



# Club President

## Role, Duties, and Responsibilities

PDG Barry Allen

April 2017



# What will I be learning in this course?



# Topics

Below are the topics of each section. We will review each section to give you the tools you will need for a successful year.

- Role of the club president
- Meetings
- Committees
- Officer elections
- Club officers
- Communication
- Leadership
- Resources
- Planning ahead
- MyLCI



# What is the Role of the Club President?



# The Role of the Club President

The president is the chief executive officer of the club.

The president's authority in the club is not absolute. The position's authority comes from the:

- Club as a whole
- Club Board of Directors
- Club's constitution and by-laws
- LCI's Constitution and By-Laws



How do I determine which is the higher authority,  
*Club Constitution and By-Laws* or  
*International Constitution and By-Laws*?

- Any club *rule, procedure, by-law* or *constitutional provision* that is contrary to the International Constitution and By-Laws (LA-1) is not valid.





# Who is the Board of Directors?

The board of directors consists of the:

- club president
- vice president(s)
- treasurer
- tail twister
- branch coordinator
- immediate past president
- secretary
- lion tamer
- membership chair
- all other elected directors



# The Role of the Club President

The club president presides at all meetings of the board of directors as well as the club.

- During meetings there are many tasks and duties which are the responsibility of the president.





# Presidential Duties

## (Pertaining to meetings)

The club president issues the call for regular meetings/special meetings of the board of directors and club.

- The club secretary can assist with distributing information regarding meeting times and dates.
- It is important to ensure ample time between notification and meeting for better attendance.

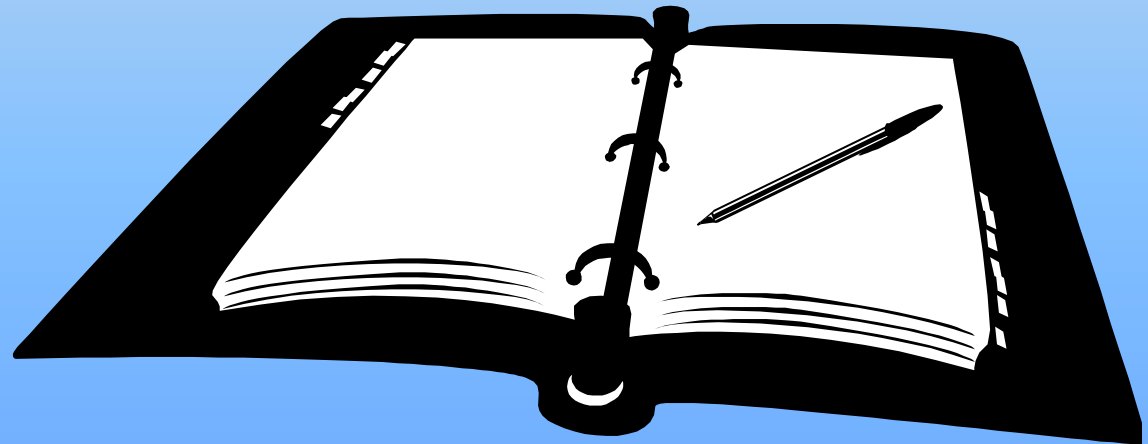


# Presidential Role

(Pertaining to meetings)

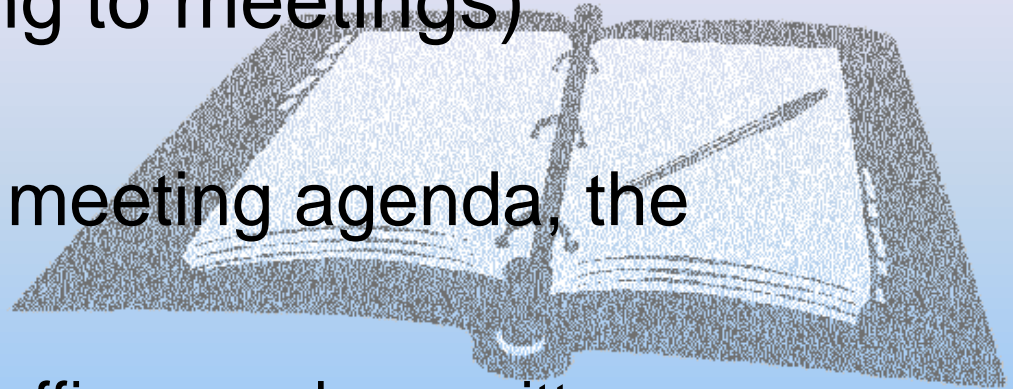
The club president must also:

- Prepare an agenda (see handout)



# Presidential Role

## (Pertaining to meetings)



In order to prepare a meeting agenda, the president should:

- Communicate with officers and committee chairpersons to gather items for the agenda
- Work with the secretary to tailor the agenda to meet the club's individual needs
- Ensure the agenda is accurate and includes all required items and points of discussion



# Presidential Role

(Pertaining to meetings)

A typical club meeting agenda is comprised of:



- A call to order by the president
- Invocation/pledge
- An introduction of any guests
- A scheduled program (guest speaker, entertainment, etc.)
- Approval of previous meeting's minutes



# Presidential Role

(Pertaining to meetings)

A typical club meeting format/agenda is comprised of:



- Treasurer's report
- Membership Report
- Committee reports
- Any old or unfinished business
- New business
- Adjournment



# Presidential Role (Pertaining to meetings)

- Prepare an agenda
- Follow the agenda at meetings



# Presidential Role

## (Pertaining to meetings)

The creation of an agenda and subsequent use of the agenda will:

- Start and end meetings on time
- Ensure meetings run smoothly and productively
- The members are informed of club operations
- Every topic is covered



# Presidential Role

(Pertaining to meetings)

In order to run effective meetings:

- Review the Lions Learning Center course [Meeting Management](#)
- Download and review the document [“Time Management Techniques”](#)
- Use the agenda to ensure all items are covered and follow-up is completed.





