



Lions Clubs International

# CERTIFIED GUIDING LION PROGRAM

“Leadership is more than service,  
it is enabling others to be more productive.”



*Empowerment is the key to success!*

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***IMPORTANT: PLEASE COMPLETE THE COURSE BEFORE YOU ARE ASSIGNED A NEW CLUB OR WITHIN 30 DAYS OF BEING APPOINTED A GUIDING LION.***

# Congratulations on taking your first step to becoming a Certified Guiding Lion!

## Introduction

This course is designed to prepare you to guide a new club through its first two years. After successfully completing this course, you will become a Certified Guiding Lion. New club officers will look to you for training and guidance to further build their clubs, and you will be a valuable resource for your district for years to come. If you are assigned by your district governor to assist a new club, you will need to work closely and in cooperation with your District Governor Team, the sponsoring club, and the new club.

The Certified Guiding Lion Program was developed to strengthen the support provided by the Guiding Lion and to:

1. Help the club determine its mission and purpose
2. Improve retention of new club members
3. Improve the assimilation of the new club membership into the Lions structure
4. Improve the relationship between the sponsoring club and the new club
5. Improve the support system of advisors over a two-year period of time
6. Improve the knowledge level of the Guiding Lion

**Lions who work with new clubs, are in the position to strengthen an existing club, or serve on the District Governor Team, are encouraged to participate in the course.**

## Certified Guiding Lion Course Objectives

Even if you are an experienced Guiding Lion, you will benefit from this course because it provides the most comprehensive overview available of the roles and responsibilities of a Guiding Lion.

The Certified Guiding Lion Course will help you:

1. Understand your role as a Guiding Lion
2. Help you develop a plan to assist the new club
3. Provide tools to help the new officers manage their club
4. Locate the resources available to you and the club

**Maintaining Certification: Successfully completing this course will certify you for three years. Certified Guiding Lions are required to retake the course every three years to maintain certification.**

## **Program Design**

This course is offered two ways: As a correspondence style course that allows you to learn at your own pace, or in a classroom, which will allow you to exchange ideas with other participants. In all cases, you will be asked to complete the exercises on your own.

*If you are completing the course on your own*, allow yourself adequate time to review the material and resources available as noted in the guide. The course will usually take approximately six to eight hours to complete. Seek additional information and guidance from the District Governor Team and other knowledgeable Lions so you have a complete understanding of the support that is available. This provides an opportunity for these key leaders to provide additional information and help you to master areas that you might need to develop further. Once your district governor has reviewed your workbook and signed the completion form, send the form to Lions Clubs International so that a Certified Guiding Lion certificate can be sent to you.

*If you are participating in a classroom delivered course*, complete this workbook prior to attending the course. Allow yourself a minimum of six hours to complete the guide and, if possible, more time so you are well acquainted with the material. This will allow you to contribute more during classroom interaction and gain a more thorough understanding of the position. The time you put into preparing for the role of Guiding Lion will make you a more confident and effective leader.

## **Course Organization:**

### **Section I. Skills of a Successful Guiding Lion**

This section focuses on the leadership skills needed to be an effective Guiding Lion and helps you identify areas that you can develop further to make you a more effective leader.

### **Section II. Get off to a Good Start – Become an Information Expert**

This section helps you prepare for serving as a Guiding Lion by leading you through the current materials and training available from LCI.

This section focuses on:

1. Club Officer Orientation – An on-line course designed for club officers
2. LCI Club Resource Center – Materials and programs designed to strengthen the new club
3. WMMR Site – A training site to help new club officers complete important reports
4. Publications – Key publications new clubs will need to effectively manage their club

### **Section III. Develop a Club Officer Mentor Team**

This section helps you identify Lions who can assist the new club as a Club Officer Mentor and provides an outline for the mentor to follow to provide job specific training.

### **Section IV. Design Club Officer Training**

This section outlines a general plan for club officer training that can be adapted for your use in your geographical area. The program outline includes an introduction to LCI and then moves on to identifying and implementing service projects and how to conduct meaningful meetings.

### **Section V: Guiding Lion Resources**

This section includes a description of the reports available to the Guiding Lion to help track the development of the club.

## Receiving the Presidential Certified Guiding Lion Award

To receive the Presidential Certified Guiding Lion Award, you must be assigned to a new club by your district governor and meet the requirements listed below during your two-year term. The term begins on the new club's charter approval date.

The criteria for receiving the award are as follows:

1. The Guiding Lion successfully completed the revised Certified Guiding Lion Course.
2. Lions Clubs International has received Quarterly Reports from the Certified Guiding Lion  
See Quarterly Report Form on page 24 of this guide.
3. The new club officers confirmed that the Certified Guiding Lion supported the club's development.
4. The Certified Guiding Lion attended most of the new club's general and board meetings.
5. There has been no change in new club officers without an acceptable cause or proper elections.
6. The club had a net membership growth over the two year period.
7. The new club has reported new service and fundraising projects.
8. The new club has participated in district activities (including zone meetings).
9. The new club officers and/or members have visited other club meetings.
10. The club is in good standing with Lions Clubs International.
11. The club routinely submits membership, activity and club officer reports in a timely manner.

To acknowledge that the requirements have been achieved, complete the Guiding Lion Final Report and submit the form to the District and Club Administration Division at Lions Clubs International.

## Section I. Skills of a Successful Guiding Lion

*Administrator. Motivator. Team Builder. Communicator. Listener.* A successful Guiding Lion serves many roles. Some of these skills may come naturally to you; some of them you may need to fully develop. Building these skills will not only help you with your responsibilities, but they will also help you personally and professionally.

*Empowerment is the key to success!* Each club was founded by Lions who had a dream and wanted to make a difference. As a Guiding Lion you have the opportunity to help show them how they can reach their dreams as a member of a Lions club. Don't try to change their dreams, support them. Too often, overzealous leaders encourage new clubs to support projects that are of little or no interest to the members of the new club. Be sure to encourage clubs to follow their dreams and encourage other Lion leaders to support the club's decision. Do not allow area leaders to pressure the new club into supporting projects that divert funds and energy away from their goals.

**Motivator:** Attitude is infectious. Motivate new members by being positive. Inspire them even further by helping them realize the responsibilities, benefits and satisfaction that come from Lions membership.

**Trainer:** A big part of your job will be to show new Lion leaders how to effectively manage their club and to lead the club in a positive direction. Helping both club officers and charter members learn about our association is a very important responsibility. Take some time before beginning the training to reacquaint yourself with the fundamentals of the International association, your multiple district, district, and your local club so you can incorporate the information into your new club officer training.

**Communicator:** Good communication skills will improve your effectiveness. Take the time to listen to what others are saying. Learn how to moderate discussions and help people solve disputes. Encourage two-way communication between members in a positive and proactive manner.

