

5M10 Lions Club President Training



May 2020

Welcome



You have been elected to the position of
Club President

Objectives

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

Upon completion of this training, 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
- Access additional resources as needed

This training will include:

- [Introduction](#)
- [Your Club Leadership Team](#)
- [Responsibilities of the Club President](#)
- [Planning Your Term](#)
- [Resources](#)



Introduction

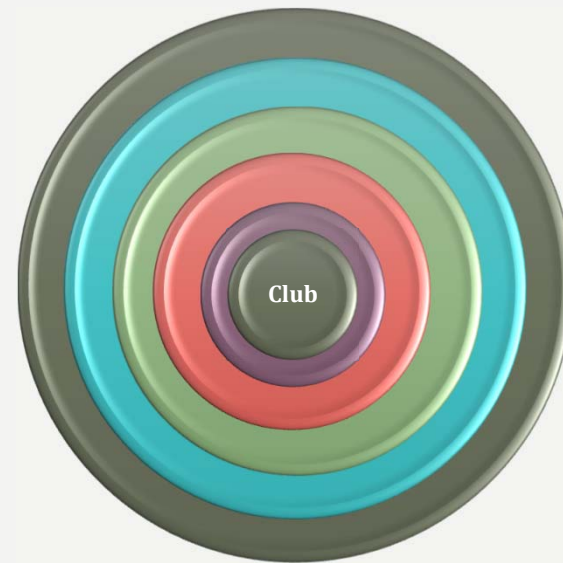
As president, you will lead your club in service activities that help support your local community and surrounding areas.