# Presidential Role

(Pertaining to meetings)

- Prepare an agenda
- Follow the agenda at meetings
- Use parliamentary procedure



# What is “parliamentary procedure?”

A body of rules followed by an assembly.

(call to order, rules for how a motion is approved, how to recognize speakers, etc...)



# Parliamentary Procedure

- An example of parliamentary procedure is *Robert's Rules of Order*
  - [The official web site.](#)
  - This web site provides detailed information regarding *Robert's Rules of Order*. There is also a FAQ section for specific questions.



# Presidential Role

(Pertaining to meetings)

MOTIONS: (see handout)

- A member makes a Motion.
- There is a second or support. (Without a second, there is no discussion)
- Discussion
- All those in favor.
- All those opposed.
- Motion passes/failed.



# Presidential Role

(Pertaining to meetings)

- Prepare an agenda
- Follow the agenda at meetings
- Use parliamentary procedure
- Manage group interaction



# Presidential Role

(Pertaining to meetings)

## Manage group interaction

- The president is the standing authority at meetings and must understand how to manage these types of interactions.



# Presidential Role

## (Pertaining to meetings)



- Prepare an agenda
- Follow the agenda at meetings
- Use parliamentary procedure
- Manage group interaction
- Approve club meeting minutes
  - The secretary will submit the club meeting minutes, to the membership for review.

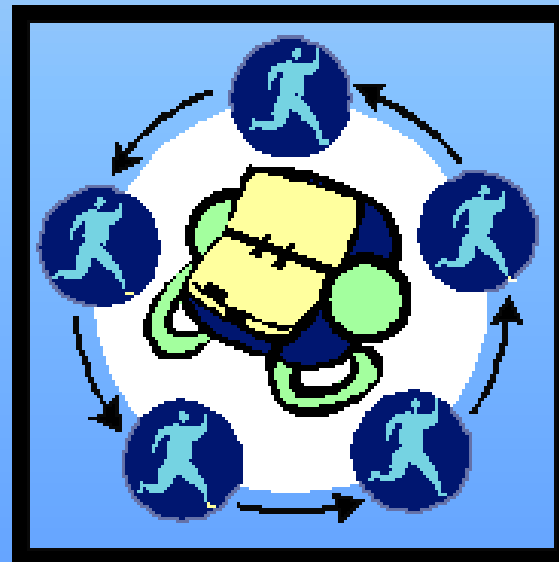
Accept Treasurers Report – subject to Audit



# Presidential Duties

(Pertaining to committees)

It is the club president's duty to appoint the standing and special committees of the club





# Presidential Duties

## (Pertaining to committees)

The chairperson of each committee will be the point of contact for the committee as well as a leader for the committee members.



# Presidential Duties

(Pertaining to committees)

## Examples of Committees:

Finance

Elections

White Cane

Lions Mints

Eyeglasses

Hearing

Leader Dog

Diabetes



# Presidential Duties

## (Pertaining to committees)

Prior to selecting specific members to serve as a chairperson, do some research...

- Review the committee list (*should be in club records*)
- Try to match members' skills and knowledge to their committee assignments
- Consider 'Assistant' or Vice Committee Chairs



# Presidential Duties

## (Pertaining to committees)

The club president should review the following Lions Learning Center courses to prepare for working with committees:

- [Delegation](#)
- [Coaching](#)



# Officer Elections

The president also plays a key role in club officer elections.



# Presidential Duties

(Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
- It is the responsibility of the president to oversee officer elections and ensure the process is open and meets deadlines.



# Presidential Duties

## (Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
- Review [Club Election Guidelines \(lg22.pdf\)](#) available on the LCI Web site
  - Being familiar with this document will make the duty of overseeing club officer elections more streamlined.



# Presidential Duties

(Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
- It is the president's responsibility to appoint the nominating committee.





# Presidential Duties

(Pertaining to officer elections)

- The **Nominating Committee** submits the names of candidates for various club offices to the club membership at the nomination.
- The president appoints the members who will be part of the nominating committee.



# Presidential Duties

## (Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
  - Appoint nominating committee
  - Club Officer Reporting form (PU-101)
    - Officer elections should be held and the PU-101 needs to be on file at LCI
    - Provide **14 days** notice of elections
    - **DUE DATE APRIL 15<sup>th</sup>!!**



# Presidential Duties

## (Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
  - Appoint nominating committee
  - Club Officer Reporting form (PU-101)
    - Follow up with the club secretary to ensure the Club Officer Reporting form (PU-101) is filed with LCI on time and a results sent to the Cabinet



# Club Officers

The president works with other club officers to ensure the club runs smoothly and tasks are accomplished.

**TEAMWORK!!**



# Presidential Role

(Pertaining to club officers)

- The president, vice presidents, secretary and treasurer work together to run an effective and productive club.
- The president must cooperate with the treasurer and secretary on specific responsibilities.



