

# Welcome to Club Officer Training

## Club President Training

- ▶ Presented by:
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    - ▶ Treasurer - Westchester Lions Club
    - ▶ Region 4 Chairperson
    - ▶ Incoming District 1A GLT Coordinator



# Welcome



DGE Marilyn McLean



DG Joni McMillan

# Welcome



You have been elected to the position of  
Club President



# Table of Contents

Section 1: [Introduction](#)

Section 2: [Your Club Leadership Team](#)

Section 3: [Responsibilities of the Club President](#)

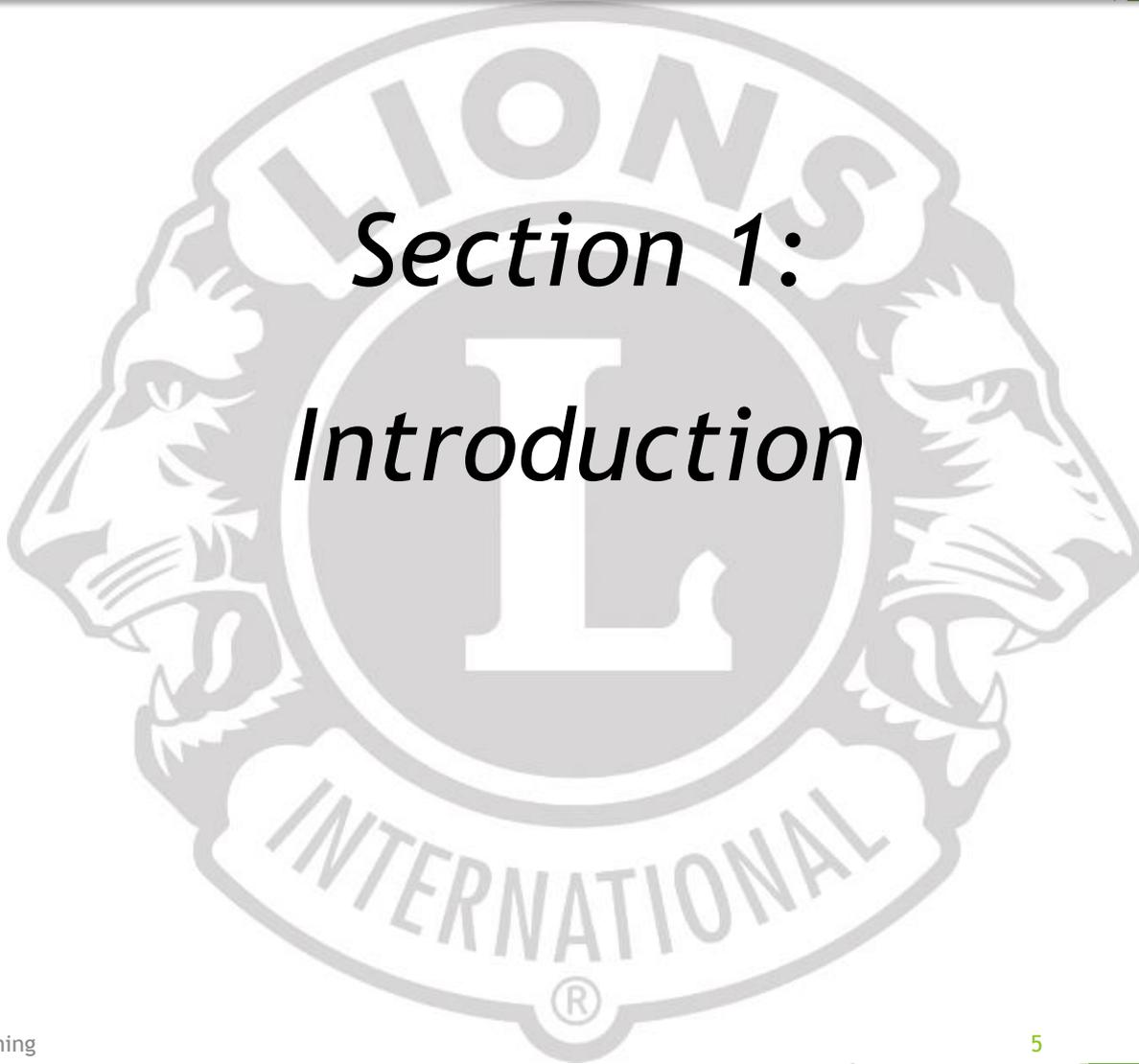
Section 4: [Planning Your Term](#)

Section 5: [Resources](#)





