



Lions Club Officer Training

June 2, 2026

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AGENDA

- **Lions International Information**
- **Board of Directors:** Composition, Responsibilities (Operational and Financial)
- **Officer-Specific Responsibilities:** President, Immediate Past President, Vice-Presidents, Secretary, Treasurer, Service Chair, Marketing Communications Chair, Membership Chair, and Other Board of Directors Positions

Additional officer-specific detail and references can be found here:

<http://tnlions.org/member-resources/training/>

LIONS INTERNATIONAL INFORMATION

Every Lions Club member, but especially Club Officers should activate your account on the Lion Portal. <http://lionsclubs.org> → “Lion Portal” (from the menu at top right)

This will give you access to view and/or edit (based on authorities for your position) Club information, membership data, service projects, and reports. You can also access the Lions Learning Center and shop.

Scenario	Gaining Access
Existing Lion Account holder	Sign in → “Get Started” → Enter old login → Create new password → Access portal
New user (no account yet)	“Don’t Have an Account?” → Enter First Name, Last Name, and Email to register → “Sign Up” → Enter the verification code that was sent to your email → “Verify” → Create a password that meets the criteria → “Change Password”
Forgot password	Use “Forgot Password?” to reset via email

Lions Clubs International Vision Statement:

TO BE the global leader in community and humanitarian service.

Lions Clubs International Mission Statement:

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.

BOARD OF DIRECTORS

Composition

Officers:

- President
- Immediate Past President
- Vice-President(s)
- Secretary
- Treasurer
- Membership Chair
- Service Chair
- Marketing Chair



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Other Board Members:

- Club LCIF Coordinator
- Program Coordinator
- Branch President (if a Club Branch exists)
- Leo Club Advisor (if designated)
- Other Elected Directors and/or Chairs

Optional Board Members: (See your Club’s Constitution & By-Laws)

- Safety Officer, Lion Tamer, and Tail-Twister

Responsibilities - Serve as the Club’s Management Committee.

• **Operational Responsibilities:**

- Oversee the execution (through the Club Officers) of the policies approved by the Club.
- Consider all new business and policy prior to presenting to and approval by the Club members.
- If necessary, modify, override or rescind the action of a Club Officer.

• **Financial Responsibilities:**

- Appoint, on recommendation of the Finance Committee, the bank(s) for the deposit of Club funds.
- Appoint the surety for the bonding of any Club Officer.
- Authorize all expenditures. The Board shall not authorize disbursement of funds for purposes inconsistent with business and policy authorized by the club members.
- The expenditure of funds raised from the public through projects/activities should not be used for administrative purposes. 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, fines and other individual contributions.
- Have the accounts and operations of the Club audited annually.

EXERCISE: Determine which category the following items belong under:

	Admin	Activities
Membership dues		
Electric bill for Lions Club building		
Monies collected at pancake breakfast		
Leo Club sponsorship fee		
Brooms sales monies		
Monies received for rental of building		
Donations to LCIF		
Cost to run an advertisement in the newspaper		
Tail-Twister fines collected		
Holiday Party for members		
Holiday Party for disadvantaged children		

PRESIDENT

Responsibilities

- Serve as the chief executive officer of the club.
- Preside at all meetings (Club and Board of Directors).
- Chair the Club Global Action Team.
- With 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.
- Issue the call for regular and special meetings of the Board of Directors.
- Appoint standing and special Committees of the Club.
- See that elections are called, notices provided, and held.
- Ensure the club is operating in accordance with local laws.
- Ensure proper administration of Club operations by ensuring that all Club officers and members adhere to the Club's Constitution & By-Laws, and the International Constitution & By-Laws.
- Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure if needed.
- Be an active member of the District Governor's Advisory Committee of the Zone where the Club is.
- Serve as a mentor to Vice Presidents to ensure the continuance of effective leadership.
- Represent your Club at Zone Meetings, District Meetings/Convention, Multiple District Convention, and International Convention (as able)
- 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 duty]

Best Practices

- Have a well thought-out agenda for each meeting, provide copies.
- Have a small American flag with you for all meetings (as a backup).
- Understand Parliamentary Procedure; use Robert's Rules of Order to efficiently conduct Club business.
- Match members' interests, skills, and knowledge to Committee assignments.
- Assign Vice Presidents to work with Committees. They should oversee, assist, and mentor, but not take over.
- Provide job descriptions for each Committee.
- Support all Club activities.
- Recognize and reward the efforts of your Club members:
 - Individual Lion and Committee contributions
 - Lions of the Year & Decade (Club nominees due at the end of February)
 - Virginia Lindsey Leadership Award

