

Multiple District 19 Officer Training



Club President



Objectives

- Understand your role as Club President
- Learn specific duties and administrative tasks of Club President
- Know duties of other club officers and the relationship to Club President
- Develop leadership resources
- **Be an awesome 2015-16 Club President**

What's Our Mission?

As a club within the greater International Association of Lions Clubs, your mission is:

TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

Here's What We'll Cover

- Role of the President
- Constitution & By-laws
- Protocol
- Membership
- Roles of Other Officers
- Leadership & Learning
- Planning
- Resources
- MyLCI



Role of Club President

- Chief Executive Officer
- Presides at club and board of directors meetings
- Responsible for ensuring club remains healthy
- Appoints committees of the club
- Ensures that officers are duly elected
- Is an active member of DG's advisory committee
- Link between the club and community, other Lions clubs, Zone Chairpersons, District Governor and LCI

Authority of Club President

- The Club President has NO absolute authority.
- President's authority comes from
 - Board of Directors
 - Club membership as a whole
 - Club's constitution and by-laws



Role of Club Vice President

- If the president is unable to perform the duties of his/her office,
 - ⦿ The Vice President (next in rank) performs the duties of the President with same authority as President
- Each Vice President oversees committees as designated by the President
- SO, VP's must be familiar with President's duties

President's First Tasks

Before you take office:

- Attend remaining Board meetings
- Become acquainted with club projects
- Establish working relationship with your secretary – define what you expect
- Identify your goals in club planning session
 - Many clubs use first July meeting as planning session

President's First Tasks

Before you take office

- Set up your committees
- Work with your budget committee to develop annual budgets for
 - ⦿ Administration
 - ⦿ Activity
 - ⦿ Foundation (optional)

Immediately

- Share your proposed budgets with Board of Directors (BOD): administrative, activity and foundation accounts
- Provide list of committee chairpersons
- Assign Vice Presidents to chair or oversee the committees
- Share goals with your officer team and with members. Be sure everyone shares the **SAME** goals.



Club Goals

- Consider choosing one or two significant goal(s) for your club's Lions year
- Work with BOD to identify objectives to meet your goal(s)
- Frequently monitor the goal(s)
- **ARE YOUR GOAL(S) SMART?**
 - Specific, Measurable, Attainable, Realistic, Time-bound

Goal Possibilities ?

Just a few ideas to get you started:

- Member satisfaction
- Member recruitment
- Member retention / involvement
- **Service projects**
- Fund raising projects



Club Goal *Examples*

- One new (or one improved) SERVICE PROJECT
- Obtain LCI club excellence award
- File WMMR (monthly membership reports) by the end of each month – **(Secretary)**
- 100% club dues paid on time to Lions Club International (LCI) and MD19 – **(Treasurer & Sec'y)**
- Net membership increase: Example 5% by 4/1/16

Communication

- ◉ Keep members up to date
 - Informed members are more satisfied and feel more connected/involved
- ◉ Answer letters, e-mails, voicemail promptly and professionally
 - Secretary is point of contact for club; president can personally respond to communication
 - Best to delegate for quicker responses



Key Meetings

- General “Club” Membership Meetings
 - ⦿ Use an agenda for every meeting
 - ⦿ Secretary records minutes and shares with BOD and members

- Board of Director Meetings
 - ⦿ Use agenda
 - ⦿ Secretary records minutes and distributes to BOD

Note: Two agenda examples in notebook



Club Meeting - Before

- Contact each of the following:
 - Lion Tamer/Greeter
 - Lion giving Invocation
 - Lion leading Anthem
 - Lion leading Flag Salute
 - Program Chairperson
 - Tail Twister
 - Secretary

Use email or phone.
Standard agenda makes it easy!

The form is titled "Substitute Teacher Comment Form". It includes fields for "Teacher", "Student Name", "Teacher", "Date", and "Time". Below these fields is a table with 6 rows and 2 columns. The first column contains numbers 0 through 5, and the second column is blank. At the bottom of the form, it says "Substitute Comments".

