



President, Vice President, and Director Duties and Responsibilities

2016-2017



NEW MOUNTAINS TO CLIMB



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What is the Club President?

What is a Club President? Is the President a leader, a manager, a boss, or perhaps a dictator?

What role did last year's President play, what do you want to do? How will you do it?

We all know that teamwork is the road to success, where each member and officer knows what they are to do at projects, what the club expects from them, and, working together the team is successful!

So if the President is the manager, what position do the officers have? Let's look at your club's team using a baseball analogy.

The Secretary and Treasurer are the battery, the pitcher and catcher.

The Vice Presidents are the basemen (first, second, and third). And each bag they guard has tied it to the committees they must chair. Especially the hot corner – Membership Chair – always alert.

The Directors man the outfield, keeping a sharp eye for foul balls and line drives.

The Tail Twister is the Shortstop, the "Pepper leader" to the team, hear him yell "Hey Lion Lion-Lion."

Lion Tamer is of course the equipment manager and also the head cheerleader.

The Immediate past President is the head coach, telling the manager when he spots problems or getting back-ups ready.

The members are getting ready to move up, learning the jobs by being part of the committees and taking an occasional at bat as chair of a project, always cheering the team on.

And the roaring crowd, the community and the people we help!

Preside

Inside the word President is the word **Preside**,

Your Primary function as a Lions Club President.

P	Promptness	Start on time
R	Respect	Respect for the Chair
E	Encourage	Members to take part in the meeting
S	Stop	Discussion not before the club
I	Insist	On proper motions and seconds
D	Direct	Your committees to function
E	End	Meetings on time. Don't let them drag on.

N & T can also be used, as they are part of the word President.

N means Now or Never – Now is the time to plan your meeting. Never put it off.

T is for Telephone – Keep in touch with your committees, find out why a member missed a meeting and get help or assistance from your Zone or Region Chairman.

Six Questions

The following is a cross section of questions heard at meetings and asked of the various officers within the District.

1. Why does the club pay sales tax?

While clubs are considered Non-Profit organizations, and are listed as 501-C4 by the IRS, only clubs that have a 501-C3 rating are exempt from sales tax on their purchases under normal conditions. Most C3 rated groups are foundations or special charitable groups that may be designated by federal and state law as separate corporations.

2. What are the dues we are obligated for?

Each regular member has a total dues obligation of 59.30, which breaks down to \$43.00 yearly to Lions Clubs International; \$11.30 to the Multiple District 1, and \$5.00 to the District. Included is the cost of the magazines you receive. Family membership is offered by International, where the dues of the spouse or children under the same roof, receive a fifty percent reduction, or \$21.50 a year after the first full member. The dues your club collects is based on the additional operational expenses needed plus the required amounts (Ed note: dues in other organizations can be as high as \$500.00 a year)

3. How can I serve on the cabinet?

Every Governor Elect is always looking for Lions that have "That Lions Spirit" and are willing to step up and take on additional duties, Attendance at the LOU learning sessions can give you more information about the many programs and projects and if you have a special talent or skill, let the governor or vice governors know.

4. How come I feel that the district does not care about the clubs, except when they want us to take part in activities like the convention and other fundraisers?

First, the proviso is that each club is autonomous in its operation, yet is part of the International Association, which includes the district and its operations must be considered. We pay dues for the privilege to use the Lions Emblem, to receive information and take part and send delegates to conventions and elect the officers that will represent us. The constitutions provide that each district shall have Zone, Region and District Chairs as well as a Governor, Vice Governors, other appointed Lions to serve on the cabinet, everyone a volunteer. The district receives only \$4.00 per member to fund its operations. This includes cabinet meetings where the Lions attending pay for their meals, Lions Open University which is free to all Lions, Incoming Officers Training, again free and open to all members. The Lions View online magazine costs each member only \$1.00 for four issues. The activities done for and with the members, parties, conventions and Region meetings and Mid-Year all require a venue and usually a meal, and the monies charged defray the expense. For more information, contact the Governor or Cabinet Secretary.

5. Why do we file our reports on line?

First, it cuts down on the expense of printing and saves paper. Second is time, it takes less than five minutes to keep the club current. Also, the on line resources available to the clubs include rosters, member dues statements, membership cards; constitutions; logos, changing members status and information on the many activities of LCI. The filling of the PU101 Officers Report and the Activities report have been done on line for years, and are only on line this year.

