

Welcome



You have been elected to the position of
Club President



Objectives

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

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



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Introduction - Structure of Lions Clubs International

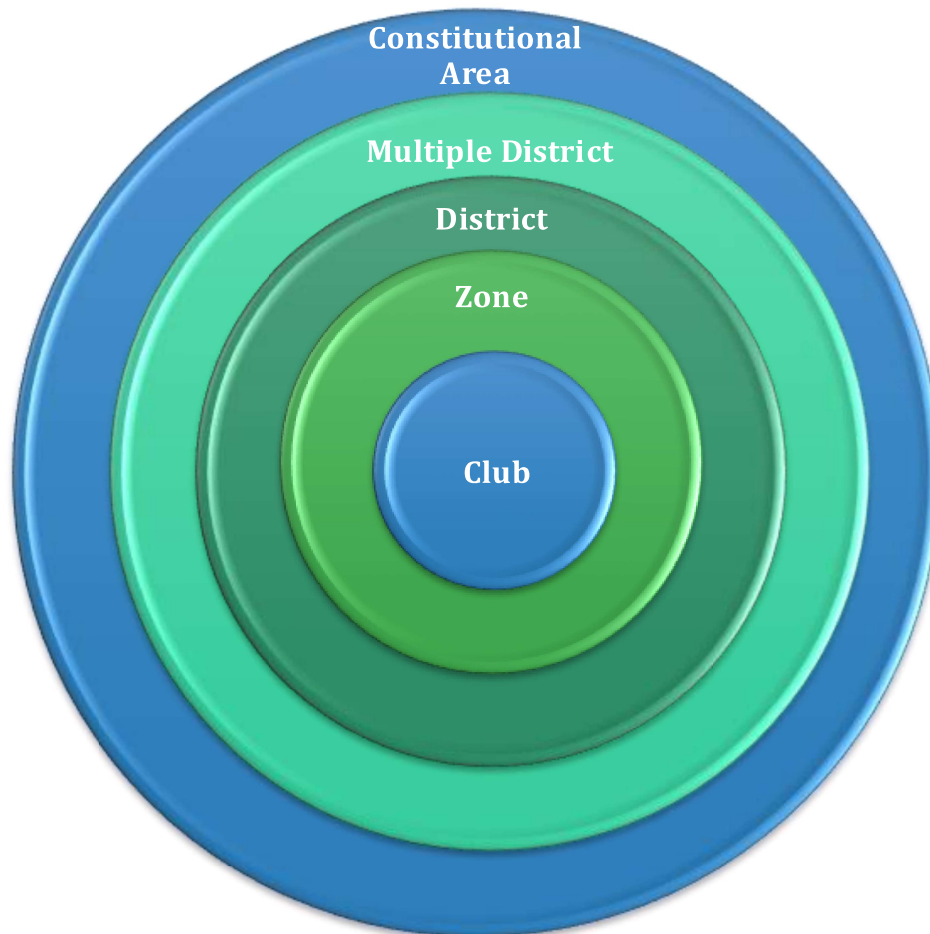


Lions Clubs International is comprised of a large network of Lions, with clubs at the center.

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



Structure of Lions Clubs International



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A club consists of a minimum of 20 members (4-56)

- A zone consists of 4 - 8 clubs
- A district is comprised of at least 35 clubs with 1250 active members (currently 1277)
- Several districts in a given geographical area comprise a multiple district (MD105)
- Each Lions club is located in one of the eight Constitutional Areas, which is represented by at least one international director (CA4 Europe)





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



The purpose of Lions clubs is...

Here is the first statement.

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



The purpose of Lions clubs is...

~~Here is the next statement.~~ *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



The purpose of Lions clubs is...

Are you ready for another one?

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



Which of the following statements is NOT a stated purposes of Lions clubs?
Okay, those were a little easy.
Let's try one that is a bit more difficult.
Click on your answer.

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

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

To promote the principles of good government and good citizenship.

