

LIONS CLUBS INTERNATIONAL



105CN

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Forward

This booklet is designed to help and guide the members of the Disaster Committee in their role as committee members, individually and jointly. The Disaster Plan for District 105CN approved by Cabinet on the first meeting of each Lionistic year, the formalisation of how the relief work in the aftermath of a disaster undertaken by Lions is to be managed in the future?

On Boxing Day 2005 it very quickly became clear that there were lessons to be learned from how the Tsunami disaster was managed in those early hours and days. Lions from across the district wanted to know how to respond to the emergency but information was sparse and due to the time of year, there appeared to be very little co-ordination and the perception, rightly or wrongly, was that there was no real leadership. Communication, co-ordination and leadership are three vital aspects in the management of any project but even more so when faced with such large-scale events. And these are the reasons that District 105CN must have a disaster programme, administered by an appointed Disaster Committee.

Every year, emergencies cost lives and livelihoods and Lions Clubs help to ease suffering by helping those affected to return to normal as quickly as possible by responding to the call for help. However, such responses are more effective when planned and coordinated.

This disaster plan is intended to run parallel to the **Lions Alert Programme** this will provide guidance to District Officers and members of Lions clubs to enabling them to provide a quick effective service through District 105CN to those who are in need of emergency assistance in the event of a natural or manmade disaster. It will be the role of the Disaster Committee to provide that guidance. The plan will provide focus and leadership at times when it is most needed.

The role of the Committee will also be as an information resource. The Disaster Plan makes provision for the committee to be a quick and effective conduit for communication, locally and internationally and provide the much needed public relations work that was most notably absent during recent disasters.

The written plan in its present form is not the finished article. It will be incumbent upon the Disaster Committee to set in place the logistics of how the plan will operate within these approved parameters. Different disasters bring different circumstances and this plan, whilst providing a framework for managing such events, allows the flexibility necessary to be effective.

A New Lionistic Year and Taking On the Role of Chairman

The Terms of Reference for the Committee sets out below, amongst other things, the membership and how the framework in which the committee will operate. By its very nature a new Lionistic year will bring a new committee, certainly the Immediate Past District Governor and the Vice District Governor will be new members each year, so to ensure continuity and in readiness for the emergency that no-one wants to happen, it is important that the new chairperson ensures that the committee and indeed the District are prepared. In order that the incoming chairperson should be able to ensure that the Committee know their responsibilities and that the Club Disaster Liaison Officer's contact directory is reviewed and up to date.

The Chairperson should therefore meet with his/her Committee soon after taking up post to set out how they should familiarise themselves with these guidelines and how they will react as a team to an emergency. For example how and where they will come together as quickly and as soon as possible after being notified of a disaster occurring.

By meeting in this way and setting in place these important parameters the committee will instil confidence in both themselves and their fellow lions in 105CN that our response to a disaster anywhere in the world will be managed effectively and efficiently and that communication, co-ordination and leadership are at the core of that response.

The Mission Statement

To provide a plan whereby the Lions of District 105CN, can provide a service to victims of a disaster within the boundaries of the District, the Multiple District or throughout the world and responding to requests for emergency assistance at times of such a disaster.

For the purposes of this plan a disaster is defined as a natural occurrence causing widespread destruction and distress.

The Committee

The committee will consist of the following members:

- The 1st Vice District Governor/ Health and Safety officer/ Disaster chair
- Cabinet Secretary;
- Cabinet Treasurer;
- Any other Lion or Lions co-opted on to the committee to assist or advise in the management of a particular disaster, for example the LCIF Committee Chairpersons.

The Limitations of Their Authority

The Chairperson shall have the authority to distribute Disaster Funds not exceeding the sum of £1,000 for any single disaster emergency in any Lions District. Any sum disbursed exceeding £1,000 shall be authorized by at least 3 members of the Disaster Committee.

To appoint the club nearest to the occurring disaster to act as the club who will administer disaster funds or where there is more than one club involved to appoint one club;

- To appoint a coordinating/liaison officer from the Lions club so appointed as administering club;
- To disburse immediately funds from the Disaster Fund to the appointed administering club;
- To disburse funds received into the Disaster Fund from outside District 105CN to the appointed administering club;
- To appoint an Officer of sufficient experience from the area of the disaster to prepare any reports for the purpose of applying for an emergency grant from LCIF.

➤ *Where there is the Occurrence of a disaster outside District 105CN*

- To disburse immediately any funds from the Disaster Fund to the Club, Zone or District requesting emergency assistance on the occurrence of a disaster in the said area.

