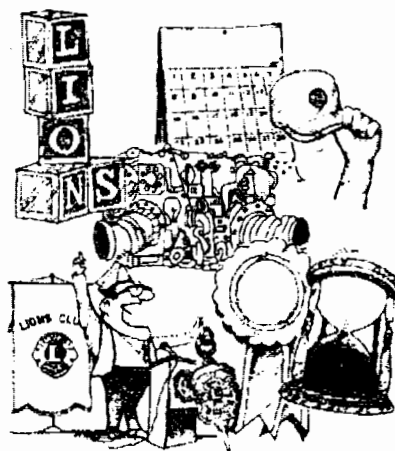




# Club President Manual



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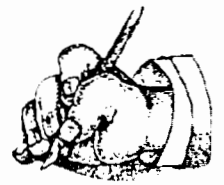
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THE GOAL			BUDGET	
COMPLETION DATE			ANTICIPATED PROBLEMS (LIKELY SOLUTIONS)	
			1.  2.  3.  4.	
TASKS	START	COMPLETE	SIGNIS OF PROGRESS	
			1.  2.	
REQUIRED RESOURCES			WAYS TO EVALUATE	
PEOPLE	MATERIALS			
1.	1.		1.	
2.	2.		2.	
3.	3.		3.	
4.	4.			
5.	5.			
6.	6.			
7.	7.			
8.	8.			

# What You Should Know First

## Your Manual

This manual contains all the essential information you'll need to be a president. It duplicates very little of other materials and information you'll be mailed; nor does it contain those specific methods of how to do things, which vary from club to club and that can best be developed by the club or district itself.

## Objects of Lions Clubs International

To create and foster a spirit of understanding among the peoples of the world.

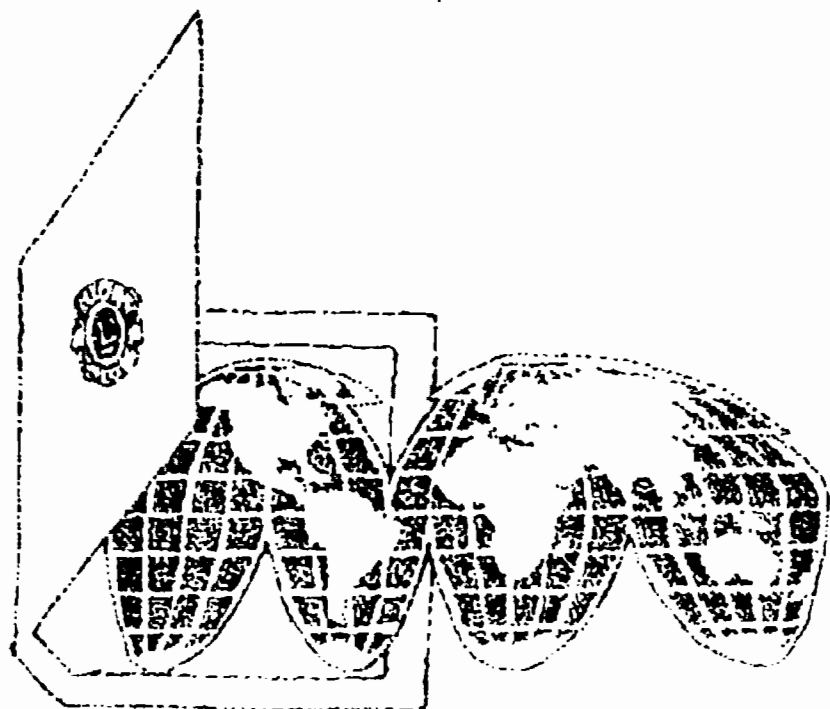
- To promote the principles of good government and good citizenship.
- To take an active interest in the civic, cultural, social and moral welfare of the community.
- To unite the clubs in the bonds of friendship, good fellowship and mutual understanding.
- To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

## Lionism Is International

All club presidents belong to an "international family" of club presidents. They are the tens of thousands of leaders like yourself. Although you may never meet, all are united by the same mission to serve people in need. What you do or don't do as club president will somehow, someday, affect Lions in more than 185 countries. Although you will be concerned primarily with your own club and community, your club's strength, its reputation and its spirit ultimately depend on the things it does in concert with Lions everywhere. Your obligation as a Lion leader is to accomplish *both* your club's international and community missions.

As you strive towards your goals, remember that your International Headquarters exists to serve you and that it:

- Annually administers several hundred programs with a staff of more than 280 employees of 40 different nationalities.
- Operates an annual international convention that has more international fellowship and instruction than probably any other organization in the world.
- Administers the Lions Clubs International Foundation for worldwide humanitarian programs, annually funded by Lions donations of several million dollars.
- Publishes materials and responds to correspondence in eleven languages.
- Monitors production of THE LION Magazine. There are more than 25 editions of the magazine in different languages.
- Plans details of more than a million miles of annual travel for its executive officers and international directors.
- Annually mails several million supply items.



# What You Should Know First

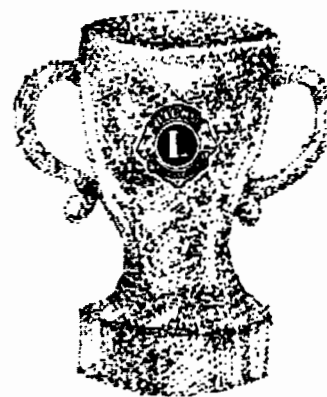
## The Rewards of Leadership

If you are sometimes criticized and feel tension and periods of loneliness, know that this comes with being an effective leader. But rough times will not compare to the sense of great reward a club president feels when, at the end of the year, he or she can say: "I got the job done and I kept my 'team' together."

## Using Your Association's Resources

There are many Lions who are available to help. District governors, region chairmen and zone chairmen are committed to visiting each club to answer questions and discuss your problems. Invite them! There is also the district leadership development chairman who, with other experienced Lions, conducts various leadership workshops; the club officers school. Don't miss the opportunity to prepare yourself! Your zone chairman will be pleased to see you at the three or four annual advisory committee meetings, of which all club presidents and secretaries are members.

Today, latest information of the association can be obtained through the LCI web page. The speed of the communication among members, clubs, districts and the headquarters has improved tremendously by using the fax and e-mail. Clubs now can file Monthly Membership Reportss through the internet also. For further information, contact the web site at: <http://www.lionsclubs.org>.



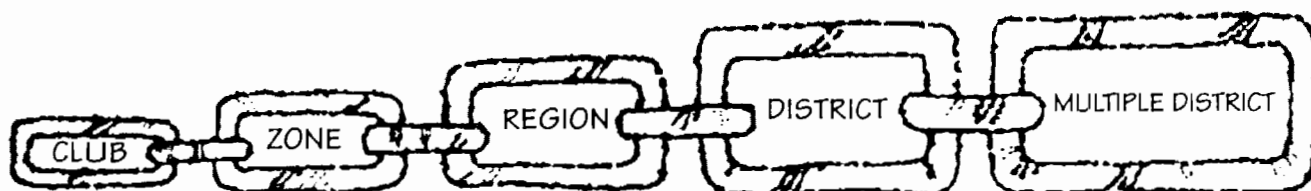
## Moving Up in Lionism

Lions have the opportunity to hold various offices at the club, district, multiple district, and international levels. Candidates for many offices must meet specific requirements outlined in the association's constitution and bylaws.

Club members elect club officers. District officers are elected at district conventions or appointed by the district governor. During the International Convention, members elect the association's international officers and directors and approve or disapprove amendments to the International Constitution and Bylaws.

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## Typical Structure of a Multiple District



## Publications

More than 100 publications and audio/visual materials exist, many of which have been translated. The association's official languages are English, Chinese, Finnish, French, German, Italian, Japanese, Korean, Portuguese, Spanish and Swedish. When you write for a publication, be as specific as possible about what you need. Most publications are gratis. Also keep in mind that your multiple district council or district cabinet may have several of its own Lions publications that likely address matters unique to your area.

## How Your International Headquarters Operates Administratively

1. Policy is made by the International Board of Directors, which meets three times a year.
2. An executive committee composed of the executive officers and an international director guides policies towards implementation.
3. The executive administrator (a full-time staff position) implements policies through division managers and department managers.