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

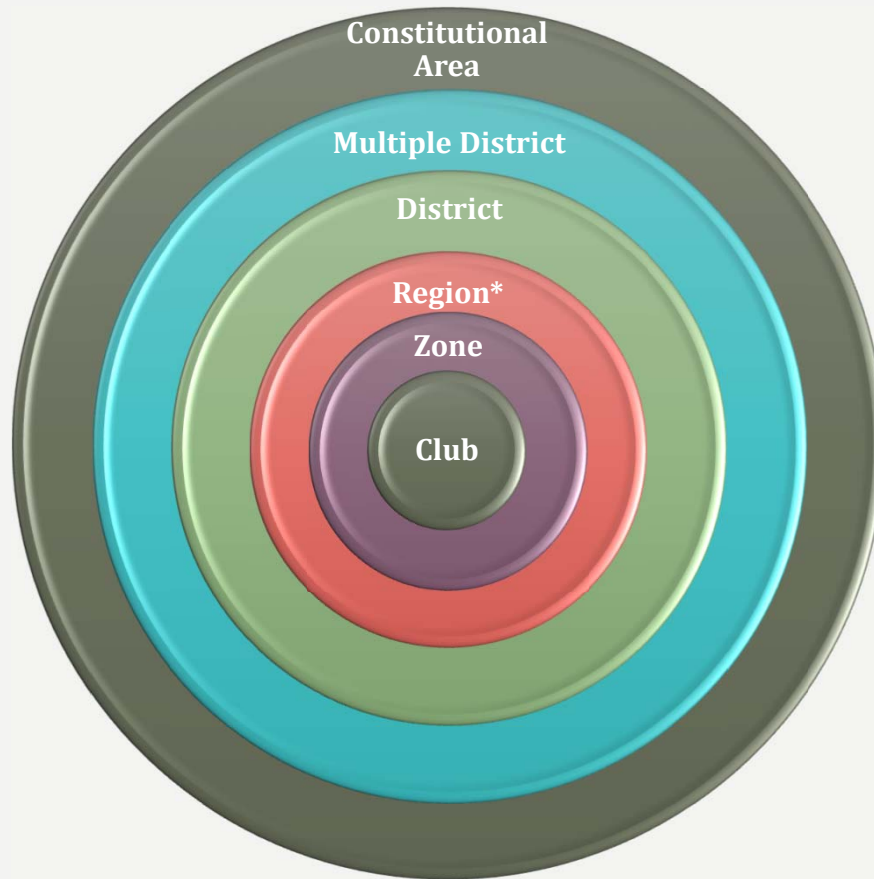
Structure of Lions Clubs International

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

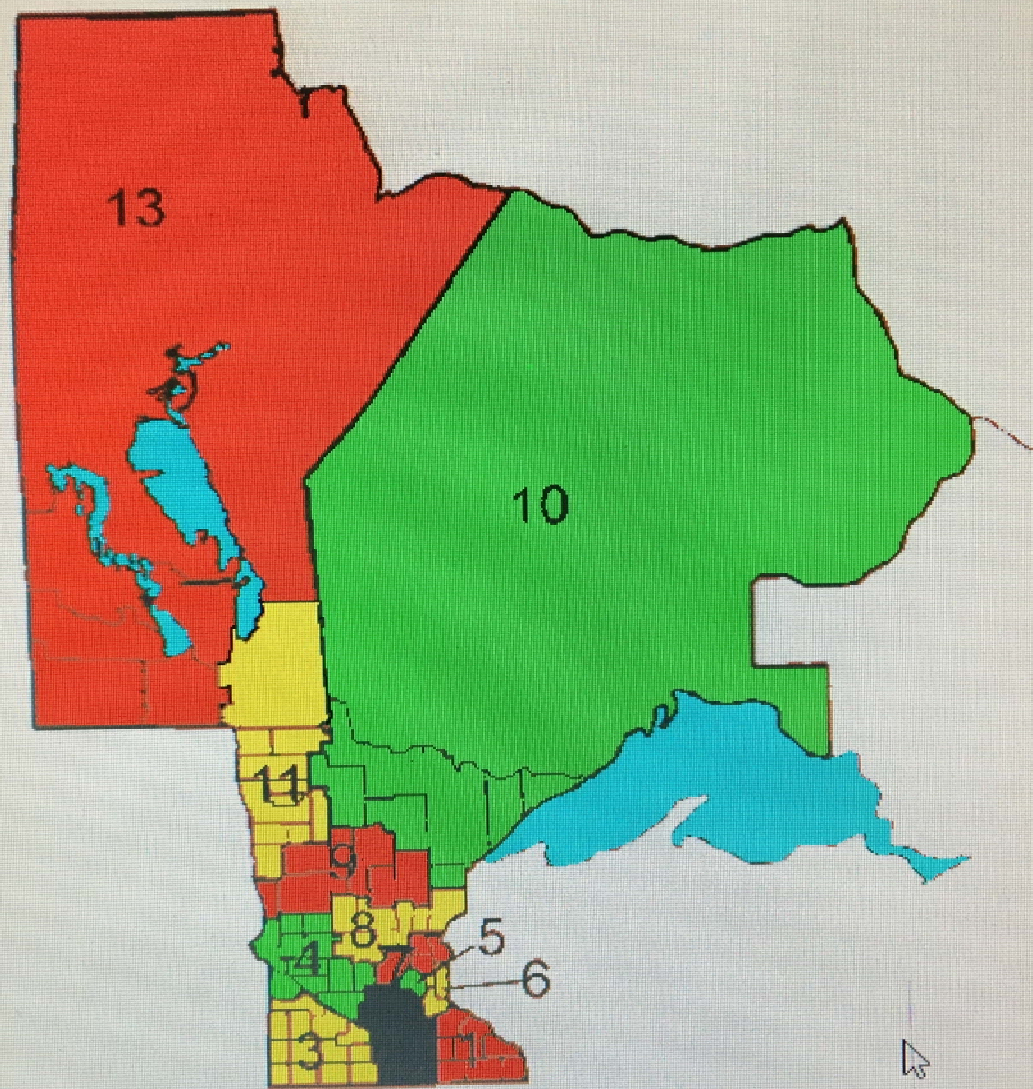
This structure facilitates communication and promotes service on a local, regional and global scale.



