

Welcome



You have been elected to the position of
Club President





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



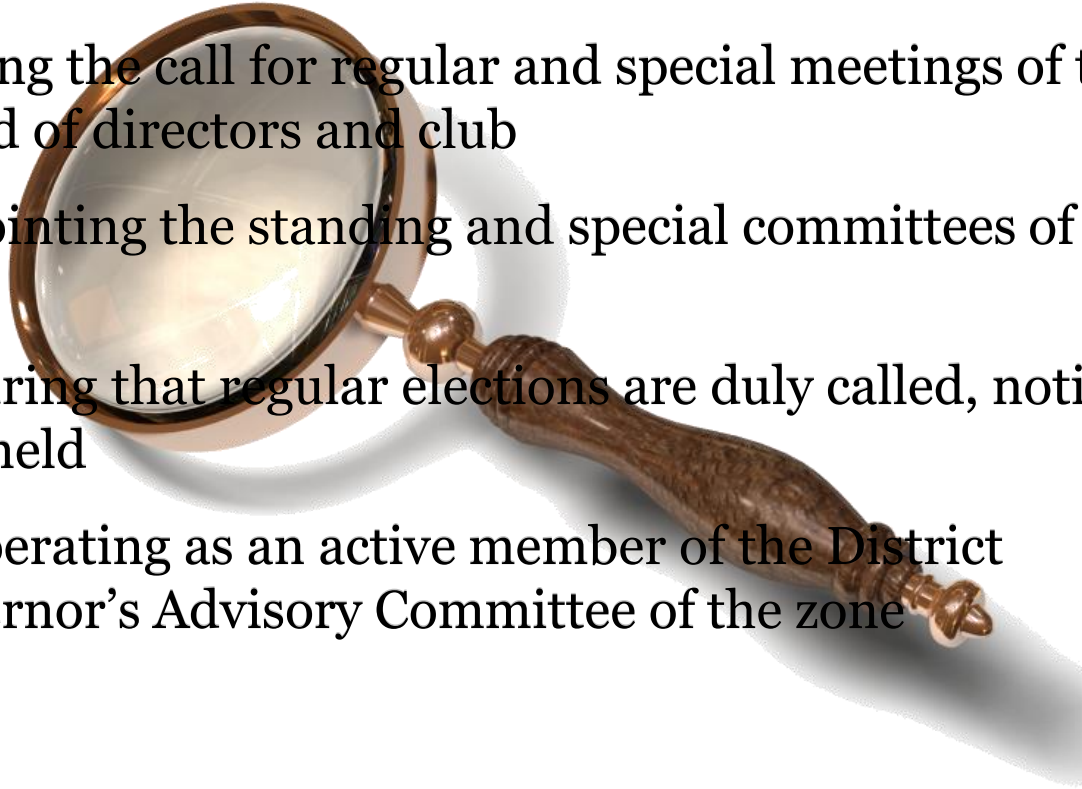
Responsibilities of the Club President



Let's take a closer look at presiding over meetings.

The Fundamentals

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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

- Start and end the meeting on time.
 - Follow the agreed upon procedure for conducting business.
 - Make the meeting fair for everyone.
 - Avoid political or religious discussions.
 - Treat everyone with respect and kindness.

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.




Sometimes your leadership will be tested at a meeting by members in conflict or by those questioning your authority.



Responsibilities of the Club President



When disputes arise and cannot be resolved quickly, the following resources may be of assistance:

- Dispute Resolution Guidelines 
- Club Dispute Resolution Procedures (LA-2, Article X) 
- Conflict Resolution course on the Lions Learning Center 





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.