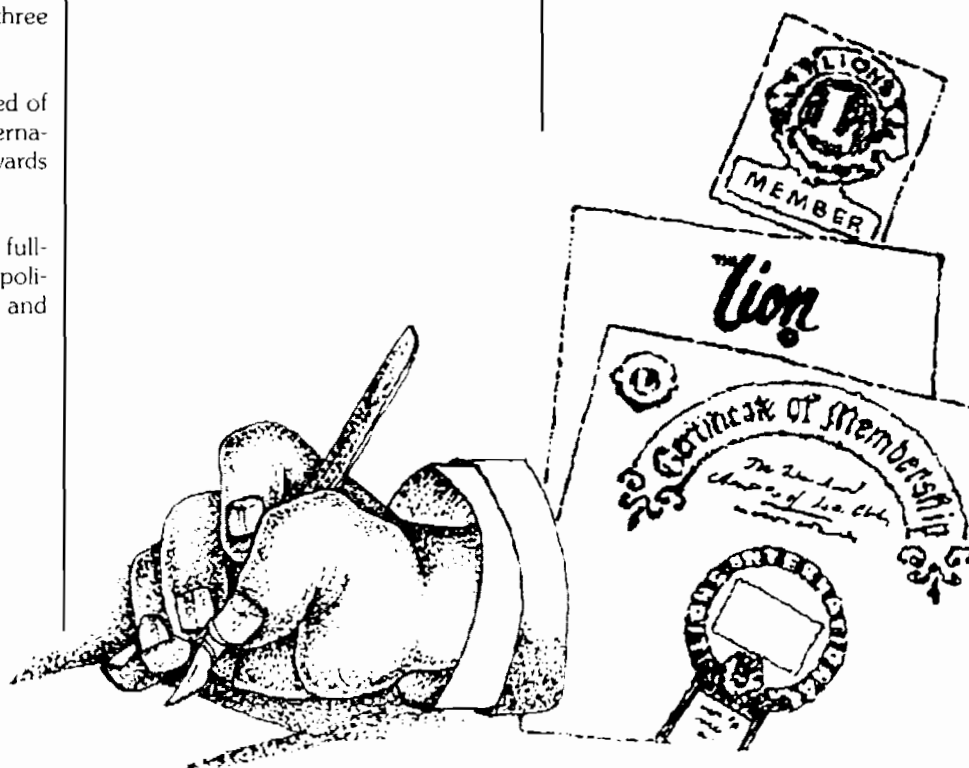
## Goals and Duties

THE GOAL OR PURPOSE OF A LIONS CLUB IS THE SAME AS THAT OF THE ASSOCIATION TO WHICH IT BELONGS: THAT IS, TO USE ITS OWN UNIQUE RESOURCES TO CONTINUALLY FULFILL THE OBJECTS OF LIONS CLUBS INTERNATIONAL.

## Duties

The following duties are from the **Standard Form Lions Club Constitution and Bylaws (LA-2)**. The standard form constitution is recommended for adoption by a Lions club as its official, local club constitution and bylaws.

It governs the operation of any Lions club that has not adopted its own constitution and bylaws. Any matter not covered by the constitution and bylaws of the international association, multiple district or district, or international board policy, can be covered by a club's own constitution and bylaws providing it does not conflict with these other authorities.



# What You Should Know First

**President:** He or she shall be the chief executive officer of this club; preside at all meetings of the board of directors and this club; issue the call for regular and special meetings of the board of directors and the club; appoint the standing and special committees of this club and cooperate with chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and be an active member of the district governor's advisory committee of the zone in which this club is located.

**Immediate Past President:** He or she and other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by this club.

**Vice Presidents:** If the president is unable to perform the duties of his or her office for any reason, the vice president next in rank shall occupy this position and perform the duties with the same authority as the president.

Each vice president shall, under the direction of the president, oversee the functioning of such committees of this club as the president shall designate.

**Secretary:** He or she shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district (single or sub- and multiple) in which this club is located, and the association. In fulfillment of this, he or she shall:

- Submit regular monthly and other reports to the international office of the association on blanks provided by it containing such information as may be called for therein and otherwise by the board of directors of the association;
- Submit to the district governor's cabinet such reports as it may require, including copies of regular monthly membership reports;
- Cooperate with and be an active member of the district governor's advisory committee of the zone in which this club is located;

- Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; classifications (if any); addresses and telephone numbers of members; members' club accounts;
- Issue quarterly or semi-annual statements to each member for dues and other financial obligations owed to this club, collect and turn the same over to the club treasurer and obtain a receipt therefor;
- Give bond for the faithful discharge of the office in such sum and with such surety as determined by the board of directors.

**Treasurer:** He or she shall:

- Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the Finance Committee and approved by the board of directors;
- Maintain two separate record keeping systems; Administrative and activities.
- Pay out monies in payment of club obligations only on authority given by the board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors;
- Have custody and keep and maintain general records of club receipts and disbursements;
- Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club;
- Give bond for the faithful discharge of the office in such sum and with such surety as determined by the board of directors.
- Pay the monthly invoice from the international headquarters promptly (U.S. dollar draft, wire transfer or send a copy of deposit slip if payment made to one of association's non-U.S. bank accounts). Ten digit club number or statement top should be included with all payments.

**Lion Tamer:** The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, song books and bulletin board. He or she shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. He or she shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at club and board meetings. He or she shall give special attention to assure that each new member sits with a different group at each meeting so that he or she can become better acquainted.

**Tail Twister (optional):** He or she shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from his or her decision in imposing the appropriate fine. No member shall be fined more than twice at any one meeting. The Tail Twister may not be fined except by the unanimous vote of all members present. All monies collected by the Tail Twister shall be immediately turned over to the treasurer and a receipt be given therefor.

**Membership Director:** The membership director shall be the chairman of the membership committee and a member of the club's board of directors. The director shall:

- Develop a growth program specifically for the club and present it to the board of directors for approval.
- Encourage members to bring in new quality members.
- Ensure proper recruitment procedures.
- Prepare and implement orientation sessions.
- Report to the board of directors ways to reduce the loss of members.
- Coordinate with other club committees to fulfill these responsibilities.
- Serve as a member of the zone level membership committee.



**Board of Directors:** Members of the board of directors include the president, immediate past president, the vice presidents, secretary, treasurer, Lion tamer, tail twister, membership director, and all elected directors. They shall:

- Constitute the executive board of this club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.
- Authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- Modify, override or rescind the action of any officer of this club.
- Have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- Appoint, on recommendation of the Finance Committee, a bank or banks for the deposit of the funds of this club.
- Appoint the surety for the bonding of any officer of this club.
- Not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
- Name and appoint, subject to approval of the club membership, the delegates and alternates of this club to district (single or sub- and multiple) and international conventions.
- Maintain at least two separate record-keeping systems. The first for administrative monies such as dues, tail twisting fines and other internally raised club funds. A second shall be established for activity or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Article VIII, Section E (7) of the Standard Form Lions Club Constitution and Bylaws.

## Notes

### Your Manual

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### Objects of Lions Clubs International

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### Lionism is *International*

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### The Rewards of Leadership

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### Using Your Association's Resources

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### Goals and Duties

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# First Things to Do

## Planning Your Year

Before you plan or make a list of all you want to accomplish for your club, consider the following:

- Get advice from the current president. Discuss matters that will continue from the current year into your year.
- Make sure you are involved in the planning of your installation dinner. This affair can do much to prepare the club to accept your leadership.
- Make peace with any member with whom you've been at odds. You will want all the support you can get.
- Organize a file or notebook for the many papers you'll be receiving each week.

Even though you will not actually take office for several weeks, several members may start talking to you as if you were the current president. Be tactful. Show your president that you do not intend to interfere in his or her leadership until July 1.

## Working Out a Detailed Plan

As a leader, you will have to be a person of vision. A detailed plan will give you a road map to follow your vision. It will also give you more confidence in yourself, and you will appear more reliable to your fellow Lions.

Here are some proven guidelines to consider *prior to making any committee appointments*:

**Step 1** Answer these two questions for yourself:

- a. What's the most important thing I want to happen to my fellow Lions?
- b. What do I personally want to get out of my year as president?

**Step 2** Then discuss your plan with some Lions and other friends whose opinions you highly respect.

**Step 3** Review club projects that have already been committed for your year. See if some can be improved upon in a way that accomplishes your plan, too.

**Step 4** Make a list of all the tasks required to implement your plan during the *entire year*. Planning ahead like this will greatly reduce mistakes, tension, and the risk of unpleasant surprises. Essential information for your task list is: the task itself, who exactly will do it, and when it is to be done.

**Step 5** Consult with your treasurer on how much money will have to be budgeted.

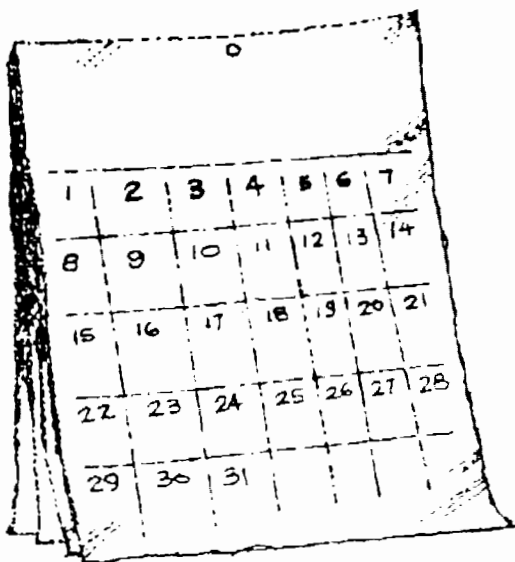
You are now ready to select those Lions who can best help accomplish the tasks that lead to your goals.

## Club Financing

Most clubs use the budget system of financing. This is a practice of anticipating in advance as accurately as possible the income and expenses of your club for a specific period and then preparing a budget on that basis. Budgets should not be considered as mandates or approvals for spending but rather as *guidelines for spending*.

