

# Welcome



Congratulations



Western New York Lions Clubs  
District 20-N  
Club President and Vice President Training  
Presented by Lion Rick Jachimiak  
May 4, 5, and 8, 2021



# Agenda



- Objectives / Overview
- Structure and Purpose of Lions Clubs
- Your Club Leadership Team
- Responsibilities of the Club President
  - Effective Meetings
  - Scenarios
  - Committees
  - Elections Process
- Planning Your Term
- Resources





After today's discussion, you will be able to:

- Summarize the responsibilities of the Club President & Vice President
- Understand
  - the purpose of Lions Clubs
  - the structure of Lions Clubs International
  - possible solutions to scenarios you may encounter
  - how to access additional resources





## President

- **Organizational Meeting**
  - Confirm meeting frequency, time, place
  - Create/review calendar of meetings, e
  - Appoint/confirm who does what
  - List/discuss major projects for the year
  - Budget
- For each Membership or Board Meeting
  - **Ensure members are notified of time, place, topics**
  - **Prepare agenda**
  - **Preside** (Call to order, follow agenda, listen, end on time)
- **Attend ACM (Advisory Council Meetings)**
- January-February: **Appoint Nominations Committee**
- March: **Slate of Officers**
- April: **Elections**
- June?: **Installation of officers**



## The Vice President is the Leadership Chairperson

- Works with Chairpersons
- Stands in when the President is absent



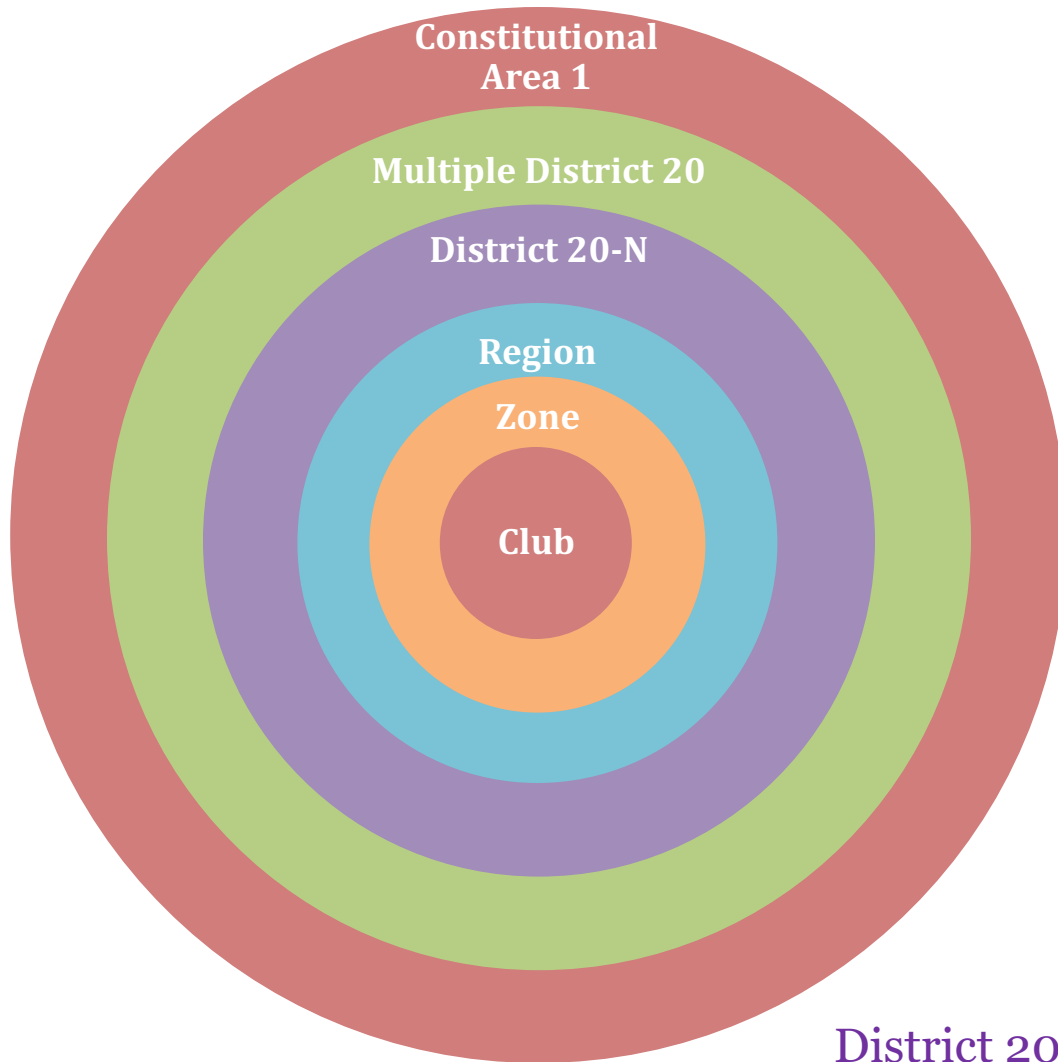
# Structure of Lions Clubs International