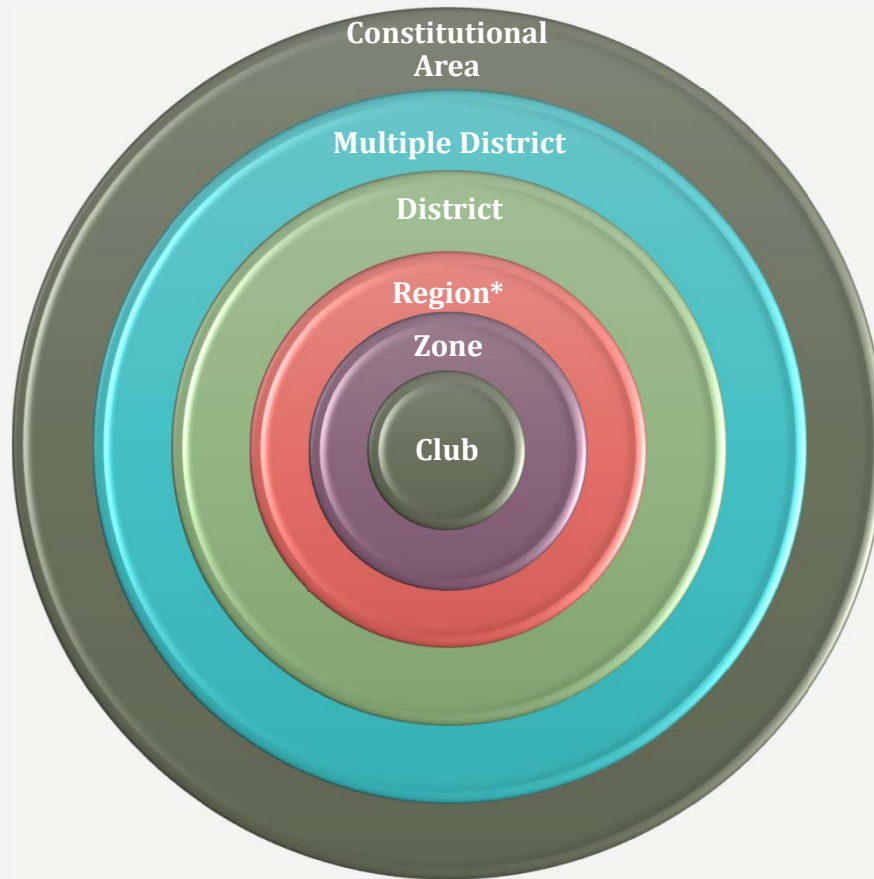
Structure of Lions Clubs International



- A club consists of a minimum of 20 members
- A zone consists of 4 – 12 clubs
- A region consists of 10 – 24 clubs (5M10 – 3 regions)
- A district is comprised of at least 35 clubs with 1250 active members (5M10 – 46 clubs with 1244 members)
- Several districts in a given geographical area comprise a multiple district (MD5M)
- Each Lions club is located in one of the seven Constitutional Areas, which is represented by at least one international director (CA1 and CA2)



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.

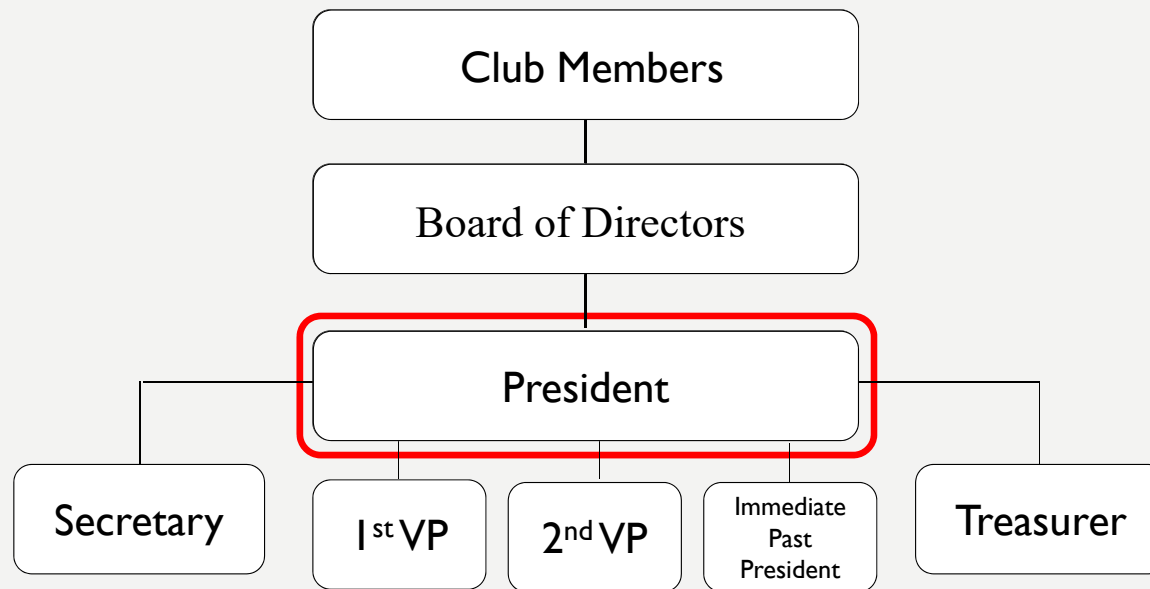
Introduction

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.

