

Lions District 201N1 Cabinet Briefing Papers 2026-2027



This manual has been developed by Lions District 201N1 to support Cabinet Officers.

The manual includes:

- Introduction from the District Governor
- Information for all District 201N1 Cabinet Officers
- Appendices

The document contains links to various resources available on the Lions Clubs International website (<https://lionsclubs.org>), Multiple District 201N1 (Lions Australia) website (<https://lionsclubs.org.au>).

The District website is being updated and all information will be provided when available.

Information for all District 201N1 Cabinet Officers has been prepared to further assist club officers in undertaking their role.

Please note that the contents of this manual were correct at the time of preparation. Changes in policy and procedures may occur during the year.

Members are encouraged to seek guidance or assistance if they are uncertain of current policy, procedures or location of current forms, documents or other information.

Contents

Part 1: Introduction	1
Part 2: Information for all District 201N1 Cabinet Officers	2
1.0 Introduction	2
1.1 General	2
1.2 Global Membership Approach.....	2
2.0 Duties.....	2
2.1 Duty Statement	2
2.2 Cabinet Structure	2
2.3 Helpful Documentation.....	3
2.4 Constitutional and Legal Requirements	3
3.0 Calendar/Goals and Action Plan	3
4.0 Communication	3
4.1 Personal Profile.....	3
4.2 Communications with Clubs.....	3
5.0 Cabinet Meetings	3
5.1 Venues and Dates.....	3
5.2 Attendance at Cabinet Meetings	4
5.4 Agendas.....	4
5.5 Cabinet Meeting Accommodation	4
6.0 Cabinet Reports	4
6.1 Due dates.....	4
6.2 Report Numbers.....	5
7.0 Cabinet Officer Resources (Copies of report forms at end of manual).....	5
8.0 Training	5
9.0 Constitution and Policy Minutes	5
10.0 Lions Australia Child Safe Policy.....	6
11.0 District 201N1 Digital (Online) Presence.....	6
12.0 Contacts.....	7
Part 3: Appendices	8
i Cabinet Structure and Report Numbers (2026/2027).....	9-10
ii Report to District 201N1 Cabinet	11
iii New Member Induction Ceremony.....	12-13
iv District Governor Joe Pope	14
v 1VDG Stuart Ritchie.....	15

Part 1: Introduction

District 201N1 - District Governor Joe Pope 2026/2027



lions district
201N1 ABN 80 872 875 948

www.lions201n1.au

Dear Cabinet Officers of 201N1

Welcome to our new Lions year 2026-2027.

Thank you for accepting the Cabinet position on District Cabinet for 2026-2027. I truly appreciate your commitment and willingness to serve, and I look forward to working with you for the betterment of Lions in our District during this coming year.

My theme as District Governor is to ***“Take that Extra Step to Serve”***. This indicates to me how important being a Lion is and how we are a team and the satisfaction that these carry.

“Take that Extra Step to Serve” challenges each of us to step forward and make a difference – not waiting for someone else, no assuming the job is too big – but recognising that true change starts with one person taking that extra step.

The DG Team and Zone Chairs will be taking this message to the Clubs. Encouraging all Club members to ***“Take that Extra Step to Serve”***.

In the context of Cabinet, it asks each of you to take on the challenges of your individual portfolio and to ***“Take that Extra Step to Serve”***. Be the one who works tirelessly towards achieving our shared goals.

The over arching role of Cabinet Officers is to take the messages to the Clubs and then encourage, inspire and support the Clubs to take positive action – to expand their services, their membership, their leadership and their profile in the community. If Clubs heed the call to ***“Take that Extra Step to Serve”***, our District will surely finish our year in a much stronger position and we will be able to celebrate the progress we have made in achieving our goals.

With the team we have in place, the year ahead holds so much potential, and I know we’ll achieve great things together. Let’s make the journey meaningful, not just through accomplishments, but through the connections we build and the impact we create.

Thank you again in anticipation that you will ***“Take that Extra Step to Serve”*** and to step up and accept the position on Cabinet. Please remember that you are never alone on this journey – we are a team and we are there to support each other. Please reach out if you need guidance or assistance, and always keep the lines of communication open. I look forward to a wonderful 2026-2027.

