

CLUB MEMBERSHIP CHAIRPERSON MENTOR CHECKLIST

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

Club Name: _____ Club Number: _____

Club Membership Chairperson Name: _____

Club Membership Chairperson Email Address: _____ Phone Number: _____

Roles and Responsibilities (for full description, please see the Standard Form Club Constitution and By-Laws):

1. Encourage all members to participate in membership growth by inviting prospective members to the club. Follow up with prospective members promptly.
2. Engage new members in activities that are of interest to the member.
3. Understand the different membership types and programs offered and promote membership programs to club members.
4. Develop and lead a membership committee to help implement action plans to achieve the club's membership goals and to positively increase the member experience.
5. Ensure that new members are provided with an effective orientation so new members understand how the club operates within its district, multiple district and Lions Clubs International, with the support of the Club First Vice President.
6. Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.
7. Collaborate with the District Global Action Team on membership initiatives, and participate in relevant district, region and zone meetings and events.

Resources: Introduce the new club membership chairperson to the resources as noted below. (Material may be covered over multiple sessions):

- Club membership chairperson webpage and the Lions Learning Center on the LCI Website.
- Standard Form Club Constitution and By-Laws: Review information relevant to membership types.
- Club Membership Chairperson e-Book: The e-Book provides a fast and logical link to the information they need.
- Club Membership Chairperson Guide: This guide will help organize and plan the year to have a successful membership development program.
- Lions Orientation Guides: The series provides an outline of information that may be presented over a series of meetings.
- Membership Applications: Available in print or online for potential members.
- Encourage the club membership chairperson to visit your club to see how other clubs are managed.

Membership Chairpersons correspondence from LCI: Encourage the membership chairperson to have a unique email on file to ensure that they are able to receive communication.