



Club President Online Training

Workbook

Welcome to Club President Training!

Congratulations on your election to the position of club president. This online training course has been designed to provide you with basic information and resources to prepare you for this position.

At the end of this course, you will be able to:

- Recognize the purpose of a Lions club and how it fits into the structure of Lions Clubs International
- Summarize the responsibilities of club president
- Apply knowledge of responsibilities to common scenarios that club presidents encounter
- Access additional resources as needed

This workbook will guide you through the training course using supplementary information to enhance your understanding of important concepts related to your position as club president. The workbook is organized into sections that correspond with the sections of the PowerPoint presentation.

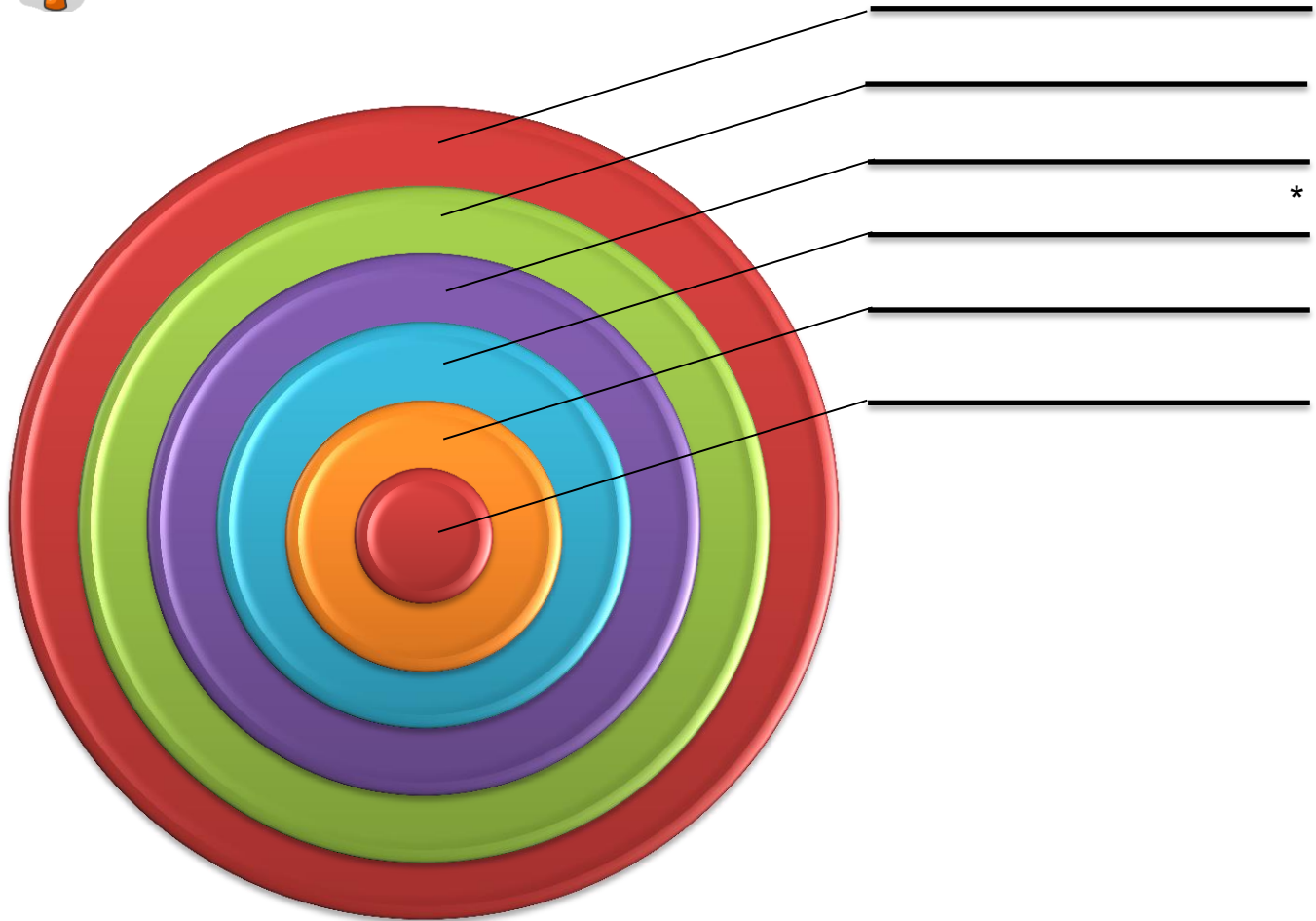
Workbook Sections:

