



Convention Chairperson Roles, Responsibilities and Tools for District Convention

The convention chairperson works on behalf of the district governor to achieve a successful convention for the Lion members of the district. Manages the convention team to prepare, plan, produce and promote the convention.

Additional accountabilities of the convention chairperson include but are not limited to:

- Works directly with the District Governor to recruit and fill all convention committee chairperson positions and presides over all convention committee meetings.
- Works with the district governor and finance chairperson to establish the budget.
- Develops and manages the project timeline work assignments tasks for completion.
- Submits written reports regularly to the district cabinet, collaborating with the convention chairperson team (district governor, finance, host committee, marketing, program coordinator).
- Serves along with host committee chairperson as district governor's representative to venue site personnel.
- Serves as onsite main contact during convention – maintains master convention schedule and other important documents.
- Provides a complete final report at the conclusion of the convention to the district cabinet, including profit/loss and balance sheet.
- Provides all planning, tracking, financial documents to next year's convention chairperson to ensure a smooth transition.



Tips for Successful Committee Meetings

Share with all assigned committee chairpersons

Set expectations with some preparation, meetings can be productive and achieve the objectives.

Here are some tips:

- Prior to the first meeting, prepare the schedule and contact list.
- At the first meeting, allow time for everyone to introduce themselves.
- Consider a brainstorming session to help encourage creative ideas.

Creating an agenda/schedule that may be used at each meeting. Update with various topics as needed. Some key agenda items may include.

- Minutes of previous meeting(s).
- Reach out to the finance chairperson to provide a report of all revenues and expenditures to date – including number of registrations received.
- Various committee chairperson reports: Reach out to the various chairpersons to provide a brief update to share with your committee.
- Individual committees area of focus:
 - Update the master task list as a working document and discuss.
 - Review logistics to date.
 - Provide progress report on status of assigned tasks. Discuss any challenges and seek input on ways to resolve.
- Confirm the next meeting date time and location.