**Observer:** While you are trying to nurture the club, recognize that each member will have different skills, abilities and experience. Use individual strengths to the club's advantage.

**Goal Setter:** Help the group work together to define and set measurable goals and action plans to reach the defined goals. Be sure that the goals that are set are meaningful to the club and its members.

**Team Builder:** Help the new club learn how to function as a group; i.e., to respect the opinions of individuals while working together to decide what is best for the club as a whole. This skill will be critical for the club as it moves forward.

**Administrator:** Being organized will help you with the task of filing reports and assisting the new club, and it will help build your own confidence. As a role model, do your part to portray Lion leaders as organized, knowledgeable and professional.

**Advisor:** Share your insights, knowledge and experience with new club leaders, while still allowing them to make decisions on their own.

**Liaison:** Help keep the lines of communication open between the new club and the sponsoring club.

**Enthusiastic Lion:** New members will look to you as an experienced Lion. Share your knowledge of Lions with them, as well as your dedication and enthusiasm.

**Skilled Presenter:** If it has been a while since you last provided training, consider spending some time to refresh your presentation and training skills. There are many excellent reference materials online in The Lion Learning Center to help you refine your presentation and group process skills, along with goal setting, action plan development and evaluation skills.

**Listener:** As Guiding Lion, sometimes it is good to simply listen and be a sounding board for the new club officer's thoughts and ideas and serve as an advisor or mentor.

**Computer Skills:** One Guiding Lion will be asked to be the reporting Lion, which will require the ability of submitting and receiving electronic reports. There will also be the need to send and accept emails and download publications. It will be vitally important that at least one Guiding Lion have access to and be able to effectively utilize the LCI website.

***Most Important Skill of a Guiding Lion!... COMMITMENT!***

When asked, the number one attribute was the ability of the Guiding Lion to attend meetings and be available when needed. As Guiding Lion, expect to attend nearly all the club's meetings for the first six months and as frequently as possible over the first two years.

### The Measure of Success

The ultimate goal for the Guiding Lion is to make the club independent and self-reliant.  
The Guiding Lion is only successful when he or she is no longer needed by the new club.

#### *EXERCISE #1 – Self Assessment of Guiding Lion Skills*

Take a moment to summarize the skills that you believe are important to the success of a Guiding Lion.

Which characteristics do you feel you already possess and which ones do you feel you would like to develop further?

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How can you improve these skills?

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## Section 2: Get Off to a Good Start – Become an Information Expert!

Even seasoned and knowledgeable Lions find it challenging to stay current with the latest policies, support materials and membership initiatives. The guide below will help you prepare for training the new club officers.

### Leadership Resource Center

The Leadership Resource Center of the LCI Web site offers a tremendous amount of information for new and established club officers. Encourage the new club officers to become familiar with the site.

Begin your preparation by completing the following on-line courses:

**Club Officer Orientation** – This can be found in the Leadership Resource Center under training materials, or simply by typing “Club Officers Orientation” into the search box. The site features on-line courses specific for the Club President, Club Secretary and the Club Treasurer and links to key documents for each specific position. Allow yourself plenty of time to review the course and acquaint yourself with the materials. *Each course may take approximately one hour.*

**Club President Course** – The club president course provides an overview of the roles and responsibilities of the club president, the resources that are available, guidance on election procedures, forming committees and planning.

**Club Secretary Course** – The course reviews the specific responsibilities of the club secretary and provides guidance for submitting reports, the importance of communication and the resources that are available to train the club secretary.

**Club Treasurer Course** – This course provides an overview of the role of the club treasurer, record keeping, dues and financial obligations.

Be sure to check out these and other courses found in the Leadership Resource Center.

***EXERCISE #2 – Identify key concepts that should be shared as part of the club officer training***

After reviewing the courses, determine at least three items or concepts that you believe would be the most valuable to the new club officers.

What is the most important information to share with the club president?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What is the most important information to share with the club secretary?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What is the most important information to share with the club treasurer?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

In addition to the Club Officer Training, note other on-line courses that might be helpful.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Club Resource Center:

Next, review the materials that are available in the Member Center of the website entitled “Managing Your Club”

This section includes the following:

- Access to the Club Resource Center to download frequently used forms, publications and information.
- PR Tools to help communicate the club’s activities
- Finance information you need to manage club funds.
- Strategies you can use to strengthen membership.
- A free Web site for your Lions club with the E-Clubhouse

Become familiar with the sections on this site and be sure to include the information in your club officer training so they are able to refer to this valuable information when needed,

### *EXERCISE #3: Determine the value of the Club Resource Center*

What were the top three items that you feel are useful to promote excellence in club management?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## WMMR Site

While compiling and submitting reports is often not at the top of the club officer list, reports are necessary to manage the club properly and measure the club’s health.

The WMMR Site – This is the site where the club secretary enters in new and dropped members, files activity reports and has the ability to print rosters. There are also guides to help club officers navigate the reports. This site is critical to good club management.

If reporting is not one of your strengths, remember to pair the new club secretary with an exceptional existing club secretary so they have the support of a knowledgeable and experienced Lion.

### *EXERCISE #4 – Test the WMMR Site*

Log onto the site and find the test area. Practice entering in new club members and print a roster to include in this exercise. Next, go to the Activity Report area and create an activity report. Be sure to attach a sample to this workbook.

## Key Publications

Below you will find a list of key publications that you will refer to when developing your club officer training program. Be sure you have the most recent version of the following publications. Each can be found on-line by typing the name or the code into the search box.

- Standard Form Lions Club Constitution and Bylaws (LA-2)
- Club Officer's Manual (LA-15)
- Orientation Guide (ME-13)
- Charter Night Planning Guide (TK-26)
- Club Membership Chairperson's Manual (ME-44)
- Making It Happen, Guide to Club Project Development (TK-10)
- Community Needs Assessment (MK-9)
- WMMR Guide Material

### Today's Volunteer

Today's volunteer is focused on the service that the club will provide and the personal satisfaction and enjoyment attained through the service experience. When working with new club officers, help them to minimize time spent on administrative tasks. Always put the club's goals first and then show the officers efficient ways to handle the required paperwork.

## Section 3: Develop a Club Officer Mentor Team

Expand the support for the new club by establishing a Club Officer Mentor Team to ensure the new club has the support and guidance needed to be successful.

Team members:

**Two Certified Guiding Lions** – This will allow these two key leaders the ability to share the workload and expand the support. One Guiding Lion should try to attend each meeting and club event and be available for questions as needed.

**The District Governor Team** – While it may be too early for the new club to support district initiatives, (especially if the district projects do not further support club's humanitarian mission...**remember, the club members joined the club with their own projects in mind**) the new club officers should be involved in the training and support provided by the district as soon as possible.