Your Club Leadership Team

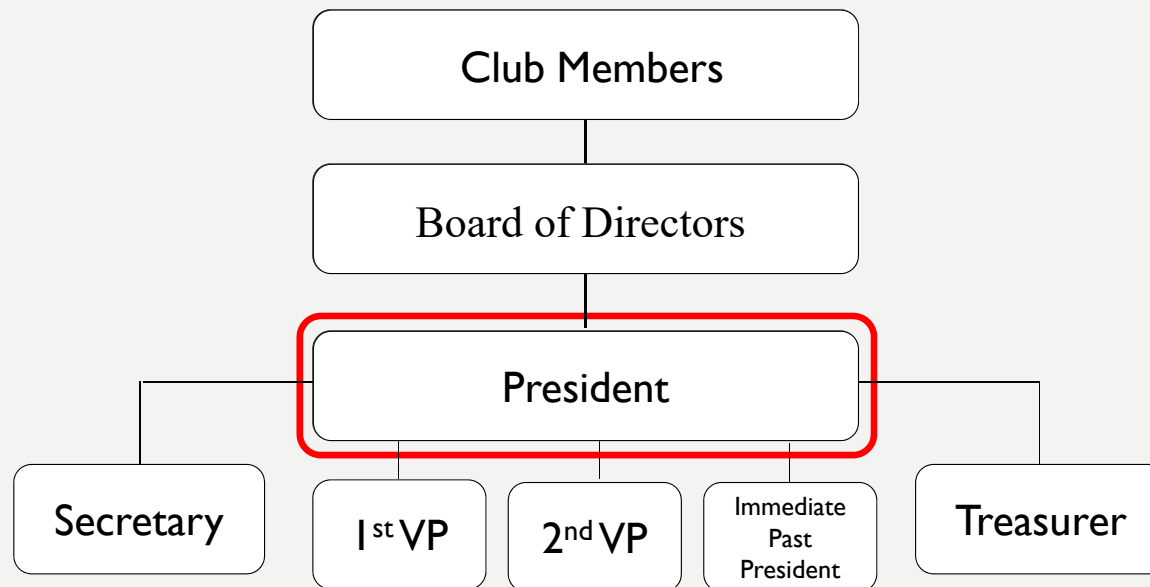
As president, you are the chief executive officer of the club.



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



Your Club Leadership Team

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

The board of directors have the following duties and powers:

a. It constitutes the executive board of the club and is responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of the club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.

Your Club Leadership Team

b. It authorizes all expenditures and should not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.

c. It has power to modify, override or rescind the action of any officer of this club.

d. It shall have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of the club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.

Your Club Leadership Team

- e. It appoints, on recommendation of the finance committee, a bank or banks for the deposit of the funds of the club.
- g. It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- h. Support Board of Directors decisions.

Your Club Leadership Team

- i. It maintains at least two (2) separate funds governed by generally accepted accounting practices:
 - a) Administrative (Lions) money - to record administrative monies such as dues, tail twisting fines and other internally raised club funds.
 - b) Activity (Public) money - to record activity or public funds raised by asking support from the public.
- Disbursement from such funds shall be in strict compliance with Section (g) of this article.

Your Club Leadership Team

NEW:

- **Club Administrator**
 - Club Administrators can perform all of the same tasks in MyLCI as club secretaries. The club president or club secretary may assign a Club Administrator...see My Lions Club >> Officers.

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 Committee Chairs and members
- ❖ Ensuring that regular elections are duly called, noticed and held
- ❖ Attend Cabinet, Zone and Region Meetings as appropriate
- ❖ Report at Zone Meetings

Responsibilities of the Club President – Effective Meetings

There are 3 phases to managing an effective meeting.

