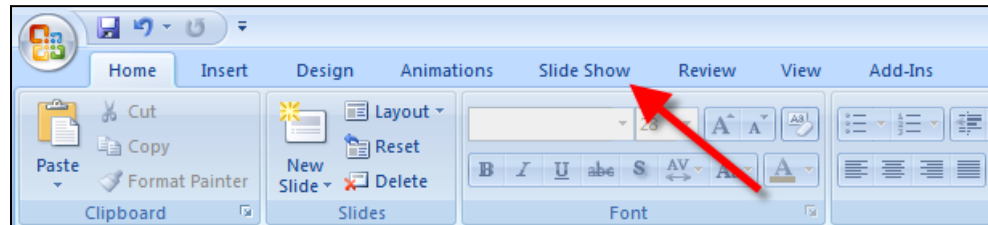


Before You Begin

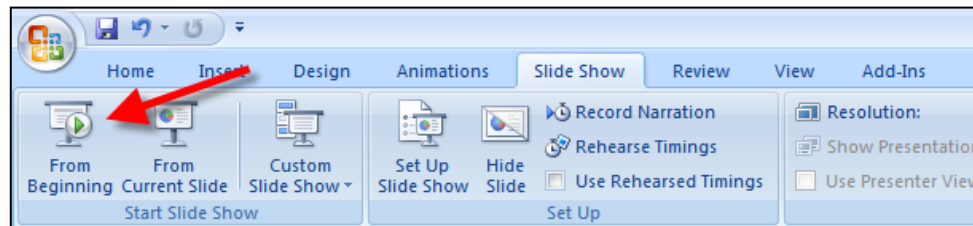
This presentation should be viewed as a
PowerPoint Slide Show

To view as a slide show:

1. Click on 'Slide Show' from the menu at the top of the screen.



2. Select 'From Beginning'



Before You Begin

Welcome to Club Officer Training

This online module is separated into 5 sections, which can be completed in a 30 – 45 minute session, or over a course of several sessions.



For additional assistance, contact your District 27-D1 Global Action Team:

GLT Lion Tony Sobczak tonysobczak@yahoo.com

GMT Lion Adam Crowson adam.crowson@gmail.com

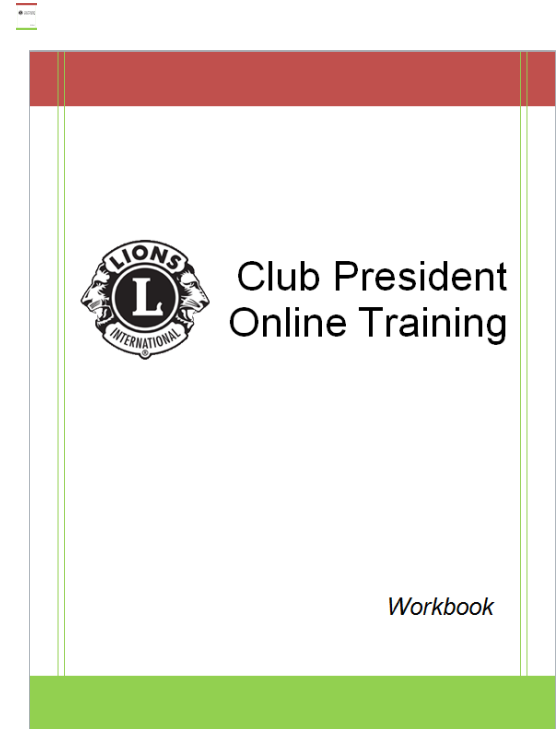
GST Lion Bruce Voight bfvoight@gmail.com



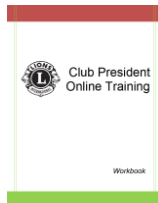
Workbook

This online module includes a workbook to enhance your learning experience.

Organized into 5 corresponding sections, it provides opportunities to take notes and obtain additional information to supplement the concepts addressed in this online module.



Click [here](#)




and print your workbook before continuing.





Navigation



You can navigate to various sections in the online module when certain icons appear.

Each slide runs through a timed program. Once that is complete, an arrow in the lower right hand corner  will indicate that you can click to the next slide when you are ready.

 indicates a link to a resource on the LCI website or publication. When you click on this icon, you will be directed to that resource. Links will also be available in the Resource section of this online module.

Clicking  returns you to the Table of Contents slide if you want to review or jump to specific sections.



Welcome



You have been elected to the position of
Club President



Objectives

This course will provide you with the basic information and resources necessary to prepare you for your new position.

Upon completion of this course, you will be able to:

- Recognize the purpose of a Lions club and its placement within the structure of the Lions Clubs International
- Summarize the responsibilities of club president
- Apply knowledge of responsibilities to common scenarios that club presidents may encounter
- Access additional resources as needed



Table of Contents

Click on the links below to navigate to a specific section, or click the arrow to continue to Section 1.

Section 1: [Introduction](#)

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

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

Section 4: [Planning Your Term](#)

Section 5: [Resources](#)





Welcome to Section 1: *Introduction*

Please turn to page 1 of your workbook.





As president, you will lead your club in service activities that help support your local community and surrounding areas.

However, it's also important to remember that you are a part of something much bigger.

