

| Lions Club Officer Duties and Timeline | | | | | | | | | | |
|--|---|--------------------------|------------------|--|--|--|----------------|----------|---------|----------|
| Date | Duty | | | | | | Responsibility | | | |
| | | | | | | | President | Secretar | Treasur | Administ |
| June | Prepare Budget | | | | | | X | X | X | |
| | Set Goals | | | | | | X | | | |
| | Set up Committes | | | | | | X | | | |
| | | | | | | | | | | |
| July 1 | Assume Office | | | | | | X | X | X | X |
| July 1 | Verify Member information in Lions Portal | | | | | | | X | | X |
| July 1 | Schedule DG/VDG for club visit | | | | | | X | | | |
| July 1 | Pay International Dues | | | | | | | | X | |
| July 1 | Pay District Dues | | | | | | | | X | |
| July 1 | Set up Zone Chair Visit | | | | | | X | | | |
| | | | | | | | | | | |
| Monthly | Enter Membership and Service in Lions Portal | | | | | | | X | | X |
| | | | | | | | | | | |
| August 1 | Sign up for September Region Meeting | | | | | | X | | | |
| | | | | | | | | | | |
| August 31 | Last Day for Club to submit application for Club Excellence Award | | | | | | X | X | | |
| | | | | | | | | | | |
| September 1 | Attend Region Meeting | | | | | | X | X | X | X |
| | Get Peace Poster Kits to Schools | | | | | | X | | | |
| | Start Midwinter Convention discussion | | | | | | X | X | X | X |
| | | | | | | | | | | |
| October 1 | Sign up for November Zone Meeting | | | | | | X | X | | |
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| November 15 | Verify Account Balances are paid for delegates voting | | | | | | X | X | X | |
| November 15 | Attend Zone Meeting | | | | | | X | X | X | |
| November 15 | Review MWC Checklist for deadlines | | | | | | X | X | X | |
| November 15 | File 990-N with IRS | | | | | | | | X | |
| | | | | | | | | | | |
| November 15 | Peace Poster must be submitted to DG-Hard deadline | | | | | | X | | | |
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| December | Check Submission Dates for Midwinter | | | | | | X | | | |
| | 17-Dec | Hall of Fame Award | with check to DG | | | | X | | | |
| | | Club Everyday Hero Award | | | | | X | | | |
| | | Deceased Members | | | | | X | | | |
| | | Parade of Green | | | | | X | | X | |
| | | Silent Auction Items | | | | | | | | |
| | | Jungle Days Bid | | | | | | | | |

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| December 15 | Make sure members are registered for Mid-Winter Convention | | | | | | X | | | |
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| January | Pay District and International Dues | | | | | | | | X | |
| | | | | | | | | | | |
| January 7 | Last Day to Sign Up for Mid-Winter Convention | | | | | | X | X | X | X |
| | | | | | | | | | | |
| January 13 | Melvin Jones Birthday | | | | | | X | | | |
| | | | | | | | | | | |
| January 15 | Register with State of Mn income >25,000 | | | | | | | | X | |
| | | Information For Charitable Organizations And Trusts | | | | | | | | |
| January 16-17 | Midwinter Convention | | | | | | X | X | X | X |
| | | | | | | | | | | |
| February | Register Members for March Zone Meetings | | | | | | X | X | | |
| February | Begin Officer nomination process | | | | | | X | | | |
| | | | | | | | | | | |
| March | Attend Zone Meeting | | | | | | X | X | X | X |
| | | | | | | | | | | |
| March | Announce slate of officers to club | | | | | | X | | | |
| | Sign up for MD5M Convention | | | | | | | | | |
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| April | Vote on next years club officers | | | | | | X | X | | |
| April 24-26 | MD5M Convention | | | | | | X | X | X | X |
| | | | | | | | | | | |
| Before May 15 | Submit PU101(slate of next years officers) to LCI | | | | | | | X | | |
| | | | | | | | | | | |
| May | Attend Officer Training | | | | | | X | X | X | |
| | | | | | | | | | | |
| June | New Officer Installation | | | | | | X | X | X | |
| June | Jungle Days Registration | | | | | | X | | | |