



Club President

Role, Duties, and Responsibilities





What will I be learning in this course?





Upon completion of this course you will...

- Know the responsibilities of the club president as designated by Lions Clubs International Policy
- Be able to identify what resources are available
 - Be aware of the job responsibilities
 - Be able to fulfill the tasks related to club president
- Recognize the leadership expectations for the position of club president
- Be able to submit required reports on time



Topics

Below are the topics of each section. You may start at the beginning and go through, or skip to a specific topic by clicking on the topic name.

- [Role of the club president](#)
- [Meetings](#)
- [Committees](#)
- [Officer elections](#)
- [Club officers](#)
- [Communication](#)
- [Leadership](#)
- [Resources](#)
- [Planning ahead](#)

*Completing the course in it's entirety will take approximately 1 hour.





What is the Role of the Club President?





The Role of the Club President

The president is the chief executive officer of the club.

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

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





How do I determine which is the higher authority,
Club Constitution and By-Laws or
International Constitution and By-Laws?

- Any club *rule, procedure, by-law* or *constitutional provision* that is contrary to the International Constitution and By-Laws (LA-1) is not valid.





The Role of the Club President

The president is the chief executive officer of the club.

The president's authority in the club is not absolute.

The position's authority comes from the:

- Club as a whole
- Club's constitution and by-laws
- International Lions Clubs Constitution and By-Laws
- And the club board of directors





Who is the Board of Directors?

The board of directors consists of the:

- club president
- vice president(s)
- treasurer
- tail twister
- branch coordinator
- immediate past president
- secretary
- lion tamer
- membership director
- all other elected directors





The Role of the Club President

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

- During meetings there are many tasks and duties which are the responsibility of the president.
- Details regarding these responsibilities will be reviewed later in the course.





The Role of the Club President

The president is an active member of the district governor's advisory committee of the zone in which the club is located.

- As an active member the president must:
 - ✓ Attend meetings as required (zone or region)
 - ✓ Give a brief report on the club's activities and membership
 - The club secretary can help compile this report.





Role Quiz

The president is the
_____ of the club.

authority

chief
operating
officer

chief
executive
officer

judge





Role Quiz

The authority of the president comes from all the following
EXCEPT:

☐

Club



Public

☐

International constitution and by-laws

☐

Board of directors

☐

Club constitution and by-laws





Role Quiz

Any club rule in contradiction to the Lions Clubs International Constitution and By-Laws is not a valid rule.

TRUE

FALSE





Role Quiz

Which of the following positions are on the club's board of directors?



- ☒ Vice president(s)
- ☒ Immediate past president
- ☐ Committee chairperson
- ☒ Treasurer
- ☒ Lion tamer
- ☒ Secretary
- ☒ Branch coordinator





Meetings

As the chief executive officer of the club, the president plays a key role in meetings.





Presidential Duties

(Pertaining to meetings)

The club president issues the call for regular meetings/special meetings of the board of directors and club.

- The club secretary can assist with distributing information regarding meeting times and dates.
- It is important to ensure ample time between notification and meeting (for special meetings) for better attendance.



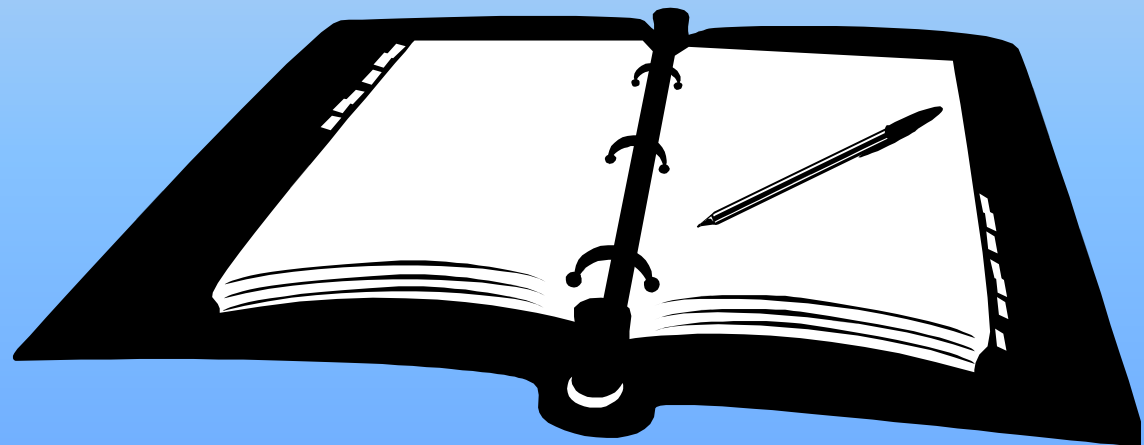


Presidential Role

(Pertaining to meetings)

The club president must also:

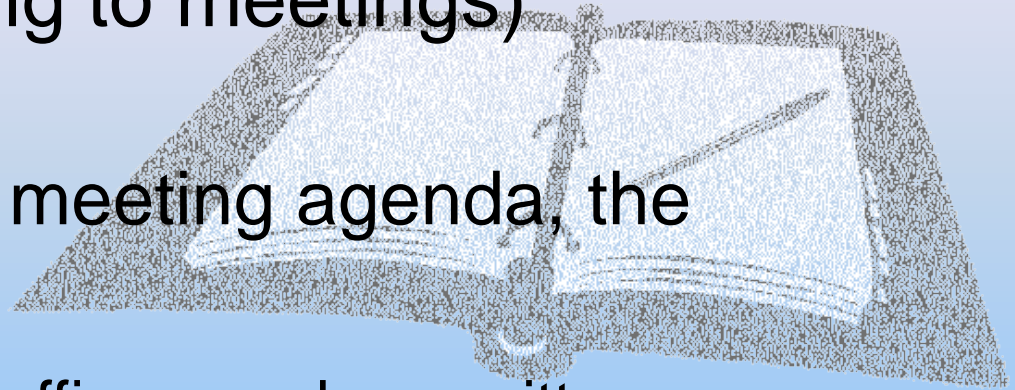
- Prepare an agenda





Presidential Role

(Pertaining to meetings)