# Presidential Role

(Pertaining to club officers)

The president will assist the treasurer with the annual budget.

- One of the important tasks is to help establish two separate accounts before preparing budgets.

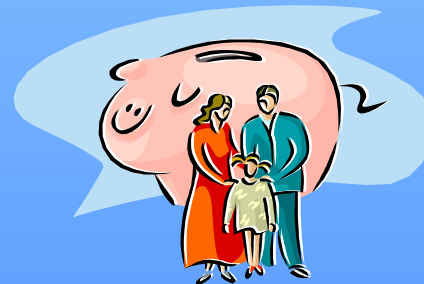


# Presidential Role

(Pertaining to club officers)

Two accounts are needed in order to separate administrative and activities funds.

- The *administrative account* contains club dues, fines and other internal funds
- The *activities account* contains funds raised from the public and cannot be used for administrative purposes.



# Presidential Role

(Pertaining to club officers)

Assist the treasurer to prepare budgets:

- Anticipate expenses and income
- Prioritize spending needs
- Monitor spending throughout the year





# Communication

Communication is very important to  
success as a club president



# Presidential Role

(Pertaining to communication)

- An effective club needs to be aware of news and information about their club activities
- A club lacking effective communication is more likely to have dissatisfied members who do not feel connected to the club.



# Presidential Role

(Pertaining to communication)

- Use open communication with members
- Send out Agendas a few days before meetings.
- Send out minutes promptly (3 days)
- Consider those without email addresses
- Club NEWSLETTER, Facebook



# Presidential Role

## (Pertaining to communication)

### – Public Relations

- Newsletter
- e-Clubhouse
- Tri-fold
- T-shirts
- Hats
- Vests
- Signs/Banner



**MEETINGS:**

The 4th Wednesday of every month at  
Kellie's, 6:30 Dinner/ 7:00 Meeting.  
114 S. Adrian St.



[www.e-clubhouse.org/sites/manchestermi](http://www.e-clubhouse.org/sites/manchestermi)

**CONTACT**

Manchester Lions Club  
P.O. Box 131  
Manchester, MI 48158

734-428-7034

**Manchester  
Lions Club**

>> Chartered November 9th, 2007



**We Serve**



# Leadership

Club members look to the president for leadership. This includes guidance, motivation and help solving problems.



# Presidential Role

(Pertaining to leadership)

- Use prior experience and available resources to capitalize on leadership potential.
- This includes being a leader as well as developing leadership skills within the club.
  - The Lions Learning Center [Leadership](#) course will help develop leadership skills.



# Presidential Role

(Pertaining to leadership)



- Capitalize on leadership potential as the club president
  - Build a shared vision among club members
  - Guide/encourage members toward reaching the club's goals
  - Remember, every member has an important role to fill, working together will fill the club's potential
  - Lead by example



# Presidential Role

(Pertaining to leadership)



- Capitalize on leadership potential as the club president
  - Mentoring
  - Team Building
  - Cheer Leading
  - Orientation





# The Role of the Club President

The president is an active member of the District Governor's Advisory Committee

- As an active member the president must:
  - ✓ Attend Zone Meetings
  - ✓ Give a brief report on the club's activities and membership
    - The club secretary can help compile this report.



# "MyLCI" and the Club President

- Online reporting
- On-demand membership access  
and management
- Service activity reporting and  
viewing
- Go to [www.LIONSCLUBS.ORG](http://www.LIONSCLUBS.ORG)
- <https://youtu.be/v-SQEj4wieI>
- <https://youtu.be/VhegiWA6HPA>



"MyLCI" Training Site

# Training Site Access

As soon as your club  
PU-101 is submitted

"MyLCI" Access

July 1, 2017



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## LCICon Chicago Early Registration

Register by January 13, 2017 for a discounted rate!

Register Now

[www.lionsclubs.org/EN/index.php](http://www.lionsclubs.org/EN/index.php)





Member Center >

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[Resources](#)

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[Club Locator](#)

Find a club near you:

Enter City/State



# Lions Member Center



Print



Welcome to the **Lions Member Center**, where you have access to the resources you need to plan service activity projects, manage membership, lead your club or district and more.

## Member Center Highlights:

- **Download Resources:** Download the Lions clubs resources you need, including logos, publications, forms and Certificates of Insurance.
- **Watch Videos:** See how Lions are making an impact around the world. Download videos to share at your next meeting or event.
- **Managing a Club:** Find resources for club officers, including PR tools, planning guides, finance forms and more.
- **Strengthen Membership and Clubs:** Get tips to help you start a new club, invite new members and manage club operations effectively.
- **Plan Lions Projects:** Meet your community's needs by planning service activities focused on sight, youth, the environment and more.