**The Zone Chairperson** – It is important that the new club be included in the training and events hosted by the zone.

**Club Officer Mentors** – As a Guiding Lion, you may or may not be familiar with the administrative requirements of the new club. Matching the club officers for the new club with knowledgeable and experienced club officers from existing clubs will provide very practical support. The mentor should be currently serving in the position and aware of the latest tools and information.

**Club Officer Mentor Training Checklists** – Provide each Club Officer Mentor with a “Mentor Checklist” which is included for each officer position. You will find the checklists on pages 30 to 33.

*EXERCISE #5 Develop your Club Officer Mentor Team*

Identify the individuals who are qualified to serve in the following roles:

**DISTRICT GOVERNOR TEAM**

**District Governor**

Name: \_\_\_\_\_

Main responsibility: \_\_\_\_\_

\_\_\_\_\_

**First Vice District Governor**

Name: \_\_\_\_\_

Main responsibility: \_\_\_\_\_

\_\_\_\_\_

**Second Vice District Governor**

Name: \_\_\_\_\_

Main responsibility: \_\_\_\_\_

\_\_\_\_\_

**Zone Chairperson**

Name: \_\_\_\_\_

Main responsibility: \_\_\_\_\_

\_\_\_\_\_

New Club Officer Mentors

Club President Mentor

Name: \_\_\_\_\_

Main responsibility: \_\_\_\_\_

\_\_\_\_\_

Club Secretary Mentor

Name: \_\_\_\_\_

Main responsibility: \_\_\_\_\_

\_\_\_\_\_

Club Treasurer Mentor

Name: \_\_\_\_\_

Main responsibility: \_\_\_\_\_

\_\_\_\_\_

Club Membership Chairperson

Name: \_\_\_\_\_

Main responsibility: \_\_\_\_\_

\_\_\_\_\_

## Section 4: Design Club Officer Training

The following is an outline to help organize and facilitate club officer training. Resources for each training session are also included. Draw from your experiences and adapt the materials to meet local needs and customs. Consider ways to make the orientation as meaningful and relevant as possible. The training may take place over a few sessions. *Keep the information manageable* – present too much at one time and much of it will be forgotten. One helpful approach is to have written support materials available and only cover verbally those important items you want to highlight. Be prepared to help the new members find the information they will need. Allow time for questions and answers during each training session and include your Club Officer Mentor Team. Ideally these sessions should take place weekly so the training can be completed within 30 days of the charter application approval.

Note: There is a Club Officer Training Checklist on page 26 to assist you with your sessions.

### Training Session One: Introduction to Lions Clubs International, Club Responsibilities, the Charter Night Ceremony and the Club Officer Mentor Team

*(This should take place within a week of club formation)*

**Overview:** During this training session, club officers will learn the basics about the International Association, as well as the structure of the club, district and multiple district. The officers should also meet their Club Officer Mentor team and review administrative details and responsibilities of the club. This section includes a great deal of information that the officers will need to access on a regular basis. Make sure that they know where to find the information, either printed or on the web site, when they need it.

During this session you should also highlight how a Charter Night can build enthusiasm for the new club. Stress the value of the support provided by the sponsoring club and others who might help plan the celebration activities.

**References:** Orientation Guide (ME-13), Standard Form Lions Club Constitution and Bylaws (LA-2), Club Officer Manual (LA-15), and the Charter Night Planning Guide (TK-26).

**Goal:** At the end of this session, club officers will have an overview of club operation, club responsibilities, charter night activities and have met their support team.

#### **Sequence:**

#### **Introduction to Lions Clubs International Orientation Guide (12 minutes maximum)**

1. History of Lions Clubs International and Structure of the Club, Zone, Region, District, Multiple District and Constitutional Area: Begin with the club as the basic unit and be sure to explain that each level has different officers, stressing the support they provide. (3 minutes)
2. Zone Chairperson Support: The training and support offered at the zone level (1 minute)

3. District Governor Team Support: Briefly review each position and the support they can offer the new club. (2 minutes)
4. Support offered from LCI: Mention the training that is available, the e-clubhouse and other programs that might be helpful to the new club and its officers. (3 minutes)
5. International Service Projects: Presented by the district governor or another knowledgeable Lion. (2 minutes)
6. Reaffirm that each club is autonomous and that the club determines the programs and events that the club will support. (1 minute)

### **Understanding Club Responsibilities – Club Constitution and By-Laws (23 minutes)**

Explain that the Standard Form Lions Club Constitution and By-laws contains the primary governing guidelines for the club. For each item, briefly review the important points covered in the constitution.

1. Mission Statement, Slogan, Motto, Purpose, Objects and Ethics: These are the fundamental guiding ideals of the association, and it is important that all officers are familiar with them. (2 minutes)
2. Type of Memberships: Briefly review each type. (3 minutes)
  - Active – a member entitled to all the rights and privileges of membership.
  - Associate – A member who holds his or her primary membership in another club.
  - Affiliate – A member who is not able to fully participate as an active member, but desires to support the club and the community services that it provides.
  - Members-At-Large – A member who has moved from the community or because of health or other reasons is unable to attend regular meetings but desires to maintain membership in the club.
  - Honorary – An individual, not a member of the club, who has performed outstanding service in the community and whom the club would like to confer this special distinction.
  - Privileged – A Lion who has been a member for 15 or more years, who, because of illness or another reason, must relinquish his or her active status.
  - Life – A member, who has maintained active membership for 20 years (and in some cases less), has rendered outstanding service to the community and has applied for Life Member Status.

Please check a current issue of the Standard Form Club Constitution and By-laws for further information about these member types.

3. Fees and Dues: Explain the dues structure and how the dues amount is established. (2 minutes)
4. Officer Responsibility: Briefly review each officer's roles and responsibilities and note that their officer mentor will provide personal and detailed information about the position. (5 minutes)
5. Board of Directors: Explain the function, roles and responsibilities of a club's board of directors. (2 minutes)
6. Managing Funds: Explain the difference between "Administrative" and "Public (activity)" funds. (2 minutes)
7. Elections: Indicate when and how elections should take place. (2 minutes)

8. Meetings: Explain the difference between general and board meetings and customarily what is discussed, or not discussed, at each. (2 minutes)
9. Convention and Convention Delegates: Describe the events at the district convention and encourage all the club members to attend. Discuss how the club can get involved in convention activities and review the process for determining how many delegates a club is entitled to send to a district, multiple district and international convention. (3 minutes)

### **Today's Volunteer**

Today's volunteer is more interested in what an organization can accomplish and less concerned with titles and protocol. Titles are only important when it is noted how the leader can support the club.

### **Charter Night – Charter Night Planning Guide (15 minutes)**

Briefly review the Charter Night Planning Guide, paying particular attention to timelines and responsibilities. Keep in mind that this event may be a challenge for the new club. Offer assistance by encouraging the sponsoring club or district to host the Charter Night.