In order to prepare a meeting agenda, the president should:

- Communicate with officers and committee chairpersons to gather items for the agenda
- Work with the secretary to tailor the agenda to meet the club's individual needs
- Ensure the agenda is accurate and includes all required items and points of discussion





Presidential Role

(Pertaining to meetings)

A typical club meeting format/agenda is comprised of:



- A call to order by the president
- An introduction of any guests
- A scheduled program (guest speaker, entertainment, etc.)
- Approval of previous meeting's minutes





Presidential Role

(Pertaining to meetings)



A typical club meeting format/agenda is comprised of:

- The treasurer's report
- Any old or unfinished business
- New business
- Adjournment by the president



Presidential Role

(Pertaining to meetings)

- Prepare an agenda
- Follow the agenda at meetings

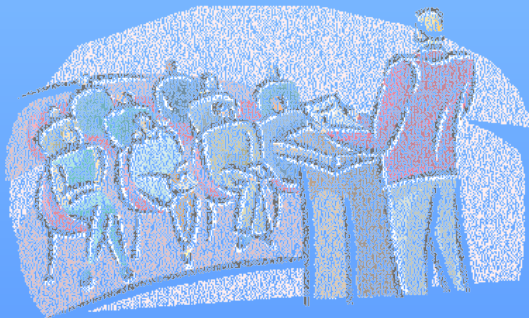




Presidential Role

(Pertaining to meetings)

During meetings the president presides over the meeting and agenda. It is the president who ensures the agenda is followed.





Presidential Role

(Pertaining to meetings)

The creation of an agenda and subsequent use of the agenda will:

- Start and end meetings on time
- Ensure meetings run smoothly and productively
- Provide a base for executive decisions from the president for the removal or change in order of agenda items based on time, importance and response from members
- These decisions are necessary in order to run an effective meeting.



Presidential Role

(Pertaining to meetings)

In order to run effective meetings:

- Review the Lions Learning Center course [Meeting Management](#)
- Download and review the document [“Time Management Techniques”](#)
- Use a pre- or post-meeting checklist to ensure all items are covered and follow-up is completed.





Presidential Role

(Pertaining to meetings)

- Prepare an agenda
- Follow the agenda at meetings
- Use parliamentary procedure





What is “parliamentary procedure?”

A body of rules followed by an assembly.
(call to order, rules for how a motion is
approved, how to recognize speakers, etc...)





Parliamentary Procedure

- An example of parliamentary procedure is *Robert's Rules of Order*
 - [The official web site.](#)
 - This web site provides detailed information regarding *Robert's Rules of Order*. There is also a FAQ section for specific questions.





Presidential Role

(Pertaining to meetings)

- Prepare an agenda
- Follow the agenda at meetings
- Use parliamentary procedure
- Manage group interaction





Presidential Role

(Pertaining to meetings)

Manage group interaction

- As the president presides over meetings, there may be times when conflict arises.
- The president is the standing authority at meetings and must understand how to manage these types of interactions.





Presidential Role

(Pertaining to meetings)

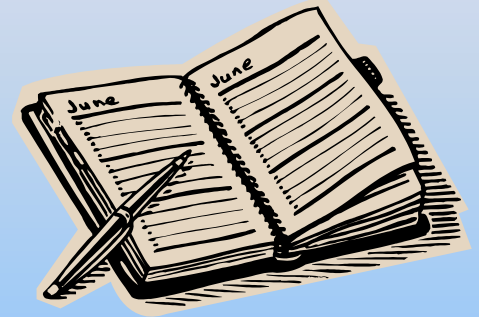
Manage group interaction

- The Lions Learning Center provides a course on [Conflict Resolution](#) skills.
- The president should also be familiar with the [Dispute Resolution Guidelines](#) for conflicts requiring mediation.



Presidential Role

(Pertaining to meetings)



- Prepare an agenda
- Follow the agenda at meetings
- Use parliamentary procedure
- Manage group interaction
- Approve club meeting minutes
 - The secretary will submit the club meeting minutes, to the club president, for review prior to distribution.