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**STRENGTHEN MEMBERSHIP**

[Member Orientation](#)  
[Mentoring Program](#)  
[How Are Your Ratings?](#)  
[Club Quality Initiative](#)  
[Blueprint for a Stronger Club](#)  
[Club Membership Chairperson](#)  
[Lions Worldwide Induction Day](#)  
[Central-Eastern Europe Initiative](#)

**START A NEW CLUB**

[New Club Development Workshops](#)  
[Traditional Lions Club](#)  
[Special Interest Lions Club](#)  
[Club Branch](#)  
[Leo Lions Club](#)  
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[Join Together Program](#)

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[Club President Award](#)  
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[Strides Banner Patch Award](#)  
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### LIONS POSITIONS

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Clubhouse](#)

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### PUBLICATIONS AND FORMS

[Activities/Programs  
Publications and Forms](#)

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[Convention Forms](#)

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Publications](#)

[District Governor Team  
Manual](#)

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Forms](#)

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Publications](#)

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Publications](#)

[Public Relations Forms and  
Publications](#)

[Youth Forms and Publications](#)

[Other Forms and  
Publications](#)

### CLUB MANAGEMENT

### LIONS CLUBS LOGOS

[Electronic Dissemination of  
Lions Clubs Emblem](#)

[Lions Logo Color Guidelines](#)

[Logo for Print and Electronic  
Communications](#)

### WEBINARS

[Leadership Webinars](#)

[Membership Webinars](#)

[Service Activity Webinars](#)

### NEWSLETTERS

### FUNDING OPPORTUNITIES

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Program](#)

[Family and Women  
Symposium Grant](#)

[LCIF Grants](#)

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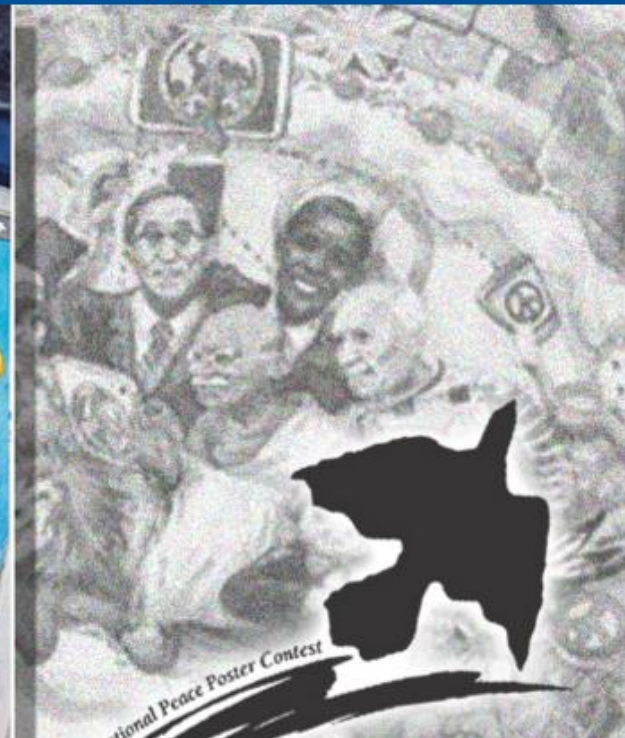
LION ROCK (303)



TAIPEI UNIVERSAL (300A1)



KOTTAWA MID TOWN (306







MyLCI

Support Center ▾

## Resources

[Logon and Registration](#)[Frequently Asked Questions \(FAQ\)](#)[Membership Application Form](#)[Membership Reports](#)[Alpha Leo Membership Application](#)[Omega Leo Membership Application](#)[Introduction to MyLCI](#)[Navigating the MyLCI web site](#)

## How Do I ...

[Logon?](#)[Register for a password?](#)[Change my password?](#)[Change my e-mail address?](#)

## Welcome to the MyLCI Logon Page

## LOGON

Already have a password? Log on here.



User Name: 2749561

LCI Member Number



Password: .....

☐ I want to change my password after logging on

Submit

Cancel

[Forgot your User Name or Password? Click here.](#)[New User? Click here to register now.](#)

## Announcements

## Next Year Officers:

Once you have entered your club's next year officers in MyLCI they will be able to register and log on to MyLCI beginning April 1. Once logged on, next year officers will be able to access the MyLCI Training Area to prepare for 2016-2017.




[New User? Click here to register now](#)


[Forgot your User Name or Password? Click here](#)




**PASSWORD REGISTRATION - MEMBERSHIP VALIDATION**


To register for your online access, enter your LCI member number.

 Member Number:

Type the characters you see below. Letters are not case sensitive.







[Privacy & Terms](#)

Submit

Cancel



# Select Password and Security Questions

## Be sure to check the blocks in Part 3

**RESET USER NAME OR PASSWORD**

1. Enter the user name and password you would like to use as well as your e-mail address.

User Name:	<input type="text" value="2749558"/>		
Password:	<input type="password"/>	Re-enter Password:	<input type="password"/>
E-mail:	<input type="text" value="BarryRAllen@aol.cor"/>	Re-enter E-mail:	<input type="text" value="BarryRAllen@aol.cor"/>

2. Select or enter two security questions and enter answers in the event you forget your user name or password. To create your own question, type directly into the space below.

In what city were you born?	▼	<input type="text"/>
What was the make of your first car?	▼	<input type="text"/>

3. Terms and conditions: Your acceptance is required before your password registration can be completed.

<input type="checkbox"/> I agree to the LCI Web Usage Terms and Conditions.
<input type="checkbox"/> I have reviewed the LCI Privacy Policy.

Submit


Cancel



# Support Center


A A A English Deutsch Español Français Italiano Português Suomi Svenska 日本語 한국어 中文

Club Secretary PEGGY ALLEN My Profile Select a different title Logout

 MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

 Home

**My Tasks**

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.