### **Club Officer Mentor Team (10 minutes)**

Introduce the new club officers to the Club Officer Mentor team. Provide the name and contact number along with each person's expertise. Ask the New Club Officer Mentors to schedule a personal meeting with their designated club officer. Give each position and their respective mentor a checklist to cover for their position. Checklists can be found on page 30 to 33.

### *Exercise #6: Key objectives of Training Session One*

Training Session One is an overview of LCI, why is that important?

What do you consider the three most important objectives of the first training session?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# Training Session Two: Club Officer Responsibilities and Initiating Meaningful Projects.

**Overview:** This session covers ways in which the new club can be managed effectively and how to initiate meaningful projects. Stress the concepts of teamwork and communication to the new officers.

**References:** Club Officer Manual (LA-15), Making It Happen (TK-10)

**Goal:** At the end of this session, club officers will understand their role, how to access information and the tools they need to fulfill their role, and how to initiate their first service project.

**Sequence:**

## **Club Officer Responsibilities – Club Officer Manual, Section II (20 minutes)**

The Club Officer Manual succinctly highlights the important role of each club officer. Briefly review each section, noting any local adaptations when appropriate. By this time the new club officers should have met with their mentor and gone over the checklist. Review the club officer checklist to monitor their level of understanding and ease any concerns. If concerns arise, ask the mentor to assist or, if needed, assign a new mentor.

## **Planning Service Activities – Making It Happen (30 minutes)**

Every club needs to have a mission. Determining how best to allocate a club's volunteer and financial resources is a very important step for any new club. When clubs conduct service projects that are worthwhile and meaningful, the community will respond with its support, and the members will value their involvement.

During this session, walk the club officers through the process of identifying potential new projects by using the "Making it Happen, Guide to Club Project Development" (TK-10). The Guide to Club Project Development walks a club through the evaluation process, and includes helpful worksheets to bring a project from idea to reality. If this exercise has not already been completed, encourage the club officers to conduct the exercise at the next meeting. If the club already has a project, consider using the tool after their initial project is completed. This exercise should not be rushed and could take 20 to 30 minutes.

The steps for "Making it Happen" are as follows:

1. **Step One: Make a List of Possible Programs:** This step gives club members the opportunity to voice what they like about their community and brainstorm ideas for addressing community needs. Stress the importance of member input for this step.
2. **Step Two: Appoint Task Forces:** Interested club members have the opportunity to form a team to actively pursue their ideas. Explain to club officers the importance of involving interested and motivated members in order to keep their enthusiasm high.
3. **Step Three: Conduct Research:** During this important step, task force members research the feasibility of their ideas. Encourage club officers to urge task force members to keep an open mind and not become discouraged during this step. If an idea is not feasible, perhaps there is another opportunity yet to be discovered.

- 4. Step Four: Write a Plan: At this point, the idea truly begins to take shape. Explain that details are important during this stage.
- 5. Step Five: Implement the Plan: All the club members' hard work becomes reality! Stress that enthusiasm and recognition of achievement are keys to keeping momentum and motivation high.

Always remember that the club members should always decide the programs that the club supports. Avoid promoting local or district programs that might take time and resources away from something that is truly meaningful to the members for at least the first 12 months.

*Exercise #7: Key Objectives of Training Session Two*

Training Session Two is more focused on the roles and responsibilities of the club.

What do you consider the three most important objectives of the second session?

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# Training Session Three: The Importance of Recruitment and Retention

**Overview:** This section underscores the importance of continued club growth and provides an opportunity to check the progress made by the Club Officer Mentor Team.

**References:** Club Membership Chairperson's Manual (ME-44),

**Goal:** To initiate an ongoing membership recruiting plan and confirm club officer development

**Sequence:**

## **The Importance of Recruitment and Retention – Club Membership Chairperson's Manual (45 minutes)**

One of the most valuable lessons to teach the new club immediately is the importance of membership recruitment and retention. Effective recruitment and retention efforts need to begin immediately. Lay a good foundation by setting a positive tone during the organizational meeting. Continue by setting proper expectations of club membership through a relevant orientation. Reinforce each member's value, and strengthen club retention, by involving the member in an activity that is meaningful to him or her. Advise the club that the best way to combat membership drops is to run an efficient, productive club, and to involve and respect each member.

Review the Club Membership Chairperson's Manual and discuss the following topics:

1. Recruiting New Members: Discuss successful ideas for finding new members.
2. Sponsor's Responsibilities: Review the importance of a committed sponsor both in the recruiting of new members and in retaining each new member.
3. Induction Ceremony: Discuss the importance of properly inducting new members.
4. New Member Orientation: Explain how important a thorough orientation is to retaining members. Stress that the orientation should be meaningful and meet the needs of the members. It should focus on the benefits and support that the club can provide them as they strive to successfully conduct humanitarian and/or community projects.
5. Membership Retention: Review the three major threats to retention – boring club meetings, cliques/politics, and a lack of meaningful personal involvement – and briefly discuss ideas for combating these threats. Consult the President's Retention Campaign kit for more information.
6. How Are Your Ratings? Discuss the value in asking your members' opinions regarding your club.
7. Membership Awards: Review current information regarding awards available from the club, district, multiple district, and Lions Clubs International. Information regarding Key Awards and the Year Round Growth Program are available from Lions Clubs International.
8. Involvement: Stress the importance of getting members involved immediately and keeping them motivated.

Additional information supporting membership recruitment and retention is available in the Membership section of the Lions Clubs International Web site at [www.lionsclubs.org](http://www.lionsclubs.org) or by contacting the Membership Programs and New Clubs Marketing Department or the Membership Operations Department at Lions Clubs International Headquarters.

*Exercise #8: Creating a Membership Plan:*

Describe successful ideas for recruiting new members that could be shared with new club officers.

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**Follow-up Development (15 minutes)**

Take a moment to make sure that the officers know their responsibilities and that the club officer mentors are assisting the new club officers effectively. Leave time for any open issue or concern and to announce any news from the district that might be relevant to the officers.

# Training Session Four: Hosting Productive and Meaningful Meetings

This training focuses on hosting positive and productive meetings and techniques for boosting meeting attendance. This training should take place within 30 days of the charter approval date so the strategies mentioned can be applied as soon as possible.

**References:** Focus on Meetings (PRC3), Meeting Management Course (Online – Lions Learning Center)

**Goal:** To encourage positive and meaningful meetings that are well attended

Meaningful and productive meetings are critical for new club success. This is the time for the members to gather and discuss project ideas as well as enjoy fellowship. But sometimes, for new clubs and new club officers, hosting an effective meeting is a challenge.

Meetings should begin to take place regularly after the application has been submitted. If meetings have taken place prior to this training session, discuss their success and perhaps areas of improvement. If meetings have not yet taken place, take this opportunity to help the officers plan a well attended and meaningful meeting.

