

ROLE, DUTIES, AND RESPONSIBILITIES

## Agenda

- Role of the Club President
- Authorities
- Constitution and Bylaws
- The Team
- Meetings
- Committees
- Club Officers
- Communication
- Leadership
- Elections
- Planning

- Resources


## The Role of the President - BLUF

$>$ Lead the Club
> Calls the club to action to fulfill service works
> Appoint Chairpersons - Committee \& Project
$>$ Coordinates the efforts of the Board
> Plan and conduct meetings
> Actively participate in Zone Meetings (District Governor's Advisory Committee)
> Actively participate in District Meetings
> Manage club elections and succession planning

## Authorities

## The president is the chief executive officer of the club.

The president's authority in the club is not absolute. The position's authority comes from the:

- Club as a whole
- Club's constitution and by-laws
- International Lions Clubs Constitution and ByLaws

- And the club board of directors


## Authorities

## Lions Club International Constitution and Bylaws

## District Constitution and Bylaws

Any club rule, procedure, by-law or constitutional provision that is contrary

Club Constitution and Bylaws to the International Constitution and By-Laws (LA-1) is not valid.

## Who is the Board of Directors?

The board of directors consists of the:
> Club President
> Vice Presidents (s)
> Secretary
> Treasurer
$>$ Directors
> Immediate Past President

> Lion Tamer
> Tail Twister
> Branch Coordinator
> Membership Director
> All Other Elected Directors

## Model Club Structure



## The Role of the President - The Team

## > Club President

$>$ Vice Presidents (s)
$>$ Secretary
$>$ Treasurer
> Directors

## > Immediate Past President


>Main bookkeeper (Admin \& Project Accts); Invoices \& Reports Dues; Makes deposits \& records expenses; Prepares the budget
>Provides additional oversight for items placed before the board (leverage these positions for GAT)
>The President's advisor; May serve as a Director; Typically serves as the Membership Chairperson and/or LCIF Chairperson; Welcoming host for new members

## The Role of the President - The Team

$>$ Lion Tamer
> Tail Twister
> LCIF Coordinator
> Visitation Chairperson
> Youth Protection Officer
> LEO Advisor


$>$ Takes care of club property; sets up property for meeting; serves as the sergeant-at-arms .
$>$ Promotes fun and good fellowship at meetings; levies fines in good natured manner for violations of good order or protocol.
$>$ Communicates the mission and success of the LCIF; Coordinates donations and achievement of $100 \%$ Club status; Assists with Melvin Jones Fellowship awards.
$>$ Coordinates visits to other clubs; promotes fellowship within and external to the Zone, Region, and District.
$>$ Manages the certification, documentation, and maintenance of records of all Lions involved with LEOs.
>Provides guidance to the LEO sponsored club; Should enjoy working with youth and engaging is service centered on youth.


## The Role of the President - The Team

## Global Action Team

> Service Chairperson
> Membership Chairperson
> Leadership Chairperson
> Marketing \& Communication
> Branch Club Liaison
$>$ Coordinates all of the service activities chosen by the club; Advises the project leaders on the execution of the service project.
>Leads the charge in recruiting new members; Orients new members on LCI; Nurtures relationships between new and established members
>Keeps the history of the club's official proceedings; Maintains club rosters; Assists with communication; Submits reports (membership, election, and service); Club liaison between the Club, District \& Association
$>$ Keeps all activities of the club in the public eye; Promotes the club and its service and fundraising efforts.
$>$ Supports the activities of the branch club; serves as the voting member of the parent club board

## The Role of the President-Meetings

$>$ Club Meeting
> Club Board Meeting
> Zone/Region Meeting
> District Meeting
> District Convention
$>$ Occurs no less than monthly
>Must occurs monthly
$>$ Typically occurs quarterly
$>$ Three meetings per year
>Once per year; involves voting in the new District Governor and cabinet (Apr / May)

## The Role of the President -Meetings

Club Meetings


## Zone/Region Meetings

> The club president presides at all meetings of the board of directors as well as the club.
> Prepares the Agenda
> Follows the Agenda at the Meeting - Start on Time
> Presides over the meeting; Standing authority
> Coordinate the Scheduled Program (Appoint a club member to do this); or appoint someone to do this
> Ensure Review \& Approve past club minutes
> Ensure approval of the Treasurers Report (review budget, intakes, outlies, and account status) (2 person confirmation of statements to books)

## Robert's Rules of Order

 Visit: http://www.robertsrules.com/
## The Role of the President - Club Meetings

> The club president presides at all meetings of the board of directors as well as the club.
> Prepares the Agenda
$\checkmark$ President provides content
$\checkmark$ Communicate with officers and committee chairs to gather items
$\checkmark$ Work with Club Secretary to tailor the agenda
$\checkmark$ Ensure it is accurate and includes all required items
> Follows the Agenda at the Meeting
$\checkmark$ Start Meeting on Time
$\checkmark$ Ensure Meeting runs smoothly
$\checkmark$ Use parliamentary procedures
> Manage Group Interaction
$\checkmark$ Presides over the meeting
$\checkmark$ Standing authority to deal with conflict resolution
> Coordinate the Scheduled Program (Appoint a club member to do this)
> Review \& Approve past club minutes

## Parliamentary Procedure

$\checkmark$ A body of rules followed by an assembly.
$\checkmark$ Call to order
$\checkmark$ Rules for motion approval
$\checkmark$ Recognition of speakers
$\checkmark$ Etc...