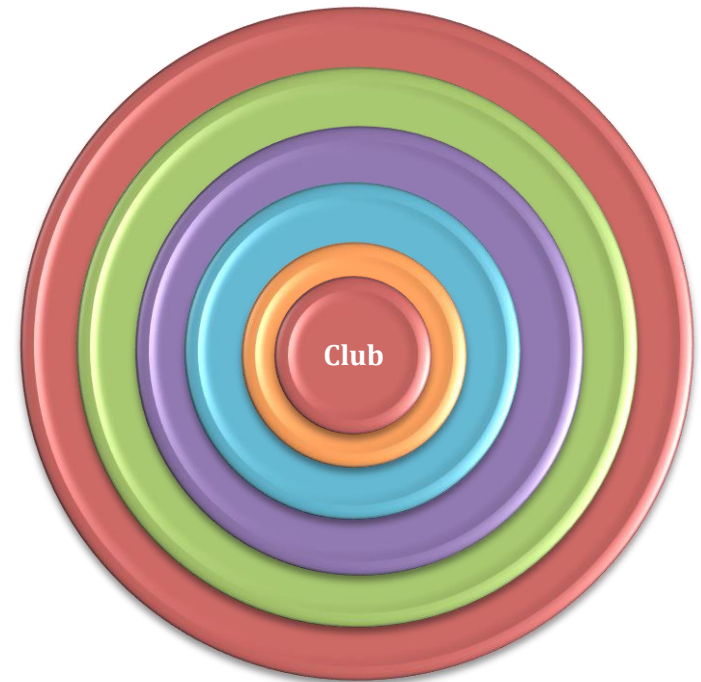


Structure of Lions Clubs International



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

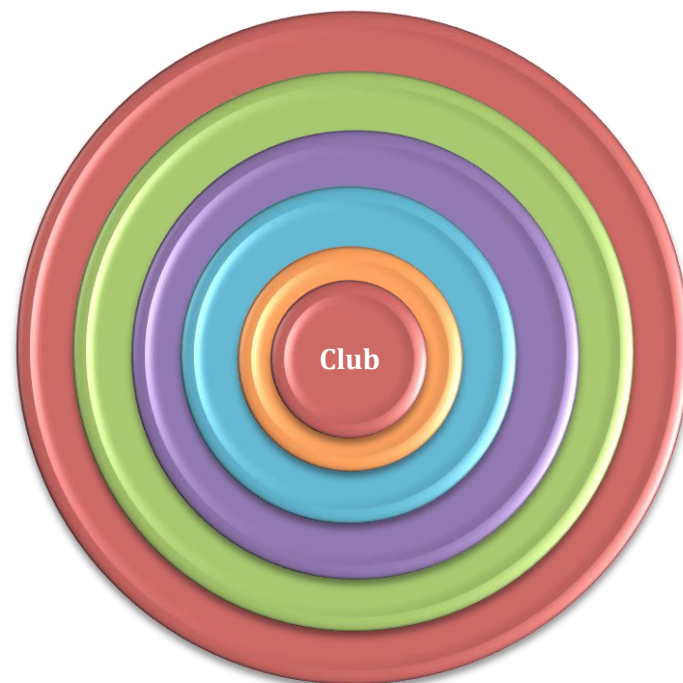
This structure facilitates communication and promotes service on a local, regional and global scale.



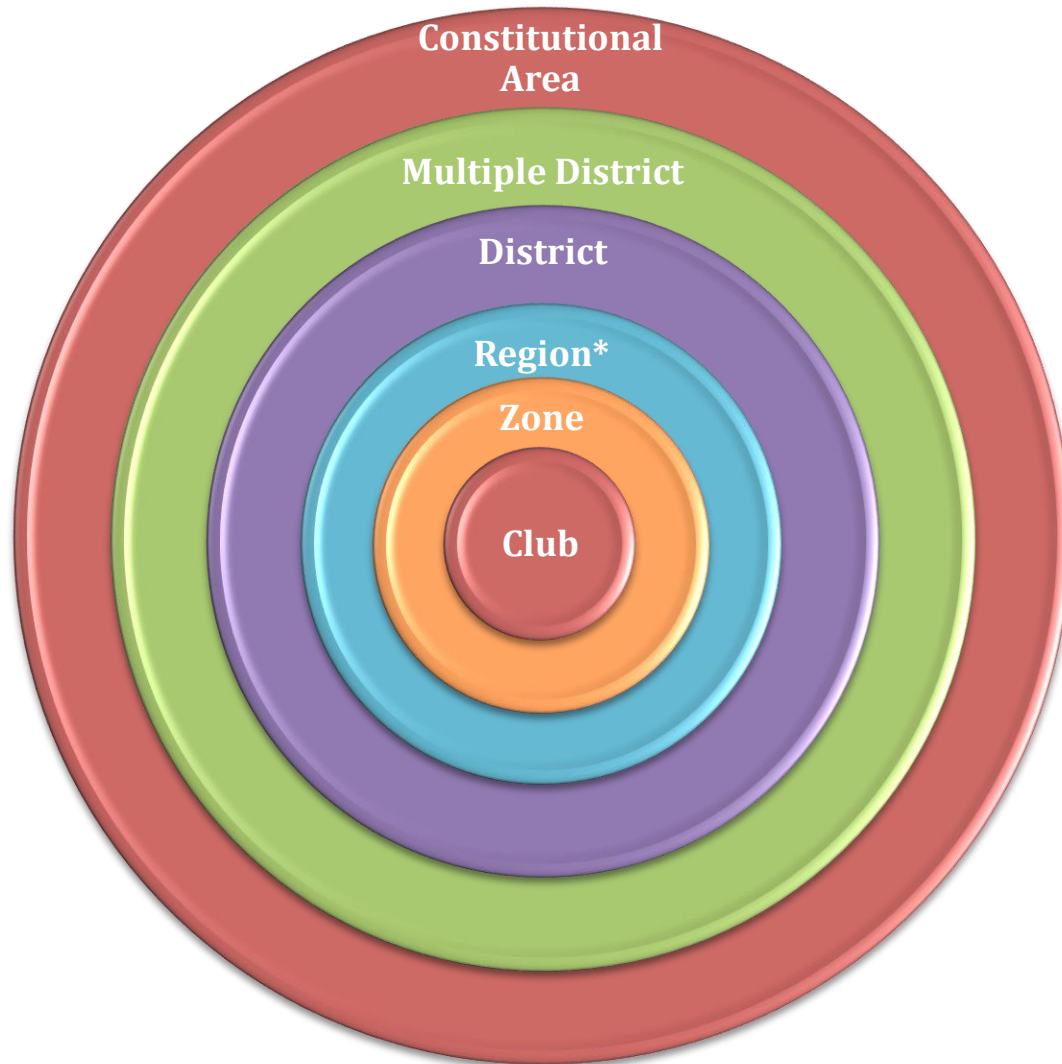


The next slide will help you complete page 1 in your workbook.