Akron	Little Valley
Amherst	Lockport
Arcade	Mayville Chautauqua
Barker	Newfane
Boston	Niagara Falls Community
Buffalo Host	Niagara University
Buffalo Kensington	North Buffalo Community
Cheektowaga	Olcott
Clarence	Olean
Dunkirk-Fredonia	Orchard Park
East Aurora	Pendleton
Ellicottville Franklinville	Portville
Evans Township	Randolph
Frewsburg	Sheridan Drive
Gasport	South Buffalo-Lackawanna
Gerry	Springville
Gowanda	Tonawandas EC Gateway
Grand Island	Town of Hamburg
Greater Buffalo Adaptive Sports	Town of Niagara
Jamestown	Town of Wheatfield
Kenmore	West Seneca
Lancaster	Wilson
Lewiston Community	Youngstown



# Structure of Lions Clubs International



Niagara County  
Erie County  
Chautauqua County  
Cattaraugus County  
Wyoming County (Arcade)

4 District Cabinet Meetings

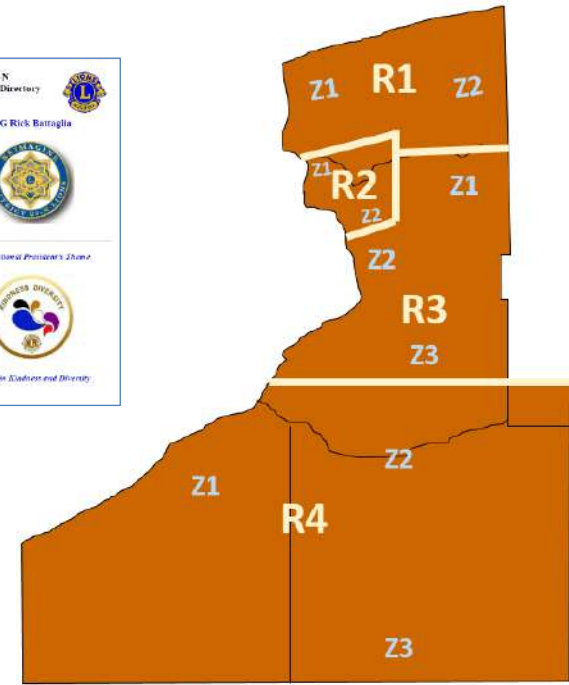
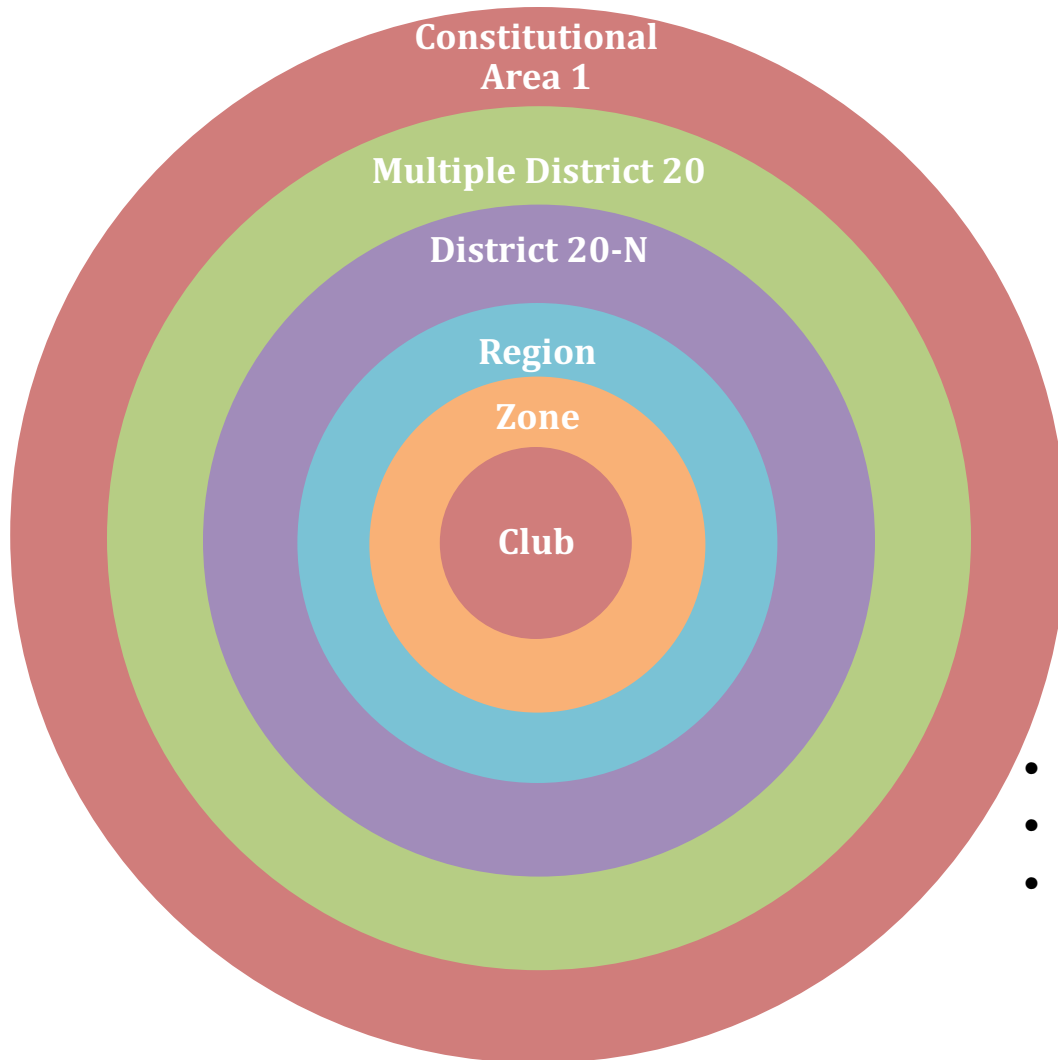
District 20-N = “Western New York Lions”