Standing Club Committees:

- | | |
|------------------------------------|------------------------------------|
| • Global Action Team | • Marketing Committee |
| • Constitution & By-Laws Committee | • Service Committee |
| • Finance Committee | • Information Technology Committee |
| • Membership Committee | • Leadership Committee |

IMMEDIATE PAST PRESIDENT

Responsibilities

- In conjunction with other Past Presidents, serve as mentors to Club President and Vice President(s).
- Serve as Club LCIF Coordinator (optional)

VICE PRESIDENTS

First Vice-President Responsibilities

- Conduct an annual Club Quality Assessment and collaborate with the Club officers (Club Global Action Team and other Committee Chairs) to develop a plan for membership growth, community engagement, and the fulfillment of humanitarian services - to present for approval by the Board of Directors during his/her term as President.
- Serve as a member of the Club's Global Action Team as the Club Leadership Chair (along with other members of the leadership committee):
 - Ensure new members are provided an orientation.
 - Ensure current and/or incoming officers attend training (by District or Lions Learning Center)
 - Communicate the need for training, the names of potential new leaders and leadership development activities that Club members attend to the District Global Leadership Coordinator.
 - 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.
- Take a key role in membership retention and ensure organizational excellence by measuring member satisfaction and utilizing feedback to improve Club operations.
- Understand the Club's role in District activities and events.
- Network with the officers of other Clubs to gain ideas.
- Gain knowledge of district and multiple district initiatives that support membership growth, leadership development, and the expansion of humanitarian service.
- Be an active member of the District Governor's Advisory Committee of the Zone in which the Club is located.
- If the President is unable to perform the duties of their office, perform their duties with the same authority as the President.
- Oversee the functioning of such Club committees as the President designates.

SECRETARY

Responsibilities

- Submit regular monthly and other reports to Lions International.
 - Membership updates (additions, removals, changes)
 - Submit new officers for the coming year within 15 days of election, and in sufficient time to be included in Directory
 - Apply for Club Excellence Award at the end of the Lions year

- Submit to the District Governor's Cabinet any requested reports.
- Be an active member of the District Governor's Advisory Committee of the Zone in which the Club is located.
- Have custody and keep and maintain general records of the club, including: Minutes of Club and Board of Directors meetings; Attendance; Committee Appointments; Elections; Member roster with contact information; and Members' club accounts (dues payment status).
- Give bond for the faithful discharge of the office in such sum and with such surety as determined by the Board of Directors.
- Deliver, in a timely manner, at the conclusion of your term in office, the general records of the Club to your successor.

TREASURER

Responsibilities

- Receive all monies and deposit in the bank(s) recommended by the Finance Committee and approved by the Board of Directors.
- Arrange for issuance, in cooperation with the Secretary, statements to each member for dues and other financial obligations owed to the Club, and report payments to the Board of Directors.
- Pay out monies in payment of Club obligations only on authority given by the Board of Directors.
- Have custody and keep and maintain general records of Club receipts and disbursements.
- Prepare and submit monthly and semi-annual financial reports to the Board of Directors.
- Give bond for the faithful discharge of the office in such sum and with such surety as determined by the Board of Directors.
- Deliver, in a timely manner, at the conclusion of your term in office, the financial accounts, funds and records of the Club to your successor.
- Serve as chair of the Finance Committee.

Tax-Exempt Status

- All clubs chartered under Lions Clubs International in the United States are exempt from federal income taxes under the IRS Code section 501(c)4.
- Lions Clubs are not considered charities and donations to Lions Clubs or projects are not deductible as charitable contributions, unless your Club has filed to be a 501(c)3, which has additional reporting requirements.
- **An informational return is to be filed with the IRS annually by November 15** (Form 990, version dependent on Club's annual gross revenue). The IRS is required to revoke the tax-exempt status of any organization that fails to meet their filing requirement for three consecutive years.
- Clubs that own any property must file the Form 990-EZ or 990