In either case, always be positive and encouraging. If needed, review the following ideas that apply:

## **How to increase attendance at meetings (10-15 minutes or more if attendance is lacking)**

Members of new clubs may need more encouragement to attend meetings. To encourage attendance, be sure to check the following:

- The meeting date, time and location meets your members and your potential member's needs
- Send invitations to current and potential members noting the activities that will take place
- Make personal calls to invite current and potential members to the meetings who may need additional encouragement. The call should underscore how their support and involvement in the club is needed by the club and by the community.
- Invite an interesting and relevant speaker to each general meeting to give members and potential members a reason to attend meetings.
- Make sure each member who attends the meeting is involved in a project that is meaningful to them.

## **How to Improve Overall Meetings**

For long-term involvement and participation, the club meeting needs to be positive and productive.

See the following resources for more information concerning effective and positive meetings. These resources can be used to help the club build a strong foundation at the beginning, and also help the club later to continue to involve and attract members.

**Focus on Meetings (PRC3)** – This guide will help the club improve meetings and includes tips for program ideas, how to keep members interested and how to manage the meeting successfully. A sample agenda, club meeting questionnaire and meeting planning forms are included in the guide.

**Meeting Management** – This on-line course, located under Leadership Development in the Lions Learning Center, outlines the steps to effective meetings. The course follows Lion David on a series of club visits and presents three phases of good meeting management, effective meeting preparation procedures, and meeting facilitation. The course also provides tips on how to manage group behavior and how to follow-up between meetings. The participant will become familiar with practical worksheets and checklists to facilitate effective meeting management for their club.

**Meeting Program Ideas** – This list (page 29) will help the club officers identify new and relevant programs that fit their needs. This piece includes several ideas that can be used as is or adapted to meet the needs of the club members.

*Exercise 9: Productive and Meaningful Meetings*

What elements are key to a positive and productive meeting?

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What can be done to increase attendance?

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## **Ongoing Development**

Following the initial training, the club officers should be encouraged to attend region or zone meetings and other district events for continued training and should stay in contact with their New Club Mentor for further guidance.

## **The Club Excellence Process**

The Club Excellence Process is an exceptional program that focuses on the same goals as the training conducted by the Guiding Lion, but at a more advanced level. Once the club officers understand basic club management, invite them to participate in the course to continue their development.

Periodically meet with the new officers to continue to focus on the six elements of club success.

### **Six Elements of a Successful Club**

- 1. The club members have conducted service projects that are meaningful to them.**
- 2. The club has achieved a net growth in membership and involves the new members in meaningful activities quickly.**
- 3. The club communicates effectively with the members and the public.**
- 4. Meetings are held regularly and are meaningful and positive.**
- 5. Club officers participate in zone and district leadership training.**
- 6. The club is in good standing and reports regularly.**

## **Persistence is a Key to Success**

Serving as a Guiding Lion is not always an easy task. You may be giving several hours a week during your tenure, and you may encounter resistance and frustration. However, you will find that your duties as a Guiding Lion will give you an immense feeling of personal satisfaction that should help motivate you to continue through any challenges.

# Guiding Lion Resources:

## Reports

### Club Health Assessment

As Guiding Lion you will receive a monthly club health assessment report electronically each month. This report will provide the membership growth or loss, reporting history, note if the club is past due and report any donations made to LCIF. You must be registered as the Guiding Lion for the club and have a recorded email address to receive the report,

### Quarterly Report

It is important that your district governor and LCI is informed of the progress of the new club and any challenges that you might face along the way. The Quarterly Report found on page 24 provides valuable information to ensure continued development. Regular reporting is a requirement for the Presidential Certified Guiding Lion Award.

### Final Report

At the close of your two years, submit the new club's final report. This report, as well as other requirements noted on page 25, is required for the Presidential Certified Guiding Lion Award.

### Guiding Lion Hotline

As Guiding Lion, you are also encouraged to contact the Guiding Lion Hotline for more information and support directly from the District and Club Administration Division.

Guiding Lion Hotline: Telephone: 630-468-6919 Email address: [Englishlanguage@lionsclubs.org](mailto:Englishlanguage@lionsclubs.org)

## Certified Guiding Lion Report Form QUARTERLY REPORT

*Submit report each January, April, July, and October, for two years following the club's charter date to both Lions Clubs International and your District Governor.*

Date of Report: \_\_\_\_\_ Club Number: \_\_\_\_\_

New Club Name: \_\_\_\_\_

District: \_\_\_\_\_

Name of Reporting Guiding Lion: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Residential: \_\_\_\_\_ Business: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### CLUB MEETINGS:

The club has held general and board meetings in accordance with the Club Constitution and Bylaws:

YES  NO

Are these meetings well attended?  YES  NO

Number of meetings attended by a Guiding Lion: \_\_\_\_\_

### SERVICE PROJECTS:

Performed: \_\_\_\_\_

Planned for the future: \_\_\_\_\_

### FUNDRAISERS:

Performed: \_\_\_\_\_

Planned for the future: \_\_\_\_\_

Have new club officers visited other well-managed clubs?  YES  NO

Are the district officers informed of the new club's progress and needs?  YES  NO

Goals Achieved: \_\_\_\_\_

Goals for the Next Quarter: \_\_\_\_\_

Mail to: Lions Clubs International  
District and Club Administration Division  
English Language Department  
300 W. 22nd Street, Oak Brook, IL 60523-8842, USA

Or Fax to 1-630-706-9273

# Certified Guiding Lion Report Form FINAL REPORT

*Submit report on the club's two-year anniversary*

I submit the final report for the \_\_\_\_\_ Lions Club (club number: \_\_\_\_\_)  
and have fulfilled requirements for the Presidential Certified Guiding Lion Award as stated below:

- Completion of the Certified Guiding Lion course
- Quarterly reports submitted to Lions Clubs International Headquarters and the District Governor for two years
- New club officers have confirmed that the Certified Guiding Lion supported new club development
- Attendance at most of the new club meetings, both general and board meetings
- Stability of club leadership (no change in officers without acceptable cause)
- Membership growth (as reported by Lions Clubs International Headquarters)
- The club has new service and fundraising projects
- The club has been involved in district activities
- The club officers/members have visited other clubs
- Club is in good standing with Lions Clubs International
- Club routinely submits membership, activity and club officer reporting form (PU101) in a timely manner.

Guiding Lion: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Residential: \_\_\_\_\_ Business: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail to: Lions Clubs International  
District and Club Administration Division  
English Language Department  
300 W. 22nd Street, Oak Brook, IL 60523-8842, USA

Or Fax to 1-630-706-9273

# Club Officer Training Checklist

Use this Checklist to assist you with your sessions.