## *Section 1: Introduction*



# Structure of Lions Clubs International

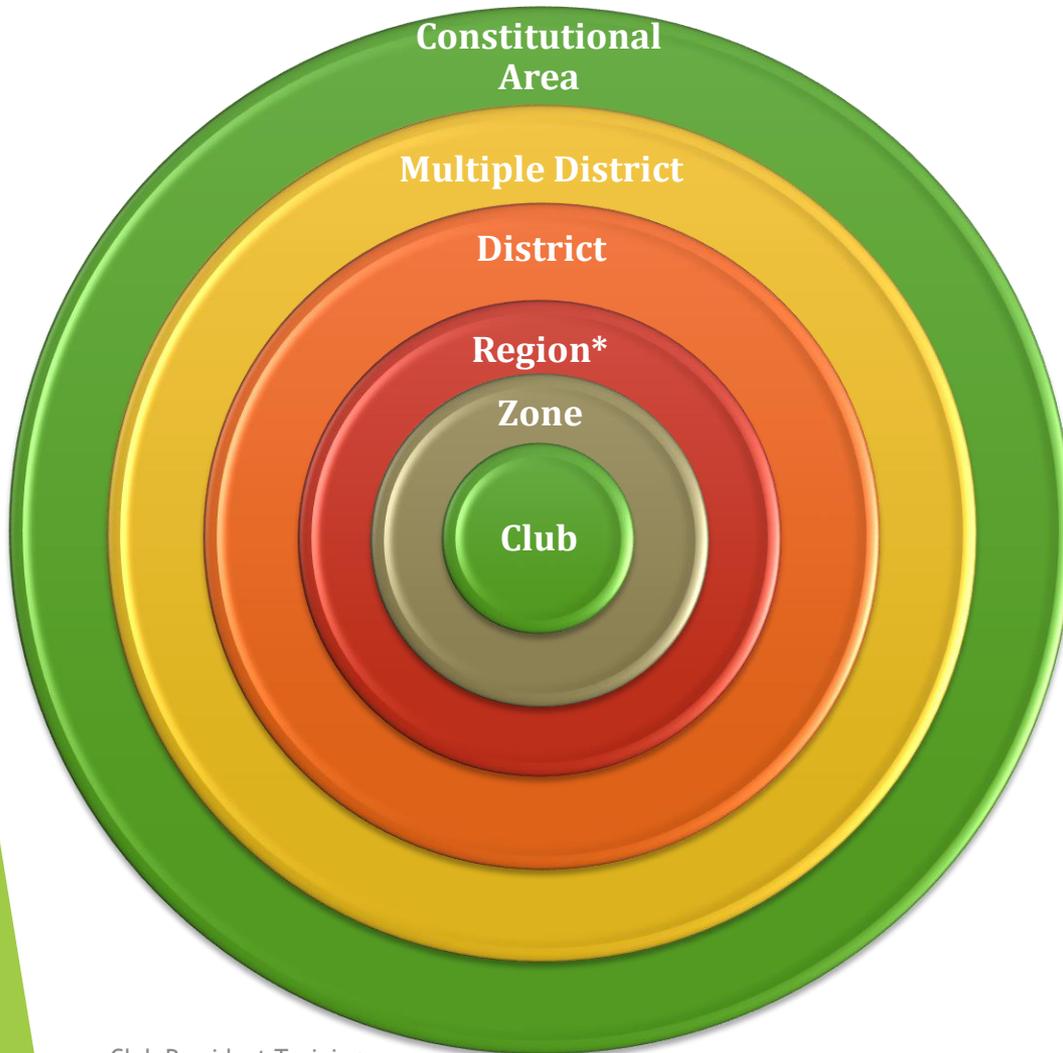


Lions Clubs International is comprised of a large network of Lions, with clubs at the center.

This structure facilitates communication and promotes service on a local, regional and global scale.



# Structure of Lions Clubs International

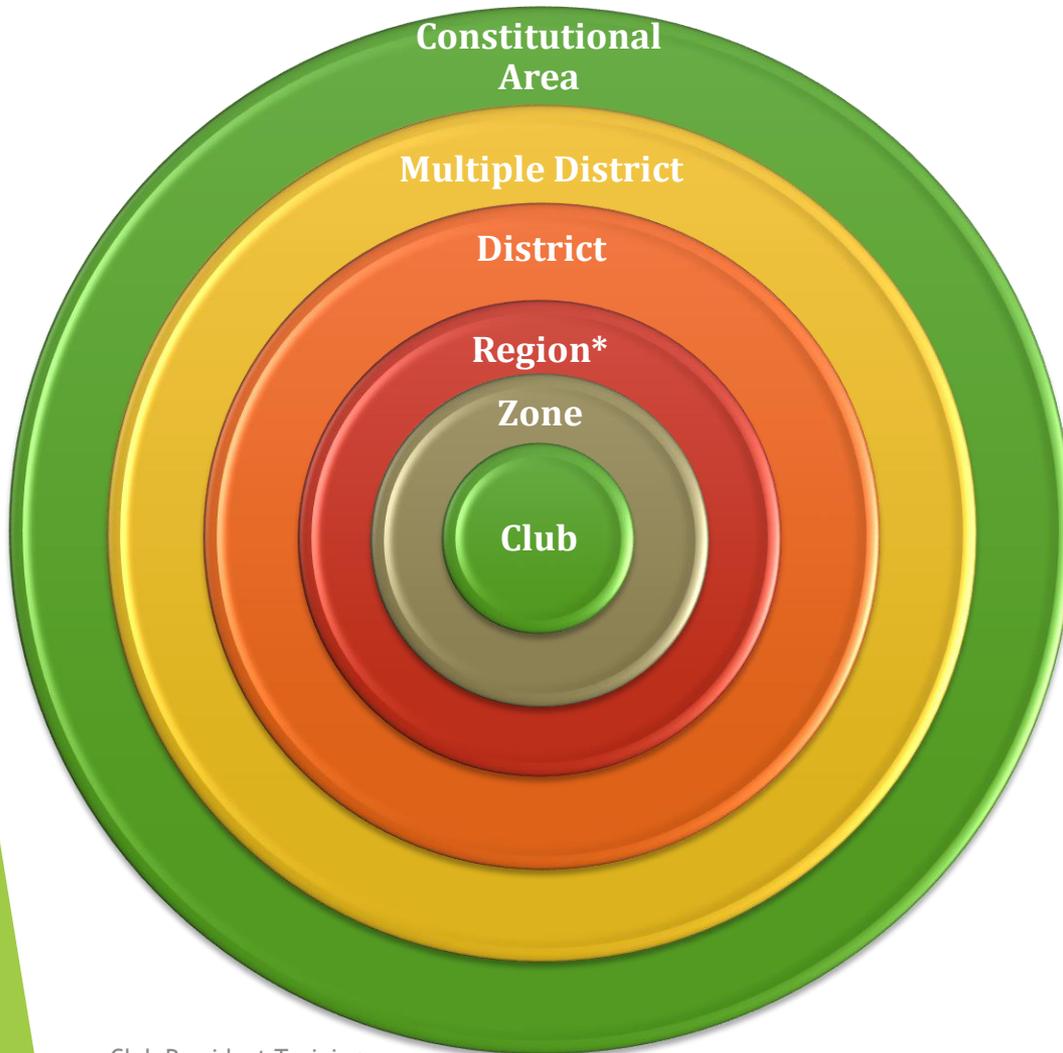


- A club consists of a minimum of 20 members
- A zone consists of 4 - 8 clubs
- A region consists of 10 - 16 clubs \*
- A district is comprised of at least 35 clubs with 1250 active members
- Several districts in a given geographical area comprise a multiple district
- Each Lions club is located in one of the eight Constitutional Areas, which is represented by at least one international director

\*optional



# Structure of Lions Clubs International



Individual clubs and their members are at the heart of the Association.