**My Club**

MANCHESTER (100514)  
founded in 2007

Meeting  
Every 4th Wednesday at 19:00

Stockwell's Breakfast & Lunch  
108 Adrian St.  
Manchester, MI 48158

club website  
<http://www.e-Clubhouse.org/sites/ManchesterMI>

**My Info**

2015 - 2016 District  
PEGGY LYNN ALLEN

Club  
MANCHESTER (100514)

Member Correspondence  
19230 SHARON  
MANCHESTER, MI 48158

Officer Correspondence  
19230 SHARON  
MANCHESTER, MI 48158

Home 01 734 428-7034  
Mobile 01 734 904-5201  
E-mail [peggya7747@aol.com](mailto:peggya7747@aol.com)

**Support Center**

Resources

- Training Area
- Membership Application Form
- Introduction to MyLCI
- Navigating the MyLCI web site

How Do I ...

- Change my password?
- Change my e-mail address?
- Create a New Club Application?
- Find a Pending New Club Application?
- Pay Charter Fees Due on a New Club Application?

**My Members**

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

**My Service Activities**

Recent Service Activity

Kiwanis Crazy Cash - Fundraiser

2015-2016 Service Activity Summary

**My Officers**

District Governor  
PEGGY LYNN ALLEN

Cabinet Secretary



# My Lions Club HOME page

**My Tasks**

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.

**My Club**

MANCHESTER (100514)  
founded in 2007

Meeting  
Every 4th Wednesday at 19:00

Stockwell's Breakfast & Lunch  
108 Adrian St.  
Manchester, MI 48158

club website  
<http://www.e-Clubhouse.org/sites/ManchesterMI>

**My Info**

2015 - 2016 District Governor  
PEGGY ALLEN (2749561)

Club  
MANCHESTER (100514)

Member Correspondence Address  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

Officer Correspondence Address  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

Home 01 734 428-7034  
Mobile 01 734 904-5201  
E-mail [peggya7747@aol.com](mailto:peggya7747@aol.com)

**My Members**

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Membership Summary

Regular Member	21
Student Member	2
Total	23

More Membership

**My Service Activities**

Recent Service Activity  
Kiwanis Crazy Cash - Fundraiser

2015-2016 Service Activity Summary

Total service activities	41
Number of Lion Hours	2664
Funds Raised (USD)	20225.00
Funds Donated (USD)	6408.00
Number of People Served	8153

Centennial Service Challenge

Youth	Vision	Hunger	Environment
✓	✓	✓	✓

More Service Activities

**My Officers**

District Governor  
PEGGY ALLEN

Cabinet Secretary  
Lorraine Lindsey

Cabinet Treasurer  
WALTER A TREICHEL

Region Chairperson

Zone Chairperson

More Officers



# My Tasks

# My Club

## My Tasks

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.

Monthly Report?  
Service Activities?  
Owe Dues?  
PU-101 Submitted?

## My Club

MANCHESTER (100514)

founded in 2007

### Meeting

Every 4th Wednesday at 19:00



Stockwell's Breakfast & Lunch

108 Adrian St.

Manchester, MI 48158



club website

<http://www.e-Clubhouse.org/sites/ManchesterMI>



# My Members      Service Activities

### My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Membership Summary

Regular Member	21
Student Member	2
<b>Total</b>	<b>23</b>

[More Membership](#)

### My Service Activities

Recent Service Activity

Kiwanis Crazy Cash - Fundraiser

2015-2016 Service Activity Summary

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Centennial Service Challenge

Youth	Vision	Hunger	Environment
✓	✓	✓	✓

[More Service Activities](#)



# My Info

**My Info**

2015 - 2016 District Governor  
PEGGY ALLEN (2749561)

Club  
MANCHESTER (100514)

Member Correspondence Address  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

Officer Correspondence Address  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

Home            01 734 428-7034  
Mobile         01 734 904-5201  
E-mail          peggya7747@aol.com