Meetings Quiz

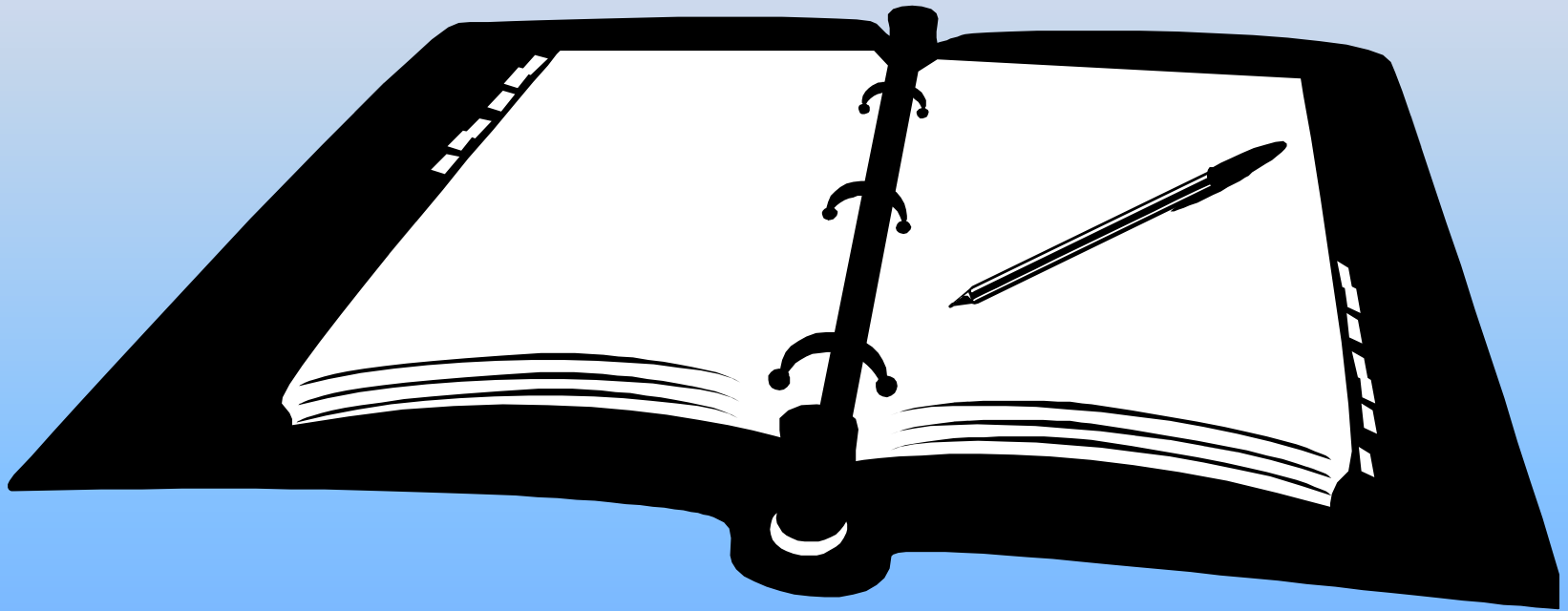
Indicate whether each item should be included on a club meeting agenda.

Scheduled Program

Include on agenda

Do not include on agenda







Meetings Quiz

During a club meeting, the president is responsible for:

Collecting dues

Following
the agenda

Using
parliamentary
procedure

Managing group
interaction

Reporting on
Committees

Using
parliamentary
procedure

President's Meeting Responsibilities:

Managing group
interaction

Following
the agenda







Meetings Quiz

Which is not part of parliamentary procedure?

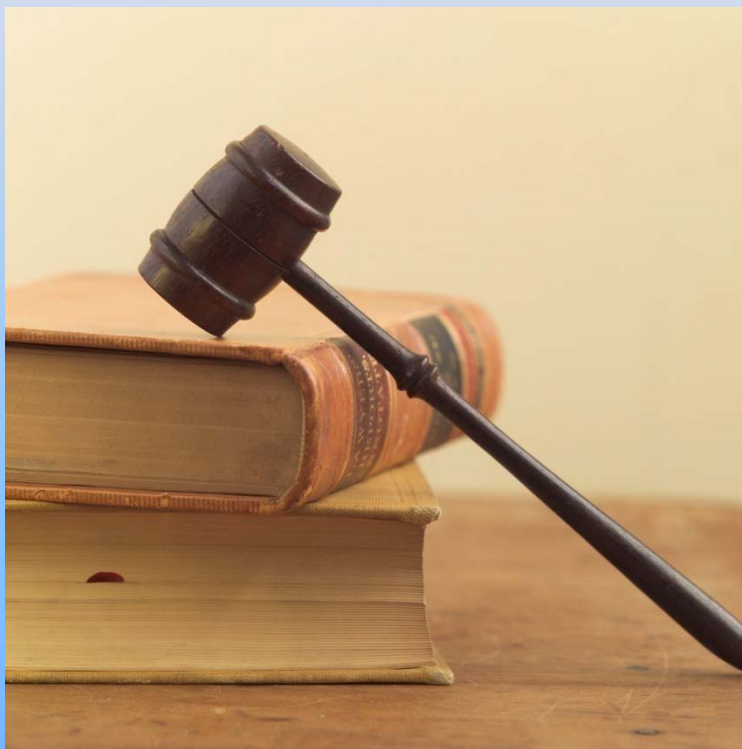
Call to order

Recognizing speakers

Chaos

Approving motions





Committees

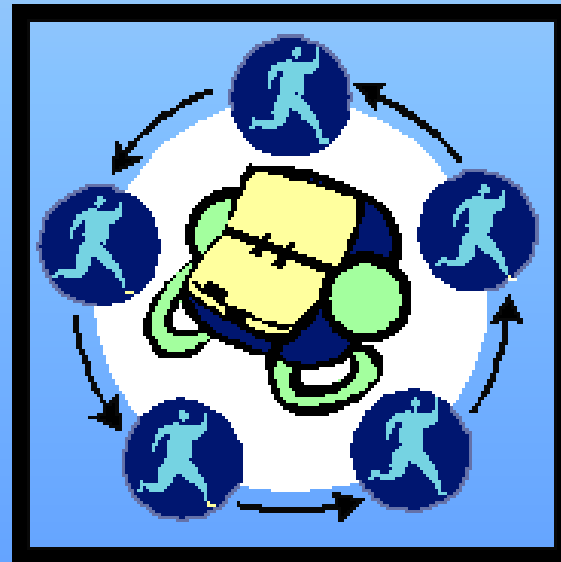
Every club has members in committees. The president has many duties pertaining to club committees.



Presidential Duties

(Pertaining to committees)

It is the club president's duty to appoint the standing and special committees of the club





Presidential Duties

(Pertaining to committees)

There are two types of committees that are appointed by the club president.