Robert's Rules of Order
Visit: http://www.robertsrules.com/


## The Role of the President - Club Meetings

## The club president presides at all meetings of the board of directors as well as the club.

The Club Meeting
The Agenda:
$\checkmark$ Call to order (Flag Salute / Song / Announcements)
$\checkmark$ Introduction of Guests
$\checkmark$ A Scheduled Program (guest speaker, entertainment)
$\checkmark$ Approval of Meeting Minutes
$\checkmark$ A review of Board Business (Membership status, Treasurers Report, Service Status, etc)
$\checkmark$ Upcoming projects
$\checkmark$ Old Business
$\checkmark$ New Business

The Agenda:
$\checkmark$ Call to order / Announcements
$\checkmark$ Approval of Minutes
$\checkmark$ Treasurers Report (review budget, intakes, outlies, and account status) (2 person confirmation of statements to books)
$\checkmark$ Membership Report
$\checkmark$ Service Report
$\checkmark$ Committee and Chairperson Updates
$\checkmark$ Old Business
$\checkmark$ New Business
$\checkmark$ Outstanding Items

## The Role of the President - Zone Meetings

The club president serves on the District Governor's Advisory Committee.

## The Zone Meeting

> Chaired by the Zone Chair
> Attended by Region Chair when possible
> Occurs Quarterly
> Timed in close proximity to the District Meeting
> May or may not have a program

```
The Agenda - A Way
```

$>$ Call to order
> Introduction of Guests
$>$ Review Information from District Meeting
> Review Upcoming Calendar
> Club Reporting Status
> Project Review (if there is a Zone level project)
> Club Reports (service events, fundraising, LCIF, etc)
> Scheduled Program

## The Role of the President - District Meetings

The club president serves as the District Governor's Advisory Committee.

The Agenda
> Chaired by the District Governor
> Attended by all Clubs when possible
> Occurs Quarterly
$\checkmark$ JUL / AUG
$\checkmark$ NOV
$\checkmark$ JAN / FEB
$>$ Includes a:
$\checkmark$ Cabinet Meeting
$\checkmark$ Business Meeting
$\checkmark$ Entertainment

Day 1:
> Social Hour
> Dinner and Entertainment

## Day 2:

> Cabinet Meeting
> Business Meeting
> Club Attendance Count
> GAT Reports (Membership, Leadership, Service)
> LCIF Report
> Committee Reports
> Project Reports
> LEO Leadership Report

## The Role of the President - District Convention

The club presidents serve as the District Governor's Advisory Committee.

## The District Convention

> Chaired by the District Governor and Convention Chair
> Attended by all Clubs when possible
> Occurs Annually; Typically in April
> District Elections
> Attended by District, State, and International dignitaries

The Agenda
Friday:
$\checkmark \quad$ Food Fair
Saturday:
$\checkmark \quad$ Registration \& Delegate Certification
$\checkmark \quad$ Opening Business Session (Protocol)
$\checkmark$ Committee Reports
$\checkmark$ District Awards
$\checkmark \quad$ LCIF Melvin Jones Luncheon
$\checkmark \quad$ Student Speaker Contest
$\checkmark$ Governor's Banquet
Sunday:
$\checkmark$ Memorial Service
$\checkmark$ Second General Session
$\checkmark$ District Awards
$\checkmark$ End of Year Report
$\checkmark$ Comments by Visiting Dignitaries
$\checkmark$ Presentation of the District Governors Elect

## The Role of the President - Committees

Every club has members in committees. The president has many duties pertaining to club committees.

