

## CLUB PRESIDENTS HAND BOOK

### INTRODUCTION

This hand book is not intended to replace any of the information that you will obtain by attending the Districts Officers School. There are however, several things that must be done within our own Club. Hopefully this Hand Book will provide you with some guidance and suggestions to make your year as Club President a rewarding one. Most of your duties and responsibilities have been laid out on a monthly basis for your year. We suggest that you review your duties at the beginning of each month.

This Hand Book has been prepared by previous Past Presidents before you. If you have any questions, please do not hesitate to contact any of them for advice or assistance.

If there are any changes required please advise Lion Dan Moore of any errors, alterations or additions to be made to this manual.

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### JULY

- ✓ If possible attend the International Convention. The International Convention is held in a different country each year around the world. This convention usually takes place in the country of the new incoming International President.
- ✓ Set a date to establish your clubs budget for the coming year prior to the first meeting in September. This meeting usually includes the new club Treasurer and a committee of at least 2 or three other members of your club and may include a past Treasurer(s) and current or past members of the clubs executive. It may take several meetings to establish a draft budget to present to the members during the first meeting in September. The draft copy of the budget should be in paper form and distributed to all members of the club at that meeting. The budget is then discussed and usually voted on at the second meeting of the year.
- ✓ The President usually chairs (20) regular club meetings and (12) executive meetings during their year of office. To make sure that you are well prepared you should plan an agenda of each of the (20) regular meetings to ensure that you cover all the items you wanted and nothing gets over looked. The agenda can be a standard form type with each of the topics listed and list any visiting speakers or District Officers may be attending throughout the year.

- ✓ When a District Officer attends your club such as the District Governor, Vice District Governor, Region & Zone Chair in an official capacity it is recommended that you appoint one member of your club to introduce them to your club members on their arrival and show them where they will be setting. See if they need any special equipment for their presentation i.e. DVD player, TV, Extension cord, screen, etc.
- ✓ Since your Club is hosting a Dinner for the attending International Youth this year ensure that the Committee has booked the Hall and the caterer is notified. This Dinner is usually held the Sunday nearest the end of Camp.
- ✓ Check to see if the Committee Chair in charge of the breakfast at the International Youth Camp has the staff and food arranged. This breakfast is usually held the first Wednesday after Camp opens.
- ✓ Determine if there are any other events that require a meeting with any of the Committee's in charge of special event such as Pig & Whistle, dances, boxing matches, etc.
- ✓ Request your Club Secretary send you a copy of the Monthly Membership reports that they send monthly on line to Lions International.
- ✓ Review your clubs roster and check to see if you have any members that have not attend any meetings regularly in the past year and determine if this is an underlying problem.
- ✓ Meet with your clubs Membership Chair and set a goal to increase membership in your club for the year.

## AUGUST

- ✓ Meet with you Club Program Chair and discuss any speakers or topics that you may want to cover during your term in office. Have a written prepared agenda for each meeting, leaving room for additions to the agenda.
- ✓ If you first meeting in September is a special event such as BBQ ensure that the Committee in charge has found a suitable location, determined who is preparing the meal and invite any special guest i.e. District Officers, spouses, etc.
- ✓ Plan to attend the Lions Appreciation Day at CNIB Lake Joseph Camp in Mac Tier. This event is usually on the third Saturday afternoon of August. On occasion they do provide over night accommodations with advanced booking of two rooms per club, one couple per room. This event usually includes dinner on Saturday and breakfast Sunday morning before departing. Clubs attending. (Note: Booking accommodations is usually taken only on the first day of June).
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ Prior to your first meeting in September contact your program Chair to see if they have a speaker attending during the month of September.

- ✓ Have the Constitution and By-Laws reviewed for any updates or changes.

## SEPTEMBER

- ✓ During your **first meeting** in September be sure that a draft copy of clubs new budget is distributed to the membership. Advise members that discussion and voting will take place at the next regular club meeting.
- ✓ Advise the members of your goals for the coming year as Club President.
- ✓ Since there is a lot of club business to discuss at this meeting a speaker is not usually recommended.
- ✓ Check with your Committee Chairs of Special events to see if there are any problems or concerns.
- ✓ During the month of September or early October there will be a Zone Meeting for all the clubs in 9-S. Those attending this meeting will be the Club President, Secretary, and Membership Chair. Other club members are also welcome to attend. Club members attending this meeting will have their meal paid for from the clubs Administration Account. Be sure to obtain a cheque from the club Treasurer to cover this expense.
- ✓ The President should also repeat the report given at the Zone Meeting to the members at the next regular club meeting to make them aware of what's going on. Any new fund raising activity or event that was presented during the Zone Meeting should be discussed.
- ✓ Check with Chair of the Dog Walk to make sure everything is ready and a route has been planned.
- ✓ During the **second meeting** of the month the Budget should receive final review and if there no changes necessary it should be voted. If approved, then accepted. The budget is not cast in stone and can be revisited throughout the year.
- ✓ Prior to your first meeting in October contact your program Chair to see if they have a speaker attending during the month of October.
- ✓ Investigate if the club is holding a Home Show again next year.
- ✓ See if any member is willing to Chair the Peace Poster Contest, poster have to be submitted usually by mid November.
- ✓ Have a group photo taken of all the club members.