Clubs should have two budgets for their fiscal year: (1) an administrative budget; and (2) an activities budget. The *administrative* budget is what finances club operations. Its income comes mostly from club dues. The *activities* budget finances the club's activities and projects. Its income should come from special fund-raising projects put on by the club in the community. *Under no circumstances can any of the income from the club's fundraising projects be used to defray the club's administrative costs* even if you advertise that funds raised will be used for the club's own purposes. You can, however, deduct the direct operating expenses of the fund-raising project from the funds raised. Some methods clubs have used to raise money for administrative purposes include: selling club bulletin advertisements to Lion business people; charging more for a particular meal; holding raffles within the club (if not illegal in your area); Tail Twister fines; and holding auctions within the club.

All bills should be approved by the Finance Committee and bear the signature or initials of that chairman before being presented to the board of directors for payment. The secretary and the treasurer should prepare financial statements monthly for presentation to the board of directors and quarterly for presentation to the club. Your secretary is mailed some of these financial forms, which appear in the Club Secretary Manual.





## Committee Assignments

The most important decision a president makes is assigning committee chairmen and committee members. Matching the right person for the right job is the only way Lions can become an effective team. Give yourself plenty of time to ponder each assignment you make. You won't have to worry about motivating your members if you provide them with opportunities to use their natural talents or to unleash their potential!

Some presidents confer with their vice presidents before assigning chairmen. In selecting chairmen, consider Lions who:

- Have already expressed a strong desire for the chairmanship.
- Are dependable.
- Will easily take direction from you.
- Can get along with other Lions and delegate tasks to them.
- Will agree to have a co-chairman if you think it necessary because of the workload. Sometimes an experienced, senior Lion who doesn't want all the chairmanship responsibility is a great help as co-chairman or committee advisor. He or she might work well with a younger Lion whom you want to "move up the ladder" of leadership.

Although it is the president's prerogative to assign committee members, you may want to do so only after conferring with the chairman. The important thing is that *every* member — new and old — has an *active* role in the club! Experience throughout the world of Lionism clearly shows this to be the most effective way to prevent club members from dropping out.

After you have made all your assignments, it is recommended that you:

- Contact your prospective chairman and formally ask him or her to serve. Be prepared to be persuasive if this person is reluctant to accept the chairmanship for minor reasons.

In any case, explain why the club needs him or her for this job, that he or she is the logical person to do it, and that you will give your full support through the year.

- Make sure each chairman understands all he or she is supposed to do.

- With approval from your current president, *announce* each chairman and committee member's name at a regular club meeting prior to June. Also, mail a printed list to each club member.

*Prompt and full communication to all your club members on all important matters is essential to organization.* When necessary, a follow-up letter to committee chairmen can be an excellent way to establish a good leadership relationship. Such a letter will:

- Reaffirm your appreciation for his or her service and the importance of the chairmanship to the club and the community.
- Encourage the chairman to show initiative when dealing with the board of directors.
- Inform the chairman of any club policy about spending money for his or her committee.
- Remind the chairman that each member on the committee is—by virtue of being a Lion—obligated to serve when asked.
- Encourage the chairman to ask for your help whenever necessary. If your club assigns certain committees to each vice president, remind the vice president of the responsibility to periodically review the progress of that committee and report on it to the board or club if the chairman is absent.

# First Things to Do

## Regular Club Committees

The following committee names and functions are recommended by Lions Clubs International. A club may need to combine some committees, eliminate others or create new ones.

The **Attendance Committee** promotes attendance at club meetings. It monitors month-to-month attendance figures.

The **bulletin editor** is a committee-of-one who makes sure that all members are kept informed about club activities. The bulletin editor collects and writes news, then prints and mails it as a newsletter for all members.

The **Citizenship Services Committee** stresses the importance of family values and awareness of government operations as a means to enhance good citizenship. This committee strives to make citizens aware of the responsibilities, as well as rights, of citizenship.

The **Constitution and Bylaws Committee** serves as an advisory committee to the club board of directors. Its duties are largely interpretive in nature, and it usually acts only when called upon to do so by the board of directors. The committee members should be experienced in club or organizational procedure and be knowledgeable on the International and Standard Form Lions Club Constitutions and Bylaws.

The **Convention Committee** encourages all members to attend district, multiple district, and international conventions. It provides timely information and suggests ways to raise funds to pay necessary delegate expenses.

The **Diabetes Awareness Committee** studies the needs of diabetics or potential diabetics in the community and determines how the club can best meet these needs.

The **Lions Youth Outreach Committee** determines the issues affecting youth within the community and how Lions can work together with youth groups in the community to address those concerns. The committee guides the club to support programs that provide service to youth. Recommended programs are those that place special emphasis on youth volunteers, drug abuse prevention, community service, educational services, environmental services, health services, international services (pen pals, school twinning) and recreational services. More information on activities clubs can conduct in each of the above categories is available through the Program Development Department at International Headquarters.

The **Educational Services Committee** proposes activities to the board of directors that will enhance the overall development of people for the good of the community and society.

The **Environmental Services Committee** not only encourages community action in solving various environmental problems but also studies these problems and has its club become an example for solving these problems. It helps create and maintain conditions under which people and nature can exist in productive harmony.

The **Finance Committee** is responsible for the club's prompt paying of bills and collection of dues; the obtaining of adequate insurance protection when necessary; arranging for an audit of the club's financial records; preparing of all necessary financial reports; and assisting with fundraisers.

The **Greeter Committee** welcomes newcomers and their families to the community and acquaints them with the commercial, industrial, religious and recreational life of the community. Sometimes the club will invite newcomers to their meeting as guests.

The **Health Services Committee** promotes good health to prevent illness and to detect symptoms of disability or disease before they develop into more serious stages. It has the ideal that "sound mind and a healthy body will always be a worthy goal for Lions service." It attempts to improve the quality of life for others according to the Lions Code of Ethics: "To aid others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy."

The **Committee on Hearing and Speech Action and Work With the Deaf** has the same ideals as the Health Services Committee. It studies community needs and proposes programs to meet these needs.

The **International Relations Committee** proposes activities that will involve its club in creating and fostering a spirit of understanding among the peoples of the world. It also consults with the district governor and/or the district international relations chairman and cooperates in any district goal or project of an international nature.

The **Leadership Development Committee** is responsible for the various training and education activities that are required throughout the year for club members. It also assists other committees, when asked.

The **Lions Information Committee** regularly provides information about Lions Clubs International, Lionism in general, and any other important aspect of Lionism that the committee believes is not known by the general membership.

The **Membership Committee** generates the enthusiasm, motivation, and strategies for membership growth by selecting membership programs that have an obtainable goal. It maintains an up-to-date list of prospective members and may sponsor membership team contests. It also screens prospective members for "quality," sees that new members are given a dignified and meaningful induction ceremony, and that their sponsor cares for them for at least six months.

The **Program Committee** schedules and provides speakers and entertainment for the club's regular meetings. It plans well in advance, after having determined the kind of program members want.

The **Public Relations Committee** provides accurate, complete, timely and brief information about the club's past, current and future projects to the community through all possible available media.

The **Public Services Committee** shares many of the same ideals as the Health Services Committee. It too studies community needs and proposes programs to meet these needs, some of which may be food production and distribution, nutrition, and safety in traffic, the home, school, recreation and on the farm.

The **Recreational Services Committee** attempts to cultivate good human development on a community-wide scale by sponsoring athletic events and equipping and building parks and playgrounds.

The **SightFirst Committee** shares many of the ideals as the Health Services Committee. It also becomes involved with the prevention of blindness, eye banks, eye research, services to the partially-seeing and rehabilitation of the blind.

The **Social Services Committee**, like other club committees, has a long list of suggested activities. Some include aiding the physically and mentally handicapped, the aging and the needy.

Additionally, a president is encouraged to appoint coordinators for special services such as:

- The Leo Club Program
- The Youth Exchange Program
- The Lions Clubs International Foundation
- International Youth Camps

## Planning and Selecting Service Activities

One of the most difficult tasks for a president is helping a board of directors—and eventually the membership—to decide which of the many possible service activities it should undertake. Obviously, there is only so much time, energy, and money available. Yet priorities have to be established. A club will naturally feel more successful if it accomplishes a few projects well rather than many projects with mediocrity.

Generally speaking, service activities will be in three areas:

1. The annual *international program*, details of which the international president mails each club president. What the international president urges your club to do through this program reflects the desires and studies of thousands of Lion leaders throughout the world. This program also reflects the spirit of international Lionism, of which your club is a part.
2. *Ongoing and traditional activities of LCI* such as sight conservation and work with the blind, hearing and speech action and work with the deaf, diabetes awareness, youth outreach (which encompasses drug awareness) and youth exchange. These are international programs that create worldwide bonds of fellowship between Lions because nearly every community on earth needs them.
3. The unique needs of your own community

Please remember:

- Most clubs attempt to achieve a balance between these three areas of activities.
- In selecting a community project, the wise club will first analyze the needs of its community by talking to a cross section of civic leaders. This is done to make sure that the club:
  - a. Does not duplicate a service already being done adequately by another service organization.
  - b. Develops a program that is truly needed.
  - c. Can accurately identify the people who will benefit from the program.