Yours in Lionism

Joe Pope

DG 201N1 2026-27

Joe Pope – District Governor 2026-27

Take that extra step to serve

Part 2: Information for all District 201N1 Cabinet Officers

1.0 Introduction

1.1 General

Thank you for taking on a position on the District Cabinet. Your year as a Cabinet Officer can be exciting and rewarding..... it is up to you.

All Cabinet members should be aware there are experienced officers available to assist you in your role.

Lions Club members are invited to look to the Cabinet for support and assistance. Success will be achieved through enthusiasm, vigour, and dedication to the position. Good preparation is essential starting with developing an action plan. Goals should be specific, measurable, attainable, relevant to your assigned role and time bound.

1.2 Global Membership Approach

The Global Membership Approach aims to equip districts to develop membership through a strategic process focused on:

- Rejuvenating districts with new clubs
- Revitalizing clubs with new members
- Re-motivating existing members with fellowship and exciting service The approach has universal applicability, allowing for customization based on regional needs and circumstances, and is supported by a growing collection of material resources.

The District proposes to incorporate the principles of the Global Membership Approach into every role in the District. Cabinet Officers will be supported by the District GMA Coordinator as well as Multiple District GMA Coordinator.

2.0 Duties

2.1 Duty Statement

You will receive a duty statement for your position(s). Please review the document and if you have any concerns or would like clarification of any part of your role please discuss it with the District Governor or members of the District Action Team.

2.2 Cabinet Structure

This year the Cabinet will be structured under Leadership, Marketing and Foundations/Service. Each group will be coordinated by the respective member appointed by the District Governor.

Appendix: *Cabinet Structure & Report Numbers (2026/2027)* provides an outline of the Cabinet structure and reporting lines for all Cabinet Officers.

2.3 Helpful Documentation

There are many resources available to assist you in your role on the Multiple District website (<https://lionsclubs.org.au>) and Lions Clubs International (LCI) website (<https://www.lionsclubs.org>).

If you need to purchase quantities of documents, brochures etc, please do not incur any expense until you have obtained the approval of the District Governor.

2.4 Constitutional and Legal Requirements

Constitutional and legal requirements for Lions Clubs are outlined in the four Constitutions (Club, District, Multiple District and LCI). You should become familiar with the constitutions as that may affect the operation of the Cabinet role you hold. Copies of the Constitutions are available on the relevant Lions web sites, or Constitution and By-Laws (CBL) Chairperson.

3.0 Calendar/Goals and Action Plan

As soon as possible after commencing your year, prepare your goals and action plan and set a calendar of when and how you intend to achieve these goals.

4.0 Communication

4.1 Personal Profile

It is suggested that you prepare a brief personal profile that can be made available to Clubs and members in relevant circumstances.

4.2 Communications with Clubs

Email: Most communication with Clubs is done by email. Please carefully consider the necessity to send “bulk” emails to Clubs.

The Cabinet Secretary sends a periodic email (usually twice per month) that includes information for Clubs. ***It is preferred that any material to be distributed to Clubs is sent to the Cabinet Secretary for inclusion in the regular “mail-out”.***

Mail: With regular mail, always use the District letterhead.

If you require information to be forwarded to Clubs by postal mail please discuss with the Cabinet Secretary prior to sending. Please do not incur any expense until you have obtained the Cabinet Secretary/District Governor’s approval.

5.0 Cabinet Meetings

5.1 Venues and Dates

Meeting	Venue	Dates
1 st Cabinet Meeting	Armidale	25 July 2026
2 nd Cabinet Meeting	Taree (Convention)	16 October 2026
3 rd Cabinet Meeting	Armidale	6 February 2027
4 th Cabinet Meeting	Kootingal (Changeover)	12 June 2027

5.2 Attendance at Cabinet Meetings

We would appreciate Cabinet Officers attending as many Cabinet meetings as possible.

Reports should be submitted to the **Cabinet Secretary** (*with copy to the Team Co-ordinator*) for each Cabinet meeting by the nominated date.

If you are attending, you may be requested to complete and forward a registration form and hospitality payment to the host Club by the date nominated on registration form prior to the meeting. This form may be required even if you are only attending business sessions.

If unable to attend, please submit your apology via email to the Cabinet Secretary.