Section 1: Introduction	Page 1
Section 2: Your Club Leadership Team	Page 3
Section 3: Responsibilities of the Club President	Page 5
Section 4: Planning Your Term	Page 14
Section 5: Resources	Page 17

Section 1: Introduction



Structure of Lions Clubs International (Fill in the blanks)



1. _____ clubs make up a zone.
2. _____ clubs make up a region*.
3. A district is comprised of _____ clubs with _____ active members.
4. Several districts in a given area comprise a _____.
5. Each Lions club is in one of seven _____.

*Regions are optional

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.

The purposes of Lions clubs shall be:

- To create and foster a spirit of understanding among the peoples of the world.
- To promote the principles of good government and good citizenship.
- To take an active interest in the civic, cultural, social and moral welfare of the community.
- To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

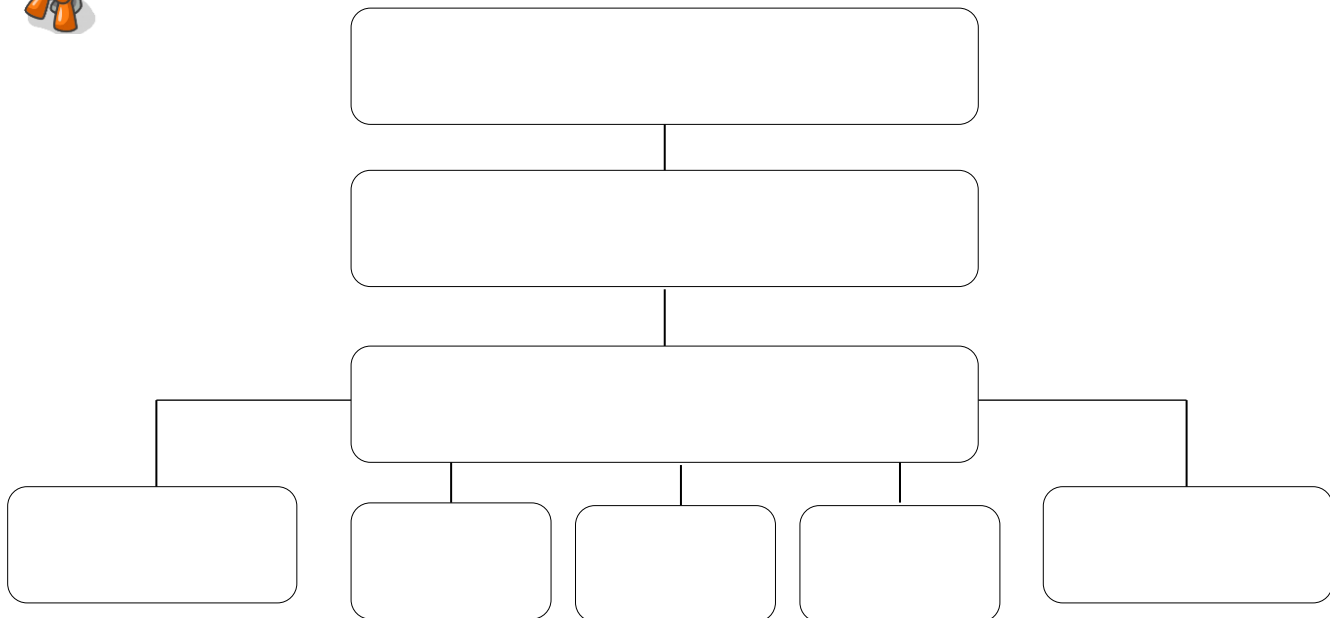


As a newly elected officer, how can you help promote the mission and purpose of Lions clubs?