The Lions Community Needs Assessment (MK-9) is available from International Headquarters.



# First Things to Do

## Board of Directors Meeting, Club Meeting

There are four fundamentals of successfully conducting any meeting, especially a president's very first meeting of the club or the board of directors:

- Good preparation
- Knowledge of parliamentary procedure
- Your ability to deal with disharmonious behavior
- Your ability to assert yourself when necessary

Let's take these fundamentals one at a time:

### Good Preparation

Early and thorough preparation greatly reduces the chances of unpleasant surprises and greatly increases the chances for a smooth flowing meeting. Many past presidents offer the following advice:

- Prepare a detailed agenda that tells you what everybody is supposed to do – and when. Discuss your agenda with your secretary before the meeting begins.
- Anticipate any possible controversy. Envision how you will handle it.
- If a board meeting, give copies of the agenda to everyone.

## Knowledge of Parliamentary Procedure

All meetings should have an agreed-upon procedure for conducting the business portion. You will want to know the bylaws of your club and use some recognized system of parliamentary procedure (e.g., Robert's Rules of Order). Without ground rules, any Lion meeting can quite easily become disorganized and unmanageable, no matter how skillful the president.

Parliamentary procedure does two very important things for the president: it makes the meeting fair for everyone and keeps the meeting moving. The latter is always keenly appreciated by everyone.

### Your Ability to Deal With Disharmonious Behavior

Sometimes your leadership will be tested at a meeting by unruly Lions or Lions questioning your authority. Each situation will be different, so there is no one method for dealing with unruly conduct that can be applied to all situations. Here are some recommendations, however, that many Lion leaders have made through the years:

- If it is necessary to discipline unruly members, sometimes the other Lions will do this better than you can. Your members are as interested in maintaining discipline and order as you are.
- Some members, as soon as they get the floor, start a discussion instead of making their point. Be ready with this question: "Do you wish to state that in the form of a motion?" This should eliminate unnecessary talk.
- If you have some doubts about properly responding to the various comments made to you while you are conducting the meeting, remember that your fellow Lions will have one of the following motives for addressing you:

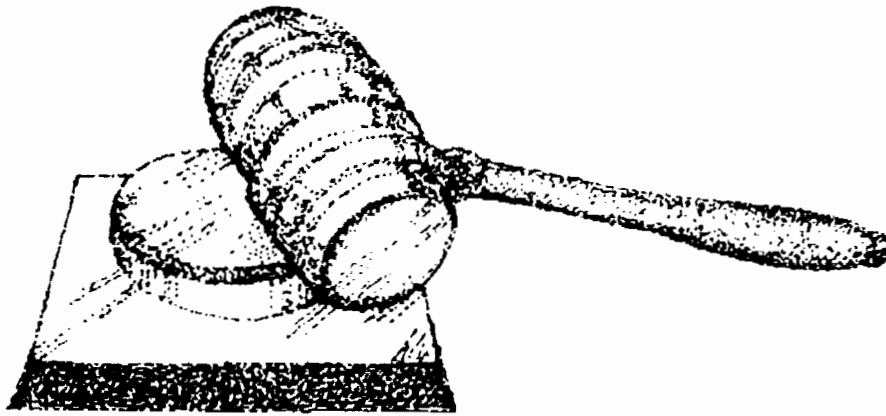
- a. They want some action or advice.
- b. They want to build fellowship.
- c. They want to express an emotion.
- d. They want to inform or share some information.

- Know the name of each member!
- According to the accepted parliamentary procedure, know when and how you can rule a member "out of order"; call for a vote; table a matter or refer it to a committee.
- Keep an eye on body language that tells you a Lion is becoming impatient, anxious to speak, confused or irritated.

### Your Ability to Assert Yourself When Necessary

Asserting one's self with fellow Lions is uncomfortable for many presidents. Try to remember that your fellow Lions really want you to lead them. Also understand that your assertion of leadership is necessary for the good of the entire club. Helpful guidelines are:

- If you're using parliamentary procedure, remember that no one can speak without recognition from you. You determine when to bring a motion to vote; and you state whether a motion has passed or has been defeated.
- Use your gavel to keep order and to keep things moving.
- Keep speakers on the subject when their comments wander off the subject.
- Adjust your agenda if you believe the meeting has to be slowed down or speeded up to accomplish the objectives.



- Tactfully interrupt by making an appropriate suggestion when a speaker is taking too much time. Everyone will appreciate it.
- To reinforce a point—either yours or someone else's—ask the secretary to read back a motion from the minutes. Don't rely on your memory.
- Summarize arguments from both sides when necessary. Then tell the audience what their options are in dealing with the matter, e.g., voting, amending, postponing.
- Settle disputes before they become destructive to the meeting. It is all right to be brusque with a couple of members who are disrupting the meeting.
- Assert yourself even more to make sure your members are not split into "losers" and "winners" of any conflict.
- After a heated discussion, give credit where due and try to soothe any bruised feelings.
- After an issue has been decided, confirm which Lion is going to do what and ask what his or her approach will be! Read this information into the minutes.
- Handle business by general consent when fair and acceptable.
- Consider holding one or more board meetings in your home. This tends to give your leadership a psychological edge.

### Your Limit of Authority

- The president has no absolute authority. The president's authority to act must come from directives from the board of directors, the club as a whole, the club's constitution and bylaws, or the Standard Form Lions Club Constitution and Bylaws (LA-2).
- What the board of directors can and cannot do by itself is set forth in the Standard Form Lions Clubs Constitution and Bylaws, mailed to all club presidents. The constitution and bylaws of some clubs limit the amount of money a board can spend without membership approval.
- Any club rule, procedure, bylaw or constitutional amendment that is contrary to the constitution and bylaws of the club, district, multiple district or the International Constitution and Bylaws is not valid.



### Programs

Club meeting program should present a variety of topics, provide a balance of education and fellowship, and meet the needs and concerns of club members. The quality and timeliness of club programs can affect club meeting attendance.

### Agenda Formats

Agenda formats vary from club to club. Here are some used internationally by Lions.

### Club Meeting

1. Call to order by president
2. (Optional) National anthem or other patriotic song or ceremony
3. (Optional) Invocation or other non-sectarian religious blessing
4. Singing of a Lions song
5. Introduction of guests
6. The meal
7. Program (guest speaker, entertainment, etc.) may either precede or follow the business portion
8. Business portion:
  - a. Reading of minutes of previous board meeting
  - b. Reports of officers and committee chairmen
  - c. Announcements and communications
  - d. Old or unfinished business
  - e. New business
9. Adjournment

### Board of Directors Meeting

1. Call to order by president
2. Roll call
3. Remarks by president
4. Reading and approval of minutes of previous meeting
5. Reading of communications
6. Reports of officers and committee chairmen
7. Old or unfinished business
8. New business
9. Adjournment

# First Things To Do

## Lions Clubs International Official Protocol

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present. Lions shall be recognized in the following order:

1. International president
2. Immediate past international president
3. International vice presidents (according to rank)
4. International directors (a) (Board Appointees)
5. Past international presidents (b)
6. Past international directors (c)
7. Chairmen, council of governors (a)
8. District governors (a)
9. Association executive administrator
10. Association secretary
11. Association treasurer
12. Immediate Past Council Chairman
13. Past council chairmen (c)
14. Immediate past district governor (a)

15. Vice district governors
16. Past district governors (c)
17. Multiple district secretaries (volunteer) (a)
18. Multiple district treasurers (volunteer) (a)
19. District secretaries (a)
20. District treasurers (a)
21. Region chairmen (a)
22. Zone chairmen (a)
23. District chairmen (a)
24. Club presidents (a)
25. Immediate past club presidents (a)
26. Club secretaries (a)
27. Club treasurers (a)
28. Past club presidents (c)
29. Multiple district secretaries (staff) (a)
30. Multiple district treasurers (staff) (a)

## Explanation of letters (a), (b), and (c) above:

- (a.) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b.) When more than one is present, the one who served most recently is given precedence, and so on.

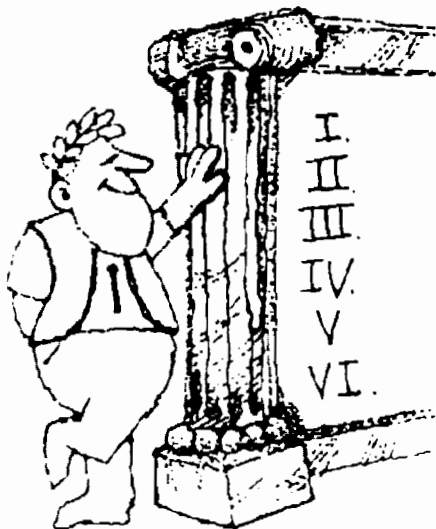
- (c.) When more than one is present, precedence should be the same as for past international presidents (see (b) above). In the event more than one past international director who served during the same term is present, then the criteria specified for (a) should be used.

## General information

When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as fellows should be mentioned.

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairman.

The presiding officer or meeting chairman must always be seated at the most central seat at the table when there is no central podium. The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairman or presiding officer (who would normally be the club president, district governor, council chairman or international president).





At some events, the master of ceremonies (emcee) will be someone other than the chairman or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table.

