



## **CLUB PRESIDENT TRAINING**

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### **OATH OF OFFICE:**

**“ Lion \_\_\_\_\_, you have been elected President of your club. As President, you are its chief executive officer and will be expected to preside at all meetings of your club and meetings of your board of directors. It is your duty to appoint committees and act as an ex-officio member of each of these committees. Along with your vice presidents, you shall see that all committees carry out their assigned functions. You are also a member of the district governor’s advisory committee are expected to attend zone and district meetings. At the end of your term of office you will be called to give an account of your stewardship. Your year will be compared to those of past presidents and be a model for future presidents. Now is the time to plan and take steps to build your club in every way possible so that your club will be an example for other clubs, a credit to your community, the district and Lions Clubs International.**

**Will you, as president, perform these duties to the best of your ability?”**

### **TRAINING OUTLINE:**

1. Responsibilities of the Club President (Chief Executive Officer of the club)
2. Sharing Responsibilities with the Board of Directors
3. Conducting Effective Meetings and Appointing Committees
4. Being a Member of the District Governor’s Advisory Committee
5. The Big Picture—Lions Clubs International

## **Responsibilities of the Club President:**

- **Presiding at all meetings of the board of directors and the club**
- **Issuing the call for regular and special meetings of the board of directors and the 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**

### **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:**

- President
- Immediate Past President
- Vice Presidents
- Secretary
- Treasurer
- Membership Chairperson
- Any other elected Directors
- Optional members: Lion Tamer and Tail Twister
- Club Branch President

### **Duties and Powers of the Board of Directors:**

- It is the Executive Board of the club, being responsible for the execution of the policies approved by the club. All new policies shall be considered and shaped by the Board of Directors for presentation to and approval by the club members at a regular or special club meeting.
- 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.
- It has power to modify, override or rescind the action of any officer of the club.
- It shall have the books, accounts, and operations of the club audited annually.
- It appoints a bank or banks for the deposit of the funds of the club and appoints the surety for the bonding of any officer of the club.
- It shall not permit nor authorize any expenditure of monies raised by the public for administrative purposes and maintains two separate funds (activity collected from the public through fundraising and administrative collected through dues and tailtwisting)

### **Conducting Effective Meetings:**

- Have a well planned agenda and distribute copies to members prior to the meeting.

- Have a knowledge of parliamentary procedure; agree on the procedure for conducting business—such as Roberts Rules of Order.
- Most regular club meetings also have a program to inform or entertain.

#### AGENDA MODEL FOR A CLUB MEETING

1. Call to order by President
2. Pledge to the Flag (and/or singing of a patriotic song)
3. Invocation (optional)
4. Roll Call (or attendance taken by secretary)
5. Introduction of Guests
6. Meal (optional)
7. Program
8. Taitwisting (optional)
9. Begin Business Meeting with reading and/or approval of minutes of previous regular meeting and/or Board Meeting
10. Reports of committees
11. Announcements
12. Communications
13. Old or unfinished business
14. New business
15. Adjournment

#### AGENDA MODEL FOR BOARD OF DIRECTORS MEETING

1. Call to order by President
2. Roll Call
3. Reading and/or approval of minutes of previous meeting
4. Communications—read and discuss
5. Reports of officers and/or committee chairs
6. Old or unfinished business
7. New business
8. Adjournment

#### PROGRAM IDEAS:

- Local community leaders
- District Lions Committee Chairpersons
- Recipients of club service (gives club members a warm fuzzy feeling)
- Iowa Lions Foundation District Trustee
- Cultural Organizations
- School Organizations

The club's program should be to inform members on an interesting subject or to entertain.

### **Appointing Committees**

Your club will consist of administrative and activities committees as needed. As president, you can appoint members to committees or ask for volunteers. You will need to appoint a chairperson for each committee.

#### EXAMPLES OF ADMINISTRATIVE COMMITTEES:

- Constitution and Bylaws
- Leadership Development
- Membership
- Program
- Finance
- Public Relations
- Lions Information

#### EXAMPLES OF ACTIVITIES COMMITTEES:

- Iowa KidSight Team
- Eyeglasses and Hearing Aids Recycling
- Sight and Hearing Service to those in need (Hearing Aid Bank/Providing Eyeglasses)
- Environmental Services
- Community Services
- Lions Youth Activities (Example-Peace Poster Contest)
- Diabetes Awareness
- Disaster Preparedness

### **District Governor's Advisory Committee**

As Club President, you are a member of the District Governor's Advisory Committee.