0	
1	
2	
3	
4	
5	

Club Meeting - During

- Follow agenda
- Keep meeting under control – You are the leader
- Arrive early: smile and greet each member
- Listen to members – everyone should be allowed to speak
- Start and end meeting on time
- Follow parliamentary procedure



Planning the Agenda

- Timing
- Agenda Item
- Who is responsible
- Resource materials
- Disposition
- Follow-up action

BOD Meeting - Before

- Prepare an Agenda
 - ⦿ Determine which committees will report
 - ⦿ Obtain Treasurer's report for each fund
 - ⦿ Distribute last meeting's minutes beforehand—or during the meeting (Secretary)
 - ⦿ Review/discuss progress on goals....follow up
 - ⦿ Review upcoming Club programs & speakers
 - ⦿ Old Business and New Business
 - ⦿ Identified Actions: Who Owns it, When is it due
 - ⦿ Adjournment

Member and BOD Meetings - After

- Meeting Minutes (Secretary's responsibility)
 - Document all motions
 - Document all action items, owner and due dates
 - Document key discussion points for all agenda items in both “*Old Business*” and “*New Business*”
 - Expect written minutes within 5-7 calendar days.
 - Distribute BOD minutes to BOD
 - Distribute Membership minutes to all members

Note: Timely distribution of minutes keeps ALL members informed—even if they couldn't attend the meeting.....VERY IMPORTANT!!!!

MEMBER SATISFACTION = RETENTION = MORE HANDS FOR MORE SERVICE . .

Use of Humor

- Make it appropriate
- Know your audience
- Know the right time and place



Q: What's a lion running a copy machine called?

A: A copycat

Club Excellence Award

- Club Excellence Award from LCI
 - ⦿ Club in Good Standing
 - ⦿ Service
 - ⦿ Contribution
 - ⦿ Membership
 - ⦿ Communication
 - ⦿ Leadership Development
 - ⦿ Club Development

Find the form online at
www.lionsclubs.org

Club & Member Awards

- Lion of the Year
- Melvin Jones Fellowship Recognition from LCIF
- Committee Chair of the Year
- MD19 Awards www.lionsmd19.com
- Rookie Lion of the Year Award
- Others ~ ~ Create your own awards



When Presenting Awards

- Be sure of name pronunciation
- Give proper recognition of accomplishments
- Show respect during presentation of awards
- Write your notes out so you don't forget
- Always act with class and dignity

Organizing Committees

- Appointed by President
- Selection Process
 - Choose people who think creatively
 - Give new Lions a chance
 - Give current chairperson a choice
 - **Ask each candidate if he/she is interested**
 - Make sure the job fits the volunteer and the volunteer fits the job



Officer Elections

- Ensure Club Officer elections comply with club constitution and by-laws
- **President responsible for entire election process**
 - President responsible to appoint a nominating committee
 - Club elections should occur in April
 - Club Officer Reporting Form (PU-101) is filed with LCI by Secretary before May 15th
 - MD19 Club Officer Reporting Form (PU-19) is filed with MD19 office by April 30th

Constitution & Bylaws

- ❑ Are your Club constitution and bylaws up-to-date?
- ❑ Are you aligned with the most current LCI guidelines?
- ❑ Are you following your constitution & bylaws?
- ❑ Appoint a team to review and report to BOD

Membership

- **How Do You Know if Your Members Love You?**



How Do You Keep Members Involved?

Be *ACTIVE* and provide an opportunity for everyone in the club to be a valued part of all club activities

One Idea: Check out the Membership Satisfaction Guide



Why Does a Lion Quit a Club?

- LA survey of former members says:
 - ⊙ Unproductive meetings
 - ⊙ Not enough younger members
 - ⊙ Meetings not enjoyable
 - ⊙ Lion felt like he/she did not belong
 - ⊙ The club was too political

Why Does a Lion Quit a Club?