1. Preparation
2. Facilitation
3. Follow-up

Responsibilities of the Club President – Effective Meetings

Phase I - 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 – Effective Meetings

Phase I - Preparation

Why an agenda....it is the 'Blueprint' for productive and effective meetings! Your agenda ensures:

- Meetings kept on track and follow timelines
- Meetings are orderly and productive
- Members are informed
- Issues are not overlooked

Responsibilities of the Club President – Effective Meetings

Phase I - Preparation

Preparing the agenda:

- Work with Secretary, Vice Presidents, Committee Chairs
- Review past meeting minutes
- Send out agenda prior to meeting (Secretary)
- Have copies at the meeting (Secretary)

Responsibilities of the Club President – Effective Meetings

Phase I - Preparation

Resources:

- Lions Club International Resource Center:
 - Meeting Management Resource
 - Time Management Resource
 - Web workshops
- Lions University Course 104 – *Effective Club Meetings*

Responsibilities of the Club President – Effective Meetings

Phase 2 - Facilitation

Facilitating a meeting takes skill.

- Follow the agenda....start and end the meeting on time
- Follow the agreed upon parliamentary procedure for conducting business
 - Robert's Rules of Order is suggested system
 - Call to order; kinds of motions; debate/discussion; voting; table/rescind/reconsider motions; recognize speakers; etc.

Responsibilities of the Club President – Effective Meetings

Phase 2 - Facilitation

Facilitating a meeting takes skill.

- Make the meeting fair for everyone
- Avoid political or religious discussions
- Treat everyone with respect and kindness

Responsibilities of the Club President – Effective Meetings

Phase 2 - Facilitation

Recognize there may be times when conflict arises. Remember:

- The President or VP is the standing authority and must understand how to manage these types of situations.
- 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 – Effective Meetings

Phase 2 – Facilitation

RESOURCES:

- Robert's Rules of Order

- Lions Clubs International Resource Center:
 - Club Dispute Resolution Procedures
 - Club Dispute Resolution Guidelines
 - Conflict Resolution Webinar & Participant Book

Responsibilities of the Club President – Effective Meetings

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 - Committees

As president, you will work in cooperation with the chairpersons of committees to effect regular functioning and reporting.

There are two categories of committees:

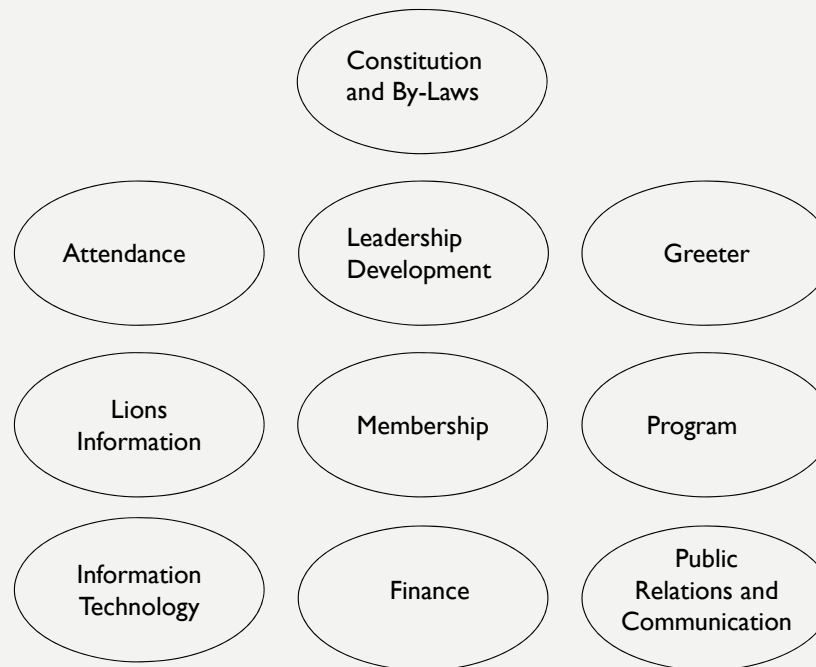
1. Administrative
2. Activities

Responsibilities of the Club President - Committees

Here are some common Administrative Committees.