Without their commitment to serving others locally, we could not maintain our legacy of global service.





As a club within the greater International Association of Lions Clubs, your mission is:

*TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.*



# Purpose of Lions Clubs



In order for our mission to become a reality, our clubs need to serve many purposes.

The purposes\* of a Lions Club shall be:

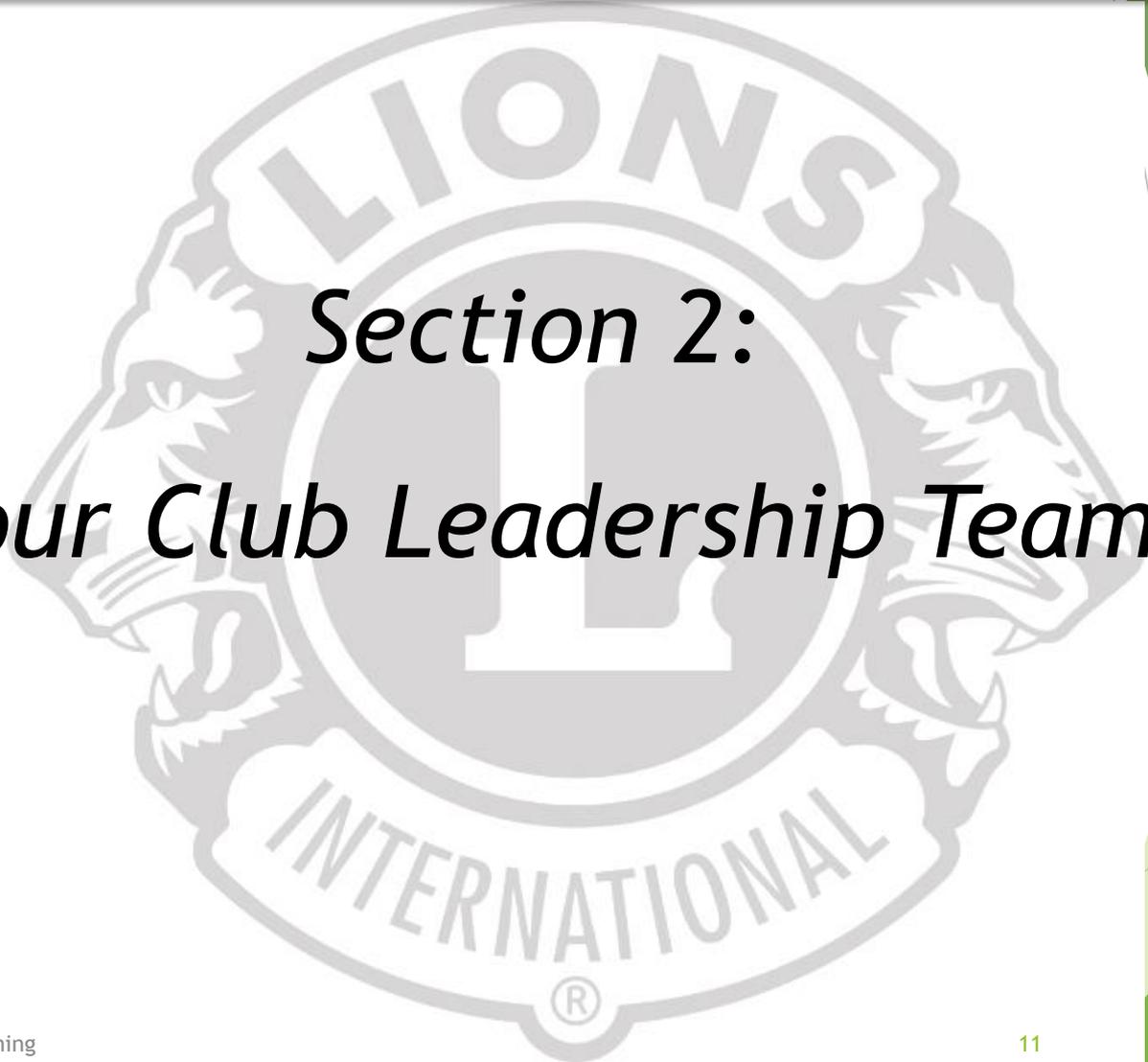
- (a) To create and foster a spirit of understanding among the peoples of the world.
- (b) To promote the principles of good government and good citizenship.
- (c) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (d) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (e) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (f) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