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 and By-Laws.
- Attend zone meetings and promote attendance at other events within the zone.
- Promote various club functions and events, such as inter-club meetings, installation of club officers and induction of new members.
- Promote attendance at district events, multiple district/state events, and international conventions.
- Discuss ways of helping all the clubs in the zone with membership growth and leadership development.

### **THE BIG PICTURE**

### **Structure of Lions Clubs International**

1. You are a member of your **Club**.
2. Your club is a member of a **Zone**.
3. (Optional—Your zone is a member of a **Region**.)

4. Your zone/region is a member of your **District**.
5. Your district is a member of **Multiple District 9** (Lions Clubs of Iowa).  
There are seven districts in Multiple District 9.
6. MD-9 and all the Multiple Districts of the world make up the worldwide organization called **Lions Clubs International**.

**As a club within the 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.**

As Club President, you will want to help your club strive for the Club Excellence Award.

**CLUB EXCELLENCE AWARD CRITERIA:**

- Service Activities--The club must host a minimum of three service projects and make a donation to LCIF.
- Membership Growth—The club must attain a net membership growth or sponsor a new club or club branch.
- Communications—The club must communicate effectively with the public and internally with the members. (Present examples of club newsletters, community newspaper articles, etc.)
- Leadership Development—Club officers attended and were involved in district activities and zone meetings during the year.
- Club Development—The club hosted regular and meaningful meetings and submitted membership and activity reports in a timely manner.

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

**Additional information:**

Communication with the entire club throughout the year is vital.

Meet at beginning of club year with other officers to discuss teamwork and a unified team, transfer records of club officers to successors at end of year.

Suggest that the officer team prepare a budget for the year.

**WEBSITES:**    [www.lionsclubs.org](http://www.lionsclubs.org);    [www.iowalions.org](http://www.iowalions.org).

**EMAIL:**    Lions Clubs of Iowa direct email address is [iowalions@aol.com](mailto:iowalions@aol.com).

**Reports dates and types:**

New officers (submitted by club secretary at MyLCD): **MUST BE COMPLETED BY MAY 15TH**. Secretary should report immediately following your election of officers, which should be in March each year.

990N report due to IRS by Nov. 15th each year. Usually completed by the treasurer. **MAKE SURE IT IS DONE!** Make sure the password is relayed to new officer!

Monthly Membership Reports and Service Activities Reports - completed **MONTHLY** by club secretary. **DUE LAST DAY OF CURRENT MONTH**. Must be done every month in order for club to qualify to Club Excellence Award.

Club Excellence Award - submit form at end of Lions year to District Governor.

### **Important Resources:**

Standard form Lions Clubs Constitution and Bylaws (Form #LA-2) is available on the Lions Clubs International website: [www.lionsclubs.org](http://www.lionsclubs.org)

Every member receives the *Iowa Lion* magazine 10 months/year; and *LION* (international) magazine monthly  
Club officer resource center: [www.lionsclubs.org](http://www.lionsclubs.org), member center, managing club, club resource center, club officers

Lions Clubs of Iowa state office is at: 2300 South Duff Ames, IA 50010, phone 515-232-2235, email [iowalions@outlook.com](mailto:iowalions@outlook.com)

Your district DG team, Region and Zone Chairs, district committee chairs (see your Who's Who for their information); past club officers

### **Additional Awards:**

Melvin Jones Fellowship (based on your club's donations to LCIF) and Warren Coleman Honorary Award (based on your club's donations to Iowa Lions Foundation)...for every \$1000 in donations, your club is eligible for the International (Melvin Jones) and State (Warren Coleman) awards. Refer to Iowa Lions website for the forms. Once your club's donations to either of these entities accrue to a total of \$1000, you can submit the award application. Feel free to contact a District Governor Team member with questions.

**Additional LCI References available** online at [www.lionsclubs.org](http://www.lionsclubs.org):

Publications: Club Officer Team Manual, Art of Recognition, Constitution and By-Laws

**Lions Learning Center**: [www.lionsclub.org](http://www.lionsclub.org) - click member center - click leadership development

Introduction to Lions Leadership, Effective Listening, Public Speaking, Public Relations, Meeting Management, Personal Mission Statement, Goal Setting, Managing Change.