- **Standing committees** are permanent committees/positions within the club.
- **Special committees** are committee appointed for a limited time period to perform a special function.
- This [chart](#) provides an organized list of potential committees to be appointed by the club president.



Presidential Duties

(Pertaining to committees)

The chairperson of each committee will be the point of contact for the committee as well as a leader for the committee members. When selecting individuals for a position as committee chairperson:

- Try to match members' skills and knowledge to their committee assignments.



Presidential Duties

(Pertaining to committees)

Prior to selecting specific members to serve as a chairperson, do some research...

- Review the committee list (*should be in club records*)
- Review the [members' applications](#) for members' interests (top left corner of document)
- Take the time to complete the [Lions Learning Center](#) courses [Effective Teams](#), [Valuing Member Diversity](#) and [Member Motivation](#)



Presidential Duties

(Pertaining to committees)

Selecting members to serve on committees where their skills and knowledge are an asset can increase club member satisfaction.

In addition, the effectiveness of committees can increase when led by an individual with experience, dedication and an interest in their assigned committee.



Presidential Duties

(Pertaining to committees)

- Appoints standing and special committees of the club
 - Chairpersons appointments may be announced prior to the club president officially taking office.
 - In order to appoint chairpersons early, the incoming club president will need to receive permission from the current club president.



Presidential Duties

(Pertaining to committees)

There are benefits to appointing your committee chairpersons early.

- If you are able to make the announcements early, you can have committees ready to start at the beginning of the year.



Presidential Duties

(Pertaining to committees)

It is important for the president to cooperate with chairpersons to ensure regular functioning and reporting of committees



Presidential Duties

(Pertaining to committees)

The president should communicate regularly with committee chairs.

- Effective communication increases understanding of committee responsibilities and recognition of committee achievements
- Regular communication helps committees run effectively and remain focused.



Presidential Duties

(Pertaining to committees)

The president should communicate regularly with committee chairs.

- Communicate outside committee meetings and if possible,
- Attend some of the committee meetings; try to make it to one meeting per committee in your year of service.
- Communicating with committees creates an environment of openness and helps members feel involved.



Presidential Duties

(Pertaining to committees)

When communicating with committees, follow up on pending 'business.'

- Use a meeting follow-up checklist
 - A meeting follow-up checklist can help a president remain organized and ensure business is being taken care of.
- Use good leadership



Presidential Duties

(Pertaining to committees)

The club president should review the following Lions Learning Center courses to prepare for working with committees:

- [Delegation](#)
- [Coaching](#)







Committees Quiz

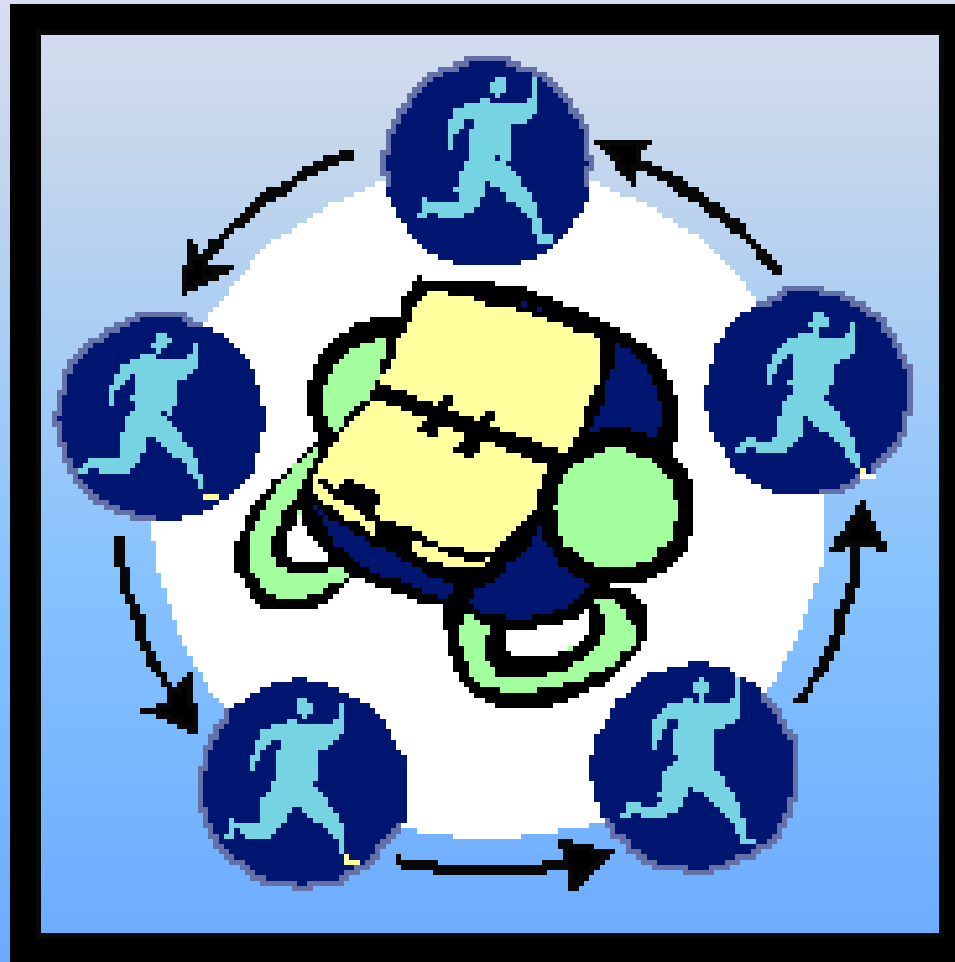
Select the type of committee, standing or special:

Nominating Committee

Standing Committee

Special Committee







Committees Quiz

When appointing committee chairpersons, it is important to consider a member's _____ and _____.