Each member has their own membership number, and the year of birth must be listed in order to make any changes to their status. Member's emails should also be listed when possible.

6. What is the AG 990 report and the IRS E card?

The rules about filing with the IRS have changed. Now every club must file no matter how much they receive in donations and fundraising activities to maintain their 501-C4 status. The e-Card can only be filed via the internet, and needs the clubs EIN number and the officers. If the club does not have the EIN number and used a members Social Security number (used to open the bank accounts) this must be changed. If you are not sure check with the bank. The club's EIN number should also be provided to the Legal department at LCI.

The Illinois AG990 form is sent to the Attorneys General office, Charitable Trust division. Clubs must register first and then file a statement of their activities for the year. Once registered, the club will appear on the AG site as an approved charity, and allow the club to continue to raise funds from the public. Clubs should also consider incorporation with the Illinois Secretary of State as a Non Profit group. Information on all of the above filings is available on line at the respective websites.

First Board Meeting

First Board Meeting – Topics to Cover

- Prepare budget
- Confirm new signatures for bank account
- Proper transfer of Club property
- Appoint audit committee
- Set goals with elected Membership Chair
- Appoint program chairman
- Schedule Installation of Officers (if not done during previous year)
 - Invite installing officer
 - Decide on dress code
- Appoint Chair(s) of club events
- Appoint Candy Day committee
 - Get locations and approvals
- Charter Night (usually around the date the Club was formed)
 - Speaker or Program
- Make Club calendar for year
 - Schedule Governor's Official Visit (give Governor two or three dates to choose from)
 - Schedule Zone Chair visits
- Announce goals for the year

Regular Meeting Agenda

1. Call to order. (At appointed time, do not wait for members to arrive, if you start on time they will get the message and arrive on time to avoid a fine for being late)
2. Pledge to Flag.
3. *America, The Star Spangled Banner* (our national anthem) or *God Bless America*. The song is optional, but allows the members to join together at the start of the meeting.
4. Invocation
5. Singing of a Lions song (optional).
6. Introduction of guests at meeting. (Lions by rank or title, then other guests.)
7. Meal (If you have a meal at your meetings.)
8. The Tail Twister will introduce the members and fine those that are late, missing a pin, or whatever other reason deemed necessary.
9. Guest Speaker or Program. The person presenting the program is now fully introduced with credentials or history. The President responds with a gift or certificate, and thank you.
10. Business portion of meeting IF deemed necessary
 - a. Reading of minutes of previous meeting and board meeting
 - b. Committee reports, Treasurers report
 - c. Communications received
 - d. Old/unfinished business
 - e. New business
 - f. Miscellaneous business
11. Adjournment

Vice President(s)

Section 1. OFFICERS.

The officers of this club shall be a President, Immediate Past President, the Vice president(s), Secretary, Treasurer, Lion Tamer (optional), Tail Twister (optional), Membership Director, and all other elected Directors.

The above is an excerpt from the current Lions International Constitution for a Lions Club. Note that the Vice President has the (s) to signify more than one, yet some of the Clubs in the District only have one Lion as Vice President. For informational purpose only: LCI has two Vice Presidents and some clubs maintain three Vice Presidents.

Duties

The duties of the Vice President (VP) are varied but follow the same lines. First is to learn the duties of the President as training for when the VP assumes the Chair. Second to be available to chair a club or board meeting in the absence of the president, and to direct such committees as assigned by the president. In clubs that use more than one VP, the assignments are split, such as membership or activities. In clubs that use a progression system, certain club activities are assigned to the position rather than the member as they climb the ladder to club president.

Tools

Any VP should study or have available a copy of *Roberts Rules of Order*, which explains meeting procedures, proper motions, and agendas; and the Constitution and By Laws of a Lions Club which the President should have in his kit (it is also available online, or it is available online at the LCI website, under Publications, Legal. If the club has its own C&BL, a copy should also be available for use.

Section 1. STANDING COMMITTEES.