Please take a moment to complete this section.



Structure of Lions Clubs International

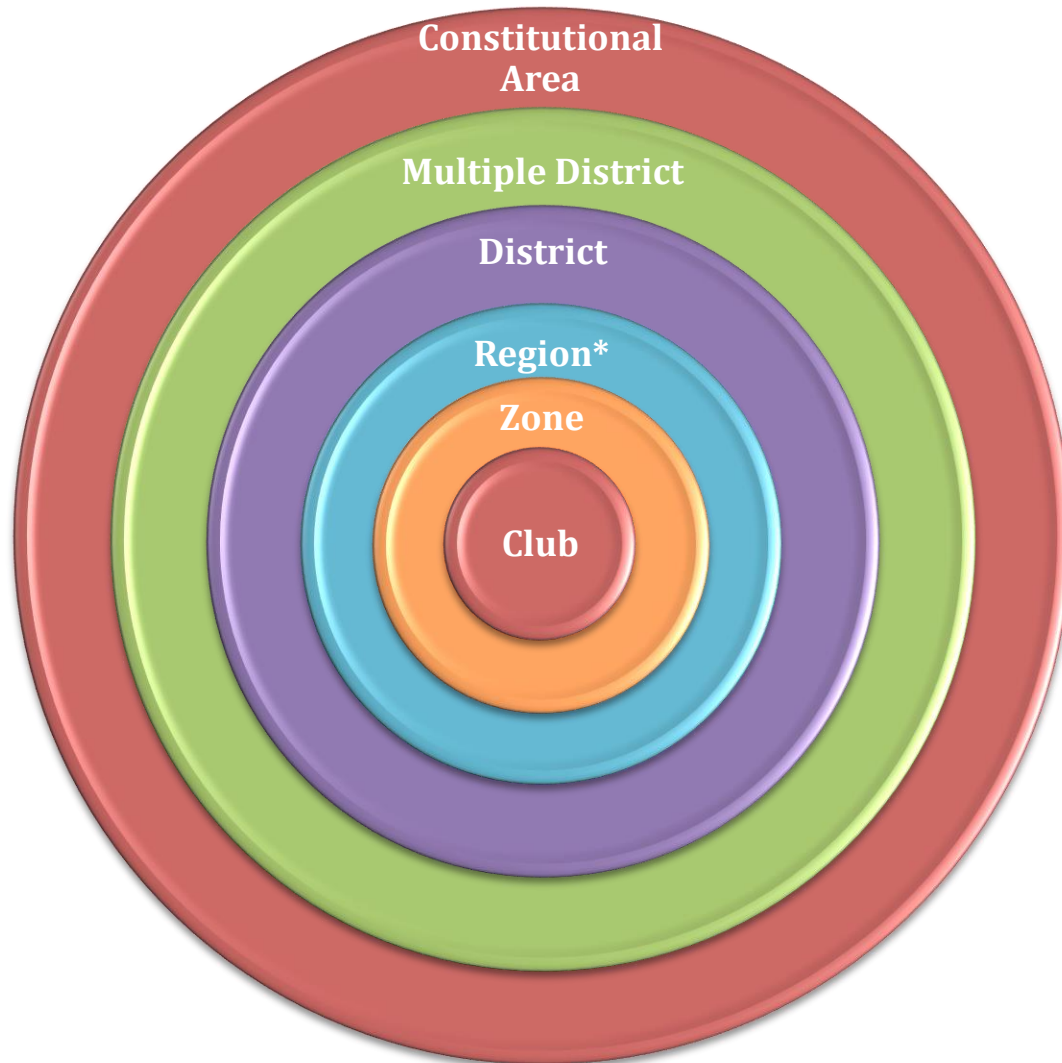


- A club consists of a minimum of 20 members
- A zone consists of 4 – 8 clubs
- A region consists of 10 – 16 clubs *
- A district is comprised of at least 35 clubs with 1250 active members
- Several districts in a given geographical area comprise a multiple district
- Each Lions club is located in one of the seven 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.

Let's do a quick check of the Standard Club Constitution and By-Laws to see if you know all the purposes of a Lions club.



Purpose of Lions Clubs



You will see a series of statements.
Select “Yes” if the statement reflects one of the stated purposes
of Lions clubs or select “No” if it is not a stated purpose of
Lions clubs.



Purpose of Lions Clubs



Here is the first statement.

The purpose of Lions clubs is...

To unite the members in the bonds of friendship, good fellowship and mutual understanding.

Click on either YES or NO

YES

This is one of the stated purposes of Lions clubs



Purpose of Lions Clubs



Here is the next statement.

The purpose of Lions clubs is...

To encourage service-minded people to serve their community without personal financial rewards, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

Click on either YES or NO

YES

This is one of the stated purposes of Lions clubs



Purpose of Lions Clubs



Are you ready for another one?

The purpose of Lions clubs is...