Section 2: Your Club Leadership Team



Club Organizational Chart (Fill in the chart)



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:

- | | |
|--|---|
| <ul style="list-style-type: none"> • the president • the immediate past president • vice presidents • secretary • treasurer | <ul style="list-style-type: none"> • Lion tamer (optional) • tail twister (optional) • membership chairperson • any other elected directors |
|--|---|

*Descriptions of each position can be found in the Club Officers Team Manual

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.

- 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.
- e. It appoints, on recommendation of the finance committee, a bank or banks for the deposit of the funds of the club.
- f. It appoints the surety for the bonding of any officer 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. It submits all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
- i. It maintains at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund 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.



What are some things you can do as president to ensure that your club leadership team works well together?

Section 3: Responsibilities of the Club President

As club president, your primary responsibilities will include...

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

Three phases of effective meeting management

Phase 1 – Preparation:

Phase 2 – Facilitation:

Phase 3 – Follow-up:

Ideas for Conducting Effective and Engaging Meetings



Club meeting programs

- Most general meetings feature a program for the benefit of the members
- Can inform or entertain
- Places to find good programs:
 - Local community leaders
 - Local business people
 - Recipients of club service
 - Cultural organizations
 - Organizations that help the disabled
 - District committee chairpersons



Back up programs

- Have a few programs ready in case of last minute cancellation
 - Present International Program video and discuss how your club is contributing
 - Hold a membership recruitment “summit” and brainstorm creative way to recruit new members
 - Have a list of members who can present on various topics if needed



Well planned agenda distributed in advance

- Sample:

Club Meeting

1. Call to order by President
2. (Optional) National anthem or other patriotic song or ceremony
3. (Optional) Invocation or other nonsectarian religious blessing
4. (Optional) Singing of a Lions song
5. Roll call
6. Introduction of guests
7. The meal
8. Program (guest speaker, entertainment, etc.) may either precede or follow the business portion
9. Business portion
10. Reading of minutes of previous Board Meeting
11. Reports of officers and committees
12. Announcements and communications
13. Old or unfinished business
14. New business
15. Adjournment

Board of Directors Meeting

1. Call to order by President
2. Roll call
3. Remarks by President. Vice Presidents
4. Reading and approval of minutes of previous meeting
5. Reading of communications
6. Reports of officers and committee chairmen
7. Old or unfinished business
8. New business
9. Adjournment



Knowledge of parliamentary procedure

- All meetings should have agreed upon procedure for conducting business
- Robert's Rules of Order – suggested system
- Having procedures makes the meeting fair for everyone and keeps the meeting moving

Scenario #1: Declining attendance

The attendance at your club's monthly meetings has been declining over the last year.

1. What are some possible causes?

2. What are some possible solutions?

3. What will be the outcome if this issue is not addressed?

Appointing committees

Common administrative committees:

- Constitution & Bylaws
- Attendance
- Leadership Development
- Greeter
- Lions Information
- Membership
- Program
- Information Technology
- Finance
- Public Relations and Communications

Common activities committees:

- Sight Preservation Awareness & Action
- Hearing Preservation Awareness & Action
- Environmental Services
- Community Services
- Disaster Preparedness
- Diabetes Awareness
- Lions Services for Children
- Lions Opportunities for Youth
- International Relations



Notes:



Why is choosing the right chairperson and committee members so important?



What qualities should you consider when choosing a chairperson?