# My Officers

**My Officers**

District Governor  
PEGGY ALLEN

---

Cabinet Secretary  
Lorraine Lindsey

---

Cabinet Treasurer  
WALTER A TREICHEL

---

Region Chairperson

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Zone Chairperson

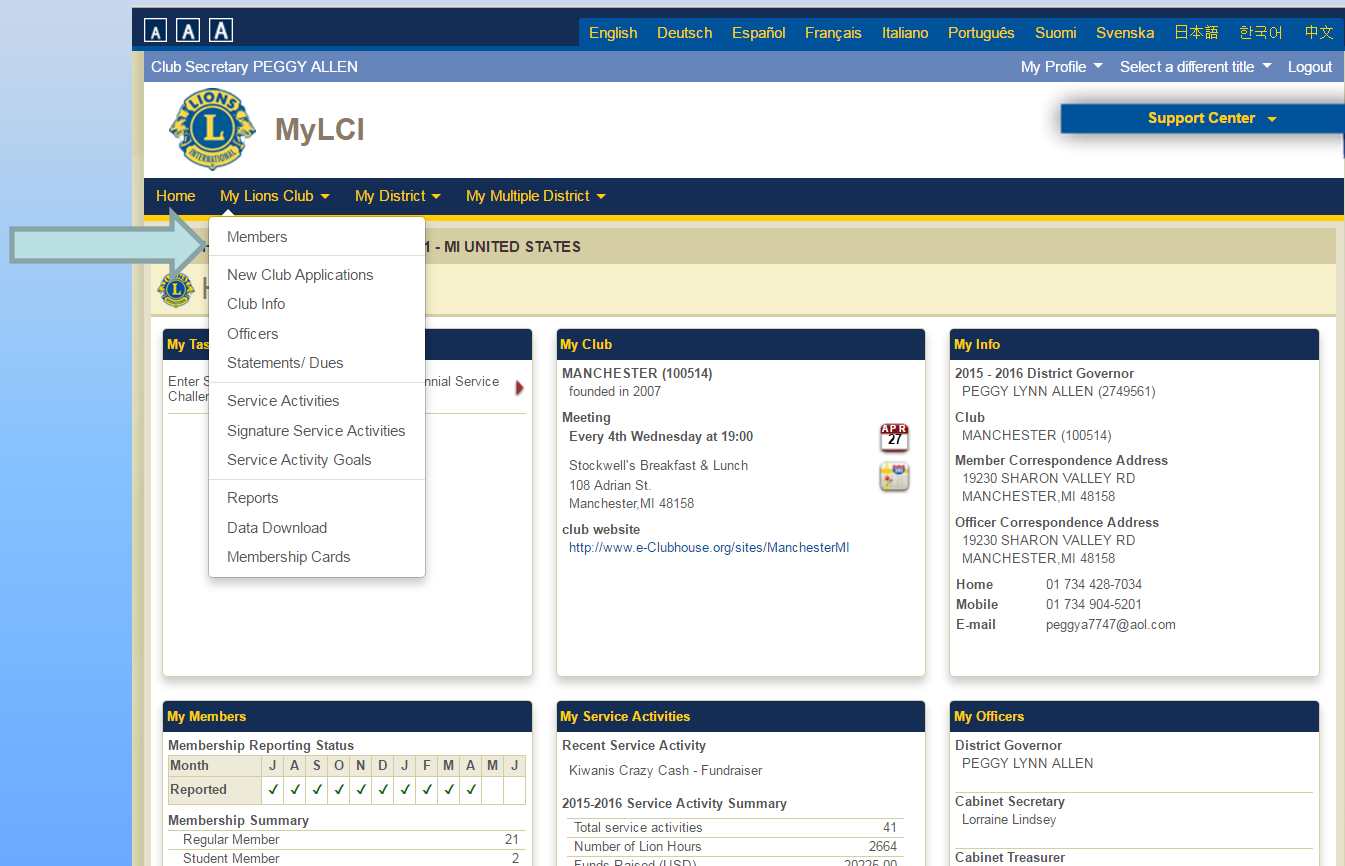
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[More Officers](#)





# My Lions Club menu



The screenshot shows the MyLions Club website interface. At the top, there is a navigation bar with language options: English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, 日本語, 한국어, and 中文. Below this, the user is logged in as Club Secretary PEGGY ALLEN, with links for My Profile, Select a different title, and Logout. The MyLions Club logo and name are prominently displayed. A blue Support Center button is located on the right. The main navigation bar includes Home, My Lions Club (selected), My District, and My Multiple District. A dropdown menu is open under My Lions Club, listing various options: Members, New Club Applications, Club Info, Officers, Statements/ Dues, Service Activities, Signature Service Activities, Service Activity Goals, Reports, Data Download, and Membership Cards. A green arrow points to the 'Members' option. The main content area is divided into several sections: My Club (Manchester 100514, founded in 2007, meeting every 4th Wednesday at 19:00), My Info (2015-2016 District Governor PEGGY LYNN ALLEN, Club Address, Member Correspondence Address, Officer Correspondence Address, Home, Mobile, and E-mail), My Members (Membership Reporting Status table and Membership Summary), My Service Activities (Recent Service Activity and 2015-2016 Service Activity Summary), and My Officers (District Governor PEGGY LYNN ALLEN, Cabinet Secretary Lorraine Lindsey, and Cabinet Treasurer).

Club Secretary PEGGY ALLEN

English Deutsch Español Français Italiano Português Suomi Svenska 日本語 한국어 中文

My Profile Select a different title Logout

Support Center

Home My Lions Club My District My Multiple District

Members

New Club Applications

Club Info

Officers

Statements/ Dues

Service Activities

Signature Service Activities

Service Activity Goals

Reports

Data Download

Membership Cards

My Club

MANCHESTER (100514)  
founded in 2007

Meeting  
Every 4th Wednesday at 19:00

Stockwell's Breakfast & Lunch  
108 Adrian St.  
Manchester, MI 48158

club website  
<http://www.e-Clubhouse.org/sites/ManchesterMI>

My Info

2015 - 2016 District Governor  
PEGGY LYNN ALLEN (2749561)

Club  
MANCHESTER (100514)

Member Correspondence Address  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

Officer Correspondence Address  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

Home 01 734 428-7034  
Mobile 01 734 904-5201  
E-mail [peggya7747@aol.com](mailto:peggya7747@aol.com)

My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Membership Summary

Regular Member	21
Student Member	2

My Service Activities

Recent Service Activity

Kiwanis Crazy Cash - Fundraiser

2015-2016 Service Activity Summary

Total service activities	41
Number of Lion Hours	2664
Funds Raised (USD)	20225.00