- skills
- interests

- job
- creativity

- motivation
- friends

- office
- experience







Committees Quiz

The incoming president must receive permission, from the current club president, to announce chairperson appointments prior to officially taking office.

TRUE

FALSE







Committees Quiz

Select the items to complete the statement:

Understanding

Recognition
(of achievements)

Effective
committees

Neglect

Focus

Understanding

Effective
committees

**Communication with
committees will help ensure:**

Focus

Recognition
(of achievements)





Officer Elections

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



Presidential Duties

(Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
- It is the responsibility of the president to oversee officer elections and ensure the process is open and meets deadlines.



Presidential Duties

(Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
- Review [Club Election Guidelines \(lg22.pdf\)](#) available on the LCI Web site
 - Being familiar with this document will make the duty of overseeing club officer elections more streamlined.



Presidential Duties

(Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
- It is the president's responsibility to appoint the nominating committee.



Presidential Duties

(Pertaining to officer elections)

- The **Nominating Committee** submits the names of candidates for various club offices to the club membership at the nomination.
- The president appoints the members who will be part of the nominating committee.
- The nominating committee is a standing committee.



Presidential Duties

(Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
 - Appoint nominating committee
 - Club Officer Reporting form (PU-101)
 - Officer elections should be held in April and PU-101 needs to be on file at headquarters by May 15th.



Presidential Duties

(Pertaining to officer elections)

- Ensure officer elections comply with the constitution and by-laws
 - Appoint nominating committee
 - Club Officer Reporting form (PU-101)
 - Follow up with the club secretary to ensure the Club Officer Reporting form (PU-101) is filed with Lions Clubs International Headquarters on time.







Officer Elections Quiz

The president appoints a nominating committee who submits the names of candidates for club offices. All club members vote on candidates.

TRUE

FALSE







Officer Elections Quiz

Once officers are elected, the club secretary should submit the _____ to international headquarters.

Nominating
Committee Form

Club Election
Form

Club Officer
Reporting Form

Club Constitution
and By-laws





Club Officers

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



Presidential Role

(Pertaining to club officers)

- The president, vice president, secretary and treasurer work together to run an effective and productive club.
- The president must cooperate with the treasurer and secretary on specific responsibilities.



Presidential Role

(Pertaining to club officers)

- In working with the club secretary and treasurer:
 - Discuss record keeping methods
 - Both the secretary and treasurer have important roles in keeping club records.
 - Understanding how these records will be kept will help the club officers work more cohesively.



Presidential Role

(Pertaining to club officers)

- Club officers should meet before or at the beginning of the year to discuss how meeting minutes, financial records and membership records will be kept.
 - Efficiency and accuracy are key factors for maintaining an effective club in both the present and future.



Presidential Role

(Pertaining to club officers)

- Discuss record keeping methods
- At the end of the year records will be turned over to succeeding officers
 - Ongoing record keeping ensures smooth transitions





Presidential Role

(Pertaining to club officers)

The president will assist the treasurer with specific tasks.

- One of the important tasks is to help establish two separate accounts before preparing budgets.



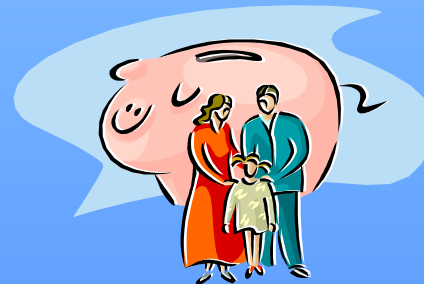


Presidential Role

(Pertaining to club officers)

Two accounts are needed in order to separate administrative and activities funds.

- The *administrative account* contains club dues, fines and other internal funds
- The *activities account* contains funds raised from the public and cannot be used for administrative purposes.



Presidential Role

(Pertaining to club officers)

When assisting the treasurer to prepare budgets:

- Anticipate expenses and income
- Prioritize spending needs
- Monitor spending throughout the year



Presidential Role

(Pertaining to club officers)

When working with the treasurer and secretary, remember:

- Meet before the year begins
- Keep in communication throughout the year
- Request officers give brief reports at meetings
 - Members like to be aware of their successes and club status