\* - Excerpted from a typical Lions Club Constitution and By-Laws document





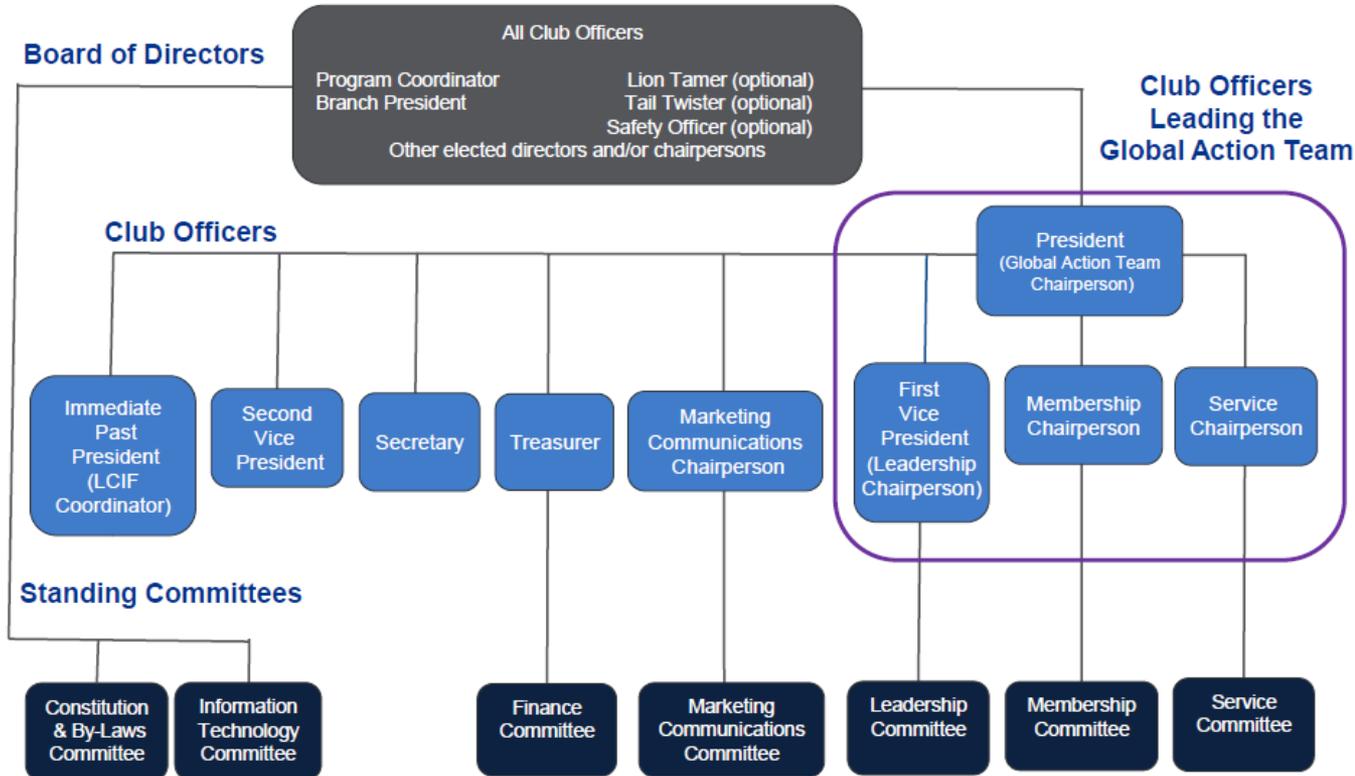
## *Section 2: Your Club Leadership Team*



# Your Club Leadership Team



## Standard Club Structure



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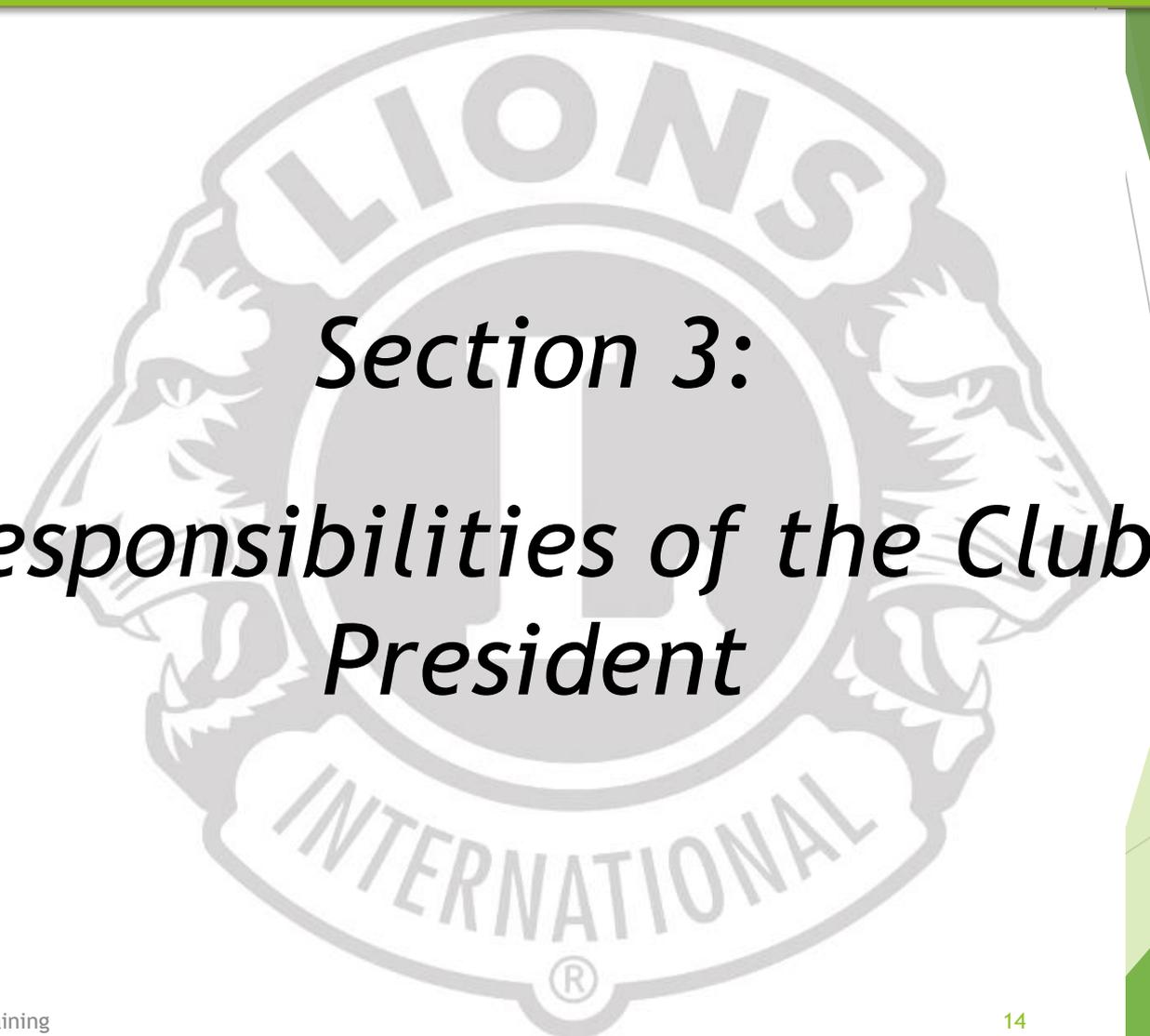




As president, you are the chief executive officer of the club.

