

## CLUB PRESIDENT 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):**

The club president is the chief executive officer of the club:

1. Presides at all meetings of the board of directors and the general membership meetings.
2. Implement action plans membership growth, service, community engagement and operational improvement.
3. Presides over the annual elections, ensure they are duly called, noticed and held.
4. Ensure the club is operating in accordance with local laws, club and international constitution and by-laws.
5. Be an active member of the district governor's advisory committee of the zone in which this club is located.

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

- Review the club president webpage.
- Standard Form Club Constitution and By-Laws: Review the sections of the Constitution and By-Laws in detail, noting when the information might be applied.
- Lions Learning Center (LLC) available on the Lions Clubs International website by clicking on the Member Login link.
  - Club Officer Training – Introductory overview of club officer roles and responsibilities and club structure.
  - Club President Responsibilities – This module provides basic information and resources necessary to prepare for the club president position.
- Provide the club president with a link to the LLC and when possible, go through the presentation in person so they have a thorough understanding of the roles and responsibilities and sources of information that can be accessed if additional information is needed.
- Provide additional resources, sample agendas, and other materials that the club president may find helpful.
- Encourage the club president to visit your club to see how other clubs are managed.

Club President correspondence from LCI: Encourage the club president to have a unique email on file to ensure that they don't miss out on important, helpful communication.