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

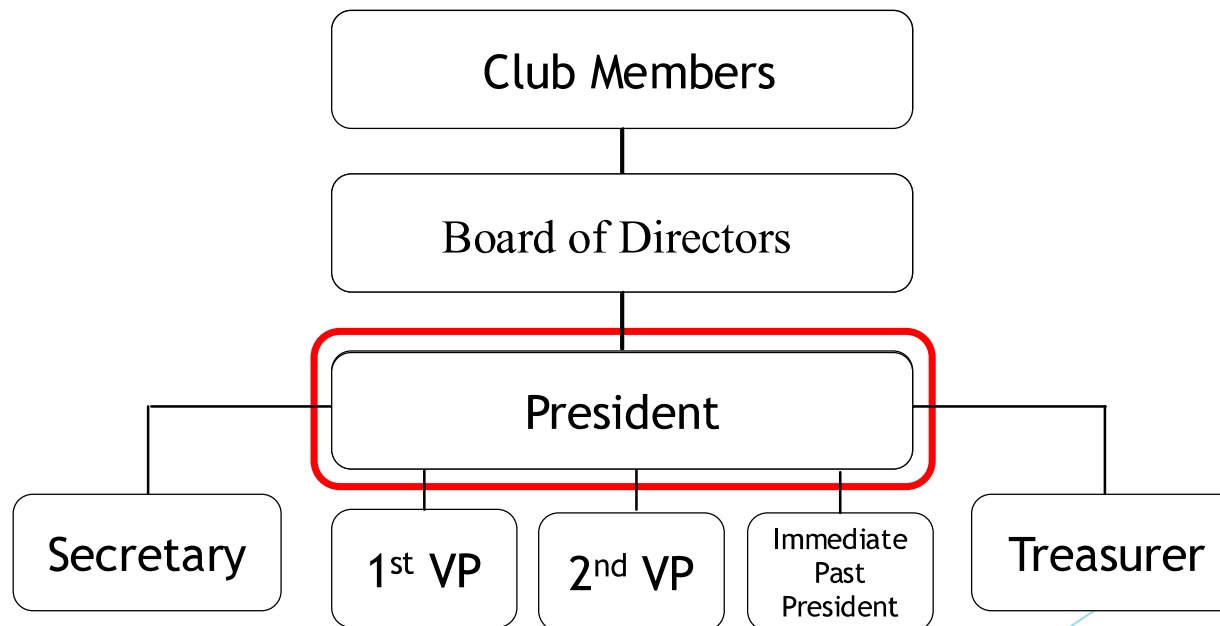


Section 2 - Your Club Leadership Team



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

- You have limited power (not 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



Your Club Leadership Team



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The board of directors includes:

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



Your Club Leadership Team



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

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.



Developing Leadership Skills



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.



Section 3 - 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



Managing an Effective Meeting 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



Managing an Effective Meeting 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



Phase 2 - Facilitation

Facilitating a meeting takes skill.

- Start and end the meeting on time.

One needs to develop the ability to assert themselves when necessary and sometimes deal with disharmonious behavior.

- Follow the agreed upon procedure for conducting business.

Also, one should abide by some common courtesies.

- 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.

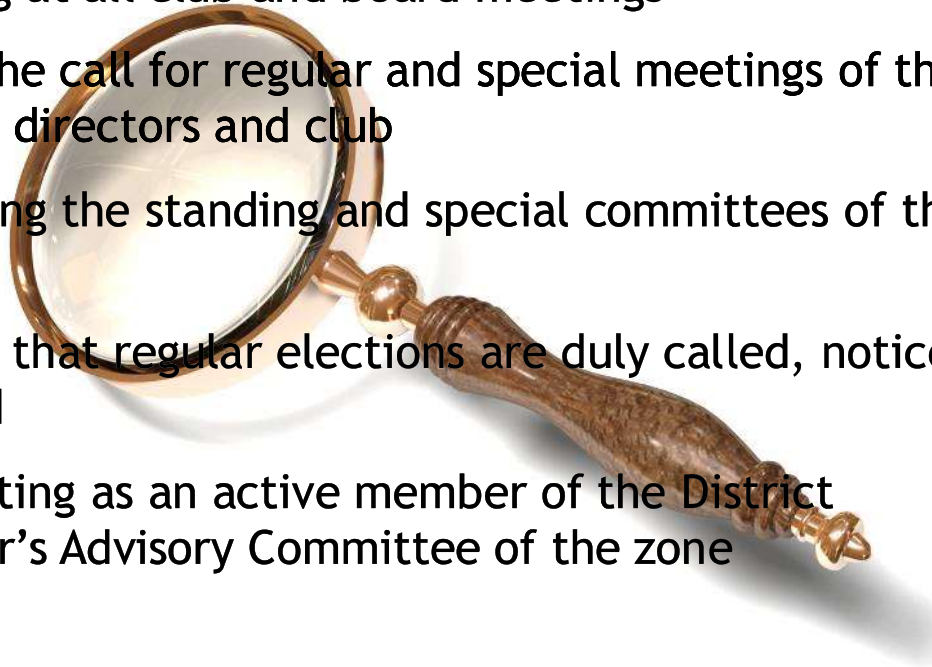


Responsibilities of the Club President



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
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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



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
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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 e.g. - Finance, Membership, Constitution & By Laws, PR
2. Activities e.g.- Service, Fundraising, Youth, Social



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 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.

- ❖ Presiding at all club and board meetings
- ❖ Issuing the call for regular and special meetings of the board of directors and club
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Responsibilities of the Club President



The ~~best topic to cover under responsibilities~~ District Governor's Advisory Committee 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.



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



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.

Lack of involvement beyond club level -

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



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.