- Additionally, the survey says:
 - ⦿ Too old-fashioned & stodgy
 - ⦿ Liked the club but had personal life-style changes
 - ⦿ Not enough focus on helping the community
 - ⦿ Not the types of services for the community that
 - interested me
 - ⦿ Not enough opportunities to serve the community

How To Keep Your Members

- Timely new member orientation
- Assign members to teams based on their interests
- Plan events that include family members
- Avoid “burn out”
- Give honest and creative recognitions
- Ask for help from GMT and GLT
- Conduct Member Questionnaire (in Member Satisfaction Guide)

Conflict Management

- Timely resolution of conflicts within the Club
 - Understand all sides
 - Meet with all involved members
 - Allow all involved to be able to step back and “save face”
 - Give permission to walk away
 - Use a facilitator, if necessary
 - Don't allow one person to dominate the process
 - Ask District GLT to conduct learning session

Understand Member's Motivation

- Some members join to **SERVE**
- Some members join to **LEAD**
- Some members join to **SERVE and LEAD**
- Know your members & their volunteer goals



RESPECT THEIR GOALS!

Duties of Other Executive Officers

- Vice President
- Secretary
- Treasurer
- Club Membership Chair



Note: You received and reviewed the LCI Club Officer Manual prior to this session, so you can refer to this resource for information.

Duties of the Secretary

- **Completes and submits the monthly reports-MMR, SAR**
- **Takes minutes at regular and board meetings**
- **Handles all club correspondence**
- **Submits other reports as needed**
- **Submits year-end reports**
- **Records attendance and visitations**
- **Maintains the membership roster and records**
- **Submits membership applications to LCI**

Duties of the Treasurer

- **Maintains the bookkeeping records of the club's funds**
- **Activity fund-Raised from public fundraisers, donations, gifts, club projects-can never be used for club expenses**
- **Administrative fund –Raised from Lions members-used to pay club expenses**
- **Prepares the draft budget for both funds**
- **Issues payments for club expenses**
- **Issues payments for donations as approved by the Board**

Membership Director

- **Sits as a voting member of the Club Board of Directors**
- **Leads the Club Membership Committee**
- **Makes recommendations for improvements in the club's membership programs to the Board.**
- **Reports monthly to Club Board of Directors on the progress of retention and recruitment activities.**
- **Keeps club members informed about membership programs. Encourages member cooperation.**
- **Maintains contact with Zone and District officers and Lions Clubs International regarding local membership challenges and successes.**

LEADERSHIP

**Ability to influence positive
behavior of others**

**Anyone, at any given time, has the opportunity
to be a leader.**



LEADERSHIP & LEARNING

- Check out the LCI Lions Learning Center at www.lionsclub.org
- Look for courses to learn leadership, PR and other team leader skills; e.g.,
 - Servant Leadership
 - Public Relations
 - Team Motivation
 - Managing Meetings
- Participate in district learning sessions (from GLT)