MEMBERSHIP CHAIR

Responsibilities

- Serve as a key member of the Club Global Action Team as the Club Membership Chair.
- Collaborate with the District Action Team on membership initiatives, and participate in relevant District, Region, and Zone meetings and events.
- Develop and lead a Membership Committee to help implement action plans to achieve the Club's membership goals and to positively increase the member experience.
- Encourage all members to participate in membership growth by inviting prospective members to the Club. Follow up with prospective members promptly.
- Promote a harmonious club atmosphere by listening to and addressing concerns that prevent a positive member experience. This may include a survey or other opportunities for feedback.
- Engage new members in activities that are of interest to the member.
- Collaborate with the Club Service Chair as well as other Club Committees to promote membership opportunities.
- Understand the different membership types and programs offered and promote membership programs to Club members.
- Ensure each new member is provided an effective membership orientation.
- Attend the District Governor's Advisory Committee meeting of the Zone in which the Club is located when appropriate.

SERVICE CHAIR

Responsibilities

- Serve as a key member of the Club Global Action Team as the Club Service Chair.
- Collaborate with the District Global Service Coordinator, Club LCIF Coordinator, District leaders, members of the Club's Service Committee and others to develop and communicate annual service goals and action plans that address current community needs and align with the Lions Clubs International service framework and/or District service goals when relevant.
- Lead the Service Committee to implement the Club's service action plans in order to achieve the Club's service goals.
- Incorporate opportunities for local youth and Leos to engage in all aspects of service activities, including goal setting, implementation, project evaluation and reporting.
- Report service activities to Lions Clubs International.
- Serve as a Club resource on current community needs by monitoring the service activities of other service clubs, developing community partnerships to expand service, and utilizing tools and resources offered by Lions Clubs International and Lions Clubs International Foundation.
- Increase member satisfaction by encouraging participation and engagement in service projects.
- Collaborate with the Club Membership Chair and other Club Committees to promote membership opportunities to non-Lions during service projects.
- Attend the District Governor's Advisory Committee meeting of the Zone in which the Club is located when appropriate.

MARKETING CHAIR

Responsibilities

- Develop and implement an annual marketing plan in collaboration with the Club Membership Chair. Consider internal and external audiences, including Club members, social media, news media, supporters/sponsors and potential new members.
- Collaborate with the Club's Global Action Team to stay connected to all membership, leadership, and service programs, projects, and events.
- Understand global brand guidelines and support proper use of brand materials in club events and service projects.
- Promote the work of the Club on social media. Develop a social media post calendar to follow club service, community involvement, and membership activities.
- Work closely with the Club Membership Chair to target and reach out to new potential Club members.
- Develop Club marketing and public relations talking points for Club members. Use word of mouth marketing tactics to promote the Club and recruit new members.
- Publicize Club activities, including service projects, fundraisers, donations, Lions Clubs International sponsored contests and other newsworthy accomplishments both internally and externally via the news media, social media, and other effective means.
- Assist the Club President in communicating information from the District, Multiple District and Lions International headquarters with the Club members.
- Attend the District Governor's Advisory Committee meeting of the Zone in which the Club is located when appropriate.
- Participate in meetings held by the District Marketing Chair.

BOARD OF DIRECTORS

- **Program Coordinator** - Improve general meetings and keep members informed of topics of importance to members by scheduling speakers and entertainment for general meetings based on the interests of Club members.
- **Club LCIF Coordinator** - Communicate the mission and success of LCIF and its importance to Lions Clubs International, implement LCIF development strategies within the Club and collaborate with the LCIF District Coordinator to promote LCIF in the local area to ensure alignment with District goals. Collaborate with the Club Service Chair and the Global Action Team to support Club initiatives.
- **Safety Officer (Optional)** - Ensure that safety measures are in place by reviewing activities to identify potential hazards, completing the self-inspection checklist as available from Lions Clubs International, ensuring adequate supervision and acquiring proper insurance coverage. In the event of an incident, gather and report all significant information relevant to the incident to the insurance company in a timely manner.
- **Lion Tamer (Optional)** - Be responsible for the property of the Club, including flags, banners, gong, gavel. Put each in its proper place before each meeting and return to storage after each meeting. Act

as sergeant-at-arms at meetings. Give special attention to assure that each new member sits with a different group at each meeting so that he/she can become better acquainted.

- **Tail Twister (Optional)** - Promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on Club members. No fine shall exceed an amount fixed by the Club's Board of Directors, and no member shall be fined more than twice at any one meeting. The Tail Twister may not be fined except by the unanimous vote of all members present.
- **Director** - Provide additional oversight and approval for items placed before the Board of Directors. The term of office is two-years in duration.