## Session One: Introduction to Lions Clubs International, Club Responsibilities, Charter Night Ceremony and the Club Officer Mentor Team

Introduction to Lions Clubs International Orientation Guide:

- History of Lions Clubs International
- Structure of Clubs, Zones, Regions, Districts, Multiple Districts and Constitutional Areas
- Zone level support
- District Team support
- Support offered by LCI
- International service projects
- Membership responsibilities

Club Responsibilities – Standard Form Lions Club Constitution and Bylaws

- Mission statement
- Types of Membership
- Fees and dues
- Club officer responsibility overview
- Club Board of Directors
- Managing Club Funds – Administrative Account and Activities Account
- Club Elections
- Club Meetings
- Conventions and other events

Charter Night Planning Guide

- Charter Night
- Introduce Club Officer Mentor Team

## Session Two: Club Officer Responsibility and Initiating Meaningful Projects

- Roles and responsibility of each officer
- Check to make sure they are working with their Mentor
- “Making it Happen” Planning Guide for Service Activities

## Session Three: Recruitment and Retention

- Recruiting members
- Sponsor responsibilities
- Induction Ceremony
- New Member Orientation
- Membership Retention
- How are your Ratings?
- Membership Awards
- The importance of involvement
- Check to make sure each officer is receiving guidance from their mentor

## Session Four: Hosting Productive and Meaningful Meetings

- How to increase attendance at meetings
- How to improve overall meetings
  - Focus on Meetings (PRC-3)
  - Meeting Management on-line course
  - Meeting Program Ideas

# Transition to Independence

Over the next two years, you will help the new club gain independence. Following is a timeline to set goals and track achievements.

## YEAR ONE:

### 1st Quarter:

First 30 days:

- Help organize new club
- Help club president conduct “Making it Happen” (TK-10) exercise to facilitate project planning
- Provide officer training over a number of sessions
- Attend meetings and coach when needed – both general and board meetings during the next two years
- File the first membership report

### Second 30 days

- Help plan Charter Night
- Initiate a membership campaign
- Help club officers assign committees. Take special care to involve **all** members.
- Take the first steps to conduct service project

### Third 30 days

- Officers should be attending zone meetings
- Host Charter Night

### 2nd – 3rd Quarters:

- Make sure Monthly Membership Reports are sent on time and completed properly
- Check progress on service project
- Encourage club officers to attend meetings run by quality clubs
- Institute a membership campaign
- Continue to meet with club officers during general and board meetings to discuss challenges and opportunities
- Encourage the new club to conduct a club retreat (retreat information available on-line)
- Make sure the officers are involved in officer training on the district or multiple district level. Encourage them to participate in the Club Excellence Process.
- Encourage visitations to other Lions clubs

### 4th Quarter:

Conduct a year-end review (perhaps during a Club Retreat) and help the club officers develop an annual plan, which should include:

- Analyze progress toward goals and looking for ways to achieve their mission
- Research retention challenges – institute a system to research the needs of the members to ensure their needs are being met, meetings are being run properly, and there is continuous improvement of the membership experience
- Determine other short-term goals (within the next few months)
- Set long-term goals (ongoing over the next 3-5 years)

# Guiding Lion Year Two

## 1st Quarter:

The new officers should be properly installed and begin their year with the following plans outlined in detail:

**Project Plan** – Make a three-year plan for service projects, include action steps, goals and objectives. This plan should include a timeline and resource allocation that includes both funding and manpower. The publication “Making it Happen” (TK-10) is an excellent resource for developing this plan.

**Recruiting Plan** – Outline plans for recruiting new members and promoting the club. This plan should include the formation of a membership committee.

**Leadership Development Plan** – Create a plan that outlines the development and support of club officers and leaders. Officers and members may do a self-assessment to see if they have a particular goal, personal or professional, that they would like to attain. Consider focusing the plan on leadership skills.

**Retention Plan** – Develop a plan that includes a system to research the needs of the members to ensure member needs are being met, meetings are being run properly and there is a continuous improvement of the membership experience.

- Provide ongoing club support and coaching when needed
- Continue inviting club officers (and incoming club officers) to meetings run by quality clubs
- Continue participation in district activities
- Revise and expand the annual plan

## 2nd, 3rd & 4th Quarters:

- Track ongoing goals
- Set new goals
- Conduct Club Retreat
- Encourage club visitations

# Ideas to Increase Meeting Attendance

- ✓ Make sure meeting dates, time and location are convenient to the members.
- ✓ Make sure the meeting place is comfortable and meets the needs of your members.
- ✓ Use multiple communication methods to encourage attendance. This would include email, letters and phone calls. Communications should be upbeat and include a positive description of the meeting program and underscore the importance of their involvement in the club’s activities.
- ✓ Invite members and potential members and encourage them to bring friends. Even if they miss a meeting, continue to keep them on your invitation list. Keep them informed of the developments and the progress made on service projects.
- ✓ Provide a detailed status report of each club project and encourage members to get involved.
- ✓ Feature an interesting program or presentation at each meeting.

# Club Meeting Program Ideas

Most general meetings feature a program for the benefit of their members. Club programs can inform or entertain. They can enrich your members personally and professionally. And, while political and religious discussions should be avoided, the general meeting is a perfect opportunity for members and guests to learn about the community and issues that might relate to the interests of the club members.

*There are many places to find good programs, they include:*

**Local Community Leaders** – such as a mayor, member of government, police or fire chief, school superintendent, etc. Not only will your club benefit from their programs, but you will have the opportunity to introduce these influential people to your club.

**Local Business People**, such as representatives from your members’ companies, the chamber of commerce, or convention and visitor’s bureau – programs from these diverse groups can offer variety.

**Recipients of Club Service** – Hearing from those who have benefited from club efforts is a great way to motivate members to continue their dedication to serving those in need.

**Cultural Organizations**, such as museums, theaters and orchestras – interesting and informative programs from these organizations are a good way to add variety.

**Organizations that help the Disabled** – Such as Special Olympics, local blindness assistance organizations, agencies for the disabled, groups that provide assistance to the elderly and others. While these groups will usually request funding from the club, they may also provide opportunity for hands-on involvement.

**District Committee Chairmen** – Learn about the status of your district’s important projects to encourage club support.

**Programs in a Pinch** – Have a few programs ready that can be put on quickly and easily in the event of a last minute cancellation. Some ideas for quick programs include: presenting the International Program video and discussing how your club is contributing to the association’s goals for the year, holding a membership recruitment “summit” and brainstorming creative ways your club can recruit new members, or having your public relations chairman report on the status of publicity efforts and your club’s perception in the community. You can also ask members if they have any “non-Lion” programs one of them would be willing to present at the last minute if requested. Keep a list of these “emergency” programs on hand and you’ll be prepared to act quickly.

**Networking Opportunities**—If your club includes business people, make sure they have the opportunity to network. Encourage them to discuss their business, exchange business cards and include their profession in the club directory.

**Family Friendly Clubs** – Consider making your club family friendly or hosting a family night! Additional resources and ideas can be found at [www.lionsclubs.org](http://www.lionsclubs.org) and download the “Family Friendly Lions Club Concept How To Guide” (MPFG1).