5.3 Dress Code

Dress for Cabinet meetings is “neat casual” unless specified otherwise.

5.4 Agendas

A detailed Cabinet Meeting Agenda will be forwarded to all Cabinet Officers by the Cabinet Secretary approximately two weeks to 10 days before the Cabinet meetings.

Depending on the volume of General Business anticipated, the agenda will be flexible to include training sessions or presentations as time permits.

An abbreviated (2nd) Cabinet Meeting will be held on Friday afternoon at the Convention in Taree.

5.5 Cabinet Meeting Accommodation

The host committee will circulate a list of accommodation sites. It is the responsibility of each Cabinet Officer to make their own arrangements.

6.0 Cabinet Reports

Timely and accurate reports will enable the District Governor, members of the District's Action Team and (more specifically) your Team Co-ordinator to assist you in your role.

6.1 Due dates

All Cabinet reports are to be forwarded to the Cabinet Secretary – Lorraine Hemsworth preferably by email (with a copy to your Team Coordinator) by no later than the following dates:

All reports to be in Word Format.

Meeting	Venue	Dates	Reports Due
1st	Armidale	25 July 2026	12 July 2026
2nd	Taree (Convention)	16 October 2026	27 September 2026
3rd	Armidale	6 February 2027	24 January 2027
4th	Kootingal (Changeover)	12 June 2027	31 May 2027

6.2 Report Numbers

Each report should contain your name, portfolio, and your unique report number
Appendix: *Cabinet Structure and Report Numbers (2026/2027)*.

7.0 Cabinet Officer Resources (Copies of report forms at end of manual)

Report to District Cabinet		Word
Sponsor's Checklist (may be customised for each Club)	PDF*	Word
Membership Application (may be customised for each Club)	PDF*	Word
New Member Induction Ceremony		PDF

8.0 Training

This manual and the wealth of other material available from Lions Clubs International will provide you with the essential information to assist in undertaking your role.

Lions Clubs International offers a range of free online training courses on the Lions Learning Center (Member access from the LCI website Lion Portal).

The Multiple District and/or District also undertake courses that may help you in your role. Some training may be possible during the regular Cabinet Meetings and there is the opportunity to use Zoom to meet individual training requirements.

If you wish to attend Lions training courses please discuss with the District's Global Leadership Team Coordinator who will be able to assist in identifying and applying for suitable courses.

9.0 Constitution and Policy Minutes

You should make yourself familiar with the four levels of Constitutions within our Organisation (International, Multiple District, District and Club). Copies of the Constitutions are available on the respective web pages. If you have trouble locating them or would like a hard copy, contact the Cabinet Secretary or Constitution & By Laws Chair.

If you need help with interpretation or clarification on any part of the various Constitutions, contact the District Constitution & By-Laws Chair.

The District also maintains a set of Policy Minutes which records policies adopted by the Cabinet. A copy of the current Policy Minutes is available on the District website or from the District Constitution & By-Laws Chairperson.

10.0 Lions Australia Child Safe Policy

As Lions, we believe in the principle that the best interest of the child and young person is paramount. Lions Australia has adopted a Child Safe Policy governing the operation of the three national Youth activities - Leo of the Year Program, Youth of the Year Program. This Policy includes principles and procedures to guide child safety in youth projects operated by Lions Australia (Multiple District 201 of Lions Clubs International).

The Lions Australia Child Safe Policy has also been adopted by the District in respect of Lions District 201N1 Youth activities.

Clubs are encouraged to consider and adapt the policy for relevant youth projects undertaken by their Club.

11.0 District 201N1 Digital (Online) Presence

The District currently maintains the following online (internet) presence:

- Facebook - <https://www.facebook.com/lionsdistrict201n1>
If you are on Facebook please follow the District's Facebook page to receive information on activities across the District. As a Cabinet Officer, if you would like to be able to post to the District's Facebook page to support your portfolio please contact the District Facebook Chair or Webmaster.
- YouTube: <https://www.youtube.com>
Please consider subscribing to the District YouTube Channel to receive updates on presentations, resources etc available.
- District Web Page: is under construction and further links and information will be sent to all as they are available.