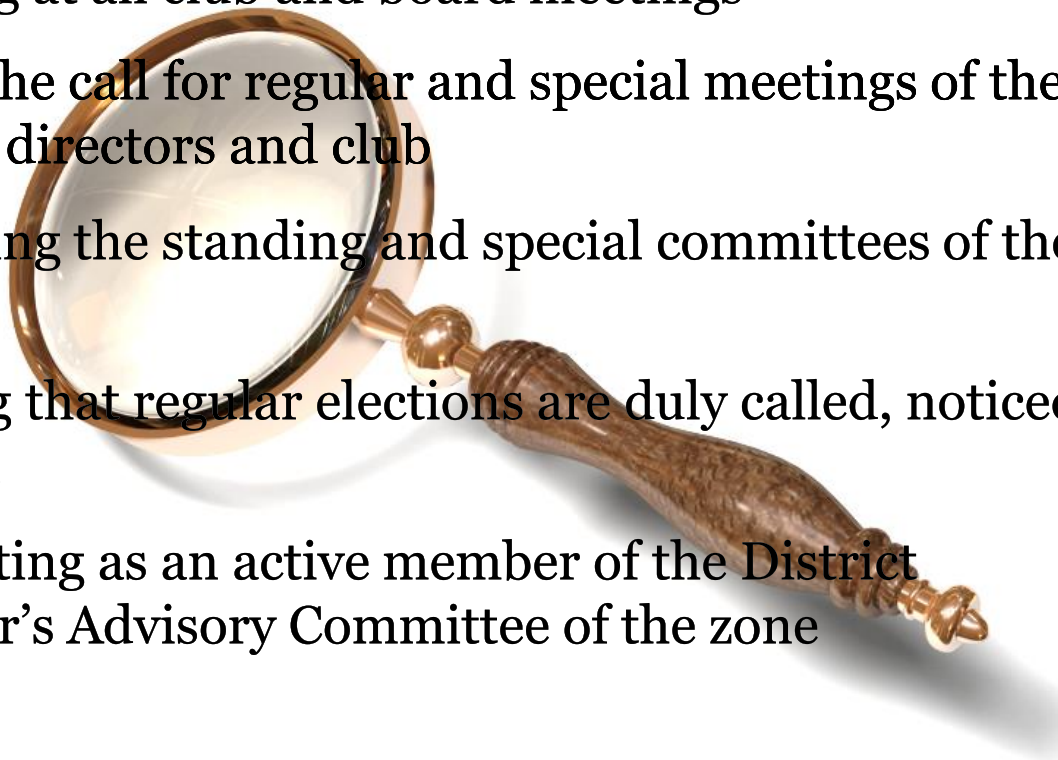


Responsibilities of the Club President



Just how many of these meetings will you be having?

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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





Declining Attendance



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.

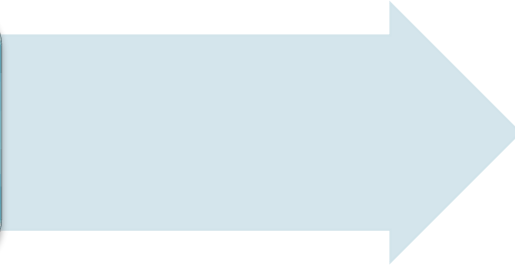


Responsibilities of the Club President



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



Your next responsibility deals with the appointment of standing and special committees of the club.

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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.



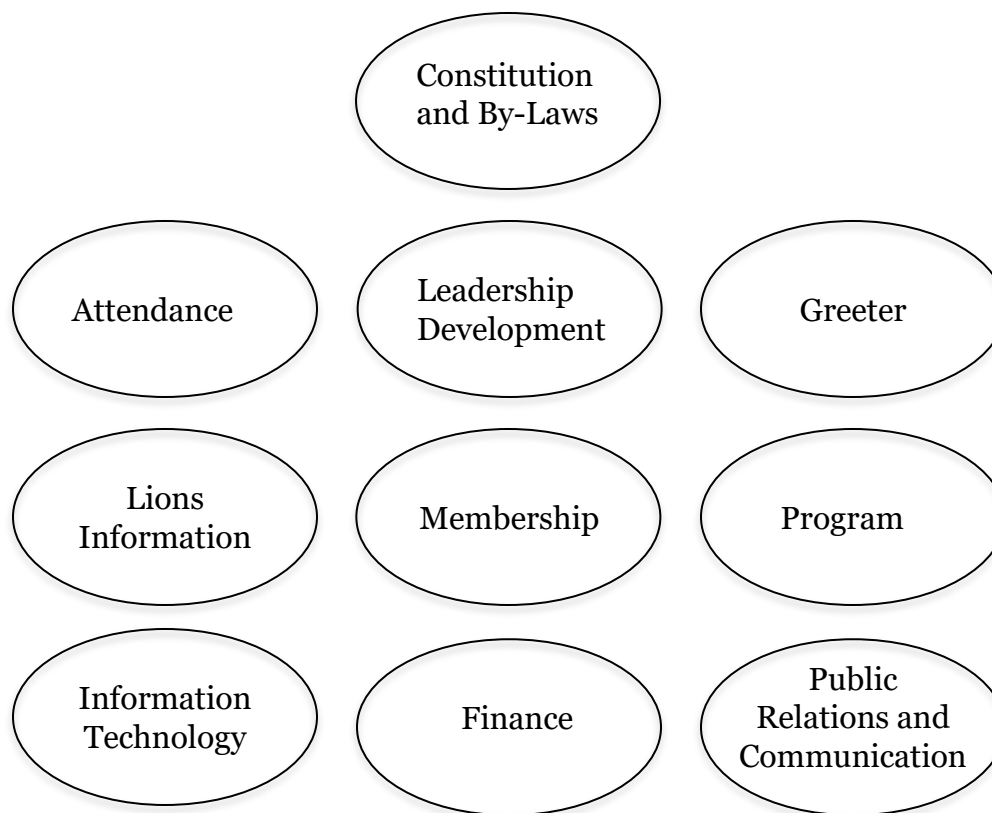
Responsibilities of the Club President



Here are some of the responsibilities of the Club President and Information Technology.