To take an active interest in the civic, cultural, social and moral welfare of the community.

Click on either YES or NO

YES

This is one of the stated purposes of Lions clubs



Purpose of Lions Clubs



Okay, those were a little easy.
Let's try one that is a bit more difficult.

Which of the following statements is NOT a stated purposes of Lions clubs?

Click on your answer.

To create and foster a spirit of understanding among the people of the world.

To promote the principles of good government and good citizenship.

To promote political leaders who support the mission of Lions clubs.

To provide a forum for the open discussion of all matters of public interest...

You can review all 6 statements of purpose in Article II of the Standard Club Constitution



Purpose of Lions Clubs



How can you help promote the mission and purpose of
Lions clubs?

Write your answer on page 2 of your workbook.





Welcome to Section 2: Your Club Leadership Team

Please turn to page 3 of your workbook.





Each Lions club is comprised of a team of leaders that support the activities of the club.

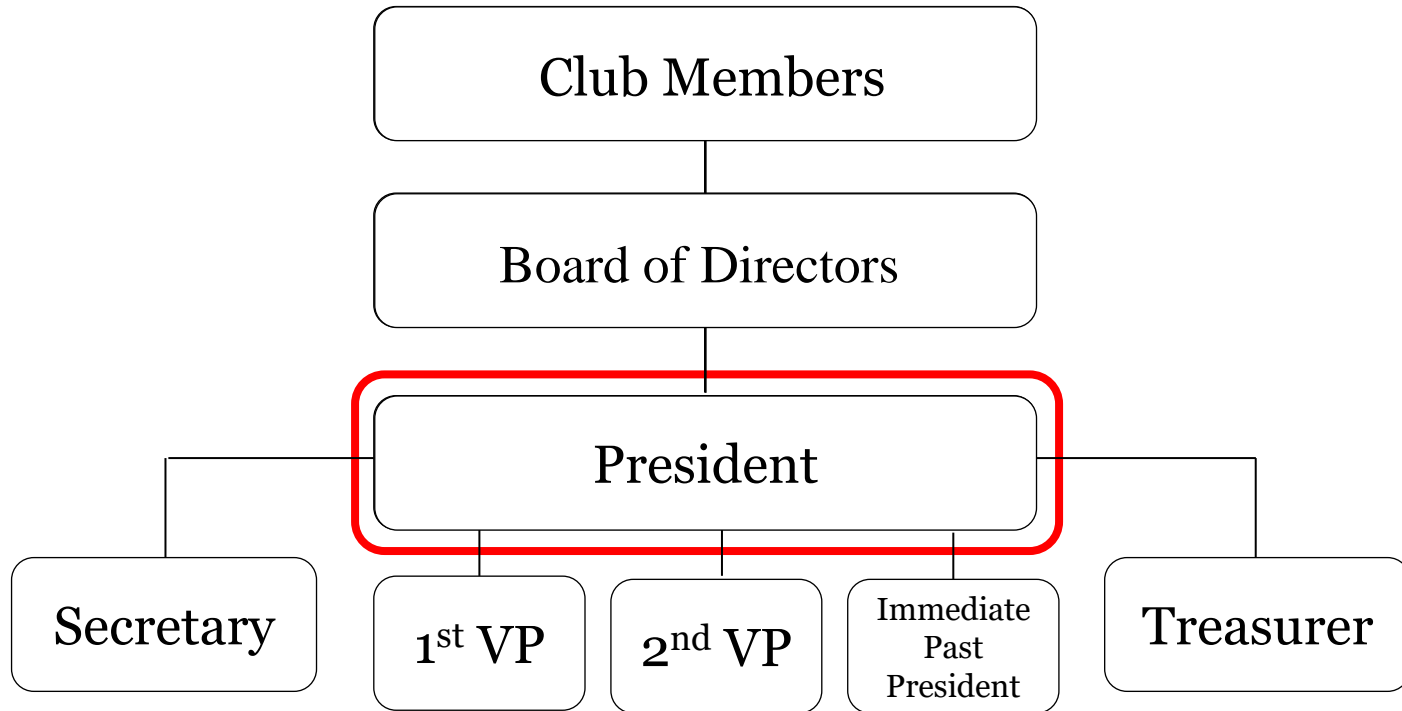
The next slide will help you complete the club organizational chart on page 3 of your workbook.