The following standing committees may be appointed by the president, except for the members and chairperson of the membership committee, who are elected. (See Article IV, Sections 6 and 7)

Administrative Committees:

- Attendance
- Bulletin Editor
- Constitution and By-Laws
- Convention
- Finance
- Greeter
- Information Technology

- Leadership Development
- Lions Information
- Membership
- Program
- Public Relations

Activities Committees:

- Diabetes Awareness
- Environmental Services
- Hearing and Speech Action and Work with the Deaf
- International Relations Program
- Leo Club Program
- Sight Conservation and Work with the Blind
- Youth Camps and Exchange Program
- Lions Opportunities for Youth (Youth)
- Other activities of Lionism for which committees may be appointed are: Citizenship Services; Educational Services; Health Services; Social Services; Recreational Services; Public Services.

Club Directors

Club Directors are elected annually for a two (2) year term, with half being elected each year. The majority of clubs worldwide have four directors, some have two and some have six or more, depending on the size of the membership and duties of Directors as specified in the Club's Constitution and By-Laws.

The board of directors have the following duties and powers:

- It constitutes the Executive Board of the Club and is responsible for the execution, through the Club officers, of the policies approved by the Club. All new business and policy of the Club shall be considered and shaped, first, by the Board of Directors for presentation to and approval by the Club members at a regular or special club meeting.
- It authorizes all expenditures and should not create any indebtedness beyond the current income of this Club, nor authorize disbursement of Club funds for purposes inconsistent with the business and policy authorized by the Club membership.
- It has power to modify, override, or rescind the action of any officer of this Club.
- It shall have the books, accounts, and operations of this Club audited annually or, in its discretion, more frequently, and may require an accounting or have an audit made of the handling of any Club funds by any officer, committee, or member of this Club. Any member of the Club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- It appoints, on recommendation of the finance committee, a bank or banks for the deposit of the funds of the Club.
- It appoints the surety for the bonding of any officer of the Club.
- It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this Club by which funds are raised from the public.
- It submits all matters of new business and policy to the respective standing or special Club committee for study and recommendation to the Board.
- It maintains at least two separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund to record activity or public funds raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section (g) of this article

Besides serving on the Club's Board of Directors, Lions elected as Directors are often called upon to chair one or more of the designated committees as indicated in the Club Constitution and By-Laws.

Administrative Committees:

- Attendance
- Constitution and By-Laws
- Finance
- Information Technology
- Lions Information
- Membership
- Program
- Public Relations and Communications
- Greeter
- Leadership Development

Activities Committees:

- Community Services
- Disaster Preparedness & Relief
- Environmental Services
- Diabetes Awareness & Action
- Hearing Preservation, Awareness & Action
- Sight Preservation, Awareness & Action
- International Relations
- Lions Opportunities for Youth
- Lions Services for Children

Fiduciary Duties of the Board of Directors

The Board of Directors of each Lions Club has a responsibility to assure the membership that all required government forms are filed or attended to during the year. These may include:

- Illinois Forms including the IL 990, AG 990 form
- CO-1, Charitable Organization Registration Statement
- Sales Tax reporting if your club sells items requiring tax collection,
- Corporation Annual Reports, if incorporated.
- License renewals (Bingo and or Raffles), copy of Contract if your club uses professional fundraisers

Also, the Board should create a Club budget at the first meeting to determine if dues are enough to cover the stated obligations, what contributions you hope to make during the year, expected revenue from fund raisers, awards and gifts, postage, printing, guest meals, etc.

Induction of New Members

Since you have expressed a desire to be associated with this Club and Lions Clubs International. I now ask that you respond to my words with a simple “I do” or “I will.”

Do you hereby accept membership in the _____ Lions Club, knowing that such membership obligates you to participate in all functions of the Club?

Answer I do.

To the best of your ability, will you abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are give you, and contribute your share to the programs of your Club, District, and Lions Clubs International?”

Answer I will.

You are now a member of the _____ Lions Club.

Let me congratulate you and welcome you to the greatest of all service club organizations – the International Association of Lions Clubs.

Presented with your Lions Club Pin, Certificate of Membership, and a Welcome from Lions Clubs International Booklet.

Fellow Lion, wear your pin with pride and with full knowledge that you are now part of an organization which will allow you to grow beyond the borders of your community and state, and reach out into the world.

Protocol

Protocol: The rules of diplomatic, state etiquette and ceremony.