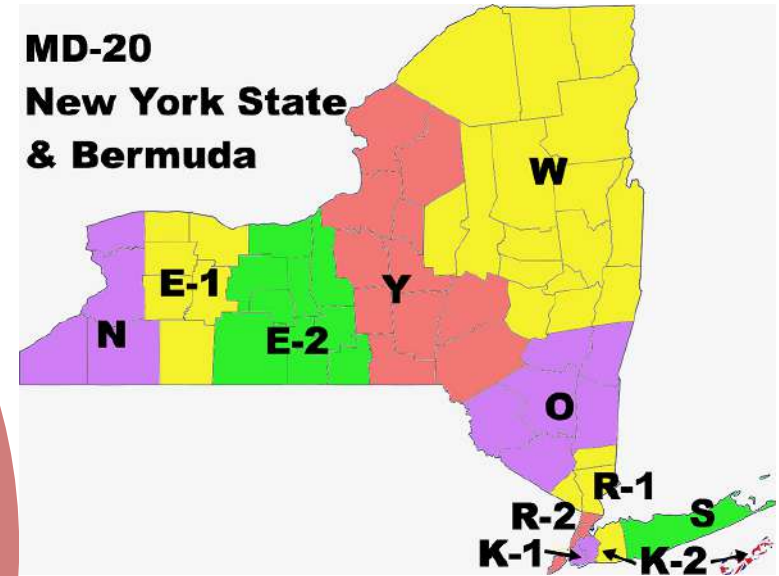
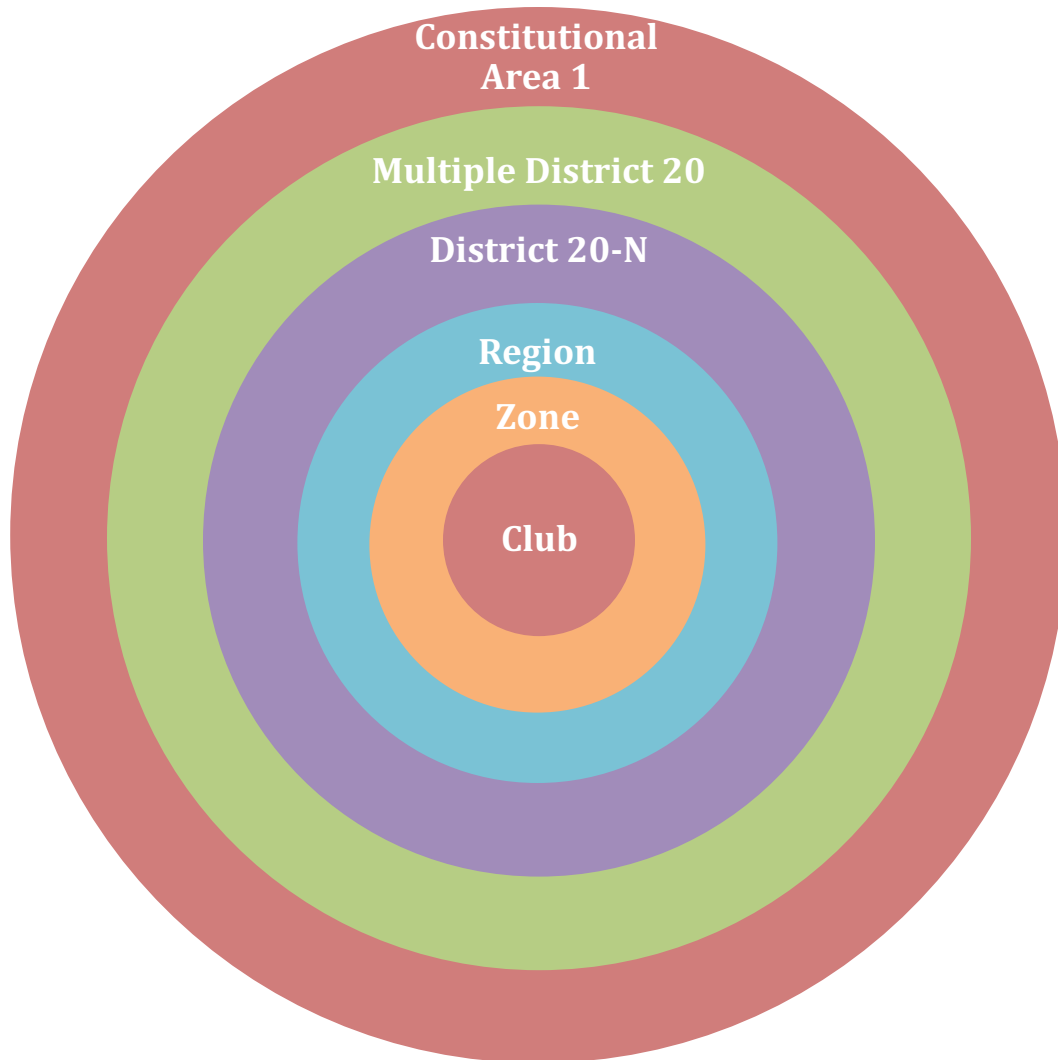
# Structure of Lions Clubs International