## OCTOBER

- ✓ During the **first meeting** in October
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ During the **second meeting** in October

## November

- ✓ During the **first meeting** in November
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ Appoint a chair to handle the Christmas party, usually held the first meeting December (spouses included).
- ✓ During the **second meeting** in November
- ✓ Prior to your first meeting in October contact your program Chair to see if they have a speaker attending during the month of October.

## December

- ✓ During the **first meeting** in December
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ During the **second meeting** in December
- ✓ Prior to your first meeting in January contact your program Chair to see if they have a speaker attending during the month of January.

## JANUARY

- ✓ During the **first meeting** in January
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ During the **second meeting** in January
- ✓ Prior to your first meeting in February contact your program Chair to see if they have a speaker attending during the month of February.
- ✓ Hold a new members Orientation night for new members.
- ✓ Check to see if the club is willing to hold an local effective speaking contest.

## FEBRUARY

- ✓ During the **first meeting** in February
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ See how many members are attending the Joint Zone Mtg- date and location to be determined.
- ✓ During the **second meeting** in February
- ✓ Prior to your first meeting in March contact your program Chair to see if they have a speaker attending during the month of March.
- ✓ Remind last years past president that he needs to form a committee and arrange a past presidents night ( to include spouses) for the last meeting in April.

## MARCH

- ✓ During the **first meeting** in March
- ✓ The president shall call a nomination meeting and be held in March of each year, with the date and place of such meeting to be determined by the board of directors and notice thereof be mailed to each member of this club at least 10 days prior to the time of the holding thereof.
- ✓ The president shall appoint a nominating committee (usually made up of the last three past presidents) which shall submit the names of the candidates for the various club offices to the club nominating meeting.
- ✓ The president will see that an election meeting shall be held no later than April 15 of each year, at a time and place determined by the board of directors, and two weeks prior written notice thereof shall be given to each member of the club by the secretary, by mail or personal delivery. The new officers would take office on July 1.
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ Check to see if any members are attending the Camp Clean-up at Camp Dorset usually near the end of April.
- ✓ During the **second meeting** in March determine the number of members attending the District Convention in April.
- ✓ The president and their spouse will have their attendance and activities at this Convention covered from the clubs Administration account.
- ✓ Prior to your first meeting in April contact your program Chair to see if they have a speaker attending during the month of April.

## APRIL

- ✓ During the **first meeting** in April
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ Have the Awards Chair prepare a list of names that desire an Award this year.
- ✓ During the **second meeting** in April
- ✓ Prior to your first meeting in May contact your program Chair to see if they have a speaker attending during the month of May.
- ✓ Have the Diabetes Chair contact the Manager of Beer Store in Brantford about doing the bottle collection for Diabetes the last week end in June i.e. all day Friday & Saturday.
- ✓ Remind members that the Officers School will be held in May.

## MAY

- ✓ During the **first meeting** in May
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.
- ✓ Check to see if any members are attending the Camp Clean-up at CNIB Lake Jo in Mac Tier usually a Friday evening , Saturday and Sunday morning near the end of May.
- ✓ Advise the new executive that it their duty to attend the Officers School-date and location to be determined.
- ✓ During the **second meeting** in May
- ✓ Prior to your first meeting in June contact your program Chair to see if they have a speaker attending during the month of June.
- ✓ Check to see where the year end BBQ is being held and who is the Chair of this event and what the date is.

## JUNE

- ✓ During the **first meeting** in June
- ✓ Check with Committee Chairs responsible for events that Halls have been booked and the licence 's have been arranged for draw tickets and liquor permits.

- ✓ Plan to attend the Memorial Forest re-dedication in Breslau usually held the second Saturday morning in June.
- ✓ Order a Plaque for the out going club president. Plaque to be presented at a meeting in the Fall.
- ✓ See if a member is willing to Chair the Dog Walk to be held the second Saturday in September.
- ✓ During the **second meeting** in June
- ✓ Year end BBQ.