- You have limited power (no absolute authority) and your authority to act comes from directives from the board of directors, club members and club's constitution and by-laws
- You work in cooperation and have shared responsibilities with your board of directors



A large, light gray watermark of the Lions International logo is centered on the slide. It features two lion heads facing each other, with the word "LIONS" in an arch above and "INTERNATIONAL" in an arch below. A large "LI" monogram is in the center, and a registered trademark symbol (®) is at the bottom.

## *Section 3: Responsibilities of the Club President*



# Responsibilities of the Club President



As club president, your primary responsibilities include...

- ❖ Presiding at all club and board meetings
- ❖ Issuing the call for regular and special meetings of the board of directors and club
- ❖ Appointing the standing and special committees of the club
- ❖ Ensuring that regular elections are duly called, noticed and held
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone



# Responsibilities of the Club President



There are 3 phases to managing an effective meeting.

1. Preparation
2. Facilitation
3. Follow-up



# Responsibilities of the Club President



## Phase 1 - Preparation

With the help of your club secretary, you will:

- Give advance notice of meeting dates/times
- Select a program for the benefit of the club members
- Prepare a well planned agenda, distributed in advance
- Have a good understanding of parliamentary procedures
- Ensure the facilities used are adequate for your meeting purposes



# Responsibilities of the Club President



## Phase 2 - Facilitation

Facilitating a meeting takes skill.

One needs to develop the ability to assert oneself when necessary and sometimes deal with disharmonious behavior.

Also, one should abide by some common courtesies.





## Key to Meeting Success

Whether the meeting is formal or informal, here are some ideas to keep your club on track

- 1 Have an agenda and stick to it! Share it with participants prior to the meeting
- 2 Start and end on time
- 3 Meetings should be positive and allow everyone to participate
- 4 Transparency is always important. Minutes and Treasurer's Reports should be distributed and understood.
- 5 Meeting facilitator (club president or chairperson) encourages discussion, but also keeps group on task so time is effectively used.



# Responsibilities of the Club President



## Phase 2 - Facilitation

**P R E S I D E N T** - Inside the word President is the word “Preside”  
your primary function as a Lions Club President

|                       |   |
|-----------------------|---|
| <b>P PROMPTNESS</b>   | Start meetings ON TIME  |
| <b>R RESPECT</b>      | Respect for the Chair   |
| <b>E ENCOURAGE</b>    | Members to take part in the meeting   |
| <b>S STOP</b>         | Discussions not before the club   |
| <b>I INSIST</b>       | On proper motions and seconds   |
| <b>D DIRECT</b>       | Your committees to function   |
| <b>E END</b>          | End meetings on time!   |
| <b>N NOW OR NEVER</b> | NOW is the time to plan your meeting. NEVER put it off  |
| <b>T TELEPHONE</b>    | 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 |





## Phase 3 - Follow-up

With the help and cooperation of the club secretary,

- Follow up on the action items in your meeting - or follow up with those that promised to complete a task.
- Send out the meeting minutes and agenda for the next meeting.
- Acknowledge and thank those that assisted the club and/or fulfilled their commitments.



# Responsibilities of the Club President



Let's take a closer look.

## Types of Meetings

The following schedule is common:

### Monthly

- Board of Directors regular meeting
- Club regular meeting

### As Needed

- Board of Directors special meetings (when requested by 3 or more board members)
- Club special meetings (requested at least 10 days prior)

### Annually

- Officer transition meeting
- Charter Anniversary



# Responsibilities of the Club President



## Possible Causes:

Lengthy and boring meetings

Meeting location not conducive for meetings

Members forget about meeting

## Possible Solutions:

Have and follow an agenda, follow parliamentary procedure, have interesting and informative programs, allow members to participate, openly accept suggestions.

Convene a club committee to come up with a list of acceptable meeting locations that are presented to and discussed by members.

Assign a reminder committee that is responsible for contacting members via phone or email before each meeting.

Click on the arrow for additional causes of and solutions to declining attendance.



# Responsibilities of the Club President



## Possible Causes:

Atmosphere at meeting is not friendly and sometimes tense

Some members, especially new Lions, are not involved in club activities and don't feel needed

## Possible Solutions:

Know how to handle interruptions and difficult behavior by an attending member. Develop new ways to make meetings fun.

Every active Lion in the club should be involved in the club in some capacity as a club officer or director, or committee chair or member.

## Outcome if not addressed:

Decrease in member participation in club activities and eventually, membership loss.



# Responsibilities of the Club President



As president, you will work in cooperation with the chairpersons of these committees to effect regular functioning and reporting.

There are two categories of committees.

1. Administrative
2. Activities

Let's look at each individually.