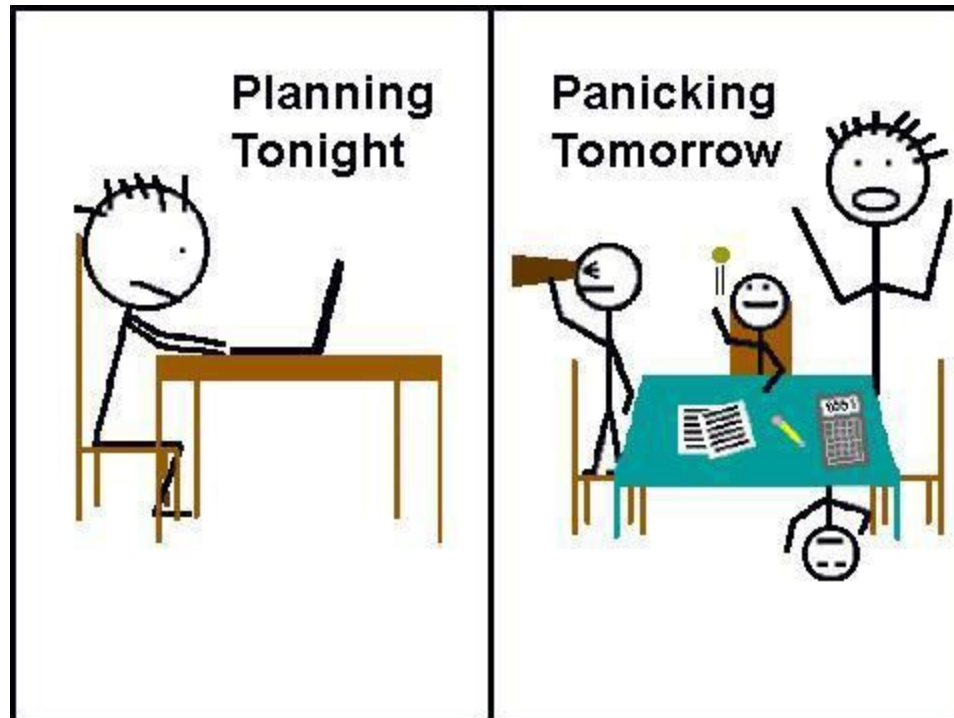


- Capitalize on your leadership potential as club president
 - Guide and encourage members toward reaching club's goals
 - Remember, every member has an important role to fill.
 - Working together enhances the club's service potential

- Follow the **Lions Code of Ethics**

Planning

An effective year starts with planning ahead



Use Your Resources

- District Governor, Vice Governors & Zone Chairs
- Past Club Officers
- Presidents Training Class for District B
- Leadership 101
- Northwest Lions Leadership Institute
- MD19 & LI Leadership Training Classes
- District GMT and GLT
- Lions University lionsuniversity.org

Use Your Resources

- LCIF
 - ⦿ Contributing Members
 - ⦿ Melvin Jones Fellowship
 - ⦿ LCIF Grants

- News Sources
 - ⦿ The Lions Magazine
 - ⦿ Lions Newswire
 - ⦿ Lions Quarterly
 - ⦿ MD19 Border Crossing

Use Your LCI Resources

- LCI Website www.lionsclubs.org
- Club Resource Center
 - ⊙ Lions Learning Center
 - ⊙ Lions Programs information
 - ⊙ Club Supplies (order online)
 - ⊙ WMMR (membership reporting)
- LCI Headquarters Staff ready to assist

Use Your Resources

Everybody
loves a
checklist!

PRESIDENT'S CHECKLIST	
DURING YOUR YEAR AS A VOLUNTEER LEADER	
ITEM	METHOD/ACTION
Meet with Secretary	Before every meeting, plan agenda, review minutes
Check with Treasurer	Before every meeting, review treasurer's report
Check with Vice Presidents	Before every meeting, check for committee/team reports
Arrive early for meetings	At least 30 minutes..to go over last minutes details
Start meetings on time	Call to order as specified in club constitution and by-laws
Greet and recognize club members and guests	Make them feel like part of the TEAM
Get their attention	Always stand and speak up when addressing the group
Work with Membership Chair	Review progress on membership plan at least once a month
Keep the meeting moving	Stick to the agenda and club business; don't wander
No surprises	Give plenty of time to Lions giving flag salute, invocation, committee reports
Listen	VALUABLE TOOL in leading you club
End meetings on time	Lions are volunteers. Their time is precious.
Attend zone meetings	Dates as called by zone chair



Just for you, Club President. . .The complete checklist is in your notebook. You're welcome!

New Financial Suspension Rule

Beginning July 1, 2015, LCI will automatically place clubs on financial suspension if:

- ◉ Balances beyond 120 days are equal to or exceed \$20/member OR over \$1,000.
- ◉ Club cancellation will occur after the 28th of the month following suspension if full payment is not received.
Example: As of June 30 your club is over 120 days and owes \$1,200.

Therefore, your club is on “financial suspension”.

If your full amount due is NOT paid by July 28, your club is cancelled.