Administrative Committees

Administrative



Responsibilities of the Club President

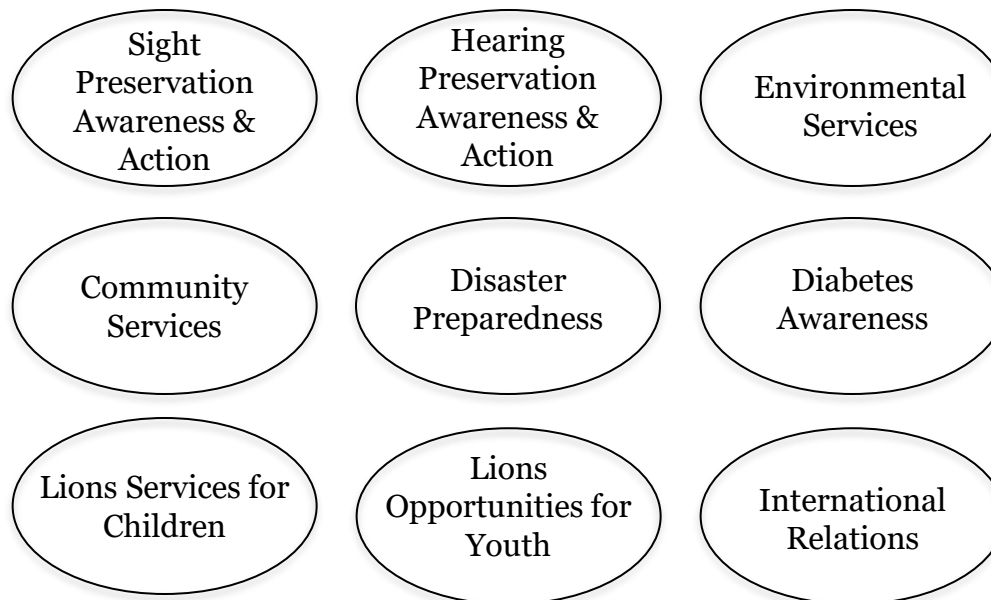


Here are some Activities Committees.

Additional Committees may be formed as needed.

Activities Committees

Activities



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



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 is important that you confer with the
1st and 2nd vice presidents
as they will be working closely with the committees.





Choosing the right chairperson and committee members is important. Choose those who:

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.

- 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.

Additional information can be found in the following:

The Standard Club Constitution and By-Laws (LA-2)



The Club Election Guidelines



Responsibilities of the Club President



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

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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.





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

Benefits

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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



Responsibilities of the Club President



The Global Leadership Team and Global Membership Team

Quick Note

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

Details of the GLT and GMT can be found at the Leadership Resource Center on the LCI website.



Responsibilities of the Club President



We are just about finished with this Section. but before we move on, let's review possible causes and solutions to lack of involvement beyond the club level.



Responsibilities of the Club President



What may be the reasons for the lack of involvement beyond the club level?

DISCUSSION 😊



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.



Responsibilities of the Club President



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

Additional Resources

Consider taking the following online courses:

- ☐ Meeting Management
- ☐ Conflict Resolution
- ☐ Decision Making
- ☐ Delegation

More information about the Lions Learning Center can be found here.





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





Planning Your Term



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:
 - Review the Blueprint for a Stronger Club 
 - Review the Club Excellence Program 
 - Review the requirements for the Club Excellence Award, listed in your workbook on page 14





You will also need to...

Preparing for your Term

- Choose committee chairpersons
 - Review section 3 of this online module for tips on choosing the right person
- 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



Planning your Term



Having already held the reins of your term in the club presidency, you will still play an important role in the club's success of the club by planning for an effective transition.

End of Term

- Transition to the next leadership team
 - Meet with the incoming president to discuss the status of the club and any plans or projects that are not yet completed
- Plan the Year-End Recognition/Appreciation Dinner
- Plan the Annual Meeting/Installation Dinner
- Apply for Club Excellence Award



Planning your Term



What goals do you hope to achieve during your term as club president?

Start your list now.





The Lions 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

More information about the Lions Learning Center can be found here.

