**Lions Presidents’ Course 2021**

**The “Foresight” Course**

**PREPARE** – Get ready for your term; What do you need to know?

**PLAN** – What are your goals? How will you achieve them?

**PROCEED** – Setting up committees, Planning with your Executive

**PASS** – Involving others, Planning transition

1. Prepare
* Discover the President’s role and responsibilities
* List what you need to learn
1. Plan
* Lay out your goals and objectives for your term
* Lay out step-by-step plans to achieve each goal/objective
1. Proceed
* Meet with your Executive to lay out your term goals
* Set up committees with strong Chairpersons
1. Pass
* Use your time in office to demonstrate how the job is done
* Plan with your successor for a smooth hand-over

**Preparing:**

**“Servant Leadership” (See pages 174 through 187 of the Lions Club Handbook)**

1. Learn the “President’s Role.” Start with this course. Some of you may have been a president previously. Some may have done reading, or “on-line” learning. And some may have observed and/or talked with previous president(s). All are good ways to discover.
2. Once you are aware of the roles and responsibilities of the president, you may discover some skills or information you may need, so:
3. Learn what you need to know:
* List out your concerns
* Seek out places to learn your answers (here for example)
1. Develop your skills:
* Leading a meeting
* Rules of Order
* Developing and Setting Agendas
* Proper minute taking

**Planning:**

**The “Key” to a successful year. Planning does not guarantee achieving all your goals, but rather it gives you direction to focus on so that failures become lessons.**

1. Set out your goals/objectives. Why did you accept the role? What do you hope to achieve/prove? Remember: “goals are just dreams with a plan!” Your goals could be personal, club oriented and/or aiding others in their advancement.
2. Lay out those goals and then plan one or two ways they could be achieved. Keep in mind two questions: are they realistic and can they be met in your term.

Here is a simple template to help in the measurement of the practicality of your goals; it is called “SMART”. Ask yourself is my goal:

**S**PECIFIC **M**EASURABLE
**A**CHIEVABLE
**R**ELEVANT
**T**IMELY

1. Discuss your plans with trusted Lions, friends, and family

**Proceeding:**

1. Setting up your committees and chairpersons is a priority and, ideally, should be done by July first.
2. Your first Executive meeting should include the Chairpersons. This is where you share your plans and goals for your term. Remember that not all may be in support of your plans or may present areas of concern. You will need to be flexible
3. All plans involving money must be reviewed with the Treasurer and Finance Committee before being Implemented.

**Pass:**

As President, you are a “Servant Leader.” Your time as President should serve as an example to others, that they may learn something of the job and see, that with the right planning, the position is not difficult. You need to be confident. Utilize the skills of other Lions and work with them, not dictate to them. This will help others to feel more comfortable about taking on the role of president.

1. Involve as many Lions as possible in all tasks, while trying to make them feel useful and valued
2. Encourage Lions to take on leadership roles on committees and projects
3. Recognize the efforts of your club members
4. Work with your successor to help with a smooth take-over by reviewing the previous year for its completions and setbacks and planning the swearing-in of the new executive.