12.0 Contacts

District Governor	1 Vice District Governor	2 Vice District Governor
Joe Pope (Louise)	Stuart Ritchie	Vacant
Bellingen	Australian LionsonOz	
6 Hollis Close	353/84 Eagleby Road	
Urunga NSW 2455	Eagleby QLD 4207	
0434 020 537	0409 316 772	
joe.pope@lions201n1.au	stuart.ritchie@lions201n1.au	

Cabinet Secretary	Cabinet Treasurer	Constitution & By-Laws
Lorraine Hemsworth (Brian)	Tim Bishop (Sharon)	PDG Peter Mercer
Macksville	Hallidays Point	Port Macquarie Tacking Point
15 Myall Street	35 Karloo Street	146/1 Greenmeadows Drive
Nambucca Heads NSW 2448	Forster NSW 2428	Port Macquarie NSW 2444
0409 681 922	0429 770 727	0411 730 860
lorraine.hemsworth@lions201n1.au	tim.bishop@lions201n1.au	peter.mercer@lions201n1.au

District Global Leadership Team Coordinator	District Global Membership Team Coordinator	District Global Service Team Coordinator
PCC Malcolm Peters (Narelle)	Louise Evans	Lee Rodger
Valla	Urunga	Kootingal & District
119/1 Regatta Drive	6 Hollis Close	2 Francis Avenue
Valla NSW 2448	Urunga NSW 2455	North Tamworth NSW 2340
0418 452 537	0405 048 796	0428 603 993
malcolm.peters@lions201n1.au	louise.evans@lions201n1.au	lee.rodger@lions201n1.au

Immediate Past District Governor	District Global Membership Approach Lead	
IPDG Narelle Peters (Malcolm)	PDG Sharon Bishop (Tim)	
Valla	Hallidays Point	
119/1 Regatta Drive	35 Karloo Street	
Valla NSW 2448	Forster NSW 2428	
0417 161 418	0429 771 984	
narelle.peters@lions201n1.au	sharon.bishop@lions201n1.au	

Part 3: Appendices

- i Cabinet Structure & Report Numbers**
- ii Report to District 201N1 Cabinet**
- iii New Member Induction Ceremony**
- iv DG Joe Pope Bio**
- v FVDG Stuart Ritchie Bio**

i Cabinet Structure and Report Numbers (2026/2027)

Report No	Position	Cabinet Officer
Executive Committee		
1.01	District Governor	Joe Pope
1.02	1 st Vice District Governor	Stuart Ritchie
1.03	2 nd Vice District Governor	TBA
1.04	Immediate Past District Governor	IPDG Narelle Peters
1.05	Cabinet Secretary	Lorraine Hemsworth
1.07	Cabinet Treasurer	Tim Bishop
1.08	Constitution & By-Laws, Insurance Incorporation Charities & Registrations	PDG Peter Mercer
District Global Action Team		
2.01	District GAT Leader (District Governor)	Joe Pope
2.02	Global Leadership Team Coordinator	PCC Malcolm Peters
2.03	Global Membership Team Coordinator	Louise Evans
2.04	Global Service Team Coordinator	Lee Rodger
2.05	Global Membership Approach Lead	PDG Sharon Bishop
Zone Chairpersons Coordinator: Stuart Ritchie		
3.01	Zone 1 Chairperson	Laurie Fitzpatrick
3.02	Zone 2 Chairperson	DG Joe Pope
3.03	Zone 3 Chairperson	Warren Sydenham
3.04	Zone 4 Chairperson	Grahame Beaton
3.05	Zone 5 Chairperson	Stuart Symons
3.06	Zone 6 Chairperson	Bob Welch
3.07	Zone 7 Chairperson	Shane Chaffey
3.08	Zone 8 Chairperson	Bill Sutton
3.09	Zone 9 Chairperson	Sandra Armstron
3.10	Zone 10 Chairperson	Glen Myhill
3.11	Zone 11 Chairperson	Maritta Heiler
3.12	Zone 12 Chairperson	Bob Percival
Marketing Group Coordinator: Louise Evans		
4.01	Christmas Cakes and Lions Mints	Brian Grieve
4.02	District Convention 2026 – Taree	Ray Barrie
4.03	District Convention 2027	TBA
4.04	District Media Public Relations	Michelle Brown
4.05	District Newsletter	Warren Sydenham
4.06	IT Information	Darren Moulds
4.07	Webmaster	Bob Forster
4.08	Facebook	Steve Adams