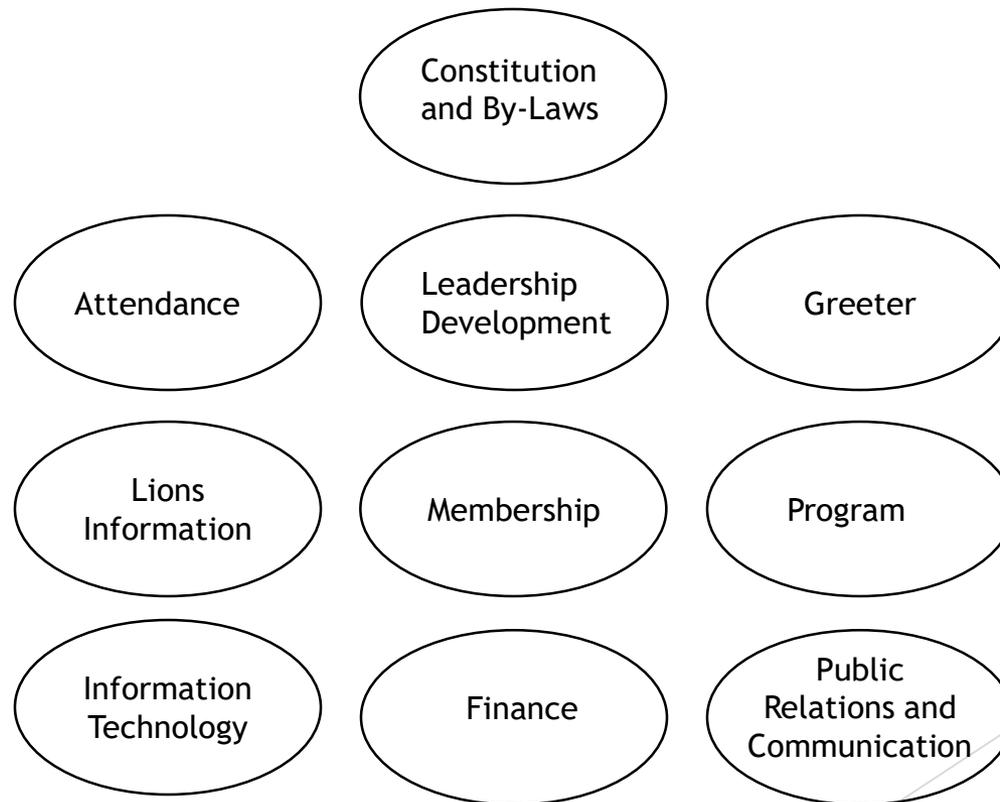


# Responsibilities of the Club President



You may consider many administrative committees in place, especially Leadership Development and Information Technology.

## Administrative Committees



Administrative



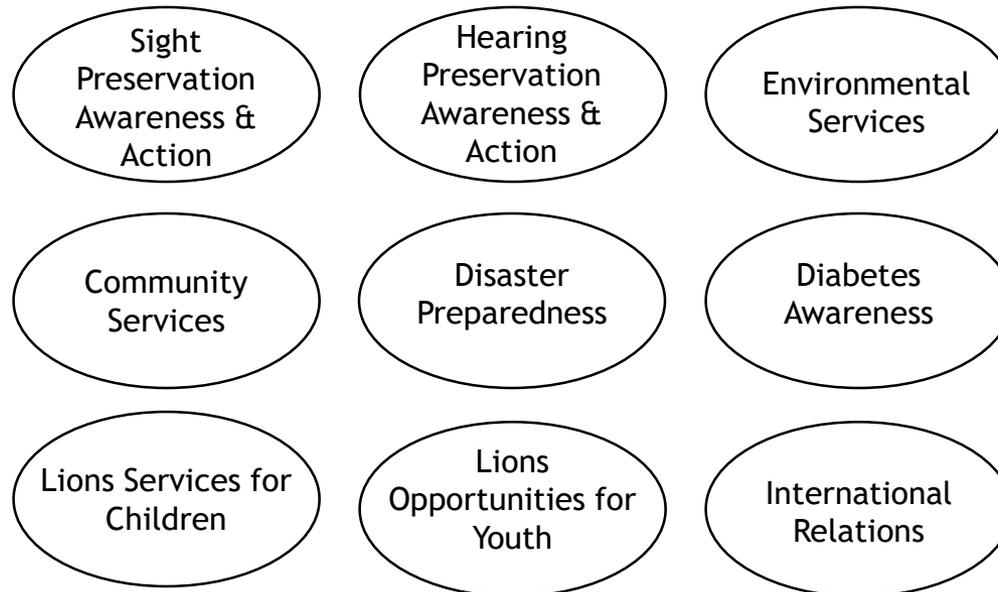
# Responsibilities of the Club President



Here are some common Activities Committees.  
Additional Committees may be formed as needed.

## Activities Committees

### Activities



# Responsibilities of the Club President



Committee chairpersons are appointed by the president, with the exception of the membership chairperson and Membership Committee, who are elected.

It might be important that you confer with the 1<sup>st</sup> and 2<sup>nd</sup> vice presidents as they will be working closely with the committees.



# Responsibilities of the Club President



Choosing the right chairperson and committee members is important for several reasons.

- It makes your term as president more productive and effective
- Committee membership or chairperson roles prepare members for club officer positions
- Allowing members to use their skills and talents will help keep them motivated and invested in the club





Choosing the right chairperson and committee members is important for several reasons.

## Choosing a Chairperson

- Have expressed a strong desire to lead
- Are dependable
- Can get along well with others and delegate responsibility
- Will agree to have a co-chairman if deemed necessary
- Will easily take direction



# Responsibilities of the Club President



Next let's look at Elections.

- ❖ Presiding at all club and board meetings
- ❖ Issuing the call for regular and special meetings of the board of directors and club
- ❖ Appointing the standing and special committees of the club
- ❖ Ensuring that regular elections are duly called, noticed and held
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone





## Things to keep in mind:

- The president needs to appoint a nominating committee, which will submit the names of the candidates for club officers to the club at the nomination meeting.
- The nomination meeting is held in March. Club members must be informed of the meeting at least 14 days in advance.
- An election meeting needs to take place in April. Notice of the meeting should be sent to club members 14 days in advance and should include the names of all approved nominees.



# Responsibilities of the Club President



The last topic to cover under responsibilities are your commitments beyond your own club.

## DG's Advisory Committee

The District Governor's Advisory Committee is comprised of

- the zone chairperson
- the club presidents and
- club secretaries within the zone

This committee advises the zone chairperson about matters within the zone and makes recommendations on matters affecting all clubs in the district.

The zone chairperson then shares the recommendations with the district governor and the district cabinet.



# Responsibilities of the Club President



As a member of the District Governor's Advisory Committee, you will be expected to...

## DG's Advisory Committee

- Work with the zone chairperson to ensure every club in your zone operates efficiently and follows the Association's Constitution and By-Laws
- Promote attendance at the district, multiple district and international conventions
- Promote attendance at charter nights
- Discuss ways of helping clubs that need assistance with membership growth or leadership development
- Promote various club functions and events, such as inter-club meetings, installation of club officers, induction of new members or ceremonies honoring Key Award recipients





The District Governor's Advisory Committee is expected to meet at least three times annually.

## Attending meetings...

- Allows you to exchange ideas regarding programs, projects, fundraising and membership issues
- Offers a forum for establishing cooperative relationships between clubs
- Gives you the opportunity to meet other Lions in your area



# Responsibilities of the Club President



## Global Action Team (GAT)

### Quick Note

The GLT, GMT and GST at the district level can serve as important resources for your membership growth, service activities or leadership development needs.

Details of the GLT, GMT and GST available at the Leadership Resource Center on the LCI website.