Ensuring regular elections



Notes:

Cooperating as a member of the DG's Advisory Committee



Who are the members 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
- Promote attendance at the district, multiple district and international conventions
- Promote attendance at charter nights within the zone
- Discuss ways of helping clubs that need assistance with membership growth or leadership development
- Promote various club functions and events, such as inter-club meetings, installation of club officers, induction of new members or ceremonies honoring Key Award recipients



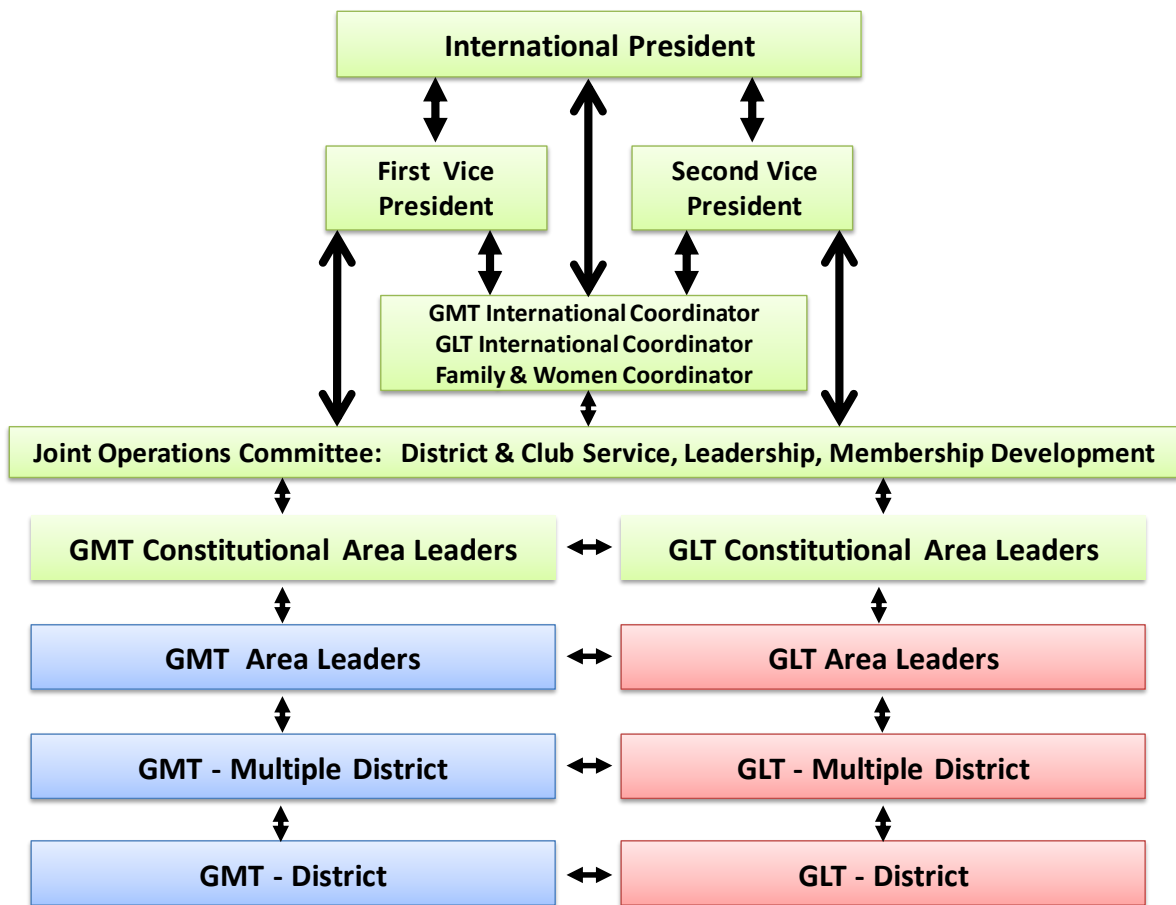
What are the benefits of attending the District Governor's Advisory Committee Meetings?



Zone chairpersons are also part of the Global Leadership and Membership Teams. This allows them to be a great resource for leadership and membership development within your club.

