

ROLE, DUTIES, AND RESPONSIBILITIES

## Agenda

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

**Club Constitution and Bylaws** 



### Who is the Board of Directors?



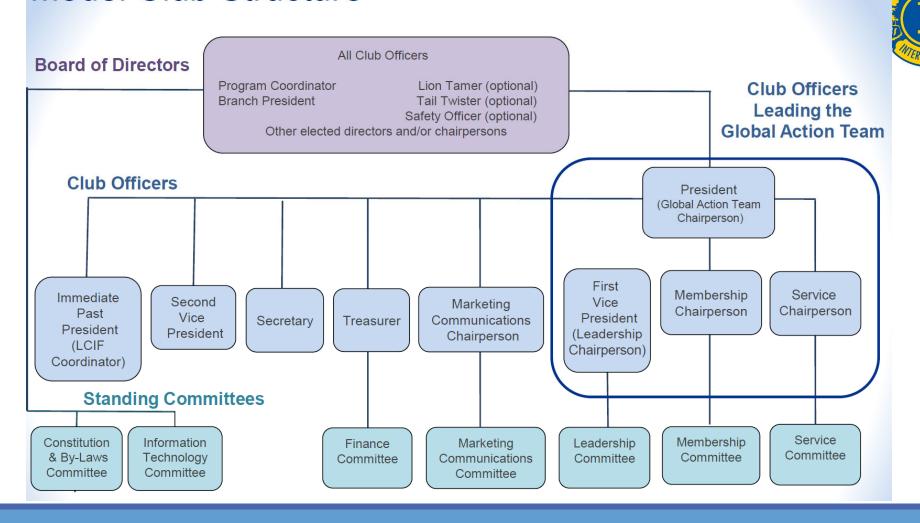
### The board of directors consists of the:

- 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



➤ Sets annual goals; The GAT Chairperson; Calls the club to action in service; Manages club election and succession planning; Recognizes club members for their service efforts.

Vice Presidents (s)



>Assists President in achieving annual goals; Serves a committee chairperson (Fundraising; Service)

Secretary



➤ 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

Treasurer



➤ Main bookkeeper (Admin & Project Accts); Invoices & Reports Dues; Makes deposits & records expenses; Prepares the budget

Directors



➤ Provides additional oversight for items placed before the board (leverage these positions for GAT)

Immediate Past President



➤ 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





➤ Takes care of club property; sets up property for meeting; serves as the sergeant-at-arms.

Tail Twister



➤ Promotes fun and good fellowship at meetings; levies fines in good natured manner for violations of good order or protocol.

LCIF Coordinator



➤ Communicates the mission and success of the LCIF; Coordinates donations and achievement of 100% Club status; Assists with Melvin Jones Fellowship awards.

Visitation Chairperson



➤ Coordinates visits to other clubs; promotes fellowship within and external to the Zone, Region, and District.

Youth Protection Officer



➤ Manages the certification, documentation, and maintenance of records of all Lions involved with LEOs.

LEO Advisor



➤ 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



➤ Coordinates all of the service activities chosen by the club; Advises the project leaders on the execution of the service project.

Membership Chairperson



➤ Leads the charge in recruiting new members; Orients new members on LCI; Nurtures relationships between new and established members

Leadership Chairperson



➤ 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

Marketing & Communication



➤ Keeps all activities of the club in the public eye; Promotes the club and its service and fundraising efforts.

Branch Club Liaison



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**



- > 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)

#### **Parliamentary Procedure**

- ✓ A body of rules followed by an assembly.
- ✓ Call to order
- ✓ Rules for motion approval
- ✓ Recognition of speakers
- ✓ Etc...

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

Zone/Region Meetings

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



- Occurs Quarterly
  - Timed in close proximity to the District Meeting
- May or may not have a program

## The Role of the President – Club Meetings

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- ➤ The club president presides at all meetings of the board of directors as well as the club.
- Prepares the Agenda
  - ✓ President provides content
  - ✓ Communicate with officers and committee chairs to gather items
  - ✓ Work with Club Secretary to tailor the agenda
  - ✓ Ensure it is accurate and includes all required items
- Follows the Agenda at the Meeting
  - ✓ Start Meeting on Time
  - ✓ Ensure Meeting runs smoothly
  - ✓ Use parliamentary procedures
- Manage Group Interaction
  - ✓ Presides over the meeting
  - ✓ 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**

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- ✓ 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 Board Meeting**

### The Agenda:

- ✓ Call to order (Flag Salute / Song / Announcements)
- ✓ Introduction of Guests
- ✓ A Scheduled Program (guest speaker, entertainment)
- ✓ Approval of Meeting Minutes
- ✓ A review of Board Business (Membership status, Treasurers Report, Service Status, etc)
- ✓ Upcoming projects
- ✓ Old Business
- √ New Business

When is the next meeting?

#### **The Agenda:**

- ✓ Call to order / Announcements
- ✓ Approval of Minutes
- ✓ Treasurers Report (review budget, intakes, outlies, and account status) (2 person confirmation of statements to books)
- ✓ Membership Report
- ✓ Service Report
- ✓ Committee and Chairperson Updates
- ✓ Old Business
- √ New Business
- ✓ 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 District Meeting** 

- Chaired by the District Governor
- Attended by all Clubs when possible
- Occurs Quarterly
  - ✓ JUL/AUG
  - ✓ NOV
  - ✓ JAN / FEB
- Includes a:
  - ✓ Cabinet Meeting
  - ✓ Business Meeting
  - ✓ Entertainment

#### **Day 1:**

- Social Hour
- Dinner and Entertainment

#### **Day 2:**

- Cabinet Meeting
- Business Meeting
  - Club Attendance Count
  - GAT Reports (Membership, Leadership, Service)

The Agenda

- 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:

Food Fair

#### Saturday:

- ✓ Registration & Delegate Certification
- ✓ Opening Business Session (Protocol)
- ✓ Committee Reports
- ✓ District Awards
- ✓ LCIF Melvin Jones Luncheon
- ✓ Student Speaker Contest
- √ Governor's Banquet

#### Sunday:

- ✓ Memorial Service
- ✓ Second General Session
- ✓ District Awards
- ✓ End of Year Report
- ✓ Comments by Visiting Dignitaries
- ✓ 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

- √ Youth Committee
- ✓ Hunger Committee
- ✓ Diabetes Committee
- ✓ Environmental Committee
- √ Vision Committee
- ✓ Nominating Committee

### **Special Committee**

Committees appointed for limited periods of time to perform a special function

- √ Fundraising event
- ✓ Service Project

# Committees

that make a difference

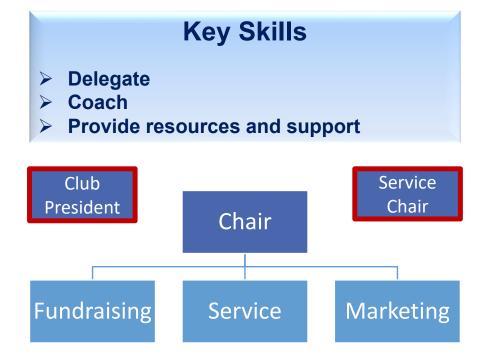
### The Role of the President – Committees



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

### **President Duties**

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



### 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
  - ✓ Discuss record keeping and expectations
  - ✓ Who takes the minutes, who is back up
  - ✓ Meets deadlines
  - ✓ Ensure Secretary files PU 101 on time
- Meet before the beginning of the year
  - ✓ Set Plan for the year for service
  - √ Compare to budget determine fundraising
  - ✓ Anticipate expenses and income
  - ✓ Prioritize spending needs
  - ✓ 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
  - ✓ Money collected from club member or other Lions
  - ✓ Can also be funds from a non-Lion promoted fundraising event (garage sale)
  - ✓ Can only be a Lions promoted event when specifically advertised as fundraising for the Administration of the club
  - ✓ To be used to support the administrative needs of the club
- Project
  - ✓ Money collected from the community in the name of service
  - ✓ Monies can only be used in service to the community
  - √ Cannot be used for administrative purposes
  - ✓ 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

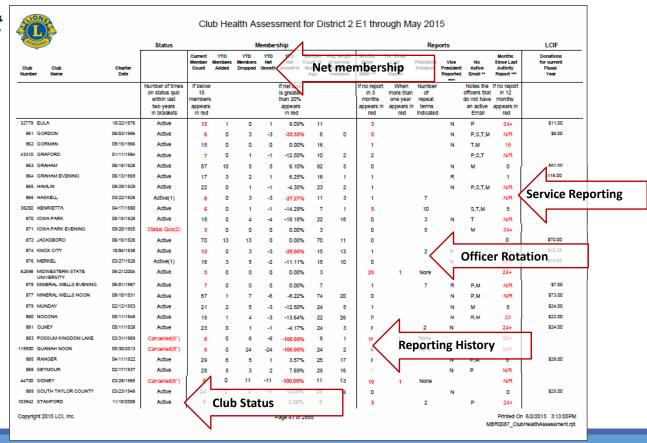
Reporting history

Officer rotation

Membership reporting

Club status

Donations to LCIF



### The Role of the President – Communication

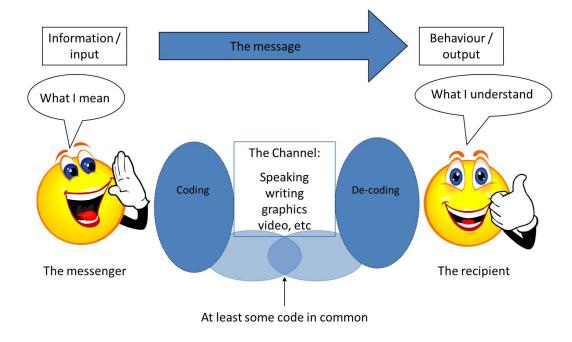


### Communication is very important to success as a club president

### **President Duties**

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

### **Communicate, Communicate, Communicate**



## The Role of the President – Leadership

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

### **President Duties**

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





### The Role of the President – Elections



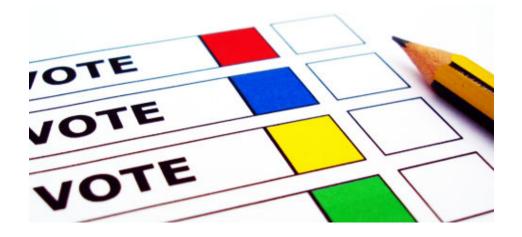
The president plays a key role in club officer elections.

### **President Duties**

- Ensure offer elections comply with the constitution & bylaws
  - ✓ Ensure process is open
  - ✓ Meets deadlines
  - ✓ Ensure Secretary files PU 101 on time
- Appoint a nominating committee
  - ✓ Submits names of candidates to members
  - √ Create Ballot
- Hold Elections
  - ✓ Announce election date the month prior
  - ✓ Send ballot via email to absent and at large members (24hrs to return)
  - √ 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
  - ✓ Understand member motivation
  - ✓ Review President's eBook
  - ✓ Be aware of member's situations and enlist club members to assist if needed
- Review Award Requirements
  - ✓ Club Excellence Awards
  - √ Gov's Top Club Award
  - √ Steve Brody Award
  - √ 100% Secretary Award
  - √ Visitation Award
  - ✓ Newsletter Award
- Set goals
- > Establish committees



### **End of the Year**

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



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## 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:
  - ✓ 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
  - ✓ Oversee, support, and/or conduct district training
  - ✓ Invite GAT leaders to attend district training
  - ✓ 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

#### **Club Goals**

#### **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:
  - ✓ Adopt & implement the four process steps: Build a Team, Build a Vision, Build a Plan, and Build Success
  - √ Host a club planning session
  - ✓ 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

What are your goals as Club President?

### 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 <a href="https://lci-learnonsite-app-prod.azurewebsites.net/">https://lci-learnonsite-app-prod.azurewebsites.net/</a>
- ➤ LCI Resources Web Page <a href="https://lionsclubs.org/en/resources-for-members/resource-center">https://lionsclubs.org/en/resources-for-members/resource-center</a>
  - ✓ Club President & Vice President e-Book
  - ✓ Awards Applications
  - ✓ Blueprint for a Stronger Club (The Big Picture)
  - √ Your Club Your Way (Great meetings)
  - ✓ Club & Community Needs Assessment
  - ✓ Club Quality Initiative (The annual plan)
  - √ New Member Orientation Guide
  - ✓ 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

Manage club roster changes; additions, drops, transfers

Easily update member contact information

Create mailing lists for communicating and invoicing dues

Print club rosters

View and pay club statements

Report service activities

# Wrap it up!!!