➤ ***Generic Responsibilities***

- To co-ordinate District Lion personnel requirements;
- To disseminate information to Clubs;
- To solicit Lion volunteers for disaster related assignments.
- To Communicate with Lions Clubs International and District Governors of disaster affected areas throughout the world to ascertain the type of relief and/or funds needed to assist victims of disasters;
- To communicate with the District Governor of District 105CN
- To prepare reports to District Cabinet, the Council of Governors of MD105 and any other Lions body so requesting a report;
- To act within the constitution and by-laws of District 105CN; and
- To act as Public Relations Spokesperson for the District.

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The Role and Responsibilities of the Committee Chairperson

Function	Task	Guidelines
<p>Where there is the occurrence of a disaster within District 105CN:</p>	<p>To appoint the club nearest to the occurring disaster to act as the club who will administer disaster funds or where there is more than one club involved to appoint one club</p>	<ul style="list-style-type: none"> • There may be an occasion whereby there is no Lions club within the immediate area of an emergency. In such circumstances the nearest club shall be appointed. • The appointed club will be required to set up a separate balance sheet so as to manage designated funds for disaster relief assistance and the club treasurer will be required to maintain balanced records of the disaster fund for which he/she will be accountable to the Disaster Committee via the District Treasurer.
	<p>To appoint a coordinating/liaison officer from the Lions club thus becoming the administering club</p>	<ul style="list-style-type: none"> • All Lions clubs in 105CN should be requested by the committee chairperson to appoint a club member who will act as the Disaster Liaison Officer for that club if the need arises. • Communication is the essence of the Disaster Plan and the appointed liaison officer will have important link and co-ordinating duties to perform. The Committee Chairperson will be required to ensure that the responsibilities of the club officer's post as set out within the Disaster Plan are communicated to the appointed officer and the club president. • A register of appointed officers and contact information should be maintained and held with these guidelines

Function	Task	Guidelines
	<p>To disburse immediately funds from the Disaster Fund to the appointed administering club</p>	<ul style="list-style-type: none"> • The Chairperson has the authority to distribute disaster funds that do not exceed the sum of £1000 for any single disaster emergency in any Lion Zone. • Any sum of money exceeding £1000 must be authorised by at least 3 members of the Disaster Committee one of whom must be the Chairperson.

<p>Where there is the occurrence of a disaster within District 105CN:</p>	<p>To disburse funds received into the Disaster Fund from outside District 105CN to the appointed administering club</p>	<ul style="list-style-type: none"> • There are three possible scenarios to consider where there is an emergency within 105CN: <ol style="list-style-type: none"> 1. Where funds are received into the district account for the purposes of emergency assistance. These funds shall be forwarded to the appointed club as soon as possible i.e. as soon as a cheque has been cleared into the district account; 2. Where a cheque is received by the Committee made out to the appointed club. The cheque shall be forwarded to the club treasurer without delay. 3. Where funds are received by the appointed club. It will be the responsibility of the club treasurer to ensure that the funds received are deposited into the emergency fund account and the amount received and from whom communicated to the Disaster Committee via the District Treasurer.
	<p>Task</p>	<p>Guidelines</p>
<p>Where there is the occurrence of a disaster within District 105CN:</p>	<p>To appoint an Officer of sufficient experience from the area of the disaster to prepare any reports for the purpose of applying for an emergency grant from LCIF</p>	<ul style="list-style-type: none"> • Emergency grants may be available from either the Multiple District or LCIF. A request for a grant must be accompanied by reports on the extent of the disaster and how a grant may assist. The report must be prepared by a Lion of sufficient experience who is from the area where the disaster occurs. Generally, the Lion will be a Past District Governor although there is no requirement for it to be. • Any such request must be made via the Multiple District LCIF Officer.
<p>Where there is a Occurrence of a disaster outside District 105CN</p>	<p>To disburse immediately funds from the Disaster Fund to the Club, Zone or District requesting emergency assistance on the occurrence of a disaster in the said area.</p>	<ul style="list-style-type: none"> • The role of the Committee where a disaster occurs outside 105CN will predominantly be to maintain a high level of communication between those who are managing the emergency and the clubs and District Governor of 105CN. This will include disseminating information and requests for assistance and providing advice on methods of forwarding funds or other types of aid. • Any funds received into the District emergency fund account is to be distributed as within the authority of the committee set out above.
		<ul style="list-style-type: none"> • The Committee Chairperson has the authority to co-opt any Lion on to the committee without reference to the District Governor for the purposes of assisting the committee in the