- **Responsibilities of the Global Leadership Team**
 - Identify and develop new Lions leaders at all levels
 - Improve the relevance and effectiveness of LCI training and development programs by assessing leadership development needs and identifying resources to meet those needs
 - Expand training at all levels of the association
 - Customize training and development opportunities to accommodate regional and local needs
 - Share best practices among areas
 - Encourage implementation of new training tools
 - Enhance Lions' understanding of the critical value of quality leadership
- **Responsibilities of the Global Membership Team**
 - Maintain a knowledge and understanding of membership data and trends, and unique geographic/cultural characteristics
 - Identify locations for new club development
 - Provide assistance in the development and implementation of area membership goals and strategic plans
 - Identify and assist struggling clubs
 - Identify and promote service opportunities
 - Recognize and share successful membership strategies
 - Know and promote LCI membership development resources and initiatives
 - Emphasize communication, vision, planning and collaboration

Structure of the Global Membership Team and Global Leadership Team



Scenario #2: Lack of involvement beyond the club level

Your club is not involved in Lionism above club level, i.e., no attendance at zone, district cabinet, and multiple district meetings.

1. What are some possible causes?

2. What are some possible solutions?

3. What will be the outcome if this issue is not addressed?

Section 4: Planning Your Term

Preparing for your term



Notes:



The Club Excellence Award

The award recognizes clubs that are in good standing and achieve the following:

- Service Activities – The club hosted a minimum of three service projects and made a donation to LCIF to keep members active and engaged.
- Membership Growth – The club attained a net membership growth or sponsored a new club or club branch to expand the services that are provided.
- Communications – The club communicated effectively with the public and internally with the members in a way that is positive and encouraged involvement.
- Leadership Development – The club officers were involved in district activities and participated in zone meetings to sharpen their leadership skills and become aware of the support that is available to the club.
- Club Development – The club hosted regular and meaningful meetings and submitted key reports in a timely manner.

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

Ongoing



Notes:

End of term




Notes:

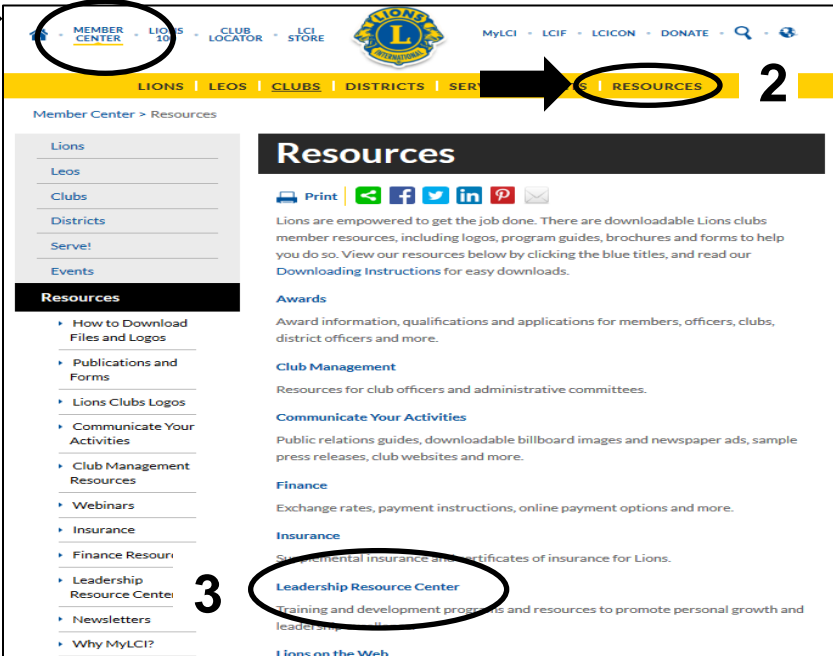


What are some goals you hope to achieve during your term as club president?


