



# **CLUB PRESIDENTS, IPPs and VPs**

**MD-32  
OFFICER TRAINING**

**HANDBOOK #2**

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## **Introduction**

Congratulations! Serving as a club president or vice president is a privilege and honor bestowed by your fellow club members. Your term in office will offer many opportunities to learn new skills, enhance the experience of others, and grow as a leader. By taking advantage of the many opportunities to learn and grow, your term can have personal and professional development benefits that will last a lifetime.

Presidents and vice presidents, along with the elected directors of the club, set the tone of the club for the year. You have the opportunity and responsibility for recommending projects and setting goals. You can increase the club's passion for providing for those in need through creating enthusiasm for service the club performs by recognizing Lions for their accomplishments. You share responsibility for club meetings and attendance by ensuring that the meetings are productive, educational, and fun.

## **Club Presidents**

The president of a Lions club becomes the face of Lionism in the community. This can be an awesome opportunity as well as an awesome responsibility. The day a Lion becomes president, he/she also becomes an expert on all things about Lionism.

The club president is the chief executive officer of the club who presides at all meetings of the board of directors and the club. The president issues the call for regular meetings and special meetings of the board of directors and the club, and appoints the standing and special committees of the club while cooperating with chairpersons to ensure regular functioning and reporting of those committees. The president also sees that club officers are elected as provided by the club's constitution and by-laws, and cooperates as an active member of the district governor's advisory committee of the zone in which your club is located.

Although the president is the CEO of the club, the authority of the president is not absolute and it ends with the end of the term. It is the board of directors and members of the club who have the ultimate authority and the president is there to serve them.

The board of directors includes:

- the president
- the immediate past president
- vice presidents
- secretary
- treasurer
- Lion tamer (optional)
- tail twister (optional)
- membership chairperson
- LCIF Coordinator
- service chairperson (new)
- marketing and communication chairperson (new)
- safety officer (new & optional)
- any other elected directors (1-year and 2-year)

The board of directors have the following duties and powers:

1. 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.
2. It authorizes all expenditures and should not create any indebtedness beyond the current income of the club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
3. It has the power to modify, override, or rescind the action of any officer of the club.
4. It shall have the books, accounts, and operations of the 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 the club. Any member of the club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
5. It appoints, on recommendation of the finance committee, a bank or banks for the deposit of the funds of the club.
6. It appoints the surety for the bonding of any officer of the club.
7. It shall not authorize, nor permit, the expenditure, for any

administrative purpose, of the net income of projects or activities by which funds are raised from the public.

8. It submits all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
9. It maintains at least two (2) 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 not be for any administrative purpose.

Again, as a club president, your primary responsibilities will include:

- Presiding at all meetings of the board of directors and club
- 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 in which the club is located

The president should make committee appointments based on experience, capability, and expression of interest on the part of the club members. Although the president is an ex-officio member of all committees, it is important to let each chairperson and committee make their own decisions and recommendations. The president should only make suggestions if budget, time constraints, or Lions availability are not being met.

Common administrative committees:

- Constitution & Bylaws
- Program
- Information Technology
- Leadership Development
- Finance
- Public Relations and Communications
- Greeter
- Lions Information
- Membership

Common activities committees:

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

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

- Work with the zone chairperson to ensure every club in your zone operates efficiently and follows the Association's Constitution & Bylaws
- Promote attendance at the district, multiple district, and international conventions
- 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

Zone chairpersons are also part of the Global Leadership and Membership Teams. This allows them to be a great resource for leadership and membership development within your club.

Responsibilities of the Global Leadership Team:

- Identify and develop new Lions leaders at all levels
- Improve the relevance and effectiveness of LCI training and development programs by assessing leadership development needs and identifying resources to meet those needs
- Expand training at all levels of the association
- Customize training and development opportunities to accommodate regional and local needs
- Share best practices among areas
- Encourage implementation of new training tools
- Enhance Lions' understanding of the critical value of quality leadership

Responsibilities of the Global Membership Team:

- Maintain a knowledge and understanding of membership data and trends, and unique geographic/cultural characteristics
- Identify locations for new club development
- Aid in the development and implementation of area membership goals and strategic plans
- Identify and assist struggling clubs
- Identify and promote service opportunities
- Recognize and share successful membership strategies
- Know and promote LCI membership development resources and initiatives
- Emphasize communication, vision, planning, and collaboration

## Tips for a Successful Presidential Year

Get organized. Make copies of your club contact list, calendar (electronic or hard copies), and have them wherever you might need them. (On every computer or tablet you use, on your cell phone, near your home and work phones, and in your vehicles.)

Work with the club secretary to create standard agendas for club and board meetings. It will be easier to add and delete items when the individual meetings come up rather than start at the beginning for each meeting.

Never ask another Lion to do something that you would not be willing to do yourself.

Be prepared to support the club members in all they do. Provide something cold to drink if they are working on a hot day. Direct them to the resources they need if they are doing a new project. Many times, suggestions for service projects can be found on the LCI website, [www.lionsclub.org](http://www.lionsclub.org).

Work toward earning the Club Excellence Award from LCI. Download the application form early in the year, share it with your club and establish checkpoints throughout the year to meet the qualifications. Not only will this give you and your club something to be proud of, but it will also ensure that you have provided effective service for your community.