Introduction of the head table should begin with the meeting chairman or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife Jane").

### Summary of Important Things to Do Before You Take Office

- |                |  |
|----------------|--|
| <i>First</i>   | Study your Club President Manual.  |
| <i>Second</i>  | Understand your role in international Lionism.   |
| <i>Third</i>   | Know the Lions and resources available to help you.  |
| <i>Fourth</i>  | Become familiar with your duties.  |
| <i>Fifth</i>   | Establish your goals and plan your year.   |
| <i>Sixth</i>   | Select your committee chairmen.  |
| <i>Seventh</i> | Prioritize your club's service activities.   |
| <i>Eighth</i>  | Prepare for your first board and club meetings with knowledge of leadership skills and administrative procedure. |

## Notes

### Planning Your Year

Notes \_\_\_\_\_  
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### Committee Assignments

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### Planning and Selecting Service Activities

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### Board of Directors Meeting, Club Meeting

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### Summary of Important Things to Do Before You Take Office

Notes \_\_\_\_\_  
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# Leadership Skills, Membership and Recognition

## Basic Leadership Skills

A club president:

- Understands the individual needs and interests of fellow Lions and knows how to apply this understanding to the motivation they possess themselves.
- Can give an effective presentation before the club.
- Knows how and when to use more than one style of leadership.
- Can motivate a committee to work effectively and harmoniously.
- Can lead a group discussion in decision-making and in the solving of a complex problem.
- Can resolve conflicts between two or more Lions.
- Can stay in charge of the club or board of directors meeting.
- Knows how to build a team of Lions that has the same efficiency and harmony as a winning sports team.
- Can set goals and establish priorities for himself or herself and the club.
- Can make a detailed plan.
- Can manage his or her own "Lion time" so there is always enough time to do what's most important.
- Can lead and manage a service project or fundraising event.



## The Character, Personality and Appearance of a Leader

Leadership is a precious quality. Some club presidents are natural leaders. Most learn to be leaders with training and experience. Still, others will become leaders only when they've learned self-discipline.

What makes a leader? According to social scientists who have studied this question for years, there appears to be no single trait that is found in all leaders. But we do know that many leaders—whether club presidents, executives or statesmen—possess energy, self-confidence (or faith in their mission), intelligence, persistence and the ability to express themselves. Yet, even those traits will vary among our great leaders.

Successful club presidents also are:

- Trustworthy.
- Fair.
- Know the individual needs and interests of their fellow Lions.
- Share with other Lions what they have learned.
- Have a future vision for their club and a "protective" attitude towards it.
- Accept final responsibility.

Regarding a leader's personality, research shows that:

- *Appearance* of confidence is important.
- Sociability can be important but it depends on the situation.
- Determination, self-control and maturity are essential.
- A desire to dominate or gain prestige is not required for leadership.
- Though a leader has to make sense when talking and be able to advance the cause of the group, the leader need not be a quick and clever talker.

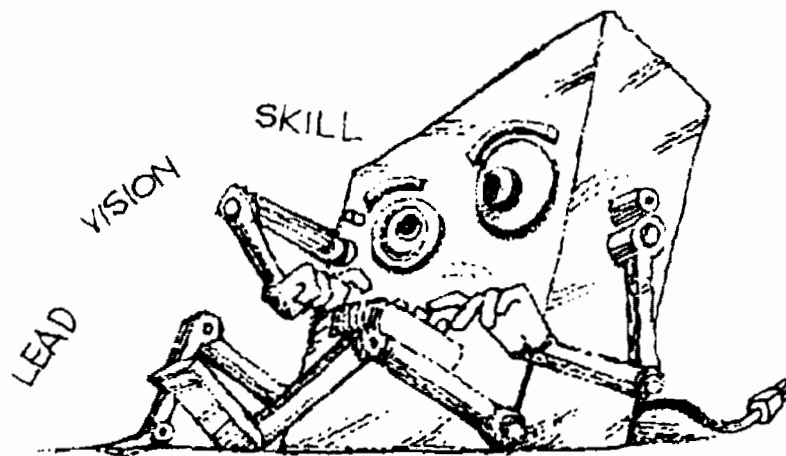
No matter where you stand as a leader, you have the power to find new paths for your fellow Lions that lead them to creating change for the good of all mankind!

## Motivating an Individual Lion

Motivation is the least understood element of leadership. Often it is confused with inspiration, which often is a short-lived emotion such as a Lion feels after hearing a rousing speech or leaving an exciting seminar.

Motivation is long-term commitment that is *created within the Lion*. Either he or she wants to do something or he or she doesn't; your influence isn't going to lessen or increase that member's willpower to do something. *Your challenge as a leader is to find what motivation your fellow Lion already has; then to build upon it; and then to direct that motivation toward accomplishing the goal you have set for both of you.*

For example, let's take a president of a small club who needs to appoint a program chairman with good judgement and communication skills. The president's choice is limited to two Lions of equal leadership abilities. Both are new members and equally dedicated to serving others. Because the program chairman will be a new Lion, the president will frequently have to supervise this chairman's work. The president feels uncomfortable about this. Fortunately, the president is taking time to learn the motivating force each of these two Lions have inside themselves. As a result, he or she will not appoint the Lion who wanted to serve Lionism with accounting skills, but will select the Lion who is a retired salesperson and enjoys putting on a show for others. This club president will show skillful leadership by *appropriately matching a Lion's inner motivation with Lion responsibility.*



## Why People Become Lions

As you delegate various tasks to your Lions, you will be helped greatly by knowing the following universal reasons why people become Lions:

- They desire to use some special knowledge or skill they have.
- They want the kind of security that comes from feeling one's life has purpose, meaning and significance.
- They need to be a part of activities that are important to their neighborhood, community, country or hemisphere.
- They desire status or recognition.
- They need to feel useful and needed.
- They are interested in learning new skills and participating in enjoyable and rewarding activities.
- They desire to gain skills that will help them advance in their employment and social areas.
- They need to actively use their leisure time and reduce loneliness and pressure.
- They desire to give back to their community a "part of themselves" for benefits the community has given them.

You will quickly find that your Lions more or less fit one of these profiles of motivation:

- Profile A** The achievement-motivated Lion
- Profile B** The power-motivated Lion ("power" here is meant in a neutral sense)
- Profile C** The affiliation-motivated Lion

The following are general observations: Lions often have characteristics of all three profiles:

## The achievement-motivated Lion.

This Lion's personal goal is to be successful in situations that will improve existing skills and talents or that will require excellent performance. This Lion wants to do his or her best, set moderate goals, and take calculated risks. The achievement-motivated Lion likes to take personal responsibility for finding solutions to problems and has a desire to achieve unique accomplishments. This Lion might be restless and innovative, and wants specific feedback about his or her performance.

What can the club president do to create opportunities that unleash the motivation of this achievement-motivated Lion?

- Give a lot of personal responsibility.
- Allow and encourage this Lion to take calculated risks and to be innovative.
- Give recognition and rewards for excellent performance, but not for mediocre or poor performance.

# Leadership Skills, Membership, and Recognition

## The power-motivated Lion.

This Lion's personal goal is to have some impact or influence on others. The power-motivated Lion is concerned about his or her reputation or position; that is, what other Lions think about his or her power or influence. This Lion likes to give advice (which is sometimes not asked for) and wants his or her own ideas to predominate. This Lion naturally has strong feelings about status and prestige and has a strong need to influence behavior. This person often is an articulate speaker and sometimes argumentative. Others might perceive the power-motivated Lion as forceful, outspoken, or perhaps even hardheaded.

How can the club president enhance the motivation of the power-motivated Lion?

- Make sure there is considerable structure to this Lion's responsibilities and that they have rules, policies, etc.
- Provide an opportunity for him or her to have a position of responsibility, authority and status.
- Encourage this Lion to use the Lions Constitution and Bylaws and other formal authority when resolving conflicts and problems.

## The affiliation-motivated Lion.

This Lion's personal goal is useful fellowship. The affiliation-motivated Lion is concerned about being liked and accepted and needs warm and friendly relationships. This Lion most likely spends time thinking about how to console or help people.

To bring out the potential in the affiliation-motivated Lion, the club president should:

- Encourage close and warm relationships.
- Give considerable support and encouragement.
- Provide a great deal of freedom and little structure and constraint.
- Make him or her feel like an accepted member of your club.

## Motivating a Group of Lions

A group of Lions will be motivated if:

- The club president provides *organization* (agenda, specific assignments, etc.), *resources* (reports, working area, etc.), and *direction* (a mission, objectives, etc.).
- The members *feel that their work is important and receive some recognition* for it.
- The members *trust each other and accept each other's differences*.
- *Each member is involved* in the group's work.
- *Everyone participates* in the decision-making.