Generic Responsibilities	To co-ordinate District Lion personnel requirements	<p>management of a disaster. For example the District LCIF Officer or the District International Relations Officer.</p> <ul style="list-style-type: none"> The Disaster Plan is sufficiently flexible to allow the committee to manage an emergency in the most effective way and the words “any Lion” mean exactly that, from any District whatsoever.
Function	Task	Guidelines
Generic Responsibilities	To disseminate information to Clubs	<ul style="list-style-type: none"> It cannot be stressed enough that communication is the key to meeting the needs of those who suffer in an emergency situation effectively and efficiently. No Lion can be overwhelmed with information but the lack of it is often the most criticised aspect of any operation. The Committee may consider various methods of communicating information to clubs including an additional or interim newsletter, the District and Multiple District websites as well as the most common methods.
	To solicit Lion volunteers for disaster related assignments.	<ul style="list-style-type: none"> In addition to the ability of the Committee Chairperson to co-opt any Lion onto the committee to assist and advise it may be necessary to undertake other disaster related assignments. The appointed club may be too busy or only have a few members to complete such assignments therefore other Lion volunteers may be required to work with the appointed club. The club liaison officer will play a vital role maintaining links between the club, volunteers and the Committee.
	To Communicate with Lions Clubs International and District Governors of disaster affected areas throughout the world to ascertain type of relief and/or funds needed to assist peoples of disasters;	<ul style="list-style-type: none"> The District Governor of a disaster affected area would be comforted to know that relief is on its way and needs are being met. Assistance may be required other than funds. Food, blankets and shelter may be essential, especially in areas where items cannot be easily bought.

Function	Task	Guidelines
	To communicate with the District Governor of District 105CN	<ul style="list-style-type: none"> The District Governor must be kept informed and kept up to date about how the management of an emergency situation is progressing. He in turn will be required to keep the Cabinet and Council of Governors informed of progress.
	To prepare reports to District Cabinet, the	<ul style="list-style-type: none"> Progress reports will be required by the governing bodies of LCI.

Generic Responsibilities	Council of Governors of MD105 and any other Lions body so requesting a report	<ul style="list-style-type: none"> As well as District Cabinet and the Council of Governors other senior Lions such as MD105 based International or Past International Directors, MD Treasurer or MD Insurance Advisor may have an interest in disaster management.
	To act within the constitution and by-laws of District 105CN	<ul style="list-style-type: none"> The Mission statement set out the purposes and aims of the Disaster Plan however the Committee must always have in mind the constitution and by-laws of the District and must operate within the parameters of their authority only. Where there is doubt the advice of the Constitutions Officer must sought and followed.
	To act as Public Relations Spokesperson for the District	<ul style="list-style-type: none"> The media via the local and national newspapers, radio and television will fulfil an important aspect of the Disaster Plan. Through publicity the involvement of Lions in providing emergency relief and beyond can be communicated to communities and demonstrate how Lions fulfil the “We Serve” motto. The District and Multiple District websites are areas of communication and public relations tools that are as important as the media. The Committee may consider co-opting the District Webmaster.

Role and Responsibilities of the Disaster Chair/ Health and safety Officer

Function	Task	Guidelines
Disaster Committee member	To act as Co-ordinating Officer to the Disaster Committee	<ul style="list-style-type: none"> The Disaster Chair will be responsible for arranging meetings and venues and co-ordination between each of the committee members, including co-opted members.
	To notify the Disaster Committee Chairperson of known requests for aid from within or outside of the District and to co-ordinate those requests;	<ul style="list-style-type: none"> Whenever a disaster occurs the local Lions club will probably be very busy and a request for assistance may come in from any source including a non-lion origin.
	In the event of a disaster within District 105CN to make contact with other Vice District Governors and to act as the liaison officer between the Disaster Committee and them, informing them of the type of need and where it is required.	<ul style="list-style-type: none"> District Governors are generally very busy throughout the year whereas Disaster Chair is less likely to be and in a better position to liaise with and co-ordinate matters in their districts.
	Arrange a debrief/evaluation meeting(s) at the end of an emergency programme	<ul style="list-style-type: none"> A vital learning mechanism for the management of any project. It will be important to set out what went well and what did not so as to set in place arrangements to improve efficiency next time including a review of the Disaster Plan itself and these guidelines.