GLT - Global Leadership Team Coordinator

GMT - Global Membership Team Coordinator

GST - Global Service Team Coordinator



# Responsibilities of the Club President



## The Global Leadership Team (GLT)

### GLT Coordinator for District 1-A is:

Tom Elsey  
Westchester Lions Club

### Club Leadership Development Chairperson (Club Vice President)

As GLT club leadership development chairperson, you will bring Melvin Jones' dream to life - that every need can be met by a Lion or Leo. By ensuring members develop the skills needed to be effective leaders, you will ensure your club has strong leadership to serve your community and the world. You will impact lives!

Quick Note



# Responsibilities of the Club President



## The Global Membership Team (GMT)

### GMT Coordinator for District 1-A is:

Dan O'Reilly

Stickney - Forest View Lions Club

### Club Membership Chairperson (Elected Position)

As the GMT club membership chairperson, you will bring Melvin Jones' dream to life - that every need can be met by a Lion or Leo. By bringing new members into your club, not only will you develop new friendships, but you will ensure your club will have stronger foundation to serve your community and the world. You will impact lives!

Quick Note





## The Global Service Team (GST)

**GST Coordinator for District 1-A is:**

Richard Castillo  
Chicago Windy City Lions Club

### Quick Note

#### **Club Service Chair (Elected Position)**

You are responsible for implementing impactful service and fundraising projects, increasing service project engagement of members, and elevating awareness of Lions' collective impact in fulfilling global humanitarian needs.



# Responsibilities of the Club President



Lack of involvement beyond the club level including:

- Non Attendance at Region Meetings
- Attending other clubs functions
- District Training sessions
- Conventions
  - District
  - State
  - International



# Responsibilities of the Club President



## Possible Causes:

Club president and secretary are not attending district zone and cabinet meetings.

Club members do not attend any functions above the club level.

Club officers and members do not attend annual convention.

## Possible Solutions:

The constitution and by-laws state that the president and secretary of each club are members of the District Governor's Advisory Committee. They must attend the zone and cabinet meetings to know what is happening in their district.

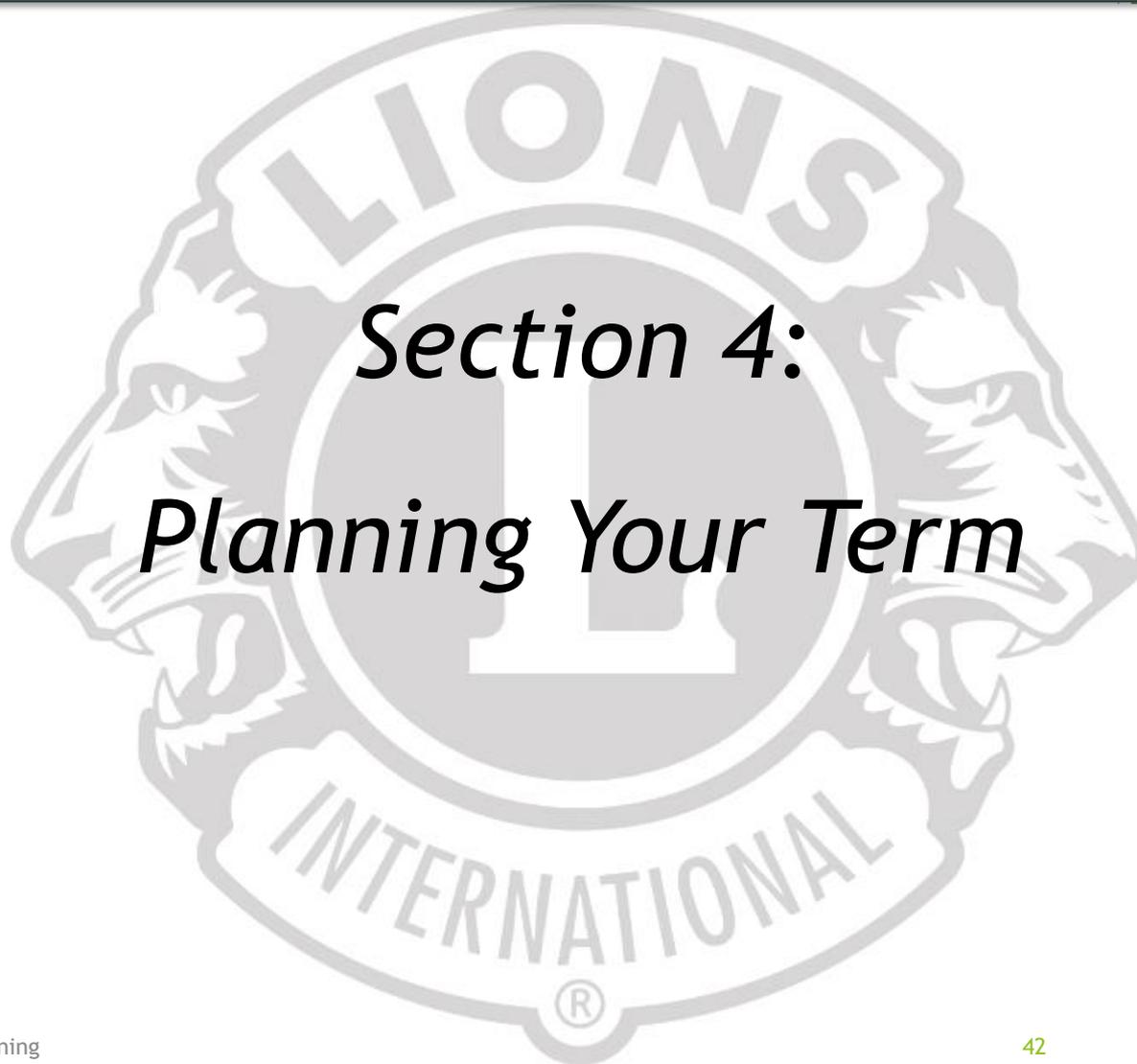
Club members are also invited to attend zone meetings. It is important that future Lions leaders attend these meetings to develop new skills and gain better understanding of operations beyond their club. They can also exchange ideas with Lions from other clubs.