## Standing Committee

Permanent committees / positions within the club
$\checkmark$ Youth Committee
$\checkmark$ Hunger Committee
$\checkmark$ Diabetes Committee
$\checkmark$ Environmental Committee
$\checkmark$ Vision Committee
$\checkmark$ Nominating Committee

## Special Committee

Committees appointed for limited periods of time to perform a special function
$\checkmark$ Fundraising event
$\checkmark$ Service Project

## Committees that make a difference

## The Role of the President - Committees

## Every club has members in committees. The president has many

 duties pertaining to club committees.
## President Duties

> Establish and Appoint Committee Chair
$\checkmark \quad$ Can be announced prior to taking office
$\checkmark$ Approved by sitting club president
$>$ Select Chairs and Members to serve
$\checkmark$ Based on their interests \& passion
$\checkmark$ Coordinate \& Cooperate with Chair
$\checkmark \quad$ Support their efforts / Don't control their efforts
> Communicate Regularly
$\checkmark$ Attend some of committee meetings
$\checkmark$ Outside of the meeting
$\checkmark$ Creates an environment of openness
> Follow Up on pending issues

## Key Skills

> Delegate
> Coach
> Provide resources and support


## The Role of the President - Club Officers

## The president works with other club officers to ensure the club runs smoothly and tasks are accomplished

## Collaborative Relationship

$>$ President, VP's, Secretary, Treasurer work together
$>$ Secretary / Treasurer
$\checkmark \quad$ Discuss record keeping and expectations
$\checkmark \quad$ Who takes the minutes, who is back up
$\checkmark \quad$ Meets deadlines
$\checkmark \quad$ Ensure Secretary files PU 101 on time
$>\quad$ Meet before the beginning of the year
$\checkmark \quad$ Set Plan for the year - for service
$\checkmark \quad$ Compare to budget - determine fundraising
$\checkmark \quad$ Anticipate expenses and income
$\checkmark \quad$ Prioritize spending needs
$\checkmark \quad$ Monitor spending throughout the year
$>$ Board Approval
$>$ Funds not previously approved by the board, must be approved prior to expending
> Keep your club informed of budget status
$>$ Request Officers to report out to the club throughout the year.

## Financial Accounts

$>$ Administrative
$\checkmark \quad$ Money collected from club member or other Lions
$\checkmark \quad$ Can also be funds from a non-Lion promoted fundraising event (garage sale)
$\checkmark \quad$ Can only be a Lions promoted event when specifically advertised as fundraising for the Administration of the club
$\checkmark \quad$ To be used to support the administrative needs of the club
> Project
$\checkmark \quad$ Money collected from the community in the name of service
$\checkmark \quad$ Monies can only be used in service to the community
$\checkmark \quad$ Cannot be used for administrative purposes
$\checkmark$ Approximately $10 \%$ of a project's funds can be used for supplies

## Assess your clubs' health every month!

Resource: Club Health Assessment

Membership gain/loss
Reporting history
Officer rotation
Membership reporting
Club status
Donations to LCIF


## The Role of the President - Communication

## Communication is very important to success as a club president

## President Duties

> Be open
$\checkmark$ Open communication with members and committees
$\checkmark \quad$ Be aware of activities and communicate deadlines, expectations, \& information
$\checkmark$ Be aware of member's situations and enlist club members to assist if needed
> Be Proactive
$\checkmark$ Anticipate questions
$\checkmark \quad$ Ensure adequate time between requests and expectations for responses
> Keep members up to date on news, issues, etc...
$\checkmark \quad$ Club newsletter - Timely
$\checkmark$ Answer emails, letters, voicemails, promptly
$\checkmark$ Creates an environment of openness

Communicate, Communicate, Communicate


## The Role of the President - Leadership

Club members look to the president for leadership. This includes guidance, motivation and help solving problems.

## President Duties

> Be a Leader
$\checkmark$ Lead by Example
$\checkmark \quad$ You set the tone for the club
> Develop Leaders
$\checkmark$ Use prior experiences
$\checkmark$ Develop committee chairs, project chairs, \& club officers
$\checkmark$ Provide opportunities to lead
$\checkmark \quad$ Be aware of leader development resources
$\checkmark$ Encourage attendance at leadership training
> Capitalized on leadership potential in the club
$\checkmark$ Build a shared vision among club members
$\checkmark$ Guide/encourage members toward reaching the club's goals
$\checkmark$ Every member has an important role

Appreciation Strategy Humility CommitmentResponsibility帚 Qadership Honest Communication Values PurposeDetermination va Passion Principles


## The Role of the President - Elections

## The president plays a key role in club officer elections.

## President Duties

> Ensure offer elections comply with the constitution \& bylaws
$\checkmark \quad$ Ensure process is open
$\checkmark$ Meets deadlines
$\checkmark$ Ensure Secretary files PU 101 on time
> Appoint a nominating committee
$\checkmark$ Submits names of candidates to members
$\checkmark$ Create Ballot
> Hold Elections
$\checkmark$ Announce election date the month prior
$\checkmark$ Send ballot via email to absent and at large members ( 24 hrs to return)
$\checkmark$ Creates an environment of openness
> Announce newly elected Club Leadership
$>$ Sign up for District Training