While a Lions Club meeting, Installation or Charter Dinner is usually not a diplomatic or state ceremony, dignified recognition of officers and guests is more than common courtesy, it is one way to convey to those in attendance, your club's respect of their office and appreciation of their attendance and participation. Often, International Officers or Cabinet members may be members of your club, and for this reason may be ignored or overlooked during introductions. This is one of the most common breeches of protocol at the local club level.

Another common error is to introduce the guest or principal speaker during the introductions of the head table and the guests in the audience. Remember, as your principal speaker, your guest deserves special recognition and personalized introduction. The Master of Ceremonies (MC) of the event should introduce the Club President, a ranking Cabinet member, or a past International Officer to do the primary introduction.

At a club meeting, where the guest is not a Lion, the program chairman or the Lion who secured the guest speaker should do the introduction. If the speaker is a District or State Chairman, the President should introduce a Region or Zone Chairman, or a PDG from your Club to make the introduction if they are present, otherwise, the President shall introduce.

If the speaker is not personally known to the person assigned to make the introduction, consult with the speaker prior to the event. Most speakers will have a biography or pre-printed introduction available, which will list offices held, family information, and professional or Lions club activities. This information serves two objectives – it lends credence to the topic the speaker will talk about, and allows the membership to learn more about the speaker.

Governors Official Visits require some planning on the part of the club.

First and most important, secure a confirmed date from the Governor. Don't schedule the Governors' visit on your calendar and then call the Governor two weeks before the meeting or event and tell the Governor that he/she is expected at your meeting. The Governor's visit should be the only item on the agenda.

Second, plan the event. An agenda is most important and necessary. Know which Lion from your Club will lead the Pledge to the Flag, give the Invocation, is responsible for securing the Governor's gift, planning the meal, and who will introduce Governor. Make sure that a Flag, Banner, and Bell are at the meeting site. Will spouses and guests be invited? What is the manner of dress, will it be a formal affair, and is it also an Installation of Officers or a celebration of the Club's Charter?

All of these items should be addressed well before the meeting, so your event runs smoothly. Inform the Governor of the dress code, if spouses are invited, type of event, and if the Governor is required to install officers or induct new members. Make sure new member kits are ready if members are to be inducted.

Third, protocol requires seating of the head table be specific. This also holds true for the introduction of the head table. If you use an MC for the meeting, the President shall call the meeting to order and then introduce the MC to make the rest of the introductions, and to keep

the meeting on track. Seating at the head table should be an even amount of chairs to maintain balance. The MC and spouse should be to the far right as the audience faces the head table. The Club President sits to the left of the podium, the Governor to the right of the podium.

Official Visitation by the Governor

The visit of the District Governor is one of the highlights of the Lions year. Certain rules of protocol apply for the official visit.

The Governor maintains a very busy schedule during the year and courtesy would suggest that the Governor be contacted, in writing, suggesting a minimum of three dates for the official visit.

The Governor is the only speaker to be scheduled for the meeting. Do not expect the Governor to compete with another speaker or with long, drawn-out business or Board meetings. Usually, rules are suspended and all reports are tabled until the next regular meeting. Have an agenda to work from and start the meeting on time. Make sure all of the details are completed in advance, greeters to be present, bell, and banner displayed, Region or Zone Chairmen invited, meal planned, and if a gift is being presented, make sure it is available at the meeting.

Notify the Governor, in writing, of all special Club events and extend an invitation to attend. If the Governor is expected to be a participant in the event, provide advance notification, in writing, as to the level of participation requested by the Club.

When the District Governor is recognized at any Lions meeting, Club or District level, all Lions should rise and remain standing until the Governor signals them to be seated. Not only is this proper protocol, it is recognition of the office.

If a Club wishes the Governor to induct new members during the course of an official visit, again notify of the induction in advance and provide a list of names of new members and their sponsors. Make sure new member kits are ready for presentation.

The Governor can be introduced by the Club President or one of the Cabinet Officers present. This should be done with dignity and include information concerning the Governor's home club, business, offices held, Lionistic activities, and family, if appropriate.

Introduction of the Governor should be done only once – when being presented to the assembly for remarks. The Governor sits to the immediate right of the podium with the President to the immediate left. It would be suggested that 30 minutes be allowed for remarks by the Governor.