

SPEAKER ENGAGEMENT GUIDELINES

This policy applies to current members of the international board, past international presidents, past international directors and eligible past district governors, who incur travel expenses paid by Lions Clubs International.

A. AUTHORIZED MEETINGS

The association provides expense reimbursement for executive officers, international directors, past international presidents and past international directors representing the association at authorized meetings.

1. Authorized Speaking Assignments Within Constitutional Areas but outside their respective single or multiple districts

– Each district (single, sub- and multiple) shall be allowed one official speaker for its convention or similar district-wide function. A single or a multiple district, inclusive of all its sub-districts, may extend an invitation to one executive officer per year. Special circumstances, which require visitation by more than one executive officer, may be authorized with the approval from the international president.

– The official speaker shall reside within the respective constitutional area. Assignments outside the constitutional area may be allowed subject to approval of the international president and within the respective speaker's mileage budget.

– Speakers elected from and residing in the USA or its affiliates, Bermuda, Bahamas or Canada, shall be permitted to travel in both constitutional areas.

– Transportation cost for official speaking engagements will be charged to the speakers mileage budget.

a. Invitation Procedure

(1) A district (single, sub- or multiple) may extend an invitation directly to a prospective speaker for an authorized meeting. The international president may authorize exceptions to the invitation protocol. Eligible speakers, elected from and residing in the constitutional area from which the invitation is made shall be approved according to the following order of precedence:

(a) International President: The international president may travel to any Lions function in the world, provided that the expense falls within his budget. Such functions should be representative of the entire district (single or multiple).

(b) Other Executive Officers: The immediate past international president and the international vice presidents may travel to authorized meetings and other Lions functions within the limits of their respective constitutional areas. Travel to a Lions function outside of their respective constitutional areas should be within their respective budget and is subject to advance review and approval of the international president.

(c) Any international director or, if none available, then,

(d) Any past international president or past international director or, if none available, then,

(e) A past district governor residing in the single or multiple districts in which the meeting is to be held.

(2) Upon request, the Travel Department shall provide a list of eligible speakers who are available, subject to the above order of precedence.

(3) A speaker request form must be completed and given to the Travel Department at least sixty (60) days prior to the meeting. This sixty (60) day requirement shall be waived for substitute speakers and for the s second vice president and first year directors for functions occurring in July, August and September.

(4) Once the speaker selection is made, the Travel Department shall confirm the speaker's acceptance of the invitation. (5) Districts are encouraged to hold conventions Friday through Sunday to reduce travel expenses.

(6) The Travel Department shall send an acknowledgement of all invitations received to the individual initiating the invitation and the speaker.

b. Speaker Responsibilities

(1) General Responsibilities and Purpose

To ensure meeting attendees receive significant benefit from having an official speaker, the primary purpose of an official speaker shall be to encourage membership growth and to promote and raise awareness to relevant and especially more recent association programs, policies, and achievements including LCIF and its programs and mission

accomplishments. The speaker is encouraged to relate such topics in a way that can benefit, improve or inspire local clubs and districts hosting the meeting. Travel reimbursement and/or future speaking assignments may not be approved if a speaker presents on programs not affiliated with the association.

(2) Discussion Meeting

The host council as part of the official visit shall arrange a discussion meeting between the speaker and district leaders. The purpose of this meeting shall be:

(a) To provide the speaker with an opportunity to inform the district leaders of recent developments at Lions Clubs International.

(b) To enable the district leaders to convey information about Lionism within the district, discuss ideas, solve problems, etc.

(c) To provide for a close personal exchange on any matters relating to Lionism.

(3) Visitation Form

All official speakers for whom Lions Clubs International provides reimbursement of travel expenses are required to submit a visitation form. The visitation form shall include specific comments on strengths and weaknesses as well as areas of special concern within the respective single, sub- or multiple districts.

A completed visitation form must be included with your expense claim for reimbursement. No reimbursement will be made without such report.

c. District Obligations

The host district shall be responsible for payment of hotel, meals and local transportation expenses for the official speaker. Districts failing to meet these obligations shall be ineligible for future speakers until such debts are paid. In the event that the speaker is eligible for a day of rest, hotel and meals will be reimbursed as provided under Rules of Audit.