- ◉ **Clubs cancelled more than twice will be ineligible for reactivation.**

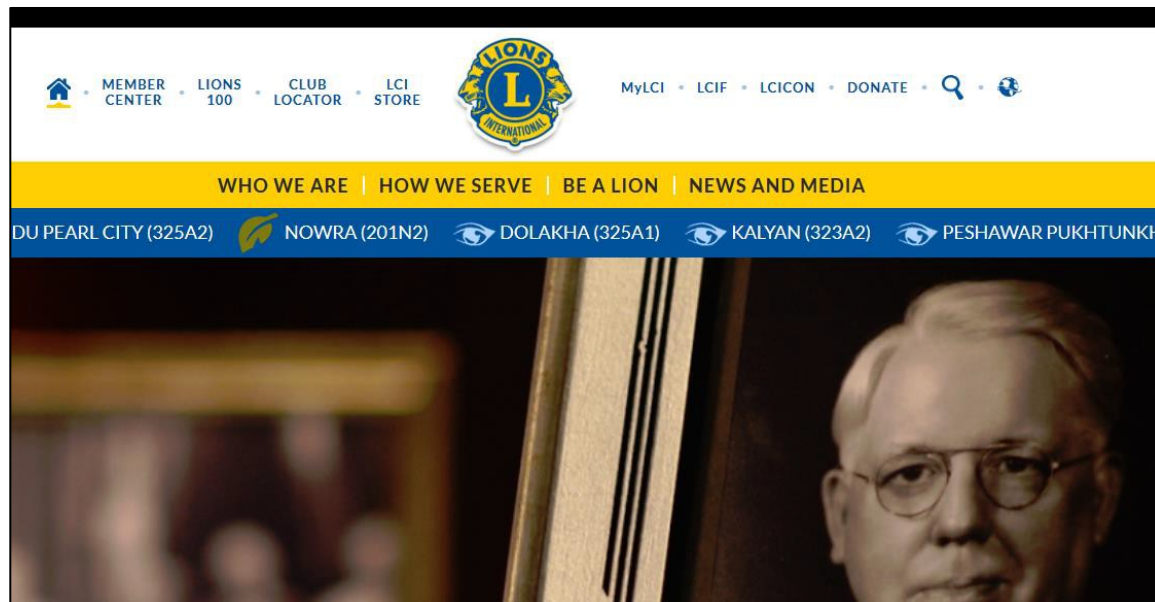
◉ **SO, pay your LCI bills ON TIME!!!!**

The cancellation of a club may be rescinded within 12 months from the date of cancellation if the club pays their account in full.

Clubs will not be placed on financial suspension of if they obtain a payment plan from the Finance Division of LCI and fulfill its obligations under the plan.

MyLCI

MyLCI is the reporting website used by many Lions clubs around the world. It is accessed through the LCI website and all required forms are submitted here. Start at www.lionsclubs.org



The WMMR

47

What is the WMMR and how is it used?

The Web Monthly Membership Reporting (WMMR) system is an online system helping to make membership updating easy and convenient. The Secretary generally makes the report at month-end.

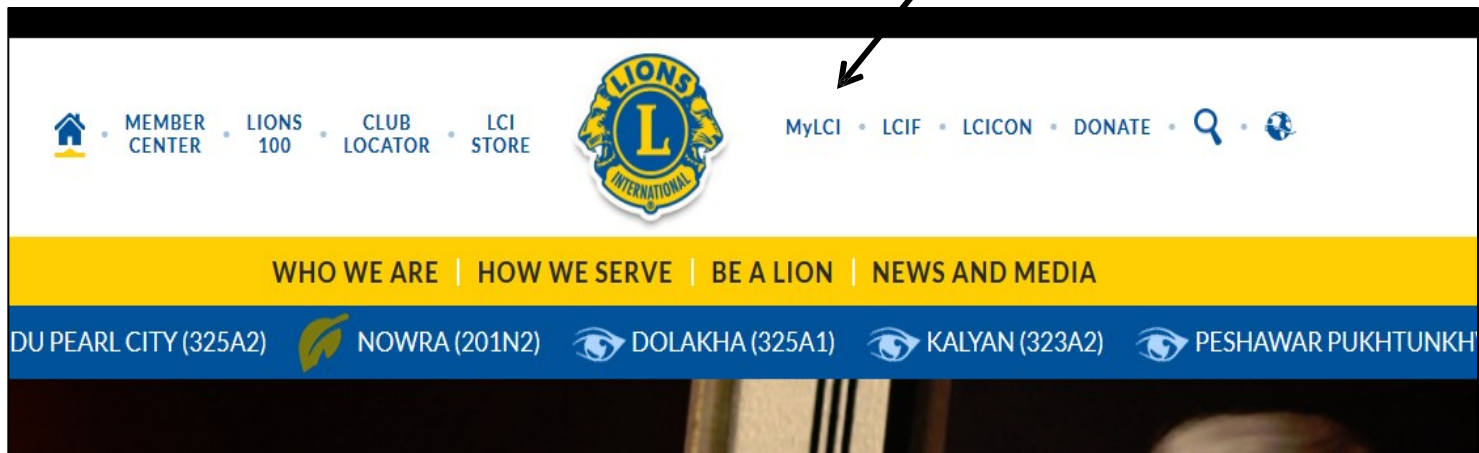
The WMMR is found on LCI's website

www.lionsclubs.org

WMMR Reporting

To access the WMMR site and links to the reporting guides:

- Go to the LCI homepage and select “MyLCI” from the group of options in the upper section.
- Logon and registration help option is available.



Benefits of Using MyLCI

You can:

- ✓ Report new members or drop members
- ✓ Report service activities, along with pictures
- ✓ Print club roster
- ✓ Download data to Excel

The screenshot shows the MyLCI web application interface for the SUNSET COMMUNITY LIONS CLUB. The page is titled "MyLCI" and includes a navigation menu with options like "Home", "My Leo Clubs", "My Lions Club", "My District", and "My MultipleDistrict". The main content area is divided into several sections:

- My Tasks (click to complete):** A list of four tasks, including "Correct members with missing or invalid information", "Enter 2012-2013 club officers", "Enter membership report for May 2012", and "Enter service activities for May 2012".
- My Club:** Information about the club, including its name, founding year (1945), meeting schedule (Every 1st and 3rd Tuesday at 12:15PM), address (Happy Joe's, 9567 Main Street, Oak Brook, IL 12345-1234), and club website (www.e-clubhouse.org/sites/sunsetcommunity).
- My Info:** Contact information for the 2011-2012 Club Secretary, William Anderson, including his mailing address, officer mailing address, and contact numbers (Home: 1-630-555-1234, Mobile: 1-312-555-1234, Email: test1234@testmail.com).
- My Members:** A section for membership reporting status, including a calendar for the month of May 2012 and a membership summary table.
- My Service Activities:** A section for recent service activities, including a "Pancake Breakfast" where the club made 4,000 pancakes for students of Sunset High School.
- My Officers:** A list of club officers, including the Region 1 Chairperson (Theresa D'Souza), Zone 1 Chairperson (Robert Oglevy), Club President (Debbie Johnson), and Club Treasurer (Ron O'Connor).

Category	Count
Charter	12
Active	24
Affiliate	1
Honorary	2
Total	39
Associate	3
Life Member	2

Category	Count
Total service activities	21
Number of Lion Hours	1325
Funds Raised (USD)	5000
Funds Donated (USD)	3750

WMMR reporting (Sec'y does and you need to know about it)

50

- Club Officer Reporting Form
 - ⦿ **This form is used to report the names and addresses of newly elected club officers to LCI International Headquarters**
 - Submit to international headquarters immediately following your club elections in **April**
 - The filing deadline is **May 15**

WMMR Reporting (Sec'y does)

Club Roster

- ⦿ Identifies all members of your club and their information
- ⦿ Information needs to be kept up to date
- ⦿ **Please be sure that members' email addresses are entered in WMMR**

WMMR Reports (Sec'y does)

Club reports should be filed on time.

WMMR report due end of each month

(10 PM Pacific Time)

- There are repercussions for the club if reports are not filed on time:
 - Effects potential to earn the Club President Excellence Award
 - Club's status can change and there is potential for the club to be billed for additional members who have dropped

Robert's Rules of Order

- Using Robert's Rules of Order ensures consistent and orderly methods of conducting business at meetings.

Robert's Rules of Order are generally referred to as Parliamentary Procedures

Parliamentary Procedures

- **A detailed discussion of Parliamentary Procedures is discussed on pages 12 and 13 of the Presidents Handbook.**

Parliamentary Procedures

• (refer to President's Handbook)

- **Making Motions:**

- Main motions
- Wording for motions
- Five ways to amend a motion
- Only two amendments can be pending
- Voting has an order of precedence
- Adoption of minutes
- Adjournment

Parliamentary Procedures

• Observe the Rules:

- ❖ Rise when addressing the chair
- ❖ Motions must be seconded
- ❖ Rise when you discuss
- ❖ Only speak twice on the same motion
- ❖ Informal discussion not allowed

Parliamentary Procedures

- ❖ **Motions to limit or close debate are allowed**
- ❖ **Vote after motion seconded and debated**
- ❖ **Chair stands during voting**
- ❖ **Chair does not take part in discussion**
- ❖ **Chair does not make motions**
- ❖ **Chair does not vote**

Lions Protocol

- **Detailed Protocol Instructions are given on pages 18-28 in the Presidents Handbook**

Lions Club Protocol

- **The center of the head table is the presiding officer**
- **To the immediate right is the DG or highest ranking Lion officer-DG is always the highest**
- **The guest speaker is on the left of the presiding officer**
- **Persons at each side of the presiding officer are arranged by rank**
- **Place cards should be used**
- **The head table should contain the Lions Paraphernalia**

Examples of a Head Table

MEETING THAT HAS VISITING DIGNITARIES

Zone Ch.	PID	Int'l Dir.	Intro Guest Spkr.	Guest Spkr.	Pres. M.C.	Dist. Gov.	C.C.	Visit Dist. Gov.	M.D. Secy.	PDG
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HEAD TABLE

SUGGESTED BASIC HEAD TABLE SEATING AT REGULAR CLUB MEETING

Vice Pres	Vice Pres	Program Chrm.	Guest Speaker	Pres.	Sec'y.	Visiting Pres.	Vice Pres
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HEAD TABLE

The District Governor's Official Visit To Your Club

Vice Pres.	Zone Chrm.	Dist. Gov.	Club Pres.	Club Sec'y.	PDG's	Vice Pres.
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HEAD TABLE

Pre-Meeting Arrangements

- **Contact each of the following before any special meeting (e.g. DG visit, special guests, Officer installation):**
- **Lion Tamer/Greeter**
- **Lion giving the invocation**
- **Lion leading the anthem**
- **Lion Leading the flag salute**
- **Program chairperson**
- **Tail Twister**
- **Secretary**

The District Governor's Visit

- **Key elements** (refer to page 23 of President's Handbook):
- The Zone Chair will visit before
- Contact the DG with email or letter to confirm visit, give time of meeting and location
- Have a greeting committee
- Do not have any other guest speaker
- Pay for the DG's meal
- The Zone Chair will officially introduce the DG
- Stand and applaud at the beginning and end of the DG's speech
- Arrange for a board meeting with the DG

Other Protocols

- **When making visitations, contact the visited club in advance**
- **Arrive on time for visitations**
- **If visitors are present from across the border:
 U.S. Clubs sing “O Canada” first
 Canadian Clubs sing “America” first**
- **When Canadians are present in a U.S. Club, U.S. members will say the Flag pledge while Canadians remain silent at attention**
- **If you invite someone as a “guest” to an event, do not expect a payment**

So Now You Know. . .

. . .how to be successful as a Lions Club President

On some days, the progress may seem small.
Just remember,

"The drops of rain make a hole in the stone,
not by violence, but by oft falling."

-- *Lucretius*

Have a Grrrrreat Year!!!