Cabinet Structure and Report Numbers (2026/2027) Continued		
Report No	Position	Cabinet Officer
Service & Foundation Group Coordinator: Lee Rodger		
5.01	Lions Clubs International Foundation	PCC Malcolm Peters
5.02	Australian Lions Foundation	PDG Peter Mercer
5.03	Australian Lions Childhood Cancer Research Foundation	Gayle Bowman
4.04	Australian Lions Children's Mobility Foundation	Maureen Shepherd
5.05	Australian Lions Wellbeing Foundation	Lee Rodger
5.06	Diabetes	Warren Sydenham
5.07	Nurses Scholarship	Warren Sydenham
5.08	Child Safe Chairperson	Lorraine Hemsworth
5.09	Australian Lions Assistance Dogs	PDG Kevin Thornton
5.10	Director Lions NSW/ACT Sight & Health Foundation	PDG Sharon Bishop
5.11	Vision - LEHP	Brian Hemsworth
5.12	Leo's Advisor	Sandra Warburton
5.13	Youth of the Year	Lenise Walker
5.14	Peace Posters	Heather Battle
5.15	Necrology and Welfare	Glen Myhill
5.16	Prostate Cancer Awareness	Vince Haire
5.17	Disaster Alert	Vince Haire
Non-Reporting Cabinet Positions		
Lions NSW/ACT Sight & Health Foundation		Jo Brotherton
Lions NSW/ACT Sight & Health Foundation		PDG Kevin Thornton
Vanners Liaison		Tom Cattell
Recycling - Coastal		Old Bar Lions
Recycling - Inland		Tamworth Peel Valley Lions

ii Report to District 201N1 Cabinet

Cabinet Officer Report 2026-2027 Report No. 1		
NAME	Name	Date: Report date
Cabinet Meeting Venue	ZOOM or Venue	Date: Meeting date
<i>Please return to: Cabinet Secretary by the required date</i>		
PORTFOLIO	Portfolio	PORTFOLIO NO. Number
Assistance provided to Clubs or persons		
Planned achievements before next Cabinet Meeting		
Issues for Cabinet consideration including any new motions		
Service Reporting	Hours devoted to portfolio Chair matters, since last meeting: _____Hours	

iii New Member Induction Ceremony



NEW MEMBER INDUCTION CEREMONY – AUSTRALIA 201

We are about to begin the ceremony which will welcome new members to the Lions Club of _____ and Lions Clubs International.

This is a most important occasion for the new members and the Club and I am honoured to have been asked here tonight.

Secretary _____, could you bring forward the candidates and the sponsors please?

Secretary _____, has the board of Directors approved the applications of the candidates for induction as members of this club?

I express our pleasure that you have accepted the invitation to become members of this club.

Lions Clubs – a Quick History

Lions was started in Chicago Illinois in 1917 under the leadership of our founder Melvin Jones. It quickly expanded into Canada and Mexico and then other countries.

The first club in Australia was formed in Lismore in 1947 by Bill Tresise.

Today, we have over 1.3 million Lions in 200 different countries. In Australia we have approximately 1200 clubs and 23,000 Lions. In this District we have xx Clubs and xxxx members.

The Lions Club of _____ has a proud history of service having chartered on ____/____/____. It is a very successful club within the local community and the wider community of Lions.

I am positive that these members will do their best to make you welcome.

Becoming a Lion signifies your acceptance that you will embody the purposes and ethics of Lions Clubs International,

and at this stage I would ask _____ to read the ethics.

Since you have expressed a desire to affiliate with this club and Lions Clubs International, I will now administer the oath of membership and ask that you respond to my words with a simple "I will or I do".

In the presence of its members, do you hereby accept membership in the Lions Club

of _____, knowing that such membership obliges you to participate in the functions of the club?

I DO

You understand that Membership of the Multiple District shall be deemed to constitute an acknowledgement that each Lions Club and its members accept and shall observe the Code of Conduct from time to time in force, as adopted by the Council of Governors.

