

CLUB PRESIDENT MENTOR CHECKLIST

The following training should be conducted by the Club Officer Mentor within 30 days

Club Name: _____ Club Number: _____

Club President Name: _____

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, club regular meetings and special meetings.
2. Appoints the standing and special committees of the club and cooperates with chairpersons to encourage regular functioning and reporting of the committees.
3. Ensures that regular elections are duly called, noticed and held.
4. 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 By-Laws – Review the sections of the [Constitution and By-Laws](#) in detail, noting when the information might be applied.
- 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.
- Member Center: Leadership Development Section: Training Materials: [Club Officer Orientation – Club President](#)

Provide the club president with a link and, when possible, go through the presentation in person so they have 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 club president may find helpful.
- Encourage the club officers to contact you with questions and ideas.
- Encourage the club officers to attend the zone meetings or to visit your club to see how other clubs are managed.