My Officers

District Governor  
PEGGY LYNN ALLEN

Cabinet Secretary  
Lorraine Lindsey

Cabinet Treasurer




# Member Page

EnglishDeutschEspañolFrançaisItalianoPortuguêsSuomiSvenska日本語한국어中文

Club Secretary PEGGY ALLEN

My ProfileSelect a different titleLogout



MyLCI

Support Center


Home

My Lions Club

My District

My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES



Members

Add Member

Report No Changes for Month

Find Members

Active Members - 23 Member(s) found

Show 30

Page 1 of 1

Sort by First Name

<b>Mr. Ali M. Ali (4345949)</b>		Student Member		Added 3/16/2016	
<b>Member Address</b> 6725 Forrer St Detroit, MI 48228 UNITED STATES <b>Mobile</b> 1-313-303-9710 <b>E-mail</b> alimali@umich.edu		<b>Lion Since</b> 3/16/2016 <b>Gender</b> Male <b>Year Of Birth</b> 1995 <b>Occupation</b> Other	<b>Sponsor</b> ALLEN, BARRY (2749558)		<div>Edit Member</div> <div>Drop Member</div> <div>Create Family Unit</div>
<b>Mr. BARRY ALLEN (2749558)</b>		Charter		Regular Member	
2014-2018 District Centennial Coordinator <b>Member Address</b> 19230 SHARON VALLEY RD MANCHESTER, MI 48158 UNITED STATES <b>Officer Address</b> 19230 SHARON VALLEY RD MANCHESTER, MI 48158 UNITED STATES <b>Home</b> 01-734-428-7034 <b>Mobile</b> 01-734-904-4695 <b>E-mail</b> BarryRAllen@aol.com		<b>Lion Since</b> 11/1/2007 <b>Gender</b> Male <b>Year Of Birth</b> 1946 <b>Occupation</b> Retired/Semi-Retired	<b>Spouse/Companion</b> Peggy Head of Household KORRY FRIDAY (Child) PEGGY ALLEN (Spouse)		<div>Edit Member</div> <div>Drop Member</div> <div>Manage Family Unit</div>



# Support Center

h Español Français Italiano Português Suomi Svenska 日本語 한국어 中文

My Profile ▾ Select a different title ▾ Logout

**Support Center ▾**

**Resources**

- Training Area
- Membership Application Form
- Membership Types and Fees
- Member Reporting Demonstration
- Family Unit Demonstration

**How Do I ...**

- Add a member?
- Transfer Member
- Drop a member?
- Edit a mailing address?
- Change a member's name?
- Create a Family Unit?
- Report No Membership Changes?
- Report membership changes from earlier this year?

Sort by First Name

Student Member	Added 3/16/2016
Sponsor	ALLEN, BARRY (2749558)

Regular Member	Added 11/1/2007
Spouse/Companion Peggy	
Head of Household	
KORRY FRIDAY (Child)	
PEGGY ALLEN (Spouse)	

Drop Member

Manage Family Unit



# Reports



Not for reporting  
monthly membership  
or activities

Provides reports from  
existing data base

View/Print



# Centennial Service Activity

[Home](#)
[My Lions Club](#)
[My District](#)
[My Multiple District](#)

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

Home

**My Tasks**

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.

**My Club**

**MANCHESTER (100514)**  
founded in 2007

**Meeting**  
Every 4th Wednesday at 19:00

Stockwell's Breakfast & Lunch  
108 Adrian St.  
Manchester, MI 48158

**club website**  
<http://www.e-Clubhouse.org/sites/ManchesterMI>

**My Members**

**Membership Reporting Status**

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

**Membership Summary**

Regular Member	21
Student Member	2
<b>Total</b>	<b>23</b>

[More Membership](#)

**My Service Activities**

**Recent Service Activity**  
Kiwanis Crazy Cash - Fundraiser

**2015-2016 Service Activity Summary**

Total service activities	41
Number of Lion Hours	2664
Funds Raised (USD)	20225.00
Funds Donated (USD)	6408.00
Number of People Served	8153

**Centennial Service Challenge**

Youth	Vision	Hunger	Environment
✓	✓	✓	✓

[More Service Activities](#)



# Reports

The following are reports the club secretary should be aware of:

- **Monthly Membership Report**
- **Activities report**
- **District M&A Report**



# District M & A Report

- Monthly Activity
  - Fillable PDF form
  - Available on-line
  - Due end of month





## Michigan Lions District 11-B1 MEMBERSHIP / ACTIVITY REPORT

SEND TO: DISTRICT GOVERNOR, VICE DISTRICT GOVERNORS, CABINET  
SECRETARY, ZONE CHAIRPERSON, & NEWSLETTER EDITOR



Reset Form

CLUB NAME   
MONTH  LIONS YEAR  CLUB NUMBER   
NUMBER OF MEETINGS HELD: General  Board of Directors

### MEMBERSHIP REPORT

Number of Members from last month's report

#### New Members inducted this month

Name  Sponsor   
Name  Sponsor   
Name  Sponsor

#### Members dropped this month

Name  Reason   
Name  Reason

Current Members  (Continue membership information in Section G below)

### ACTIVITY REPORT

#### A — CLUB FUNDRAISERS List projects/ # Lions attending / hours

Project  # Lions  Man Hrs   
Project  # Lions  Man Hrs   
Project  # Lions  Man Hrs

#### B — CLUB PROJECTS List projects/ # of Lions attending / hours

Project  # Lions  Man Hrs   
Project  # Lions  Man Hrs   
Project  # Lions  Man Hrs

#### C — PUBLIC RELATIONS Describe any PR or news articles in the space below

Describe Article/PR  Pictures   
Describe Article/PR  Pictures   
Describe Article/PR  Pictures

Send articles with original photographs or JPEG pictures to Newsletter Editor. Include who's in the picture.





