

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](#)
- Zone level support
- District Team support
- Support offered by LCI
- International service projects
- Membership responsibilities

Club Responsibilities – [Standard Form Club Constitution and By-Laws](#)

- 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
- [Best Practices in Financial Transparency](#)
- Check to make sure they are working with their Mentor
- [“Making it Happen” Planning Guide for Service Activities](#)

Session Three: Hosting Productive and Meaningful Meetings

- How to increase attendance at meetings
- How to improve overall meetings
 - [Your Club, Your Way!](#)
 - [Meeting Management online course](#)
 - Meeting Program Ideas

Session Four: 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 Five: Planning for the Future and Achieving Excellence

- [Club Quality Initiative](#)
- [Blueprint for a Stronger Club](#)
- [Club Excellence Award](#)