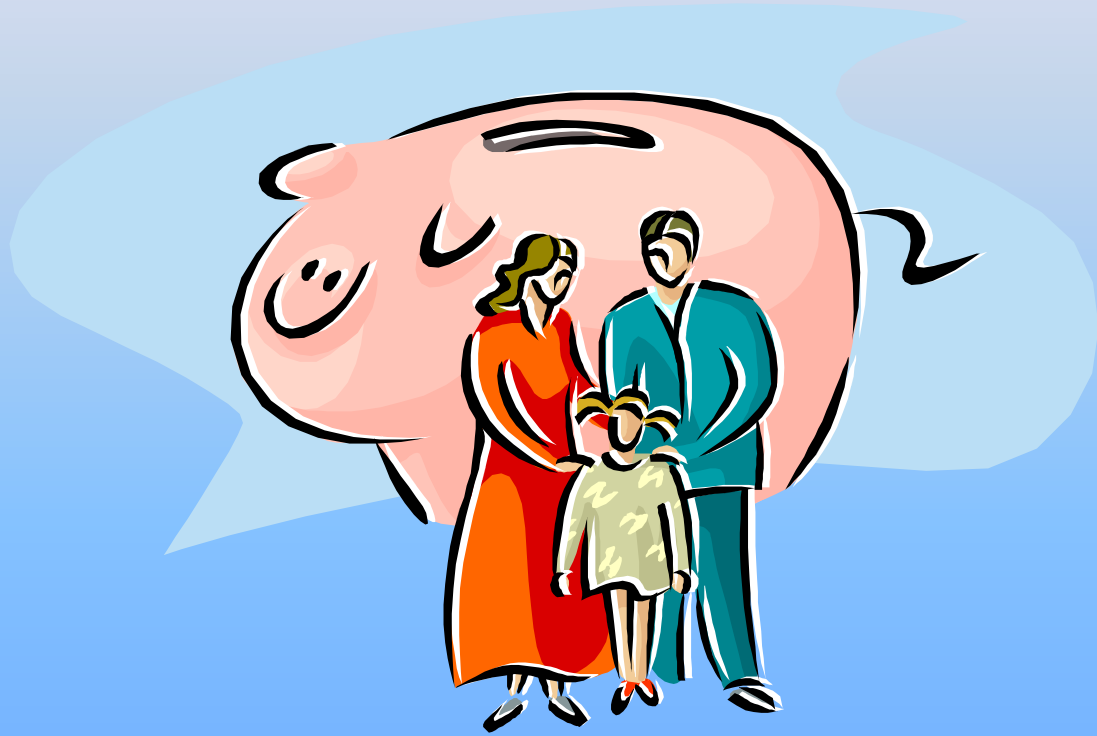
Club Officer Quiz

It is important to have two separate accounts for each Lions club. One account for administrative funds and another for activities funds.

TRUE

FALSE







Club Officer Quiz

The **three** most important things to remember when preparing budgets are:



- ☒ Expenses and income
- ☐ Members in the club
- ☐ Committees in the club
- ☒ Spending monitoring
- ☒ Spending needs







Club Officer Quiz

It is important for club officers to discuss how these three items will be organized prior to the beginning of their term.

Financial Records ✓

Membership Records ✓

Gifts for guests

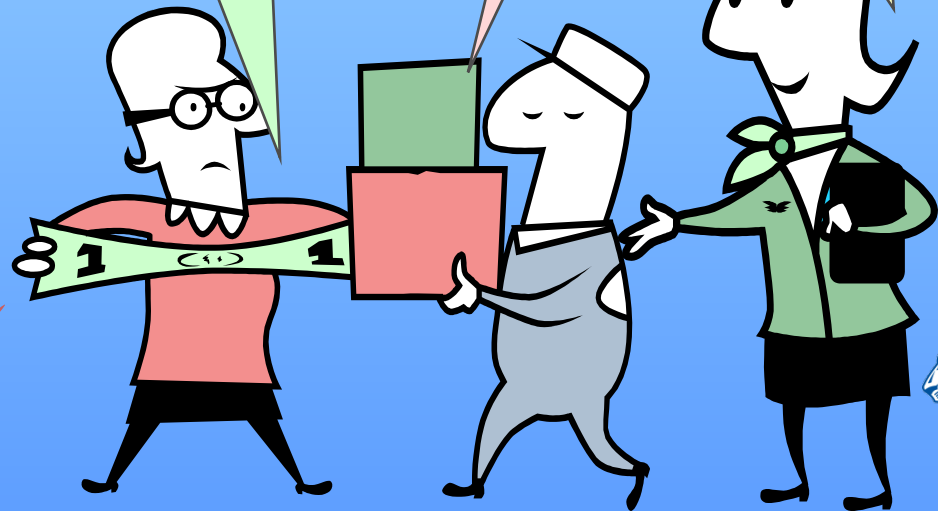
Signage

Meeting Minutes ✓

Financial Records

Membership Records

Meeting Minutes





Communication

Communication is very important to
success as a club president



Presidential Role

(Pertaining to communication)

- An effective club needs to be aware of news and information about their club activities
- A club lacking effective communication is more likely to have dissatisfied members who do not feel connected to the club.





Presidential Role

(Pertaining to communication)

– Use open communication with members
Successful communication requires proactivity and
(committees)
openness.

- Be aware of activities and communicate with committees regarding deadlines, expectations and information

– Proactively communicate information with adequate time for response

- Ensure ample time between information distribution and expectation for final follow-up with responses



Presidential Role

(Pertaining to communication)

- Keep members up to date on news, issues, etc...
 - Informed members are more satisfied and feel more connected/involved – increase member satisfaction and maintain membership
- Answer letters, e-mails, voicemail and faxes promptly and professionally
 - The secretary is the point of contact for a club; while the president can personally respond to communication, it is best to delegate for quicker responses.







Communication Quiz

Communication is very important to success as a club president.

TRUE

FALSE







Communication Quiz

Select whether each type of communication is contributes to a successful or unsuccessful club.

Open

Successful

Unsuccessful





Leadership

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



Presidential Role

(Pertaining to leadership)

- Use prior experience and available resources to capitalize on leadership potential.
- This includes being a leader as well as developing leadership skills within the club.
 - The Lions Learning Center [Leadership](#) course will help develop leadership skills.



Presidential Role

(Pertaining to leadership)



- Capitalize on leadership potential as the club president
 - Build a shared vision among club members
 - Guide/encourage members toward reaching the club's goals
 - Remember, every member has an important role to fill, working together will fill the club's potential
 - Lead by example
 - Follow the [Lions Code of Ethics](#)



Presidential Role

(Pertaining to leadership)

- – Developing and nurturing leadership skills, and club officers is very important.
- Review the presentation [Developing Leaders](#) on the LCI Web site.
- Provide opportunities for leadership experience: involve every member
- Be aware of leadership development resources
- Encourage attendance at leadership training







Leadership Quiz

The club president is considered a leader in the club and is often contacted for guidance, motivation and for assistance with solving problems in the club.