I DO

New Member Induction Ceremony

To the best of your ability, you will abide by the Lions ethics, code of conduct, attend regular club meetings when you can, accept such assignments and tasks that are given to you, so you can contribute your share to the Club, the District, Multiple District and Lions Clubs International?

I WILL

Your sponsor _____, will now present you with the Lion's badge which signifies your membership.

AFFIX lapel badge

I would now like your sponsor _____, to respond to my words with a simple I WILL as I outline the many obligations of a sponsor.

_____, it is your responsibility as a sponsor to:

- Make _____, feel welcome and ensure that he/she is introduced to all members.
- Provide _____, with information about the club, its board, service activities, leadership opportunities and membership engagement as well as its constitution and by-laws.
- Ensure that assignments are given quickly, enabling _____ to become an active Lion.
- Be ready to assist _____, in any way, regarding club matters and assist him/her to develop into an outstanding Lion.

_____, will you accept this responsibility?

I WILL

On behalf of the Club, I now present you with your official certificate of membership, your name badge and a new member's kit.

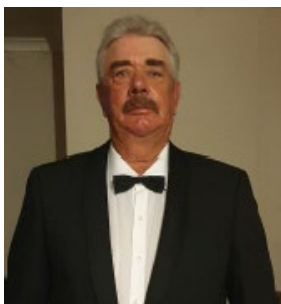
We are all proud and happy to welcome you as a new member of the Lions Club of

_____, so _____, please wear your badge with pride.

All members are now encouraged to come forward and welcome _____



iv District Governor Joe Pope



FVDG Joe has always had a connection with this district. Having been born at Grafton, his primary years at Wardell and living in Hernani for his teenage years. His education was at Dorriggo and his first jobs were in Armidale.

He joined the Army serving for 12 years. After many years away from the mid north coast area he returned 2011 to care for his father at Hernani. Eventually convincing his partner Louise to move from Sydney and establish them selves in Urunga.

FVDG Joe and Louise joined the Urunga Lions Club as Charter members in 2014 and began their journey with the Lions club together.

Joe enjoyed the comradery of being with a group of people who wished to serve their community. He transferred to Bellingen in 2022 to allow his advancement in Lions. Joe accepted the position of zone chairperson and has been able to engage with each club. In 2024 Lion Joe commenced his training in person and on the Lion Portal on his Lion journey to DG.

Joe enjoys anything outdoors including fishing, watching Sport and being involved in the Urunga Anglers Fishing Club.

Positions held at Club and District level:

Urunga Lions Club: Club President, 1st, 2nd & 3rd Vice President, Club Director

Bellingen Lions Club: Zone Chairperson 2 & 3, 3rd Vice President, Second Vice District Governor, First Vice District Governor

v 1VDG Stuart Ritchie



I was born in Sydney on 20th March 1948 and one week later flew to Hillston in western NSW where my father was the Police Officer and over the years we moved around the state to correspond to his various promotions and postings. So I did my Primary education in Eleebana (Newcastle), Secondary in Moree and my final year in Orange (Dad was at Blayney at the time).

After finishing school I joined the RAAF to train as a Radio Technician and served in various bases including a 12 month stint in Vietnam with Number 2Sqn. During this time I met and Married Janet and we had a daughter, Vanessa. In 1972 I left the RAAF and got a job with NASA at Orroral Valley Tracking Station (in the mountains outside Canberra) as an Engineer. I attended Canberra University where I studied Computer Science and had a son, Matthew.

With the closure of the Tracking Station I went back to the RAAF as a Computer Systems Officer to help with the integration of the NATO Catalogue and for the next 30 years I worked in various capacities within the computer industry both within Australia and Overseas. In 2000 I took over my son's printing business as he wished to become a school teacher and ran it until my retirement in 2013.

I first joined Lions in 1974 in Kambah ACT and transferred to Holland Park Qld in 1976 but due to my work and travel I resigned in 1976. In 2007 I re-joined as Charter Secretary of North Lakes Club in Q3 and have served in three clubs and various Cabinet positions since.

My wife unfortunately died in 2023 at the Glen Innes Convention and whilst I have 2 children and 5 grandchildren, I find myself at somewhat of a loose end and for this reason I felt that my experience and time could be put to good use within the District as a District Governor. I look forward to meeting as many of you as possible along this multi year journey.

Notes: