



District 12-N 2022-2023 Club President Training

AGENDA

1. **Lions Clubs International Vision and Mission**
2. **President's Responsibilities**
3. **Vice-Presidents' Responsibilities**
4. **Club Board of Directors**
 - a. Composition
 - b. Operational Responsibilities
 - c. Financial Responsibilities
5. **Standing Committees**
6. **Best Practices**
7. **Sample Club Meeting Agenda**
8. **Leadership Skills**
 - a. Basic Leadership Skills
 - b. Motivating Lions
 - c. Fostering Teamwork
9. **Resources**

1. Lions Clubs International

Vision:

To be the global leader in community and humanitarian service.

Mission:

To empower Lions clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.

2. President's Responsibilities:

- a. Serve as the chief executive officer of the club.
- b. Preside at all meetings (club and Board of Directors), and issue the call for regular and special meetings of the Board of Directors.
- c. Chair the club Global Action Team (GAT) and ensure the following:
 - o Ensure the election of qualified Lion leaders for the positions of Club Service Chair, Club Membership Chair, and Club Vice President, who will serve as the Leadership Chair.
 - o Regular meetings to discuss and advance the initiatives established by the Global Action Team
 - o Collaborate with the District Global Action Team and other club Presidents to further initiatives focused on expanding humanitarian service, leadership development and membership growth.



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- d. In collaboration with the club Officers and Committee Chairs, implement a plan for membership growth, community engagement, operational improvement and the fulfillment of humanitarian services as presented and approved by the club's Board of Directors.
 - e. Appoint Standing and Special Committees and cooperate with Chairs to effect regular functioning and reporting of such committees. Serve as an ex-officio member of all committees.
 - f. See that regular elections are called, notices provided, and held. (see *Standard Club Constitution and By-Laws* for requirements)
 - g. Ensure the club is operating in accordance with local laws.
 - h. Ensure proper administration of club operations by ensuring that all club Officers and Members adhere to the club's Constitution and By-Laws and the International Constitution and By-Laws.
 - i. Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure if needed.
 - j. Be an active member of the District Governor's Advisory Committee of the Zone in which the club is located.
 - k. Serve as a mentor to Vice Presidents to ensure the continuance of effective leadership.
- Other:
- l. Represent your club at Zone Meetings, District Meetings/Convention, Multiple District Convention, and International Convention (as able)
 - m. Serve as a member of the Lions Volunteer Blind Industries (LVBI) Board of Governors. The annual Board of Governors meeting is usually held in April. [District 12-N specific]

3. Vice Presidents' Responsibilities:

- a. Carry out duties of the President if he/she is unable to perform them.
- b. Oversee the functioning of Committees as the President designates.

First Vice President:

- c. Conduct an annual club quality assessment and collaborate with the club Officers, specifically members of the Club's Global Action Team and other Committee Chairs to develop a plan for membership growth, community engagement, and the fulfillment of humanitarian services to be presented and approved by the Board of Directors during his/her term as President.
- d. Serve as a key member of the Club's Global Action Team as the Club Leadership Chairperson and along with other members of the Leadership Committee:
 - o Ensure that new members are provided with an effective orientation so new members understand how the club operates within the District, Multiple District and Lions Clubs International, with the support of the Club Membership Chairperson.
 - o Ensure current and/or incoming club officers attend training (offered by the District and/or via the online Lions Learning Center)
 - o Communicate to the District Global Leadership Coordinator the need for training, the names of potential new leaders and the leadership development activities that club members attend.



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- Identify potential leaders and encourage their development as future leaders.
- Encourage members to participate in leadership training offered by the District, Multiple District and Lions Clubs International.
- e. Take a key role in membership retention and ensure organizational excellence by measuring member satisfaction and utilizing feedback to improve club operations.
- f. Understand the club's role in District activities and events.
- g. Network with the officers of other clubs to gain ideas that may be applied to the club.
- h. Gain in-depth knowledge of District and Multiple District initiatives that support leadership development, membership growth and the expansion of humanitarian service.
- i. Be an active member of the District Governor's Advisory Committee of the Zone in which this club is located.

4. Club Board of Directors: Serve as the Club's Management Committee.

a. Composition

- President
- Immediate Past President
- Vice-President(s)
- Secretary
- Treasurer
- Membership Chair
- Service Chair
- Marketing Comm. Chair
- Lion Tamer (optional)
- Tail Twister (optional)
- Club LCIF Coordinator
- Program Coordinator
- Safety Officer (optional)
- Branch President (if applicable)
- Other Elected Directors and/or Chairs

b. Operational Responsibilities:

1. Oversee the execution (through the Club Officers) of the policies approved by the Club.
2. Consider all new business and policy prior to presenting to and approval by the Club members. Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the Board of Directors.
3. If necessary, modify, override or rescind the action of a Club Officer.
4. Determine time and place for regular Club and Board of Directors meetings (recommended at least once each month).
5. Ensure Officer elections for the coming year are conducted in accordance with the Constitution & By-Laws

c. Financial Responsibilities:

1. Appoint, on recommendation of the Finance Committee, the bank(s) for the deposit of Club funds.
2. Appoint the surety for the bonding of any Club Officer.
3. Authorize all expenditures. The Board shall not authorize, nor permit, the expenditure of funds raised from the public through projects/activities for any administrative purpose.
4. Have the accounts and operations of the Club audited annually.



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5. Ensure the Club maintains at least two separate funds governed by generally accepted accounting practices.
 - **Public (Activity or Charity) Funds** - All funds raised from the public must be returned to public use (direct operating expenses of the fundraising activity may be deducted). Money accumulated from interest must also be returned to public use.
 - **Administrative Funds** – All funds used to support Club operations are provided by contributions from members through dues, tail-twisting fines and other internally raised club funds or individual member contributions.

5. Standing Committees

- Global Action Team (with Leadership Chair, Membership Chair, and Service Chair)
- Constitution and By-Laws
- Finance
- Membership
- Marketing Communications
- Service
- Information Technology
- Leadership
- Nominating

Additional committees (Standing or Special) may be established or appointed by the President with approval of the Board of the Directors.

6. Best Practices

- a. Prepare in advance. Have a well thought-out agenda for each meeting, and provide copies to attendees.
 - Have Vice President(s) run Club or Board meetings periodically as preparation (even if/when President is able to attend).
- b. Have a small American flag with you for all meetings (as a backup).
- c. Understand Parliamentary Procedure; use Robert's Rules of Order to efficiently conduct Club business.
- d. Match members' interests, skills, and knowledge to Committee assignments.
- e. Assign Vice Presidents to work with Committees. They should oversee, assist, and mentor, but not take over.
 - Help Committee Chairs set goals and serve as a resource to them.
- f. Determine Committees based on Club projects and/or initiatives. Provide job descriptions for each Committee.
- g. Support all Club activities.
- h. Attend Zone and District Cabinet Meetings; report at Zone Meetings.
- i. Communicate regularly with your Board of Directors and the Club Membership.
- j. Recognize and reward the efforts of your Club members:
 - Individual Lion and Committee contributions
 - Lion of the Year and Lion of the Decade (Club nominees due at the end of February)
 - Virginia Lindsey Leadership Award



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- k. Keep a President's Binder:
- Club and District Directories
 - List of Officers and Committees
 - Calendar of Events
 - Club Goals
 - Club Budget (Activity & Admin)
 - Club Constitution & By-Laws
 - Meeting Agendas and Minutes
 - Member Induction Ceremony
 - LCI Phone/Email Contacts

7. Sample Club Meeting Agenda

1. Call to order by President
2. (Optional) National anthem or other patriotic song or ceremony
3. (Optional) Invocation or other nonsectarian religious blessing
4. (Optional) Singing of a Lions song
5. Roll call (or sign-in)
6. Introduction of guests
7. Meal
8. Program (guest speaker, entertainment. etc.) may either precede or follow the business portion
9. Business Meeting
 - a. Reading of Minutes of previous Meeting or acknowledgement if distributed in advance
 - b. Reports of Officers and Committees
 - c. Announcements and Communications
 - d. Old/Unfinished Business
 - e. New Business
10. Adjourn

8. Leadership Skills

a. **Basic Leadership Skills**

- Leading meetings and discussions (Agendas and Parliamentary Procedure)
- Resolving Conflict
- Planning – Goals, Priorities, Details
- Managing Time
- Delegating
- Organizing

b. **Motivating Lions**

- Provide organization, resources, and direction
- Help them to feel their work is important, Recognition
- Foster trust among members
- Involve in the Club's work
- Involve in decision-making



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c. Fostering Teamwork

- Have team goal(s)
- Specific roles and responsibility
- Encourage mutual support
- Provide training
- Stay flexible
- Communicate!
- Address individual needs
- Encourage openness
- Recognize and reward, celebrate!

9. Resources

- District 12-N Website: <http://tnlions.org>
- Club President Training: <http://tnlions.org/member-resources/training/club-president-training/>
 - Club President & First Vice President e-Book with embedded URLs:
 - New Member Induction Ceremonies
 - Standard Form Club Constitution and By-Laws (Publication LA-2)
 - Club Excellence Award
 - Club Quality Initiative and Your Club, Your Way!
 - Build a Vision for Your Club (Planning Guide and Power Point)
 - Lions Member Portal
 - Downloadable/Editable Meeting Agenda Formats
 - Robert's Rules of Order
- Contest & Awards: <http://tnlions.org/recognition/>
 - Club of the Year
 - Lion of the Year and Lion of the Decade
 - Virginia Lindsey Leadership Award
- District Directory (to be provided by District Governor at July District Cabinet Meeting)
- Lions Clubs International Website: <http://www.lionsclubs.org/>