

CLUB MEMBERSHIP CHAIRPERSON MENTOR CHECKLIST

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

Club Name: _____

Name: _____

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 and promote them 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 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):

- ☐ Review the club membership chairperson webpage.
- ☐ Familiarize yourself with these helpful courses on the Lions Learning Center:
 - Invite for Impact
 - Conflict Resolution
 - Membership Satisfaction
 - Global Membership Approach
- ☐ Standard Form Club Constitution and By-Laws: Review information relevant to membership types.
- ☐ Club Membership Chairperson e-Book: Provides a fast and logical link to the information they need.
- ☐ Club Membership Chairperson Guide: Will help you organize and plan a meaningful, impactful membership experience.
- ☐ Just Ask! Fostering a Culture of Recruitment Guide: This guide will help your club recruit new members and effectively manage club growth by creating a culture of recruitment in your club.
- ☐ New Member Orientation Guide: provides an outline of information that may be presented over a series of meetings. Includes a trainers guide and PowerPoint to help facilitate the orientation.
- ☐ Membership Applications: Available in print or online for potential members.
- ☐ Membership Satisfaction Guide: This guide steps you through a plan to increase member satisfaction as well as provides solutions to some of the more common reasons members leave clubs.
- ☐ 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 don't miss out on important, helpful communication.