



District Leo Chairperson Responsibilities and Appointment Form



For fiscal year beginning July 1, 20_____

Leo chairpersons serve a one or three-year term and contribute to the success of their districts through the promotion, development and continual support of Leo clubs. **Use this form to appoint a Leo chairperson for a one-year term.** *To appoint a Leo chairperson for a three-year term, use [MyLCI](#).*

Responsibilities:

- Report a Leo district, if eligible, via MyLCI.
- Coach and motivate Lions who are actively involved in Leo club extension and development activities.
- Conduct leadership training and orientation in the district for Leo club advisors and Leo officers.
- Ensure all sponsoring Lions clubs report a Leo advisor for the current fiscal year.
- Find a new sponsor for Leo clubs with an inactive sponsoring Lions club.
- Facilitate the Leo to Lion transition and work with Lions district officers to help graduating Leos establish new Lions clubs or join existing Lions clubs.
- Meet at least quarterly with the multiple district Leo club chairperson, if one exists.
- Serve as a non-voting advisor to the Leo district council, if one exists.
- Serve as the official liaison between the Lions district cabinet and the Leo district council.
- Report to the Lions district cabinet all the resolutions of the Leo district conference.

Appointment Information:

District Governor: District Number _____

I have appointed the candidate listed below to serve as the District Leo Chairperson for a one-year term.

_____	_____	_____
District Governor	Signature	Date

Appointee:

Lions Club Name _____ Lions Club Number _____ Lions Member Number _____

_____	_____	_____
District Leo Chairperson	Signature	Date

SEND COMPLETED FORM AS SOON AS POSSIBLE TO:

Lions Clubs International
 Leo Club Program Department
 300 W 22nd Street, Oak Brook, IL 60523-8842 USA
 E-mail: leo@lionsclubs.org
 Fax: (630) 571-1692