Role and Responsibilities of the District Treasurer

Function	Task	Notes
Disaster Committee Member	Makes an immediate deposit of all District Disaster Funds received and makes immediate payment of all bills received and approved for payment by the Disaster Committee	<ul style="list-style-type: none"> There are three possible scenarios to consider where there is an emergency within 105CN: <ol style="list-style-type: none"> Where funds are received into the district account for the purposes of emergency assistance. These funds shall be forwarded to the appointed club as soon as possible i.e. Immediately if received by bacs or as soon as a cheque has been cleared into the district account. Where a cheque is received by the Committee made out to the appointed club. The cheque shall be forwarded to the club treasurer without delay. Where funds are received by the appointed club direct. It will be the responsibility of the club treasurer to ensure that the funds received are deposited into the emergency fund account and the amount received and from whom communicated to the Disaster Committee via the District Treasurer.
	Maintains accurate separate records of all funds deposited and paid out of the Disaster Fund in a separately held account	<ul style="list-style-type: none"> The accuracy of records is important. Where a grant has been approved from Multiple District or LCIF both bodies will need to be furnished with receipts of monies spent and the treasurer of the appointed club must be informed of this requirement.
Function	Task	Guidelines
Disaster Committee Member	Disperses District Disaster Funds as authorized by the Disaster Committee Chairperson	<ul style="list-style-type: none"> The Chairperson has the authority to distribute disaster funds that do not exceed the sum of £1000 for any single disaster emergency in any Lions district. Any sum of money exceeding £1000 must be authorised by at least 3 members of the Disaster Committee one of whom must be the Chairperson. The Chairperson is the only member of the committee who has the authority to act alone regarding financial matters. In the absence of the Chairperson the District Governor may appoint an Acting Chairperson and/or provide the necessary authority to disburse funds.

Role and Responsibilities of the District Secretary

Function	Task	Notes
Disaster Committee member	Immediately acknowledges any financial assistance or support of any other type received from within or outside the District and maintains a record of all such correspondence, email or telephone calls;	<ul style="list-style-type: none"> The Committee Secretary will be required to set up a log system to maintain records of all contacts. It will be a relatively task to keep records of e-mails and correspondence. This system will protect the integrity of the decisions made.
	Maintains minutes of all Disaster Committee meetings;	<ul style="list-style-type: none"> This will be the same role as that of the Secretary of any committee.
	Maintains a log of Disaster Committee activities and actions taken.	<ul style="list-style-type: none"> Records of who did what and when will play an important role in evaluating the effectiveness of the emergency management. The aim being to improve on how we perform with the intention of getting better in readiness for next time.

The Role and Responsibilities of the Club Disaster Liaison Officer

(All Lions Clubs are requested to appoint a club member who will act as the Disaster Liaison Officer for that club if the need arises)

Function	Task	Guidelines
Club Disaster Liaison Officer	Co-ordinating club activities related to disaster service	<ul style="list-style-type: none"> • Communication is the essence of the Disaster Plan and the appointed liaison officer will have important link and co-ordinating duties to perform. • The Committee Chairperson will be required to ensure that the responsibilities of the club officer's post as set out within the Disaster Plan are communicated to the appointed officer and the club President • Club Presidents are asked to inform the Zone chair of the named Disaster Liaison Officer and his/her contact details
	To work directly with the Disaster Committee in the event of a disaster occurring within the area in which the club operates;	<ul style="list-style-type: none"> • Whilst the link between club and committee are vital it is also important that lines of communication do not become blurred or confused. Too many cooks spoil the broth. • By working directly with the Zone chair, the right information is passed on efficiently and accurately
	To communicate with all club members providing them with any necessary information regarding a disaster occurrence	<ul style="list-style-type: none"> • All club members will be involved in the relief effort in one way or another, keeping them informed with up-to-date news and progress helps keep morale and motivation up.
Function	Task	Guidelines
Club Disaster Liaison Officer	Where there is no such appointee the club president shall act as the Disaster Liaison Officer in the event of a disaster.	<ul style="list-style-type: none"> • Clubs are urged to appoint a Disaster Liaison Officer as the President will have an important role in co-ordinated the club response to an emergency and have little time to react to requests for information from the Disaster Committee. It is intended that the appointed Liaison Officer will be a club member whose main focus will be on providing the all-important communication link.

Officer
ZONE CHAIR

Function	Task	Guidelines
Zone Disaster	Co-ordinating club activities related to disaster service	<ul style="list-style-type: none"> • Communication is the essence of the Disaster Plan and the Zone Chair will be key to this • The Zone Chair will gather all information from clubs in the Zone affected, and will pass this onto the Disaster Chair. • Clubs without a Zone Chair will contact the Disaster Chair directly.
	To work directly with the Disaster Committee in the event of a disaster occurring within the Zone in which the clubs operates;	<ul style="list-style-type: none"> • Whilst the link between club and committee are vital it is also important that lines of communication do not become blurred or confused. Too many cooks spoil the broth. • By working directly with the Zone chair, the right information is passed on efficiently and accurately
	To communicate with all club members providing them with any necessary information regarding a disaster occurrence	<ul style="list-style-type: none"> • Once the information has been passed to the Disaster Committee, the information going back to the clubs will be copied to the Zone Chairs

