



*"I Am Because We Are"*

### PROTOCOL PERTAINING TO DISTRICT GOVERNOR'S OFFICIAL CLUB VISIT

The date of the visit of the District Governor (DG) having been confirmed, a planning committee should be formed to undertake the responsibility and to effectively execute the procedures, which will ensure a successful visit/meeting

- ✚ You and your Secretary shall ensure that all requests of the DG, as per the instructions received from the Cab-Sec, Region/Zone Chairperson are provided or satisfied;
- ✚ Ensure that the Planning Committee is properly briefed;
- ✚ Remind the Board of Directors of their responsibilities;
- ✚ Lion Presidents must exert every effort to have ALL members attend this very important event on the calendar of club activities;
- ✚ You are to use this guide in order to assist you to maintain the high standards symbolic of our Sub-District;
- ✚ Make use of appropriate and acceptable local custom to enhance the DG's visit;
- ✚ Seek the advice of Region, Zone of Protocol Chairperson, should this become necessary.

#### GUIDE:

Arrival/Accommodation/Courtesy Calls/Meetings etc.

1. Make appropriate accommodation arrangements for DG for the duration of his visit;
2. Meet and greet the DG at the airport/seaport on arrival and transport to hotel/home (a welcome party can make a good start);
3. Plan courtesy calls to Head of State and other officials as per your custom. Discuss visit with personal secretary to Head of State or other official of that office;
4. Communicate ALL arrangements made to DG BEFORE ARRIVAL OR IMMEDIATELY ON ARRIVAL;
5. ZONE CHAIRMAN to present the folder to the DG upon his arrival to the country;
6. Advise all club members of the date and time of the DG's visit/audit;
7. Dress appropriately – vests/club uniforms to be worn at the audit meeting;
8. There should be NO Guest Presenter or NON LION at this meeting;
9. Provide adequate refreshments;
10. Club banners must be hung immediately behind the centre of the head table;
11. National flag must be to the right of the head table (facing the room). It must be hung from ONE CORNER and should not touch the ground;
12. The gong and gavel should be placed immediately in front of the President's seat;
13. Seating:
  - a. President should be at the centre of the head table
  - b. DG at the immediate right of the President
  - c. Zone Chairperson (ZC) at the immediate right of the DG
  - d. Region Chairperson (RC) to the immediate left of the Club Secretary



- e. Club Secretary to the immediate left of the President
  - f. Where a VDG is present, observe the order of precedence (seating)
  - g. If the Cabinet Secretary/Treasurer is in attendance, then she should be invited to sit at the head table to the RIGHT OF THE ZONE CHAIRMAN
14. Board members are to be seated closest to the head table ;
  15. Meeting – when possible, a parking space close to the meeting room should be made available/reserved for the DG, RC and ZC ;
  16. The DG shall be met by Past Presidents and escorted to the meeting room;
  17. All Lions must stand as the DG enters the room. All will remain standing until told to sit by the President;
  18. The DG must be led by one of the Past Presidents to the head table, where the President will greet him and offer him the seat to the immediate right of his/hers;
  19. Other officers accompanying the DG must be offered a seat, by the second Past President, before leaving the head table;
  20. After the DG is seated, the President shall invite all others in the room to sit. President will then be seated;
  21. The meeting will be “called to order” by the President;
  22. After the initial formalities and welcome, the President shall introduce all persons seated at the head table and then present all members of the Board of Directors to the DG.
    - a. Introductions are done from the lowest office to the highest office – the Lion’s name, followed by the MJF designation where applicable, followed by the current office being held.
    - b. Please invite each person being introduced to **stand for the purposes of recognition. Please do not use the incorrect “left and right” format**
    - c. Apologies may then be tendered for any absent or late Director;
  23. Introduce all other attendees;
  24. President, after introductions, shall hand the meeting over to the DG;
  25. Tamer to ensure that drinking water is available at the head table for the DG and others;
  26. Persons seated in the audience are reminded that they should stand when addressing the head table;
  27. Refreshments may be served after the audit or at the end of the meeting;
  28. Persons serving the head table are reminded that they should approach from behind;
  29. After the formal audit and where the DG will address the meeting. The President, after thanking the DG for the conduct of the audit/visit, invites the RC, IF NOT PRESENT, THEN THE ZC, to formally introduce the DG;
  30. After the introduction, the DG will be invited to address the members of the club/audience;
  31. A formal Vote of Thanks shall be offered by a senior member of the club;
  32. The DG’s song is to be played/sung at the end of the meeting;
  33. When the DG is leaving the meeting, the President shall invite all to stand;
  34. A Past President / Club Tamer shall escort the DG to his/her transportation;
  35. **ALL MEETINGS MUST START AT THE SCHEDULED START TIME.**