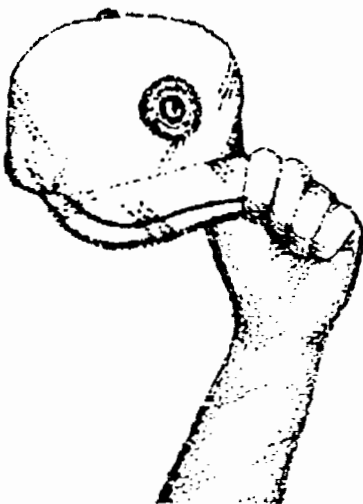
## Building Fellowship and a Team

Lion leaders agree that next to accomplishing a much needed service project, there is no greater satisfaction a club president can have than to:

- Build fellowship whereby Lions become better friends and enjoy Lionism together.
- Build a team of Lions that is as efficient as a champion sports team.

Building a team of Lions requires patience, tolerance for personal frustration, an understanding of human nature and—perhaps the most difficult of all—a willingness to become, when necessary, a "servant-leader," someone who serves fellow Lions as much as leads them. In building a team, your Lions will sometimes struggle with the tension of what each sees as best for themselves and what is best for Lionism.

You'll agree that actually creating fellowship is pretty much up to the Lions themselves, but a club president can create opportunities for fellowship by paying attention to the principles of motivation stated earlier. Most Lions have seen how the presence or absence of one person from a club or committee can have a major impact. Something very special happens when the right combination of Lions comes together as a working team. Often the addition of one Lion who has a particular ability or personality makes all the difference.



Here are some guidelines for building and maintaining your club team:

**A Goal.** Make sure it is a team goal and that everyone clearly understands it.

**Roles.** Assign each member a specific responsibility and make sure he or she understands it. If necessary, provide training.

**Support.** Encourage mutual support. Explain how different members should specifically cooperate at different times. In your deeds more than words, show your Lions how the individual can enjoy more success when the team succeeds.

**Training.** Train, educate, practice for the team's task. Teach everyone the rules.

**Relationships.** Instill the message that everyone on your team has equal status even though one member's role may be more critical for the outcome.

**Flexibility.** Group dynamics will be continually changing the nature of your group. Stay flexible and, whenever necessary, re-group your team to face the present situation.

**Communication.** Encourage complete communication between all team members.

**Individual Needs.** Take time to deal with these and with tensions. Don't make it all work and no play!

**Openness.** Encourage an open exchange of ideas and feelings. Encourage both agreement and disagreement. (Don't worry: experience shows that once conflicts are settled, solidarity comes soon.)

And, some guidelines for increasing closeness among members are:

**Satisfaction.** Look for ways to increase the satisfaction the team gets from what it is doing.

**Rewards.** Recognize contributions individual members make toward the team's goal. (This is especially important for new members or members with minor roles.)

**Prestige.** Look for ways to increase your Lion's prestige.

**Interaction.** Find ways to increase interaction between your team members.

**Celebrate Your Success!** Your team deserves this. You also might want to celebrate the progress of your success at the halfway mark. This will help to build up any sagging morale.

## Delegation

Delegating tasks can be rewarding. Club members will be motivated because they are involved. Members will recognize the club president's confidence in their talents because they were asked to complete a task. Also, more tasks can be completed by delegating.

When delegating tasks to club members:

- Match the responsibility to the Lion's interests and expertise.
- Establish objective(s) or goal(s) for the Lion. If necessary, explain standards for his or her performance.
- Help the Lion understand the importance of the responsibility and how the task contributes to the club project.

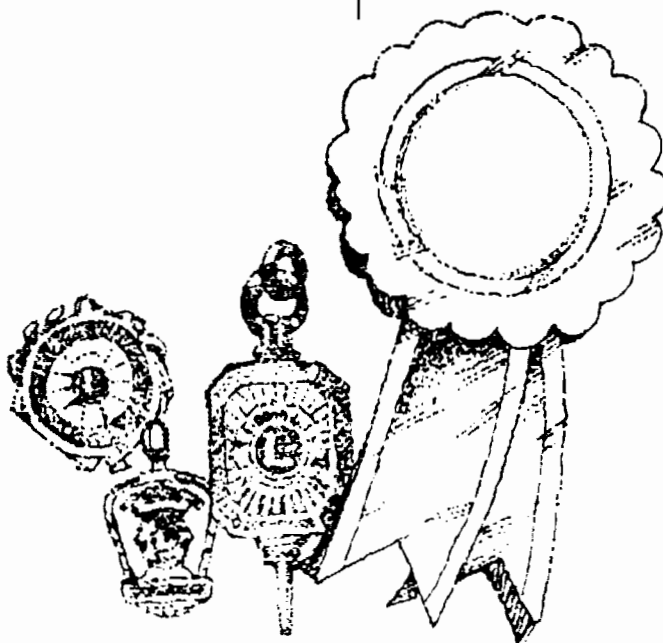
- Define clearly the tasks to be completed and the responsibilities to the Lion. Inform the Lion of timelines and limits. Allow him or her to make decisions with your consent. If mistakes are made, help correct them.

- Monitor the Lion's progress without being overbearing. You have asked him or her to do a task; let the individual complete the task. Do not take away responsibilities if you become dissatisfied. Provide guidance, but do not interfere.

- Provide feedback. Feedback provides encouragement and satisfaction. It is important to let the Lion know how he or she is doing.

- Evaluate the achievements with the Lion.

Delegating is not always easy. Club presidents often want to do everything to ensure tasks are done their way. However, asking club members to help allows club presidents and the club to complete additional tasks and build leadership within the club.



# Leadership Skills, Membership and Recognition

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You will delegate successfully if you:

- Define clearly the responsibilities (and their limits) being delegated to your fellow Lion. Allow some freedom to take risks and make mistakes!
- Show the Lion how the responsibility contributes to the overall project.
- Select the right Lion for the right responsibility.
- Set a goal or objective for the individual Lion and, if necessary, standards for the quality of the performance.
- Give honest feedback. (Lions want to know how they're doing, and they deserve to know. Even negative feedback can give satisfaction to Lions; if done tactfully, it will encourage their leadership development.)
- Frequently share information and planning with everyone.
- Give Lions with major responsibilities a voice in the decision-making whenever possible.
- Don't keep checking on a Lion's performance or withdraw parts of an assignment before it's done. (Let go of the Lion!)

## A Quick Review of Other Leadership Skills

Details of these skills can be found in the Leadership Development Manual (LDSP-250), which is purchasable for US\$6 through the Leadership Division at International Headquarters.

## Giving an Effective Presentation

### Major Steps

1. Know the *purpose* of your presentation.
2. Learn the *needs* and *interests* of your audience.
3. *Organize* your presentation.
4. *Rehearse* your presentation.
5. After you have delivered your presentation, get *feedback*.

## Using the Right Style of Leadership

The skillful, successful club president adjusts the style of leadership to the situation without compromising his or her principles. In developing leadership, a president should know that the way he or she behaves as a leader (style) will depend on:

- The *nature of the task* or project
- The *amount of time* to accomplish the task
- The *importance* of the task
- The *motivation and ability* of the Lions to accomplish the task
- The *kind of leadership* the Lions expect

## Problem-Solving

Here is one problem-solving procedure used widely in all kinds of groups:

- Step 1: Define the problem.
- Step 2: Get the facts.
- Step 3: Organize the facts.
- Step 4: Determine possible solutions.
- Step 5: Know the consequences of each possible solution.
- Step 6: Put your solution into action!
- Step 7: Evaluate your solution.

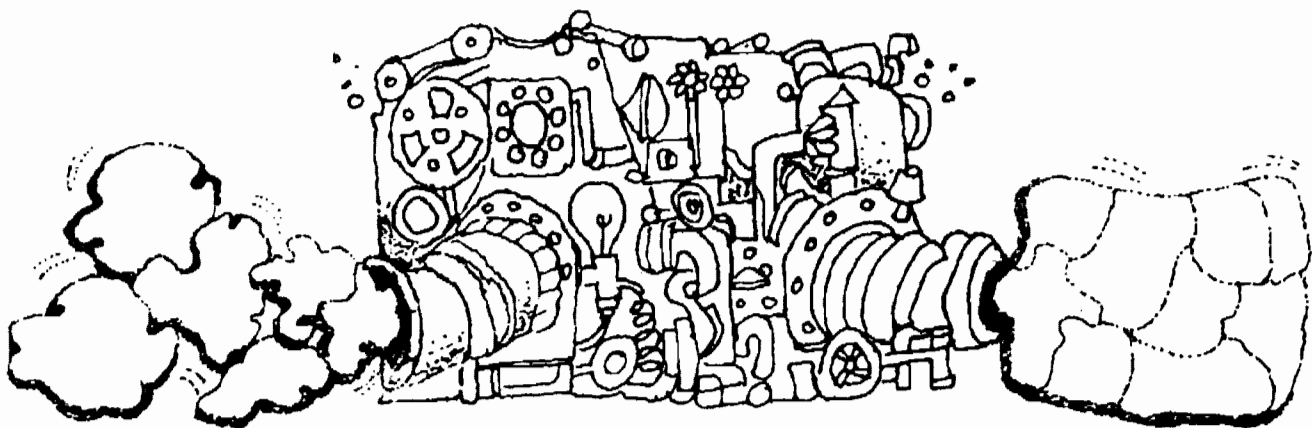
## Resolving Conflicts

- Step 1: Get the parties to agree on the ultimate goal both want.
- Step 2: Suggest a compromise.
- Step 3: Do not offer the final solution yourself, but guide the Lions into suggesting it themselves. (This way they will believe in the solution much more.)