TRUE

FALSE

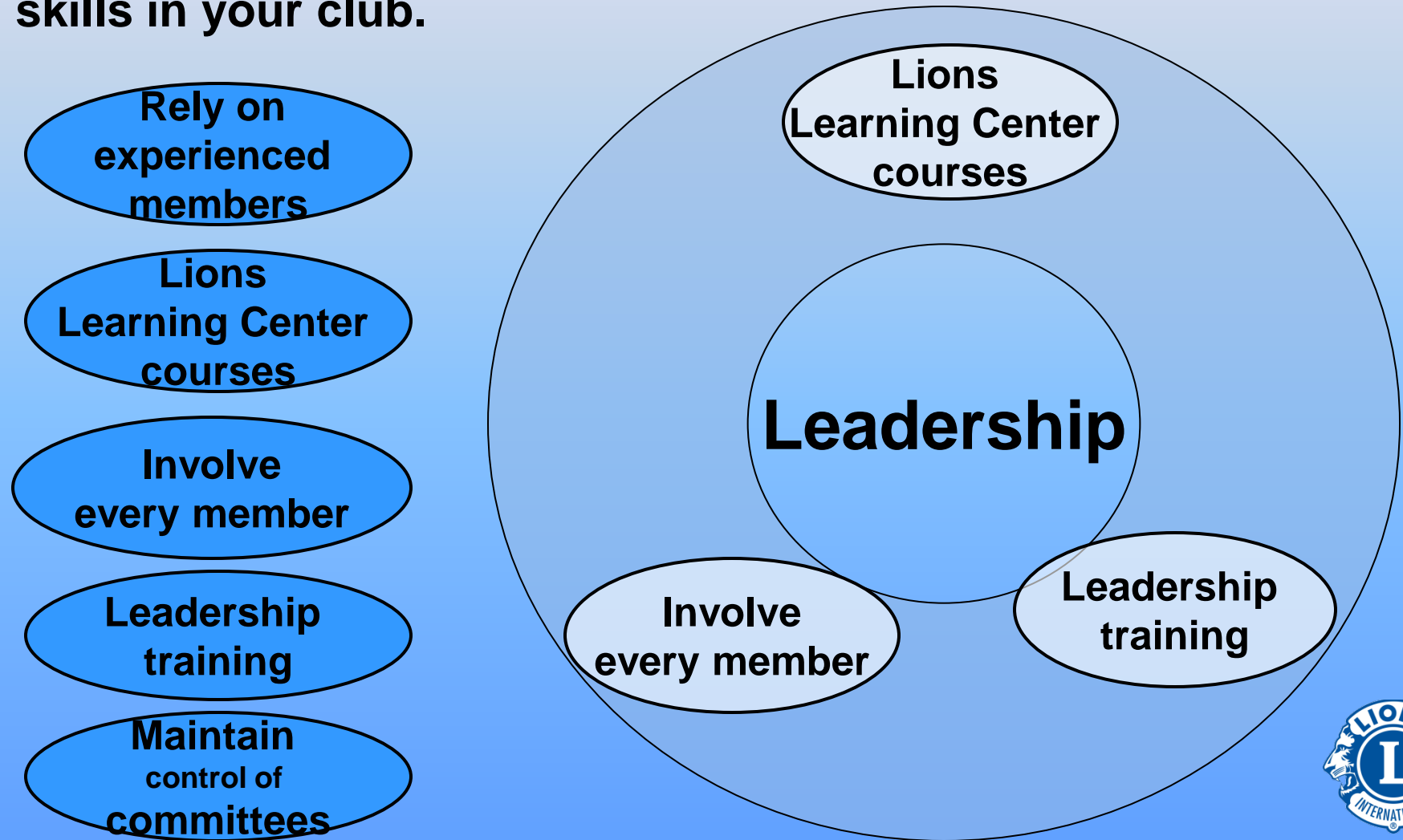






Leadership Quiz

Select opportunities to develop and nurture leadership skills in your club.





Resources

A club president is not alone in the role.

There are many resources available to assist the club president prior to their term starting, as well as throughout their year of service.



Resources

(for the club president)

- Officers are resources
 - **Region and Zone chairpersons** can help answer questions and solve problems that may arise during your year
 - **Past club officers** can offer advice based on their experience
 - Club visits from your **district governor and vice district governors** provide opportunities to learn



Resources

(for the club president)



- Important publication
 - [Standard Form Lions Club Constitution and By-Laws \(LA-2\)](#)
 - Outlines the structure, duties and responsibilities of Lions clubs and club officers
 - Available on the Lions Clubs International Web site
 - Updated yearly



Resources

(for the club president)

- International Theme
 - Provides information about the international president's theme for the year
 - Information about the international president's theme can be found on the Lion Clubs International Web site.



Resources

(for the club president)

