**Zone Chairs and District Officers**

**Reports to Cabinet Guidelines**

**Process:**

1. **Zone Chairs** 3 weeks prior to Cabinet, Zone Chair ensures they have the information they need to write their report. They can gather this using the Club Report to Zone Chair.
2. **Zone Chairs and District Officers** 2 weeks prior to Cabinet, Zone Chair and District Officers completes and submits their reports for Cabinet to Secretary and copy to postmaster

|  |  |  |
| --- | --- | --- |
| Cabinet Meeting | Zone Chair and District Officers Reports to secretary@lions105cw.org.uk and postmaster@lions105cw.org.uk by | Club Reports to ZC by |
| Aug 9th | Jul 26th  | Jul 19th  |
| Nov 15th  | Nov 2nd  | Oct 25th  |
| Mar 13th & 14th  | Feb 26th  | Feb 19th  |
| May 22nd  | May 8th  | 1st May  |

**Forms for reporting to Cabinet**.

In order to Report to Cabinet, a Zone Chair might ask a Club President or Secretary to complete a form that gives them up-to-date information to help them. This is called a

**Club President Report to Zone Chair**. It would need to be completed 3 weeks prior to Cabinet date so it would be necessary for a Zone Chair to remind Clubs of the date this would be needed.

Once a Zone Chair has all the information needed, they can summarise this information, adding their own comments, onto the **Zone Chair Report to Cabinet**. This is the only report that a Zone Chair submits to Cabinet via the District Secretary and Communications Officer in advance of the date it is needed.

**Form for reporting to DG Team and GA Team in between Cabinet meetings Form ‘Zone Chair Club Visit Report’.**

**Zone Chair Visit to Club Report** is completed by the ZC following a visit to a Club. These are emailed to: DG, 1st VDG, 2nd VDG, GLT, GMT, GST

**1. Zone Chair Club Visit Report**

**2. Zone Chair Cabinet Report**

**3. District Officer Cabinet Report**

**4. Club President Report to Zone Chair**