Section 5: Resources


How to access online courses:

1 



2

3 

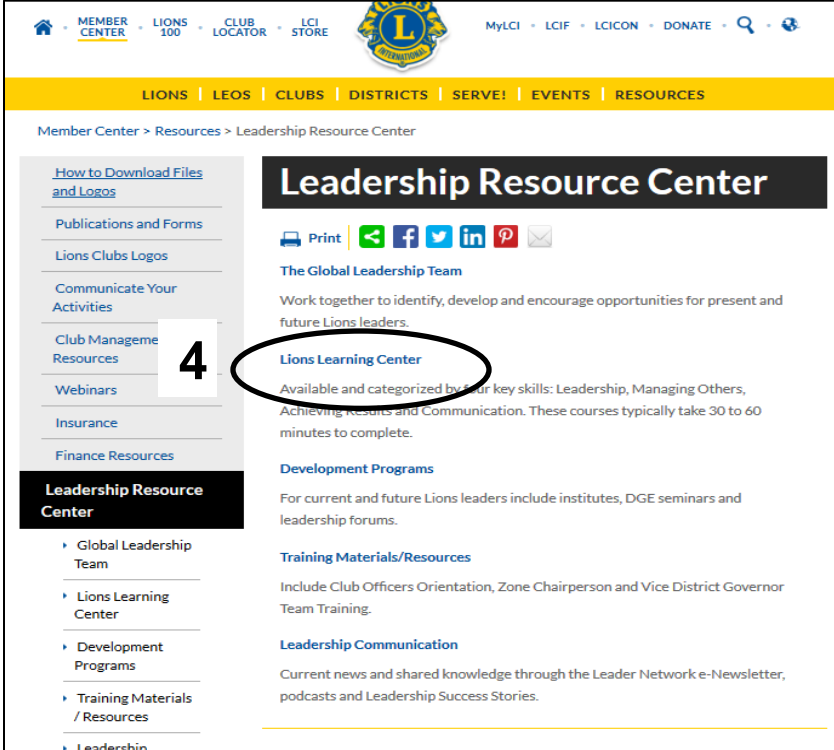
4 

To access the online courses go to www.lionsclubs.org.

1. Click on Member Center
2. Click on Resources
3. Click on Leadership Resource Center
4. Click on Lions Learning Center

Recommended courses for club president:

- Introduction to Lions Leadership
- Writing Your Personal Mission Statement
- Goal Setting
- Effective Teams
- Meeting Management
- Conflict Resolution
- Decision Making
- Delegation
- Managing Change
- Providing Community Service
- Team Motivation
- Promoting Innovation



***Note:** The Lions Learning Center (LLC) is a separate system from MyLions. To create an account and log into the LLC you will use your Lions Member ID number and create your own Password.

You can gain additional insight and information by familiarizing yourself with the documents and training material on the Lions Clubs International website.

Webpages:

- Club Officer Orientation
<http://members.lionsclubs.org/EN/resources/leadership-resource-center/training-resources/club-officer-training-orientation.php>
- The Leadership Resource Center
<http://members.lionsclubs.org/EN/resources/leadership-resource-center/index.php>
- Lions Clubs Member Resources
<http://members.lionsclubs.org/EN/lions/index.php>
- Managing a Club
<http://members.lionsclubs.org/EN/clubs/index.php>
- Webinars
<http://members.lionsclubs.org/EN/resources/webinars/index.php>

If you haven't accessed these publications during the presentation, you can do so now by clicking on the links provided.

Publications:

- Constitutions and By-Laws
<http://www.lionsclubs.org/EN/member-center/resources/publications/resources-pub-legal.php>
- Club Officer Manual
<http://www.lionsclubs.org/EN/common/pdfs/la15.pdf>
- Art of Recognition
<http://www.lionsclubs.org/EN/common/pdfs/ldsp003.pdf>
- Blueprint for a Stronger Club
<http://www.lionsclubs.org/EN/common/pdfs/DA-STPBG.pdf>