# Club President Mentor Checklist

*The following training should be conducted by the Club Officer Mentor within 30 days of the new club formation.*

New Club Name: \_\_\_\_\_

New Club President Name: \_\_\_\_\_

New Club President's Contact Information: \_\_\_\_\_

## **Roles and Responsibilities:**

The club president is the chief executive officer of the club;

1. Presides at all meetings of the board of directors and the club.
2. Issues the call for regular meetings and special meetings of the board of directors and the club.
3. Appoints the standing and special committees of the club and cooperates with chairpersons to encourage regular functioning and reporting of the committees.
4. Ensures that regular elections are duly called, noticed and held.
5. Is an active member of the district governor's advisory committee in the club's zone.

## **Resources: Material may be covered over multiple sessions**

Introduce the new club president to the club resource center and the Lions learning center on the LCI website and cover in detail the following materials.

- Standard Form Club Constitution and Bylaws – Review the sections of the Constitution and Bylaws and review the sections in detail, noting when the information might be applied.  
(<http://www.lionsclubs.org/EN/common/pdfs/la2.pdf>)
- Member Center: Leadership Development Section: Lions Learning Center: Meeting Management – Provide the new officer with the link and review the important elements to a good meeting.  
(<http://www.lionsclubs.org/EN/member-center/leadership-development/lions-learning-center.php#meeting>)
- Member Center: Leadership Development Section: Training Materials: Club Officer Orientation – Club President (<http://lionsclubs.org/EN/common/ppt/clubpresidentcourse.ppt>)

Provide the new club president with a link and, when possible, go through the presentation in person so the club president has a thorough understanding of the roles and responsibilities and sources of information that can be accessed if additional information is needed.

The course includes:	Role of the club president	Communication
	Meetings	Officer Elections
	Committees	Leadership
	Club officers	Resources
		Planning ahead

- Provide additional resources, sample agendas, and other materials that the new club president may find helpful.
- Encourage the new club president to contact you with questions and ideas.
- Encourage the new club president to attend the zone meetings or to visit your club to see how other clubs are managed.

# Club Secretary Mentor Checklist

*The following training should be conducted by the Club Officer Mentor within 30 days of the new club formation.*

New Club Name: \_\_\_\_\_

New Club Secretary Name: \_\_\_\_\_

New Club Secretary's Contact Information: \_\_\_\_\_

## Roles and Responsibilities:

The club secretary is under the supervision and direction of the president and the board of directors and is the liaison officer between the club and the district in which this club is located, and the association. The responsibilities include:

1. Submit regular monthly membership and activity reports to the international office.
2. Submit to the district governor's cabinet reports needed.
3. Be an active member of the district governor's advisory committee of the club's zone.
4. Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings, attendance, committee appointments, elections, member information, addresses and telephone numbers of members and members club accounts.
5. Arrange for issuance, in cooperation with the treasurer, quarterly or semi-annual statements to each member for dues and other financial obligations owed to this club, collect and turn the same over to the club treasurer and obtain a receipt.
6. Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

## Resources: Material may be covered over multiple sessions

Introduce the new club secretary to the club resource center and the Lions learning center on the LCI website and cover in detail the following materials.

- Standard Form Club Constitution and Bylaws – Review the sections of the Constitution and Bylaws and review the sections in detail, noting when the information might be applied. (<http://www.lionsclubs.org/EN/common/pdfs/la2.pdf>)
- Member Center: Leadership Development Section: Training Materials: Club Officer Orientation – Club Secretary (<http://lionsclubs.org/EN/common/ppt/clubsecretarycourse.ppt>)

Provide the new club Secretary with a link and, when possible, go through the presentation in person so the club secretary has a thorough understanding of the roles and responsibilities and sources of information that can be accessed if additional information is needed.

The course includes:

Meetings	Reports	Records
Advisory Committee Member	Dues	Correspondence
Leadership	Resources	End of Term

- WMMR Reference Guide ([http://lionsclubs.org/EN/common/pdfs/wmmr\\_reference\\_guide.pdf](http://lionsclubs.org/EN/common/pdfs/wmmr_reference_guide.pdf))
- Provide additional resources, sample minutes, reports and other materials that might be helpful.
- Encourage the new club secretary to contact you with questions and ideas.
- Encourage the new club secretary to attend the zone meetings or to visit your club to see how other clubs are managed.

# Club Treasurer Mentor Checklist

*The following training should be conducted by the Club Officer Mentor within 30 days of the new club formation.*

New Club Name: \_\_\_\_\_

New Club Treasurer Name: \_\_\_\_\_

New Club Treasurer's Contact Information: \_\_\_\_\_

## Roles and Responsibilities:

1. Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors.
2. Pay out monies in payment of club obligations only on authority given by the board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors.
3. Have custody and keep and maintain general records of club receipts and disbursements.
4. Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club.
5. Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

## Resources: Material may be covered over multiple sessions

Introduce the new club treasurer to the club resource center and the Lions learning center on the LCI website and cover in detail the following materials.

- Standard Form Club Constitution and Bylaws – Review the sections of the Constitution and Bylaws and review the sections in detail, noting when the information might be applied.  
(<http://www.lionsclubs.org/EN/common/pdfs/la2.pdf>)
- Member Center: Leadership Development Section: Training Materials: Club Officer Orientation – Club Treasurer (<http://lionsclubs.org/EN/common/ppt/clubtreasurercourse.ppt>)

Provide the new club treasurer with a link and, when possible, go through the presentation in person so the club treasurer has a thorough understanding of the roles and responsibilities and sources of information that can be accessed if additional information is needed.

The course includes:	Role of Treasurer	Record-Keeping and Reports
	Board of Directors	End of Term
	Meetings	Leadership
	Keeping Funds in Order	Resources
	Paying Obligations	

- Provide additional resources, sample budgets, reports, and other materials that the new club treasurer might find helpful. If needed, acquaint the new club treasurer with local laws and/or regulations and refer him or her to the necessary resources or contacts for additional information.
- Encourage the new club treasurer to contact you with questions and ideas.
- Encourage the new club treasurer to attend the zone meetings or to visit your club to see how other clubs are managed.

# Club Membership Chairperson Mentor Checklist

*The following training should be conducted by the Club Officer Mentor within 30 days of the new club formation.*

New Club Name: \_\_\_\_\_

New Club Membership Chairperson: \_\_\_\_\_

New Club Membership Chairperson's Contact Information: \_\_\_\_\_

## **Roles and Responsibilities:**

1. Develop a growth program specifically for the club and presented to the board of directors for approval.
2. Encourage club members to recruit new quality members.
3. Ensure implementation of proper recruitment and retention procedures.
4. Prepare and implement orientation sessions.
5. Report ways to reduce the loss of members to the board of directors.
6. Coordinate with other club committees in fulfilling these responsibilities.
7. Serving as a member of the zone level membership committee.