Your Club Leadership Team



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

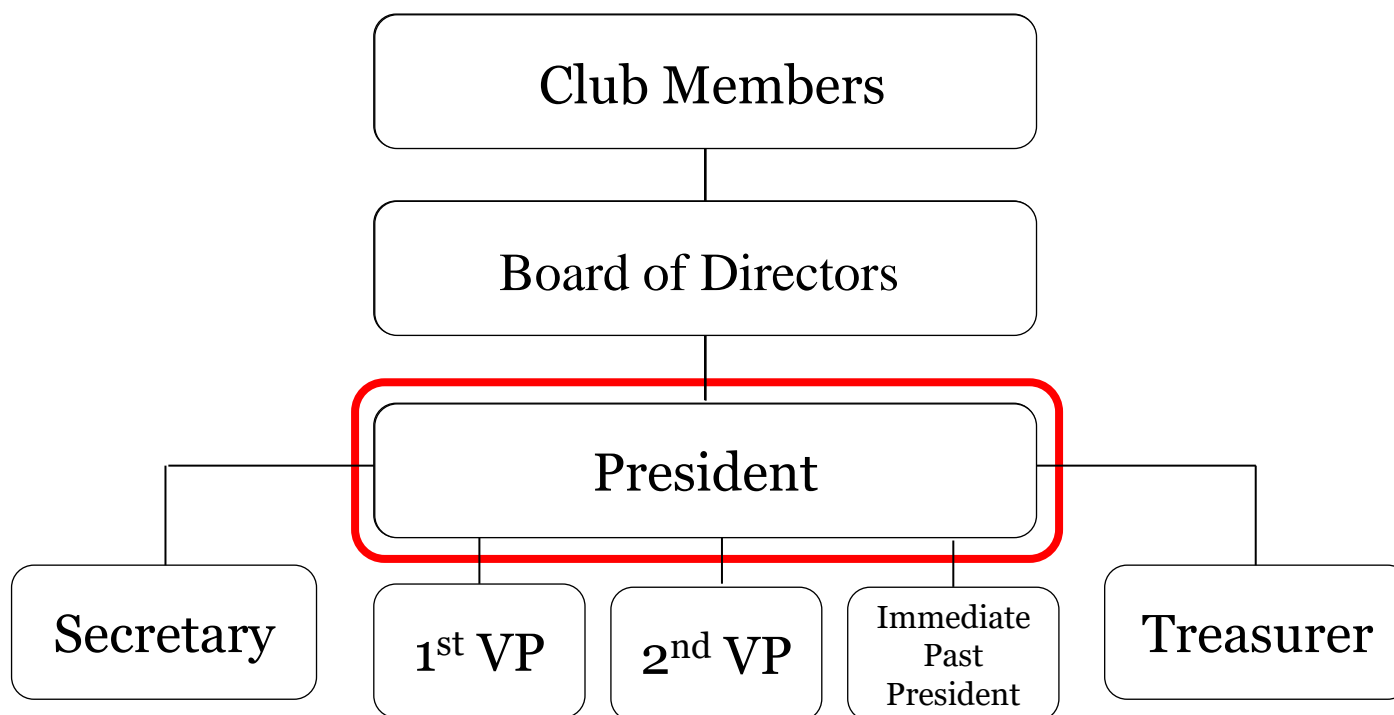


Your Club Leadership Team



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





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

The board of directors includes:

- the president
- the immediate past president
- vice presidents
- secretary
- treasurer
- Lion tamer (optional)
- tail twister (optional)
- membership chairperson
- service chairperson
- any other elected directors

A description of each role can be found on the Club Officers webpage



Your Club Leadership Team



Now let's take a quick look at your shared responsibilities.
Together the board of directors shall...

Consider and shape all new business and policy of the club prior to presentation to and approval by the club members.

Authorize all expenditures and shall not create any indebtedness of the club.

Have the power to modify, override or rescind the action of any officer of the club.

Appoint the surety for the bonding of any officer of the club.

Appoint, on recommendation of the finance committee, a bank or banks for the deposit of funds of the club.

Have the books, accounts and operations of the club audited annually.

Maintain at least two (2) separate funds governed by generally accepted accounting practices.

Not authorize the expenditure for administrative purposes, any net funds raised from the public.

Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation.



Your Club Leadership Team



What are some things you can do as club president to ensure your club leadership team works well together?

Record your answer on page 4 of your workbook.





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

Additional Resources

Consider taking the following online courses:

- ☐ Introduction to Lions Leadership
- ☐ Writing Your Personal Mission Statement
- ☐ Goal Setting
- ☐ Effective Teams

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



You will need to log onto MyLion.





Welcome to Section 3: Responsibilities of the Club President

Please turn to page 5 of your workbook.



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 – Attend Zone Meetings



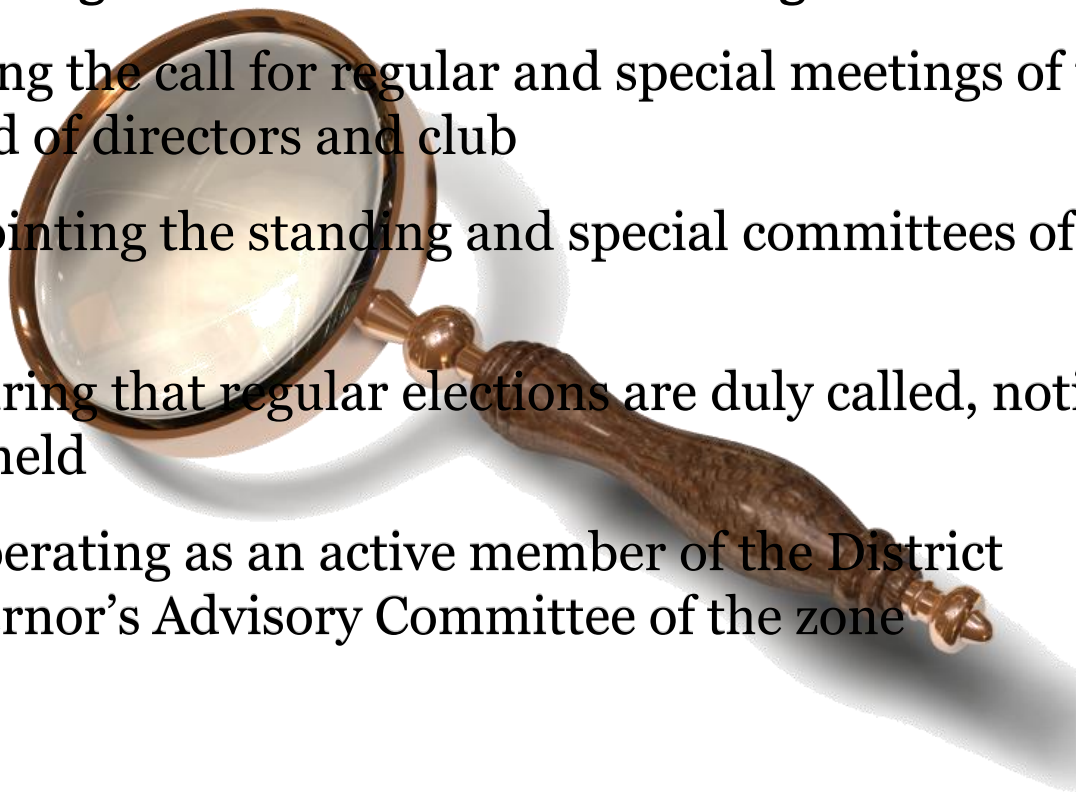
Responsibilities of the Club President



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

The Fundamentals

- ❖ 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

Turn to page 5 of your workbook to take notes.