## Leading Group Discussions

When surveyed, Lion leaders at all levels throughout the world said the skills they used most frequently while leading a discussion were their abilities to:

- Share their leadership with other members.
- Ask questions and probe for answers.
- Listen well.
- Be sensitive to feelings of others.
- Facilitate discussion.



- Analyze something and form concepts.
- Use parliamentary procedure.
- Summarize what has taken place.
- Assert one's leadership when necessary.
- Make plans on the spot.
- Resolve conflicts.
- Facilitate the exchange of ideas.
- Remember and organize facts.
- Present factual information.
- Quickly interpret significance of facts and figures.
- Tactfully regulate the flow of reports.
- Get quickly to the heart of the matter.
- Keep the discussion on track.
- Tactfully shorten the meeting without sacrificing good decision-making.

### Guidelines for Membership Growth

Members are important to a club. Clubs must have active members to effectively serve the needs of the community. Both new members and those who have been members for many years provide stability to a club through their talents and enthusiasm.

Membership growth occurs in clubs through increased membership as well as the development of current members. Current members can provide guidance and support to new members and simultaneously update their knowledge of the organization.

Essential things clubs can do for new members are:

1. Tell a prospective member what your club is all about!

A prospective Lion needs to *fully* understand what being a Lion involves. The prospective member needs to know now of Lionism's guiding principle: "WE SERVE!" If a younger member, he or she will especially want opportunities to serve people in need in ways that will *develop his or her potential as a human being*. The member will need to sense that by joining your club, important social, emotional, intellectual and even spiritual needs can be met.

2. Have an impressive induction ceremony and involve the new member immediately!

The new member should be inducted with a ceremony that will be remembered forever. It should have dignity, sincerity and meaning. The ceremony can also remind current members of their commitment to Lionism.

A new member should immediately be involved in your club's activities and given an opportunity to utilize his or her skills and talents.

- 3 Give care to your new member!

Your new member needs the ongoing concern of his or her sponsor for several months. The new member also needs for you, the president, to periodically ask how he or she is doing and to make the new member feel that he or she really belongs to the club. He or she should be encouraged to speak freely on any matter of concern. The new member should eventually be introduced to each member, either by you or his or her sponsor. Never should the new member be left standing alone at a club meeting.

Sometime during the new member's first year, in addition to the orientation at the first meeting, he or she should be oriented in all phases of club and district operations and international Lionism. Do not rely solely on reading materials to do this for you! This one- or two-hour session is also an excellent opportunity to orient any member who needs to become more familiar with Lionism. *The ultimate objective of this orientation is to have these members value Lionism as much as possible.*

# Leadership Skills, Membership and Recognition

## Gaining Public Recognition

Effective public relations is a result of effective communications. For a Lions club, it can mean the difference between success and failure in its community service activities. There is an old saying, "I gave a party and nobody came." All too often, this simply means that the guests didn't know they were even invited. Your Lions club must have community support. To get it, you have to make sure that the public is not only "invited" to participate in your club's fundraising and other functions, but that it understands why it was invited and who will benefit.

Does your community understand that your club is primarily a humanitarian service organization? Do they understand how you raise your money and how you spend it? Do they know the difference between a Lions club and other service and fraternal organizations? Are they aware of the worldwide scope of Lionism? Only when you can answer "yes" to all of these questions can you be satisfied that you are doing an adequate public relations job. This is one reason why your club public relations chairman has the very important function of making sure that your community receives news of club activities in a complete and timely manner. *Your public simply will not support your activities—no matter how worthwhile—unless they see clearly how the community benefits from them.*

The Public Relations chairman can:

- Establish relationships with the proper contacts at your local newspaper, radio or television stations.
- Understand which activities are "newsworthy," and how to communicate a story using a news release.
- Keep members totally informed at all times about their own activities, for they can often promote your club better than anyone.

## Why Members Drop Out and Ways to Prevent It

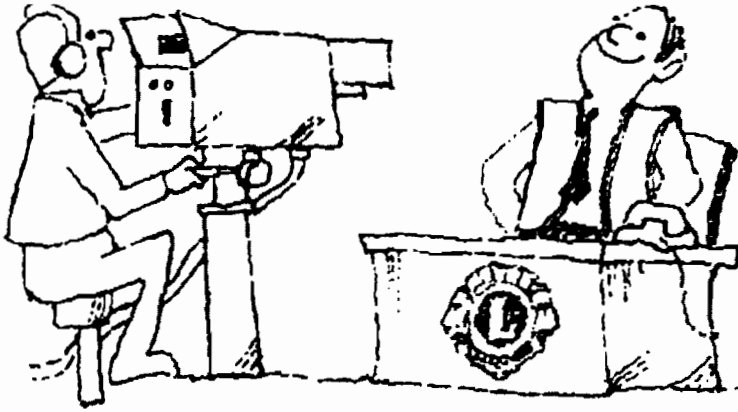
Here are the most frequent reasons why Lions drop from their clubs, according to a survey of international officers and directors:

### Cause of Drop

### How to Prevent

1. Poor club leadership (organization, planning, and a common purpose)	Have all club officers attend a club officers school
2. Prospective members not screened for "quality"	Make sure Membership Committee and board of directors take time to screen prospective members.
3. Inadequate induction ceremony	Make induction ceremony impressive and meaningful
4. Inadequate orientation	Give thorough orientation to new member, using LCI guidelines.
5. No participation	Involve <i>all</i> members and make sure they stay involved
6. New member's sponsor shirks responsibilities	Make sure sponsor understands his or her responsibilities
7. Lack of friendship or fellowship	Always make the member feel needed and wanted, no matter how long that member has been a Lion
8. Cliques	Emphasize teamwork in service projects that can involve all members
9. Wrong committee appointments and use of talents	Take time to understand the Lion's inner motivation and natural talents
10. Absence of meaningful club projects	Carefully assess your community's needs





### Cause of Drop

### How to Prevent

11. Club did not measure up to the Lion's original expectations

Fully acquaint prospective member with what can be expected

12. Boring meetings, too formal and inflexible

Have a talented Tail Twister; enjoyable program with some entertainment; conduct the meeting with more tolerance, a creative spirit and humor

13. Complacency, indifference and apathy of some club members and officers

Recruit some young members; improve communication between members; aim for service projects that are badly needed in the community; strengthen the leadership; encourage members to attend district and international conventions and events

14. Lack of individual recognition

Give the member praise, compliments, or awards in front of the entire club; and an occasional pat on the back

15. Poor communication between officers and members

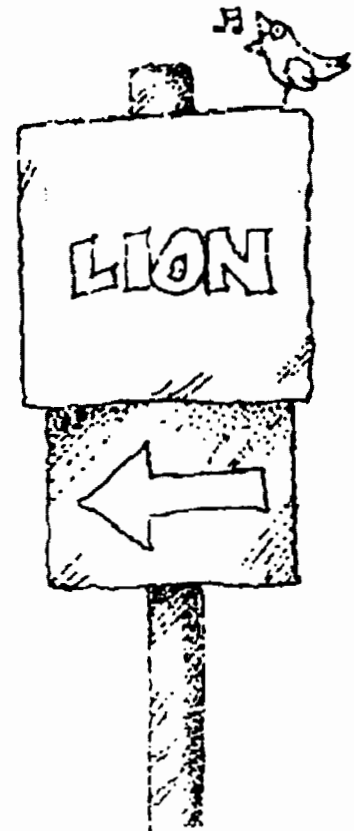
Improve the club newsletter; increase skills of leading discussions at board meetings; plan for some social events that involve spouses

16. Inadequate public recognition

Appoint an aggressive public relations chairman

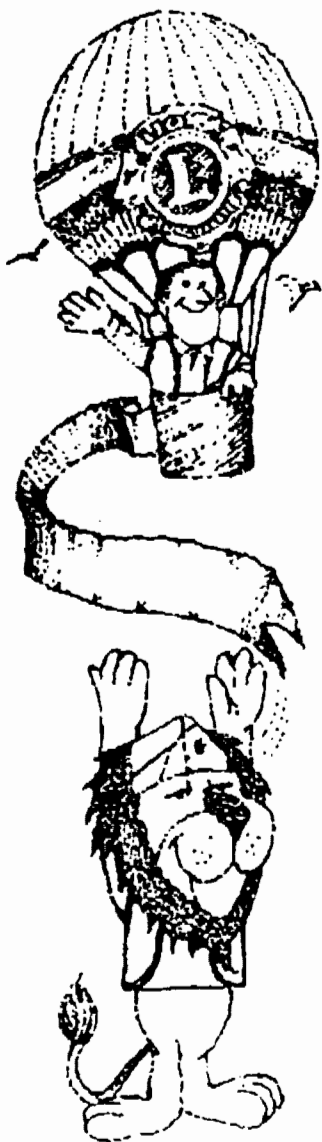
17. Lack of club membership growth and development

Get advice from the district governor or the cabinet members as soon as possible



# Leadership Skills, Membership and Recognition

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## Notes

### Basic Leadership Skills

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### The Character, Personality, and Appearance of a Leader