## **Resources: Material may be covered over multiple sessions**

Introduce the new club membership chairperson to the club resource center and the Lions learning center on the LCI website and cover in detail the following materials.

- Standard Form Club Constitution and Bylaws – Review the sections of the Constitution and Bylaws and review the sections in detail, noting when the information might be applied.  
<http://www.lionsclubs.org/EN/common/pdfs/la2.pdf>
- Club Membership Chairperson's Guide (ME-44) Details how to establish membership goals and strategies for achieving membership growth (<http://lionsclubs.org/EN/common/pdfs/me44.pdf>)
- Lions Orientation Guides (ME-13 series): The series provides an outline of information that may be presented over a series of meetings.
- Membership Applications: The application can be filled out on-line or printed and provided to potential members. (<http://www.lionsclubs.org/EN/common/secure-pdf/me6b.pdf>)
- Member Center: Managing a Club: Club Resource Center: Administrative Committees: Membership Review the resources listed in the Club Resource Center and how they can be applied to membership development.
- Provide additional resources, sample club brochures, promotional materials, letters and other materials that the new club membership chairperson may find helpful.
- Encourage the new club membership chairperson to contact you with questions and ideas.
- Encourage the new club membership chairperson to attend the zone meetings or to visit your club to see how your club recruits members.

# Completion Verification Form

## Certification Process:

To become certified, complete this form and the questions on the next page, then meet with your district governor to review your answers and discuss areas of further development. Upon approval of your district governor submit this form, and the completed test signed by the district governor to:

Lions Clubs International  
District and Club Administration Division  
English Language Department  
300 W. 22nd Street  
Oak Brook, IL 60523-8842, USA

Or Fax to 1-630-706-9273

## Certified Guiding Lion Information:

Date: \_\_\_\_\_ District: \_\_\_\_\_

Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Club Name: \_\_\_\_\_ Club Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Residential: \_\_\_\_\_ Business: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

To be an effective Certified Guiding Lion, you must have the time and ability to attend most of the club's meetings, provide on-going club officer training and guidance, be available to talk to the club officers when they need assistance, and help empower the club so that the club achieves its service and membership goals. If asked to serve a new club, would you be able to fulfill these responsibilities?

YES  NO

Board policy stipulates that a Lion may serve a guiding Lion for no more than 2 clubs at any point in time. Also, to maintain Certified Guiding Lion status, the Lion must retake the Certified Guiding Lion Course every three years.

## District Governor Approval:

The Lion noted above has completed the Certified Guiding Lion Program and has the skills and knowledge to serve as a Certified Guiding Lion

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*Signature: District Governor or District or Multiple District Leadership Chairperson*

# Test For Certified Guiding Lion

1. Can the certified guiding Lion choose the club he/she wants to guide, once he/she is certified?
  - No, the governor appoints the guiding Lion.
  - Yes, the guiding Lion may choose the club.
  - Yes, if the club is in the guiding Lion's district.
2. Does the certified guiding Lion need to attend all the meetings of the new club?
  - Yes, most of club's general and board meetings for two years.
  - Yes, must attend meetings for the first 6 months.
  - No, must attend the board meetings only.
3. Should the officers of the new club participate in zone and district leadership training?
  - Yes, it's highly recommended.
  - No, the guiding Lion provides all training.
  - Yes, but only in the second year of the club.
4. Should the officers of the new club use the LCI web site and access information and materials?
  - No, in the beginning it can confuse the new members.
  - Yes, they should be familiar with the site.
  - Only after the charter night.
5. Who determines the projects the new club supports?
  - The club members determine what they feel is important for their community.
  - The guiding Lion MUST chose the appropriate project for the club.
  - The club must support LCIF before anything else.
6. Should the certified guiding Lion nominate mentors for the officers of the new club?
  - Yes, so each officer is trained by an experienced officer with the most current information.
  - No, all training should be done by the guiding Lion.
  - Only after one year and if the officers are not performing their jobs well.
7. When is it recommended to conduct the "Club Officer Training"?
  - Within the 30 days of the charter approval.
  - Two months after the charter night.
  - Only if needed.
8. Should the certified guiding Lion discuss recruitment and retention during the training sessions?
  - No, it's not a problem for a new club.
  - Only after a year and if a club is losing membership.
  - Yes, it's important.
9. Is it necessary to explain how to host productive and meaningful club meetings?
  - No, they are adults, they should know.
  - Only if you see that the attendance is low.
  - Yes, it is key to continued participation.
10. How many club officer training sessions are recommended?
  - If they are good leaders, only one is needed.
  - Four sessions.
  - Six sessions, three before charter night and three after.
11. Does the certified guiding Lion have to send a report?
  - Yes, every three months.
  - Yes only at the end of the two year term.
  - Only if there are problems with the new club.
12. Does the certified guiding Lion have to send a final report?
  - Yes, this is a requirement for the award.
  - Only if the club is not working.
  - Only if he/she hasn't sent any reports before.

## Test For Certified Guiding Lion

13. Should the certified guiding Lion encourage new club members and officers to visit other well managed clubs?
- No it could confuse them and give them the wrong ideas.
  - Only after two years of membership.
  - Yes, it's a way of learning.
14. Should the new club participate in district activities?
- No, it should wait for at least two years.
  - Only in cases of International disasters.
  - Yes, as soon as possible.
15. Should a new club go to the district and/or the multiple district convention?
- Only the guiding Lion attends the convention to represent the new club.
  - Only after the second year.
  - It's highly recommended.
16. Should a new club have a net growth during its first two years?
- No, the new members must first get to know each other before recruiting new members.
  - Yes, it proves that the club is doing well.
  - Only if they lose members.
17. Does the zone chairperson belong to the "Club Officers Mentor Team"?
- Yes, he/she does.
  - No, he/she has a different commitment.
  - Only if the governor appoints him/her.
18. Do certified guiding Lions have to be past district governors?
- No, any knowledgeable Lion can be a certified guiding Lion.
  - They have to have held a cabinet office for one year.
  - Yes, they have to be a past district governor.
19. How long should each session of the "Club Officers Training" last?
- All day.
  - Minimum of three hours with a coffee break.
  - Each session should last about an hour.
20. Should the certified guiding Lion explain the fees and dues?
- Only after the charter night.
  - Not at the beginning, they may lose interest.
  - Yes, it's an important issue.
21. Should the guiding Lion encourage the club to create a "Membership Recruiting Plan"?
- During the second year of the club.
  - Yes, it's one of the club's main objectives.
  - Only if the new club is losing members.
22. Is increasing meeting attendance an important issue for a new club?
- Yes, it's important to keep members involved.
  - In the beginning only the officers must attend.
  - Only after the charter night.











## **Lions Clubs International**

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