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.



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 



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 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.

Please refer to page 6 of your workbook for additional ideas.



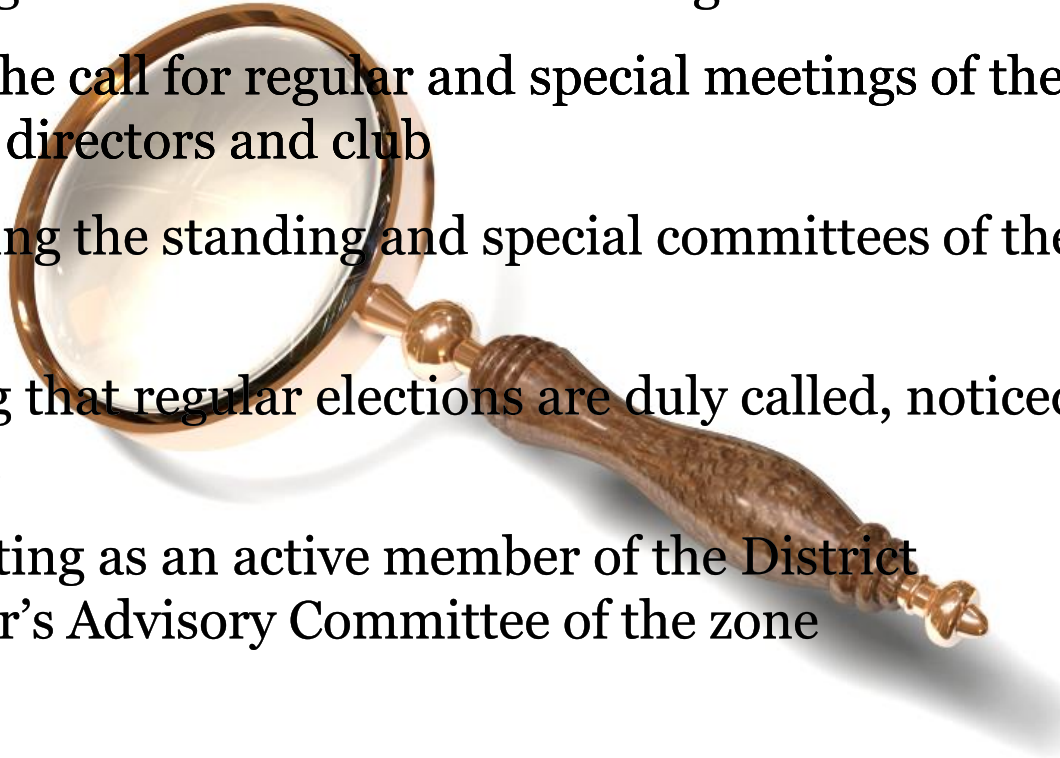
Responsibilities of the Club President



Let's take a closer look.

Just how many of these meetings will you be having?

- ❖ 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.

Types of Meetings

The following schedule is common:

Monthly

- Board of Directors regular meeting
- Club regular meeting

Annually

- Officer transition meeting
- Charter Anniversary

As Needed

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



Responsibilities of the Club President



Scenario #1: Declining Attendance

Turn to page 7 of your workbook. Read the scenario and answer the questions.

When you are finished, click the arrow to go to the next slide.



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.

- ❖ 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



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.

Please turn to page 8 of your workbook.