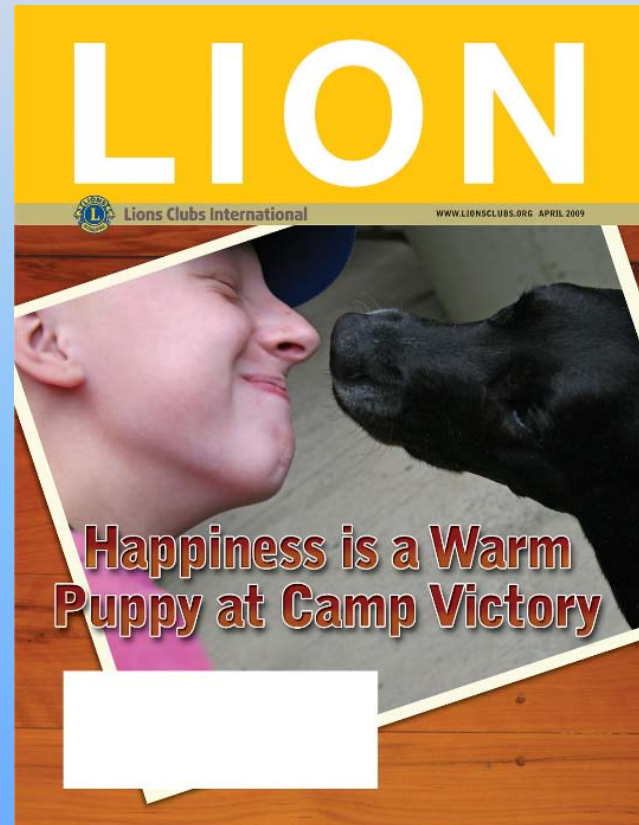
- [LCIF](#) (Lions Clubs International Foundation)
 - Review LCIF's information, be aware of:
 - Ways to [contribute to LCIF](#)
 - Contributing Member
 - Melvin Jones Fellowship
 - [LCIF grants](#)



Resources

(for the club president)

- News sources
 - [THE LION Magazine](#)
 - [Lions Newswire](#)
 - [Lions Quarterly](#)



Resources

(for the club president)

- Lions Clubs International Web site
 - Essential tools for club officers
 - Club Resource Center
 - Leadership Development
 - Program information
 - Club supplies (ordering)
 - Membership reporting area



Resources

(for the club president)

- International Headquarters

- Staff is ready to assist

- Familiarize yourself with the structure and functions of headquarters
 - THE LION Magazine and the Lions Clubs International Web site has listings of specific contact numbers



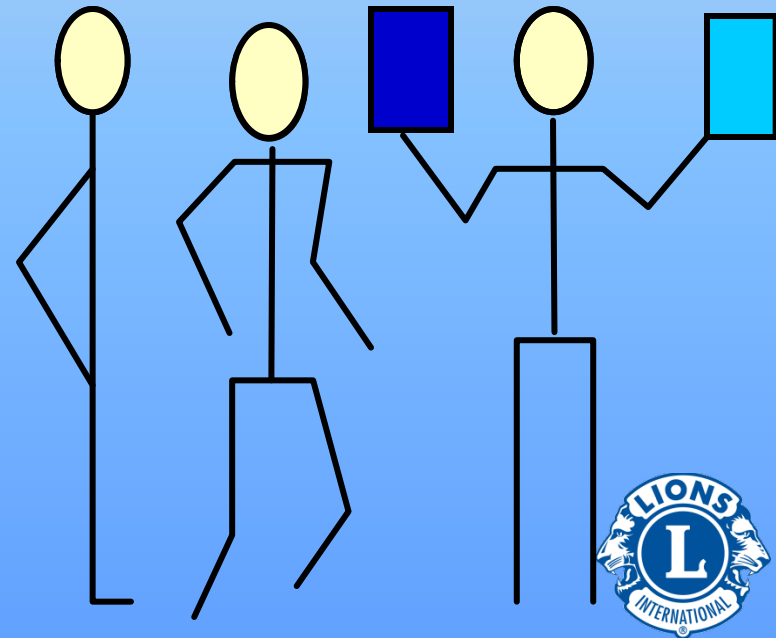




Resources Quiz

What are some resources to use at the beginning of the year?

- ☒ Immediate past club president
- ☒ Zone chairperson
- ☒ District governor
- ☒ Club Constitution and By-laws
- ☒ Lion Magazine





Planning Ahead

An effective year starts with planning ahead.



Presidential Role

(Pertaining to planning ahead)

Before the club president's term begins, he or she should:

- Understand member motivation and needs
- Review the Club Officer Manual
- Review how to conduct efficient, well planned meetings
- Plan to participate in multiple district or district event, convention, etc...



Presidential Role

(Pertaining to planning ahead)

- Review qualifications for the Club President Excellence Award
- Choose committee chairpersons
- Meet with the club secretary and treasurer to prepare for the upcoming year
- Review the Lions Learning Center
- Know what resources are available to be successful as the club president



Presidential Role

(Pertaining to planning ahead)

- Be familiar with each of the following publications:
 - Club Officer Manual
 - Standard Form Lions Club Constitution and By-Laws (LA-2)
 - Standard District Lions Club Constitution and By-Laws (LA-4)
 - International Constitution and By-Laws (LA-1)



Ending the Year

At the end of the year it is important to finish projects and prepare the incoming officers.

There is also other business to complete prior to becoming the immediate past club president.



Presidential Role

(End of the year)



- Recognize your club for it's hard work throughout the year
 - Opportunities for recognition:
 - [Melvin Jones Fellowship](#) (reg. Club member)
 - [Contributing Member patch](#)
 - [Art of Recognition](#)
 - [Membership Award](#)
 - Work with the club secretary to apply for awards or prepare means for recognition



Presidential Role

(End of the year)

- Transition to the next leadership team
 - Organize records (review with board)
 - Meet and transfer (meet with new team/officers)
 - Discuss transitional projects (cooperation)
 - Ensure proper communication for ongoing projects



By completing this course you should now

- Know the responsibilities of the Club President as designated by Lions Clubs International Policy
- Be aware of the job responsibilities
- Be able to identify what resources are available to assist in the position of Club President
- Be able to fulfill the tasks related to Club President
- Recognize the leadership expectations in the position of Club President
- Be able to submit required reports on time



Review

Is there a section of the course you would like to review?

- Role of the club president
- Meetings
- Committees
- Officer elections
- Club officers
- Communication
- Leadership
- Resources
- Planning ahead