## Timeline

$>$ March - Appoint Nominating Committee
> April - Hold Club Elections
> May 15 (NLT) - Submit PU-101 to LCI Headquarter (via MyLCI)


## The Role of the President - Planning

## An effective year starts with planning ahead.

## Before Your Term

$>$ Before your term begins
$\checkmark \quad$ Understand member motivation
$\checkmark$ Review President's eBook
$\checkmark$ Be aware of member's situations and enlist club members to assist if needed
$>$ Review Award Requirements
$\checkmark \quad$ Club Excellence Awards
$\checkmark$ Gov's Top Club Award
$\checkmark \quad$ Steve Brody Award
$\checkmark$ 100\% Secretary Award
$\checkmark$ Visitation Award
$\checkmark$ Newsletter Award
$>$ Set goals
> Establish committees

## End of the Year

> Finish projects and prepare the incoming officers.
> Plan Charter and Installation Dinner
$\checkmark$ Individual recognition awards
$\checkmark$ Awards Committee
$\checkmark$ Review President's eBook
$\checkmark$ Be aware of member's situations and enlist club members to assist if needed
> Identify Awards
$\checkmark$ Attendance Awards
$\checkmark$ Melvin Jones Fellowship
$\checkmark$ Henry J Ashlan Fellow
$\checkmark$ Lion of the Year
$\checkmark \quad 100 \%$ Secretary Award
> Transition new Club Leadership
$\checkmark$ Set Planning Meeting
$\checkmark$ Set Budget Meeting
$\checkmark$ Transitional Projects


## Goals \& Planning

## District Goals

## Service

$>$ Increase percentage of clubs reporting service by 20\%
> Complete a community needs assessment
> Provide humanitarian needs
> Help clubs struggling to have new service projects

## Membership

$>$ Achieve a positive membership growth (1 member growth in each club)
> Charter 2 new clubs
> Support, participate in, and promote the Global Membership Approach by:
$\checkmark$ Adopt \& implement the four process steps: Build a Team, Build a Vision, Build a Plan, and Build Success
$\checkmark$ Participate in training webinars to learn and implement the approach
$\checkmark$ Oversee, support, and/or conduct district training
$\checkmark$ Invite GAT leaders to attend district training
$\checkmark$ Provide feedback on successes and challenges to GAT leaders

## LCIF

> Increase club participation by $50 \%$; club visitation by LCIF Chair
> Raise $\$ 50,000$ for LCIF from our district; Continue Blindfold Dinner

- Attain 100\% club participation in LCIF
> Hold seminars/information about LCIF; market LCIF throughout the district


## Leadership

> Coordinate and complete District Leadership/Officer training
> Region/Zone chairpersons training by September
> Develop online new member/Lions orientation
> Guiding Lions Certification: All Region Chairs
> Promote Lions Club Learning Institutions \& USA/Canada Forum

## Goals \& Planning

## Service

> Increase percentage of club reporting service by 20\%
> Complete a community needs assessment
> Provide humanitarian needs
> Start one new service project for the club

## Membership

> Achieve a positive membership growth (1 member growth in each club)
> Support, participate in, and promote the Global Membership Approach by:
$\checkmark$ Adopt \& implement the four process steps: Build a Team, Build a Vision, Build a Plan, and Build Success
$\checkmark$ Host a club planning session
$\checkmark$ Provide feedback on successes and challenges to GAT leaders

## LCIF

> Attain 100\% club participation in LCIF
> Raise/donate \$?? Per member to LCIF
> Sponsor a program about LCIF; market LCIF throughout the club

## Leadership

> All Club Officers trained in their position
> Conduct new member/Lions orientation
> Promote Lions Club Learning Institutions \& USA/Canada Forum

## Resources District Website: https://4a2lions.org/

A club president is not alone in the role.

## Lions Team

> Club Officers
> Zone and Region Chairpersons
> District Cabinet
> Lions Club International


## LCI Site

> www.lionsclubs.org
> LCI Contact Page -https://lionsclubs.org/en/footer/contact-us
> Lions Learning Center - https://Ici-learnonsite-app-prod.azurewebsites.net/
> LCI Resources Web Page - https://lionsclubs.org/en/resources-for-members/resource-center
$\checkmark$ Club President \& Vice President e-Book
$\checkmark$ Awards Applications
$\checkmark$ Blueprint for a Stronger Club (The Big Picture)
$\checkmark$ Your Club Your Way (Great meetings)
$\checkmark \quad$ Club \& Community Needs Assessment
$\checkmark$ Club Quality Initiative (The annual plan)
$\checkmark \quad$ New Member Orientation Guide
$\checkmark$ Best Practices for Financial Transparency Guide
District Website: https://4a2lions.org/

## MyLCI/MyLION

MyLCI/MyLion is the place for club officers to manage their clubs efficiently


## Wrap it up!!!