D — MEETINGS & CONVENTION ATTENDANCE

Event  Total Attending  Pres.  Sec.  Others   
Event  Total Attending  Pres.  Sec.  Others   
Other   
Other

E — CLUB DONATIONS

List amount / recipient / reason for donation

Donation Amount \$  Recipient  Reason   
Donation Amount \$  Recipient  Reason   
Donation Amount \$  Recipient  Reason

F — VISITATIONS

List visitation: By your club /to your club

Visitation to another club:  # Attending   
Visitation to another club:  # Attending   
Visitation from another club:  # Attending   
Visitation from another club:  # Attending

G — UPCOMING EVENTS AND/OR OTHER CLUB INFORMATION

Add other information



# Resources

## Club Officer Training

- Spring Leadership Forum
- Regional Leadership Training (Higgins Lake)
  - Basic
  - Graduate
  - Masters

Advanced Leadership – Oakbrook  
Emerging Lions Leadership



# Resources

(for the club president)

- Club Officers resources
  - **Zone chairpersons** can help answer questions and solve problems that may arise during your year
  - **Past club officers** can offer advice based on their experience
  - Club visits from your **district governor and vice district governors** provide opportunities to learn



# Resources

(for the club president)



- Important publication
  - [Standard Form Lions Club Constitution and By-Laws \(LA-2\)](#)
    - Outlines the structure, duties and responsibilities of Lions clubs and club officers
    - Available on the Lions Clubs International Web site
    - Updated yearly
    - Review the Club Constitution and By-Laws

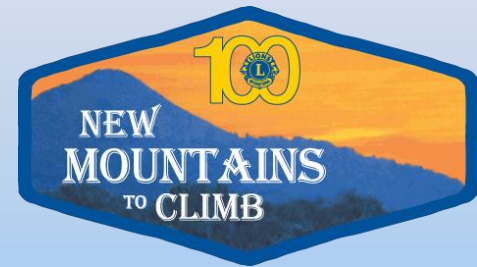


# Resources

(for the club president)

- International Theme

- Provides information about the international president's theme for the year
- Information about the international president's theme can be found on the Lion Clubs International Web site.



# Resources

(for the club president)

- [LCIF](#) (Lions Clubs International Foundation)
  - Review LCIF's information, be aware of:
    - Ways to [contribute to LCIF](#)
      - Contributing Member
      - Melvin Jones Fellowship
    - [LCIF grants](#)



# Resources

(for the club president)

- News sources
  - [THE LION Magazine](#)
  - [Lions Newswire](#)
  - [Lions Quarterly](#)



# Resources

(for the club president)

- [Lions Clubs International Web site](#)
  - Essential tools for club officers
    - [Club Resource Center](#)
    - [Leadership Development](#)
    - Program information
    - Club supplies (ordering)
    - Membership reporting area





# Resources

(for the club president)

- International Headquarters

- Staff is ready to assist

- Familiarize yourself with the structure and functions of headquarters
    - THE LION Magazine and the Lions Clubs International Web site has listings of specific contact numbers



# Planning Ahead

An effective year starts with planning ahead.



# President's Goals

- Review cards
  - 1.
  - 2.
  - 3.



# Planning Ahead

## AWARDS

Club of the Year – Karl Sorrick Award

Governor's Club Award of Merit

Governor's Personal Award of Merit



# Planning Ahead

## AWARDS

### **Club of the Year**

### **Karl Sorrick Award**

February 1<sup>st</sup> – February 1<sup>st</sup>

Membership, Attendance, Service

Point system

Presented at the Convention



# Awards

## **Governor's Club Award of Merit**

Lions Year July 1 – June 30

Required, Activities and Participation,  
Contributions, Reports

Complete 20 of 33 items on list

Presented at the Banner Exchange



# Planning Ahead

## AWARDS

### **Governor's Personal Award of Merit**

Lions Year July 1 – June 30

Complete 14 of 26 items on list

Presented at the Banner Exchange



# Presidential Role

(Pertaining to planning ahead)

Before the club president's term begins, he or she should:

- Understand member motivation and needs
- Review the Club Officer Manual
- Review how to conduct efficient, well planned meetings
- Plan to participate in multiple district or district event, convention, etc...





# Presidential Role

(Pertaining to planning ahead)

- Review qualifications for the Club President Excellence Award
- Choose committee chairpersons
- Meet with the club secretary and treasurer to prepare for the upcoming year
- Review the Lions Learning Center
- Know what resources are available to be successful as the club president



# Presidential Role

(Pertaining to planning ahead)

- Be familiar with each of the following publications:
  - Club Officer Manual
  - Standard Form Lions Club Constitution and By-Laws (LA-2)
  - International Constitution and By-Laws (LA-1)





The International  
Association of Lions Clubs

# Constitution And By-Laws

**STANDARD CLUB**  
Revised June 30, 2015



# Club Officers Team Manual

2015-2016

English



# Ending the Year

At the end of the year it is important to finish projects and prepare the incoming officers.

There is also other business to complete prior to becoming the immediate past club president.



# Presidential Role

(End of the year)



- Recognize your club for it's hard work throughout the year
  - Opportunities for recognition:
    - Melvin Jones Fellowship LCIF
    - Ken Lautzenheiser Fellow
    - Certificate of Appreciation
    - LION OF THE YEAR
  - Work with the club secretary to apply for awards or prepare means for recognition



# Review

Is there a section of the course you would like to review?

- Role of the club president
- Meetings
- Committees
- Officer elections
- Club officers
- Communication
- Leadership
- Resources
- Planning ahead