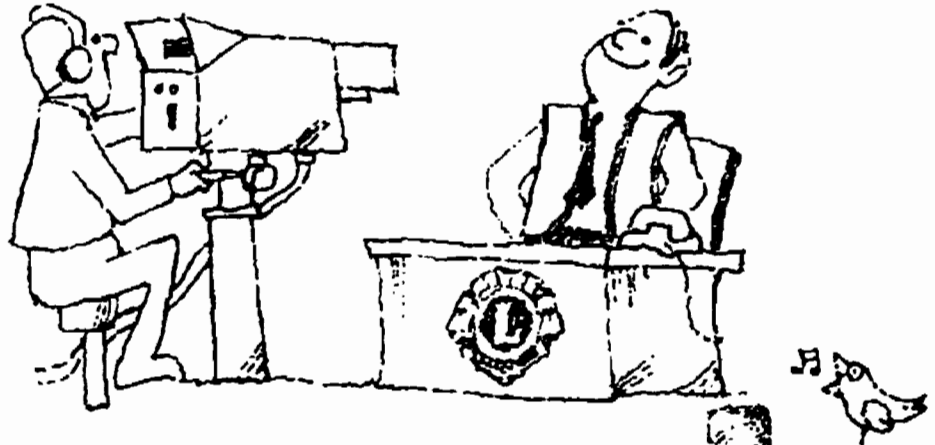
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### Motivating an Individual Lion

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### Motivating a Group of Lions

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### Building Fellowship and a Team

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### Delegation

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### A Quick Review of Other Leadership Skills

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### Guidelines for Membership Growth

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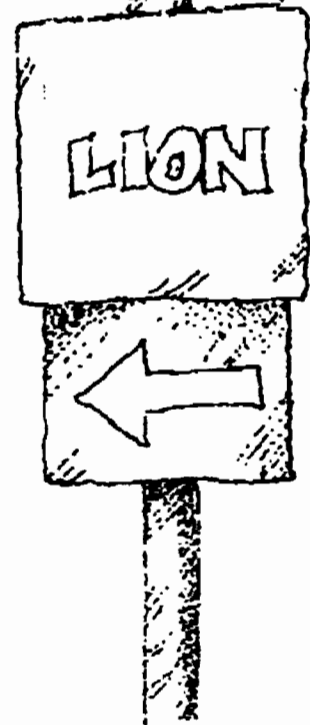
### Gaining Public Recognition

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# At the End of Your Year

## The All-Important Nominating Committee

The Nominating Committee is often the most important committee of all because it recommends who may serve as club officers for the incoming year.

A club president should think deeply about forming the committee and not rush through the process. Should the club need a profound change in leadership, the club president should not allow tradition or protocol to constrain the selection of a hard-working, objective-thinking Nominating Committee that can lay the foundation for this change!

January is not too early to select your Nominating Committee, especially if much screening of candidates will be required. The Standard Form Lions Club Constitution and Bylaws requires that the Nominating Committee meet in March and that your club's election be held no later than April 15. *It is important that every club member be informed at least ten days prior to the committee meeting and two weeks prior to the election meeting.*

When selecting a nominating committee and its chairman the club president should:

- Choose members who are widely respected within the club.
- Select members who clearly understand the responsibilities of each club officer and who have knowledge of the performance of current and past club officers.
- Ensure that the committee represents a cross section of the club's interests.
- Identify members who will thoughtfully assess the qualifications of each candidate and determine that the candidate:
  - a. Will have enough available time for the office.
  - b. Is willing to assume the responsibility.
  - c. Completely understands the responsibilities of the office.

## The Appreciation and Installation Dinners

Many clubs near the end of the fiscal year hold an appreciation dinner for all the community residents who have, in various ways, helped their club through the year. Such a function not only builds good relationships for the future but also gives you a personal opportunity to say "thanks" to everyone.

Another opportunity for you to say "thanks" is at your club's installation dinner, usually held in June. In your farewell speech, you might want to include:

- What being a president has personally meant to you
- Compliments to club members who have supported you and made your work easier
- Reasons for some of the things you wanted to do but just weren't able to
- Some parting advice to the incoming officers



## Your Legacy as Club President

Your incoming president will be helped much by what you share with him or her before you leave office. Brief the incoming president on any undone tasks, your unfulfilled hopes and dreams (and there will be some), and the relationships between certain club members that will require care.

The clearer the goals and objectives you had set for yourself at the beginning of your year, the more clearly you will know just how successful a club president you were. At the very least, you will have grown in heart and mind by serving a great cause.

Some of the things you have accomplished during your year as club president will live on for many years. They will be your personal legacy to future generations of Lions.

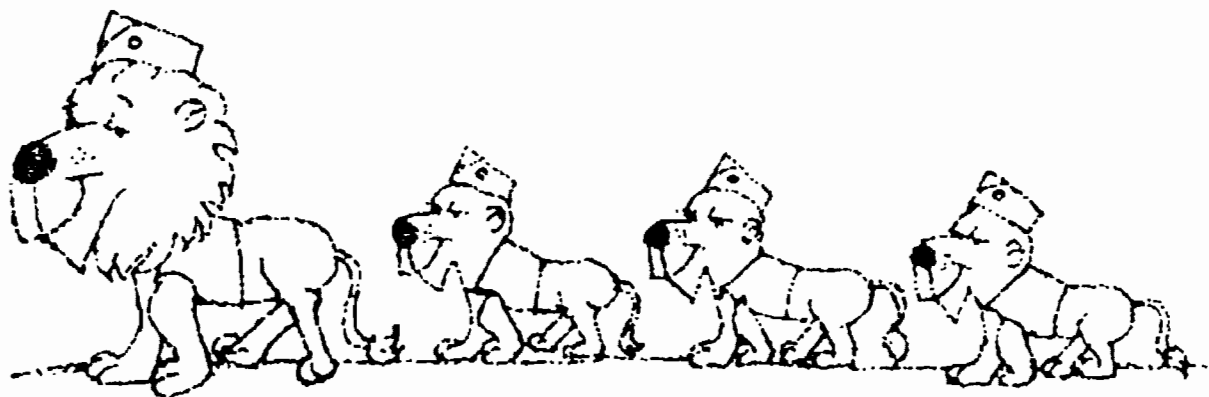
## Club President Excellence Award Requirement

The application should be completed by the club secretary, approved by the respective district officers and returned to International Headquarters for processing.

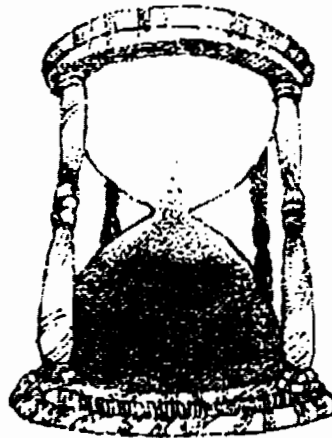
- a. The club shall comply with the association constitution and bylaws and the policies of the International Board of Directors and shall refrain from any action encouraging unauthorized use of the name, goodwill, emblem, the marks "Lions," "Lions club," "Lioness," "Leo," "Lions International" or "Lions Clubs International" and other insignias of this association.
- b. The club shall have no unpaid balances of over US\$50 owing to the international office as of March 31st of the fiscal year.
- c. The club must show a net increase in club membership for the fiscal year. Deaths and transfers are not counted. Or, the club must sponsor at least one Lions club during the president's term of office.
- d. An accounting must be made for all Monthly Membership Reports.

e. From the following requirements, six (6) must be completed:

- (1) All other reports required by the international office and/or the single, sub- or multiple district of which the president's club is a part must have been filed on time;
- (2) The president must have personally sponsored one or more new members who shall have been inducted prior to June 30th of his or her year;
- (3) The club must have conducted at least one major service activity, which shall have been reported to International Headquarters.
- (4) The club must have conducted at least one major fundraising project with substantial membership participation, which shall have been reported to International Headquarters;
- (5) The Club's Officers Reporting Form (PU-101) listing the incoming club officers must have been submitted to the international office before May 15 from clubs in the USA and Canada, and before May 31 from clubs elsewhere.



# At the End of Your Year



(6) Club president must have attended at least two zone advisory committee meetings in person and must have been in attendance at, or have been represented at, all other such meetings held in his zone; in those countries or areas where, because of excessive distance or geographical conditions, such meetings are not held, the governor is authorized to waive this requirement;

(7) The club president must have attended a single, sub- or multiple district convention or conference or international convention preceding or during his term of office;

(8) The club president must have attended a club officers training school or session conducted by the district.

f. In order to be eligible for the Club President Excellence Award, the president must have been recommended by the zone chairman and/or the region chairman to the district governor and the district governor must have certified the president as having met all the requirements therefor. Such certification must be mailed to the international office within 30 days after the close of the international convention.

g. In order to qualify for the award, the club president must certify that all new members have been properly inducted and indoctrinated and involved by assignment to a working activity or service committee.

No request for review of award eligibility shall be considered unless received within 12 months after end of the club president's term of office.

## Notes

### The All-Important Nominating Committee

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### The Appreciation and Installation Dinners

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### Your Legacy as Club President

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### Rules for Club President's Excellence Award

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