

CLUB OFFICER TRAINING CHECKLIST

Use this checklist to assist you with your sessions.

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

Introduction to Lions Clubs International Orientation Guide

- History of Lions Clubs International and Foundation
- 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 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
- Convention 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 responsibilities of each officer
- Best Practices for Financial Transparency
- Check to make sure they are working with the Mentor
- Making It Happen! Guide to Club Project Development

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 (Lions Learning Center)
 - Meeting Program Ideas

Session Four: Recruitment and Retention

- Recruiting members
- Sponsor responsibilities
- Induction Ceremony
- New Member Orientation
- 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