The Club Excellence Award recognizes clubs that are in good standing and achieve the following:

- Service Activities – The club hosted a minimum of three service projects and donated to LCIF to keep members active and engaged
- Membership Growth – The club attained a net membership growth or sponsored a new club or club branch to expand the services that are provided.
- Communications – The club communicated effectively with the public and internally with the members in a way that is positive and encouraged involvement.

- Leadership Development – The club officers were involved in district activities and participated in zone meetings to sharpen their leadership skills and become aware of the support that is available to the club.
- Club Development – The club hosted regular and meaningful meetings and submitted key reports in a timely manner.

The award application is approved by the district governor before it is submitted to Lions Clubs International.

## **Immediate Past Presidents**

A club's immediate past president brings a wealth of knowledge to the table. There may be club projects that were begun in his/her year or ongoing issues in the district or zone for which he/she can provide needed information to the new club officers.

### Constitutional Duties and Responsibilities:

- Serves as a member of the board of directors and follows directives for board members as listed in the C&BL.
- He/she and other past presidents shall officially greet members and guests at all club meetings.
- He/she and other past presidents shall represent the club in welcoming all new service-minded people in the community served by the club.

Assist the president and other officers, on request, as needed.

Identify and mentor Lions who are potential leaders, recommending them to the president as well as the district leadership.

### Tips for a Successful Year:

Remember, your year as CEO is over. Your function now is to support the club and new officers in any way you can without interfering with them.

Share information and resources that you have acquired with the new president.

Introduce the new president to district and multiple district leaders.

When leaders visit the club, greet them but then step away and let the president be their host.

## **Club Vice Presidents**

The vice presidents, in most clubs, will progress to the presidency of the club in order of their rank. In addition to his/her duties of the office, the time a Lion serves as a vice president provides an opportunity to learn more about the inner working of the club, get to know the other members better, and probably chair many of the standing committees in preparation for his/her year as president.

If the president is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy his/her position and perform his/her duties with the same authority as the president. Vice presidents assist the president and other officers, on request, and as needed.

Each vice president will, under the direction of the president, oversee the functioning of such committees as the president shall delegate so they will understand their responsibilities when they are president.

Vice Presidents should attend zone and district meetings when possible. When you are president, you will be a member of the District Governor's Advisory Committee. This will give you experience on what will be expected of you at that level.

Successful vice presidents attend all leadership training that is available. This will be helpful as you progress to the presidency of your club and beyond. Our district and multiple district GLT Coordinators offer training throughout the year.

### Tips for a Successful Year:

Get to know the leaders in your club and neighboring clubs on a personal basis. Be comfortable with asking them questions about things that puzzle you. Contact them when you have questions or are looking for resources.

Attend zone and district meetings when possible. When you are president, you will be a member of the District Governor's Advisory Committee. This will give you experience on what will be expected of you at that level.

Attend all leadership training that is available. This will be helpful to you as you progress to the presidency of your club and beyond. Your district and multiple district GLT Coordinators will offer training throughout the year

Training does not have to be limited to face-to-face meetings such as that offered at conventions, conferences, and the USA/Canada Lions Leadership Forum and the Institutes sponsored by LCI.

The USA/Canada Lions Leadership Forum's Lions University program ([www.lionsuniversity.org](http://www.lionsuniversity.org)) offers live webinars and recordings of past webinars that cover the topics that interest club leaders in the Bachelor's Program. The Master's Program focuses on District leadership, and the Doctorate Program focuses on training other Lions.

The LCI website has a wealth of on-line training in the Leadership Resource Center on the web site.

## **MyLCI Website**

The MyLCI website is a tool used by club officers to maintain member names and contact information, view and pay LCI statements, print membership cards, report and track the club's service activity, view miscellaneous reports, club rosters, create member mailing lists, designate the next year's officers, and report monthly membership.

Access to functions and data on the website is based on the user's current role within the Lions organization. Club presidents, secretaries, and treasurers need a user name and passwords to access MyLCI. You can choose your own password. Each officer must be registered with LCI with a unique email address.

After logging on to MyLCI, a training area is available to help you become comfortable with using the website. For more information about using MyLCI, contact the MyLCI Support Center at 630-468-6900, or by email at [mylci@lionsclubs.org](mailto:mylci@lionsclubs.org).

As club officers, you are encouraged to work with district officers to achieve shared objectives. The district governor, first vice district governor, second vice district governor, and region and zone chairs can help you with questions and problems that may arise during your year. The district directory will be an essential tool for communication with district officers and other club officers.

## **For all Club Officers**

The most important thing any of the executive officers can do for their Lions club is to support the Lions in all that they do. Just don't overwhelm them with too much support. Give them the opportunity to try new things and to make mistakes. When there are mistakes, look at them as learning opportunities.

The most important lesson on mistake making is to trust that, if you can learn from the current one, you'll also be able to learn from future ones. No matter what happens tomorrow you'll be able to get value from it, and apply it to the day after that. Progress won't be a straight line but if you keep learning you will have more successes than failures, and the mistakes you make along the way will help you get to where you want to go.

## **Links to LCI Resources**

Standard Club Constitution and By-Laws ([LA2.pdf](#))

Club Officers Manual ([LA15.pdf](#))

Club President & 1<sup>st</sup> Vice President [e-Book](#)

[Lions University, Bachelors Program](#)

Course 121: Club President

Lions Learning Center Courses ([Register/Log In link](#))

## **Source**

Lions Club Handbook, USA/Canada Lions Leadership Forum