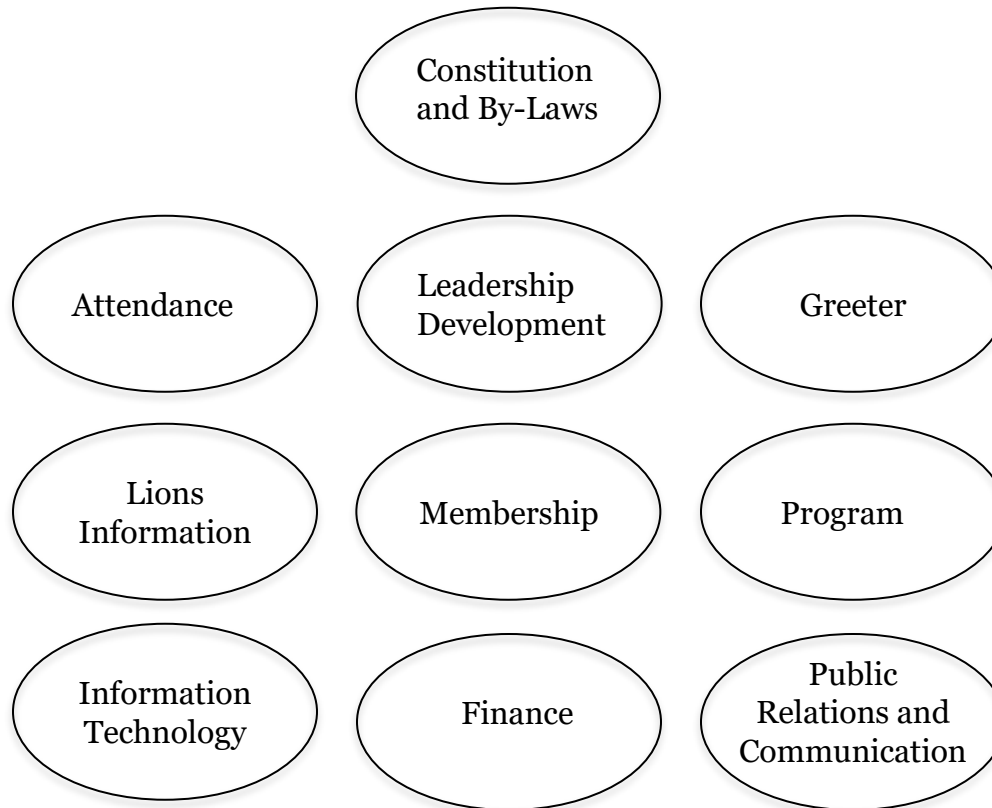
Responsibilities of the Club President



Here are some common Administrative Committees.
You may consider adding a few, if not already in place, especially
Leadership Development and Information Technology.

Administrative Committees

Administrative



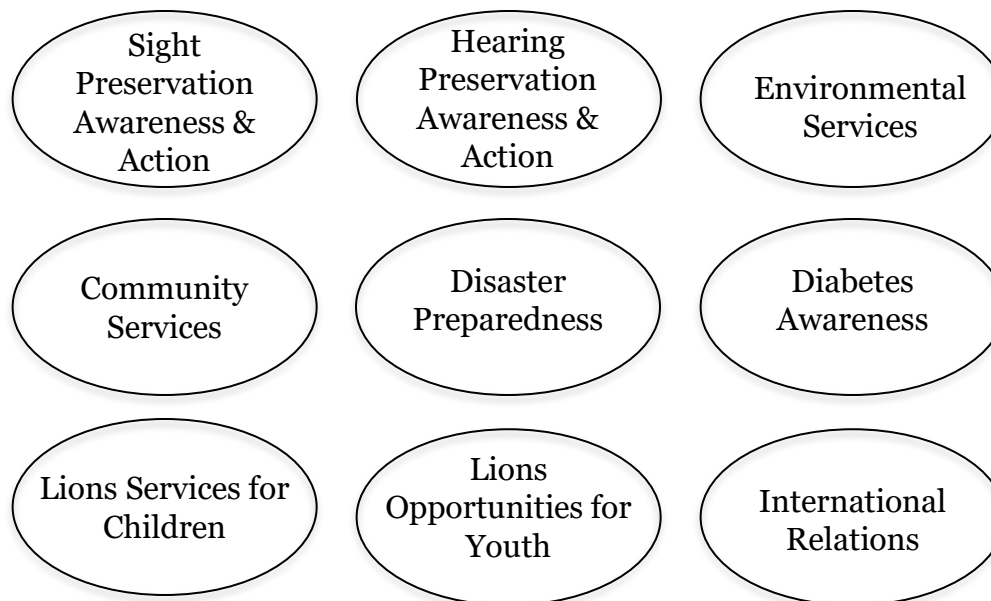
Responsibilities of the Club President



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

Activities

Activities Committees



Responsibilities of the Club President



Committee chairpersons are appointed by the president, with the exception of the Membership Chairperson and Service Chairperson, 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.



Responsibilities of the Club President



Please refer to pages 8 & 9 of your workbook.

As you review the next two slides, answer the questions in your workbook.



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



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

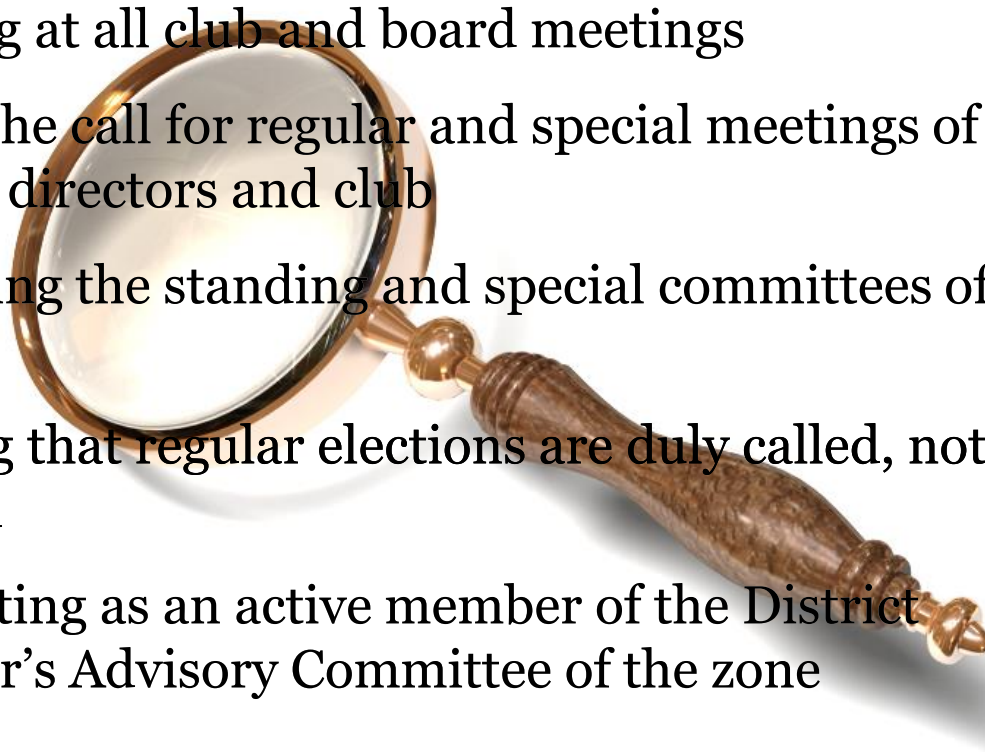


Responsibilities of the Club President



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



You can take notes on page 9 of your workbook.



