and the VDG's Club visits.
3. During the 2020 - 2021 year some clear budget items were identified and listed separately to provide clarity and transparency for all DG costs. This is a constant and must be addressed so as to ensure the DG does not end up out of pocket for major items. You will have incidental expenses, and remember receipts are required for all expenditure.
4. The outgoing DG Governor is to receive a Prezzy Card as a token of appreciation and to help defray some of those incidental costs. (\$250 for 2019 -2021 period) The new DG organises this for the May Cabinet Meeting.
5. The partner of the Outgoing DG receives a basket of gifts from the outgoing cabinet and partners. Once the basket has been received by the partner, the Basket is handed back to the next 1st VDG who will arrange for it to be repeated at the end of his/her DG's year. Again this is a token of appreciation to the DG partner for their efforts supporting their partner in their DG year.
6. The incoming DG should discreetly from the Feb/ Mar period (so as not to impinge on the Current DG's year) be scouting for members of their new Cabinet. Person to person communication to both the outgoing and incoming cabinet members is important
7. Communication is important and don't just use email, ring your team from time to time. Keep your vision for your year, and goals in mind, and keep the team up to date with the direction you wish to take.
8. As DG you should consider who is best to conduct the parts of the Friday night which is your night. Who will be the Guest Speaker and who will conduct the Flag Ceremony? Refer to Cabinet Officers Manual
9. The convention Committee needs to ensure that flowers/gifts the DG wishes to present on the Friday night are in the convention budget. Could be up to 10 bunches of flowers as a guide.
10. The Business session is yours to organise with the Secretary, along with your committee approve the venue, food and help required where necessary.
11. The DG is responsible to ensure that the Visiting VIP's and DG's are provided with the costume materials for the Saturday Night function. The visiting senior VIP is the judge for the best costume for the best Club and best couple.
12. Remembrance Service, work with your committee, with ideas and approve of the final format.

13. A small gift is given to the families of Past Lions who are commemorated at the service, This could be a plant, tree seedling or such like.
14. Convention goody bags are provided by the DG consisting of but not limited to, small gifts of fruit, fruit juice breakfast bars etc, these are made up and placed in the accommodation rooms for the VIP'S including visiting DG'S, as a welcome.

Date	Amendment made	Admin Cmte Actioned	Remarks