

## 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 Lions Clubs International Foundation
- Structure of Clubs, Zones, Regions, Districts, Multiple Districts
- Zone level support
- District Team Support
- Support offered by LCI
- Club Officer Training online course (Lions Learning Center)
- 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
- Plan for Your Club's Success (Global Membership Approach)
- Club Excellence Award