Administrative

Administrative Committees

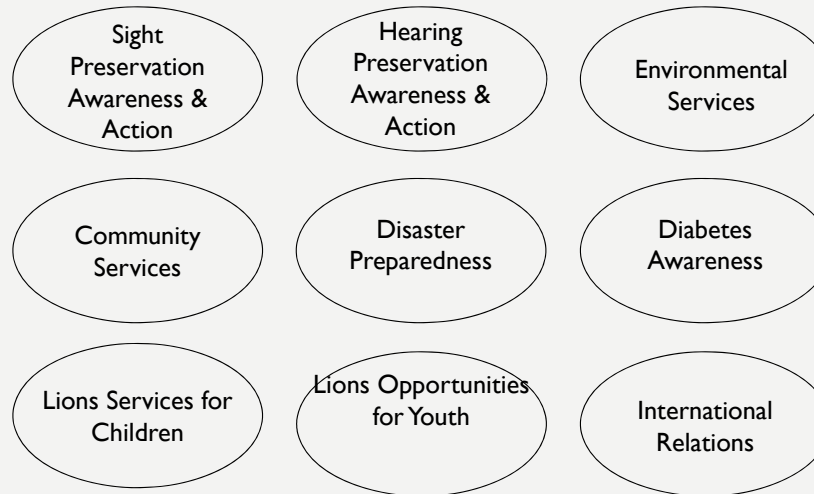


Responsibilities of the Club President - Committees

Here are some common Activities Committees:

Activities

Activities Committees



Responsibilities of the Club President - Committees

- Additional committees may be added as necessary
- Committee chairpersons are **appointed by the president**, with the exception of the Membership Chairperson and Membership Committee, 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 - Committees

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
- Allows members to use their skills and talents and will help keep them motivated and invested in the club

Responsibilities of the Club President - Committees

Choosing the right chairperson and committee members is important for several reasons. Consider those that:

Choosing a Chairperson

- Have expressed a desire to lead
- Are dependable
- Can get along well with others and delegate responsibility
- Will agree to have a co-chairperson if deemed necessary
- Will easily take direction and work well with others

Responsibilities of the Club President - Elections

Next let's look at Elections:

- 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.

Responsibilities of the Club President - Elections

ADDITIONAL RESOURCES:

- Lions Club International
 - Standard Club Constitution and By-Laws
 - The Club Election Guidelines

Responsibilities of the Club President – Beyond Your Club

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

- Zone meetings
- Cabinet meetings
 - Global Leadership Team
 - Global Membership Team
- Mid-winter conventions
- Multiple conventions

Responsibilities of the Club President

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

Additional Resources

Topics include:

- ☐ Meeting Management
- ☐ Conflict Resolution
- ☐ Decision Making
- ☐ Delegation

Planning Your Term

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

Planning Your Term

You will also need to...

Preparing for your Term

- Choose committee chairpersons
- Work with your treasurer and Finance Committee/Board of Directors to:
 - Prepare the administrative and activities budgets
 - Review banking institution and petty cash reimbursement guidelines
 - Establish club dues based on the amount needed to maintain the financial health of the club
- Develop a plan for the year
 - Calendar of events
 - More formal planning process – Club Excellence Program
- Be ready to 'hit the ground running' on July 1st!

Planning your Term

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
 - Try to handle correspondence once
- Help select service projects
- Recruit new members
- Attend zone meetings and conventions
- Review monthly membership and activity reports

Planning your Term

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

Before we finish...

Additional Resources

- Explore the Lions Learning Center
 - www.lionsclubs.org – resources for members
 - On-line courses
 - Lions University
- Down-load resources
- Talk to a Lion Leader
 - Past presidents
 - Your District team

Planning your Term

Leadership....things to keep in mind!

- Build a shared vision among Club members
- Guide/encourage members toward reaching Club goals and personal goals
- Provide leadership opportunities
- Be aware of leadership training
- Encourage attendance at training
- Develop a mentoring program
- **EVERY** member has an important role to fill
- Lead by example

Planning your Term

Before we finish...

What goals do you hope to achieve during your term as club president?

Thank you for participating.

If you have any questions, please contact:

- ❖ Lion Wendy Wiedenhoeft – wendyparkin@shaw.ca
- ❖ 1st VDGE Susan Winner – spb0301@gmail.com
- ❖ 2nd VDGE Jodi Caul - jodicaul@gmail.com
- ❖ PDG Angela Sharbot – a_sharbot@hotmail.com



**Very best wishes for a
successful term as
Lions Club President!**