Responsibilities of the Club President



A few 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 February or March. Club members must be informed of the meeting at least 14 days in advance.
- An election meeting needs to take place in March or 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



Additional information can be found in the following:

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



Club Management Resources

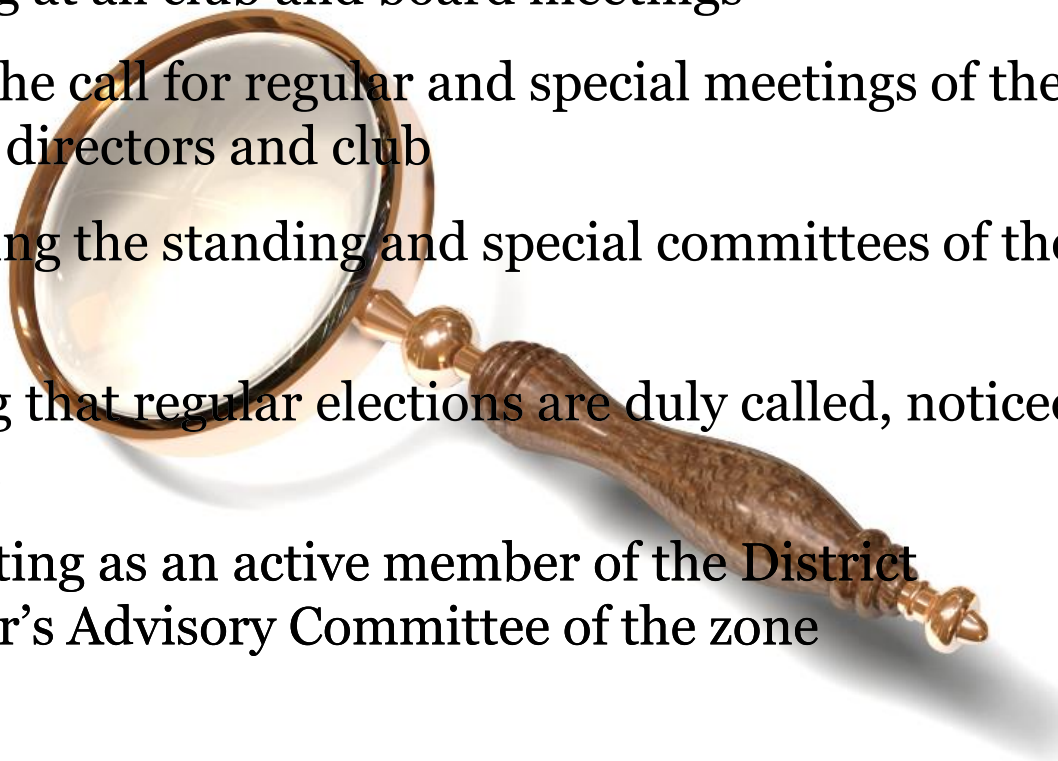


Responsibilities of the Club President



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

- ❖ 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





The District Governor's Advisory Committee

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.

Please answer the question on page 10 of your workbook. 

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

Benefits

Please answer the question on page 11 of your workbook.



Responsibilities of the Club President



The Global Action Team (GAT) is made up of the Global Leadership Team (GLT), Global Membership Team (GMT) and Global Service Team (GST)

Quick Note

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

Details of the GLT, GMT & GST can be found in your workbook on page 11 & 12 or at the Leadership Resource Center on the LCI website.



Responsibilities of the Club President



We are just about finished with Section 3.

Before moving on, let's review possible causes and solutions to lack of involvement beyond the club level.



Responsibilities of the Club President



Scenario #2: Lack of involvement beyond the club level

Turn to page 13 of your workbook. Read the scenario and answer the questions.

When you are finished, click the arrow to go to the next slide.



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.





Welcome to Section 4: Planning Your Term

Please turn to page 14 of your workbook.



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:
 - 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



You have reached the end of your term as club president.

You will still play an important role in the future 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?

List these on page 16 in your workbook.



Planning your Term



Before we finish...

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.





Welcome to Section 5:

Resources

Please turn to page 17 of your workbook.





There is much to remember as you begin your term as club president.

At any time, you can review this entire presentation or return to a specific section.





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

MyLion



Club Officers



The Club Resource Center



The Lions Learning Center



Lions Clubs Member Resources



Managing a club





If you haven't accessed these publications during the presentation, you can do so now by clicking on the links provided.

Publications:

Constitutions and By-Laws



LA-1 – International

LA-2 – Standard Club

LA-4 – District

Club Officer Webpage



Art of Recognition



Blueprint for a Stronger Club





Have we met our objectives?

In this online module we have:

- ✓ Examined the purpose of your club and the important position clubs hold within the structure of Lions Clubs International
- ✓ Summarized the many responsibilities you have as club president
- ✓ Made available opportunities to respond to typical scenarios club presidents can encounter
- ✓ Provided links to additional resources you may need





Congratulations on completing the first part of your
Club President Training.



Your next step will be to complete club president training at
your district level. Here you will gain additional information
and discuss club officer teamwork, setting goals and creating
action plans.





Thank you for participating!

If you have any questions, please contact your
District 27-D1 Global Action Team:

GLT Lion Tony Sobczak tonysobczak@yahoo.com

GMT Lion Adam Crowson adam.Crowson@gmail.com

GST Lion Bruce Voight bfvoight@gmail.com

Or

Leadership@Lionsclubs.org