Lions who attend the annual convention have many opportunities to attend various trainings and interact with Lions from around the world. Encourage members to participate in this invaluable experience.

## Outcome if not addressed:

Clubs that are not involved above the club level often have untrained officers and members lose sight of the goals and ideals of Lionism.





## *Section 4: Planning Your Term*



# Planning your Term



The goal of this section is to provide you with guidance for structuring your term as club president.

We will ...

- Identify ways to prepare for your new role and responsibilities
- Outline the ongoing actions you will need to undertake throughout your term
- Identify items to consider as your club transitions to the next leadership team





Before you officially take office, there are a several steps you can take to better prepare yourself.

## Preparing for your Term

- Attend Club Officer Training
- Meet with the current president to discuss matters that will continue into your club term
- Set goals for the year





You will also need to...

## Preparing for your Term

- Choose committee chairpersons
- Work with your treasurer and Finance Committee to:
  - Prepare the administrative and activities budgets
  - Select banking institution and petty cash reimbursement guidelines
  - Establish club dues based on the amount needed to maintain the financial health of the club





As your term progresses, be sure to...

## Ongoing

- Conduct regular meetings
- Communicate frequently to ensure members are up to date with club news and issues
- Handle correspondence promptly
  - Try to maintain a 24 hour standard
- Help select service projects
- Recruit new members
- Attend zone meetings and conventions
- Review monthly membership and activity reports





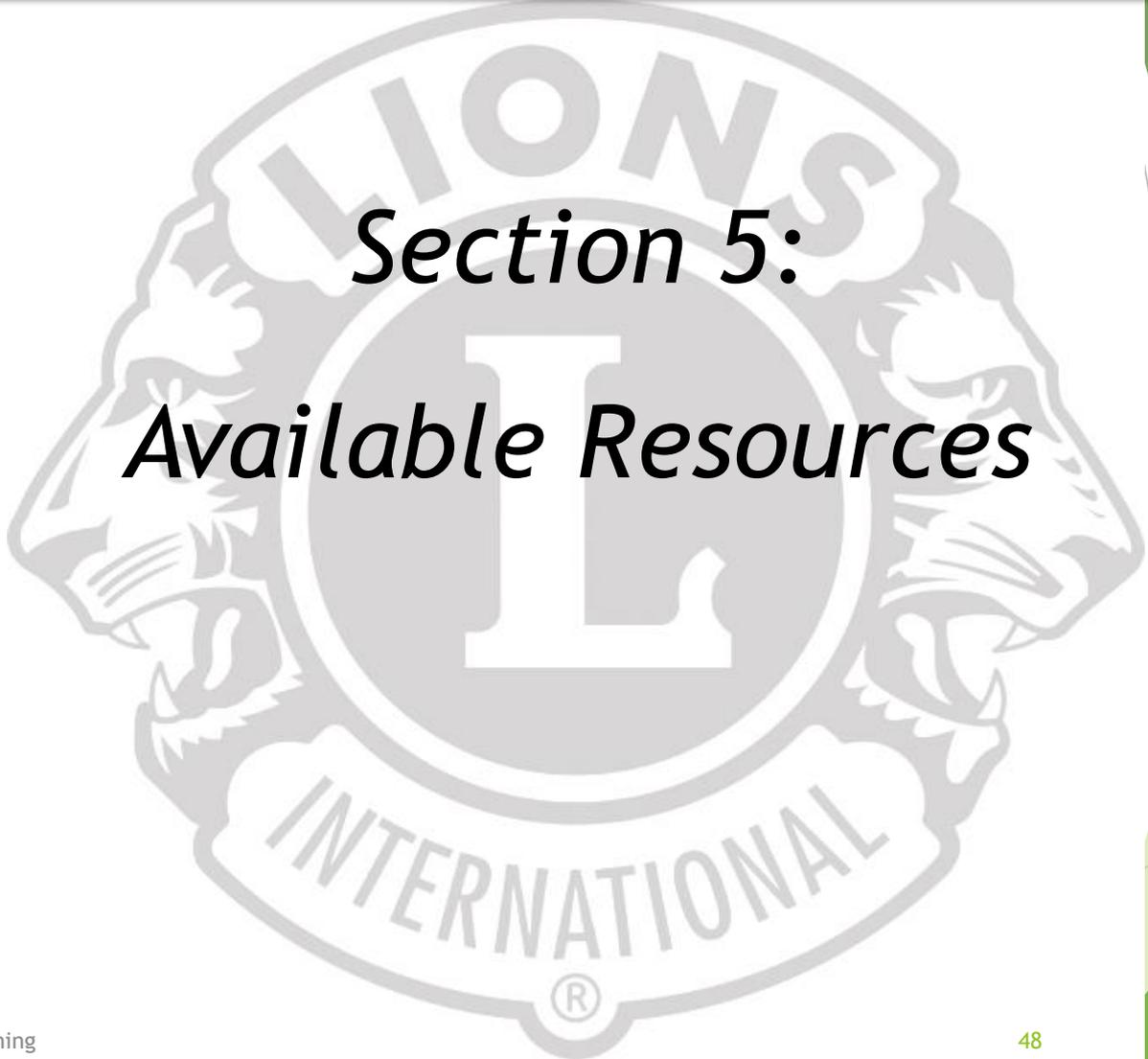
The ~~Before~~ ~~Learning~~ ~~Center~~ offers free online courses to assist members with leadership development.

## Additional Resources

Consider taking the following online courses:

- Managing Change
- Providing Community Service
- Team Motivation
- Promoting Innovation



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## *Section 5: Available Resources*





You can gain additional insight and information by familiarizing yourself with the documents and training material on the following Lions Clubs International website.

Webpages:

The Leadership Resource Center



The Lions Learning Center



Lions Clubs Member Resources



Managing a club





## Publications:

Constitutions and By-Laws  
LA-2 - Standard Club



Club Officer Team Manual



Art of Recognition



Blueprint for a Stronger Club





Thank you for participating.

If you have any questions, please contact:

[thomas.elsey@gmail.com](mailto:thomas.elsey@gmail.com)

or

The Region Chairperson

or

Zone Chairperson