- Clubs organized into Regions
- The Region Chair has one club in each Zone
- Each Zone has a Zone chair
- Ad Regions are further grouped (ACM)
  - Zone Clubs in a Zone meet 3 times
  - President, Secretary, others



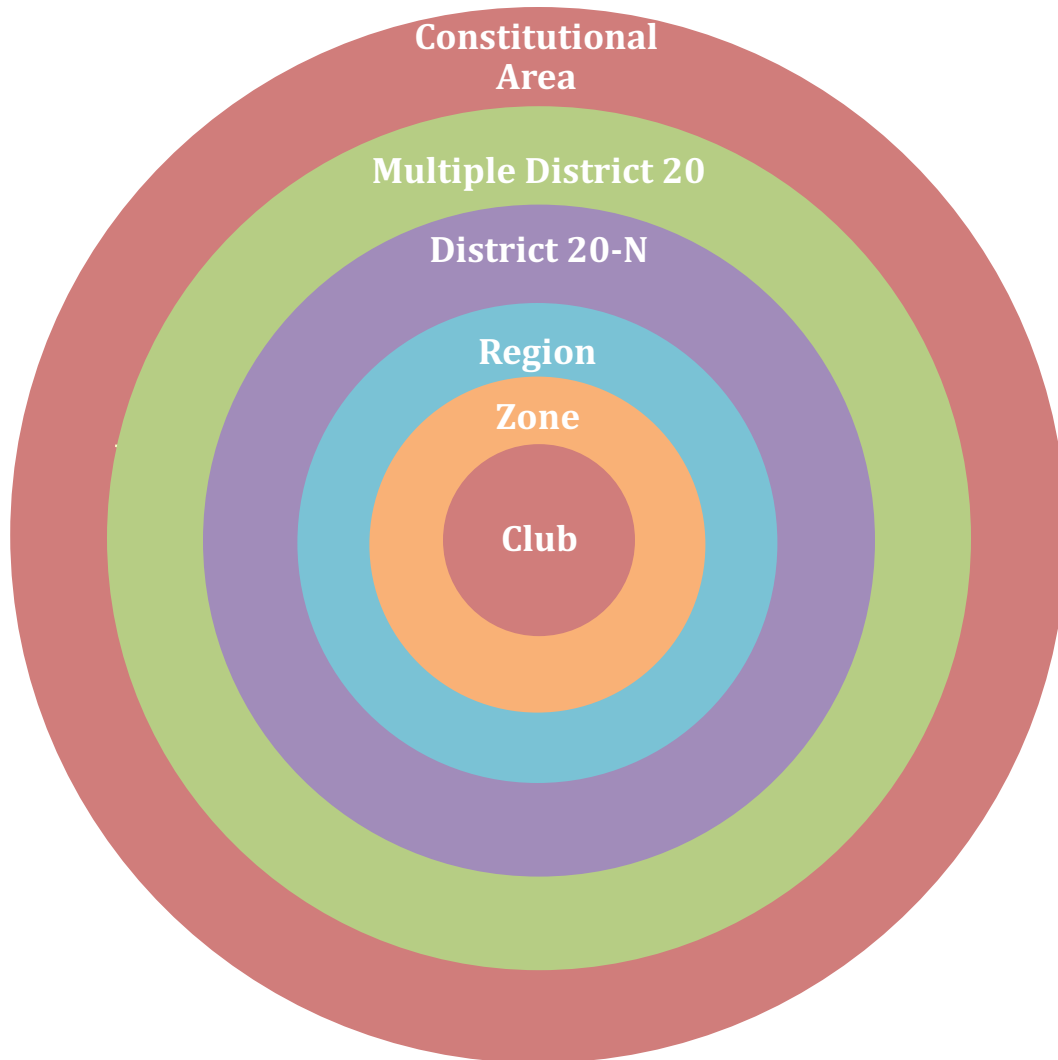
# Structure of Lions Clubs International



Did you know?  
The letters in the MD-20  
district names spell  
**NEW YORK S**



# Structure of Lions Clubs International



1.41 million members  
in 49,033 clubs

1. USA, Affiliates, Bermuda, Bahamas
2. Canada
3. Latin America, Mexico, Caribbean
4. Europe
5. Orient, Southeast Asia
6. India, South Asia, Middle East
7. Australia, New Zealand, Indonesia
8. Africa





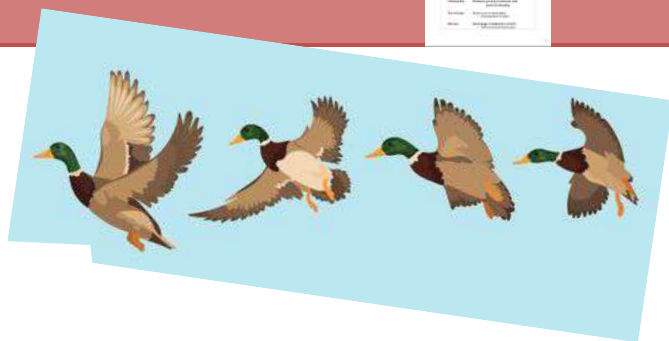
Your mission, should you decide to accept it:

*TO EMPOWER volunteers to*

- *serve their communities*
- *meet humanitarian needs*
- *encourage peace*
- *promote international understanding*



# Purpose of Lions Clubs



***"We Serve"***

**D**

**U**

**C**

**K**

**S**



# Questions?



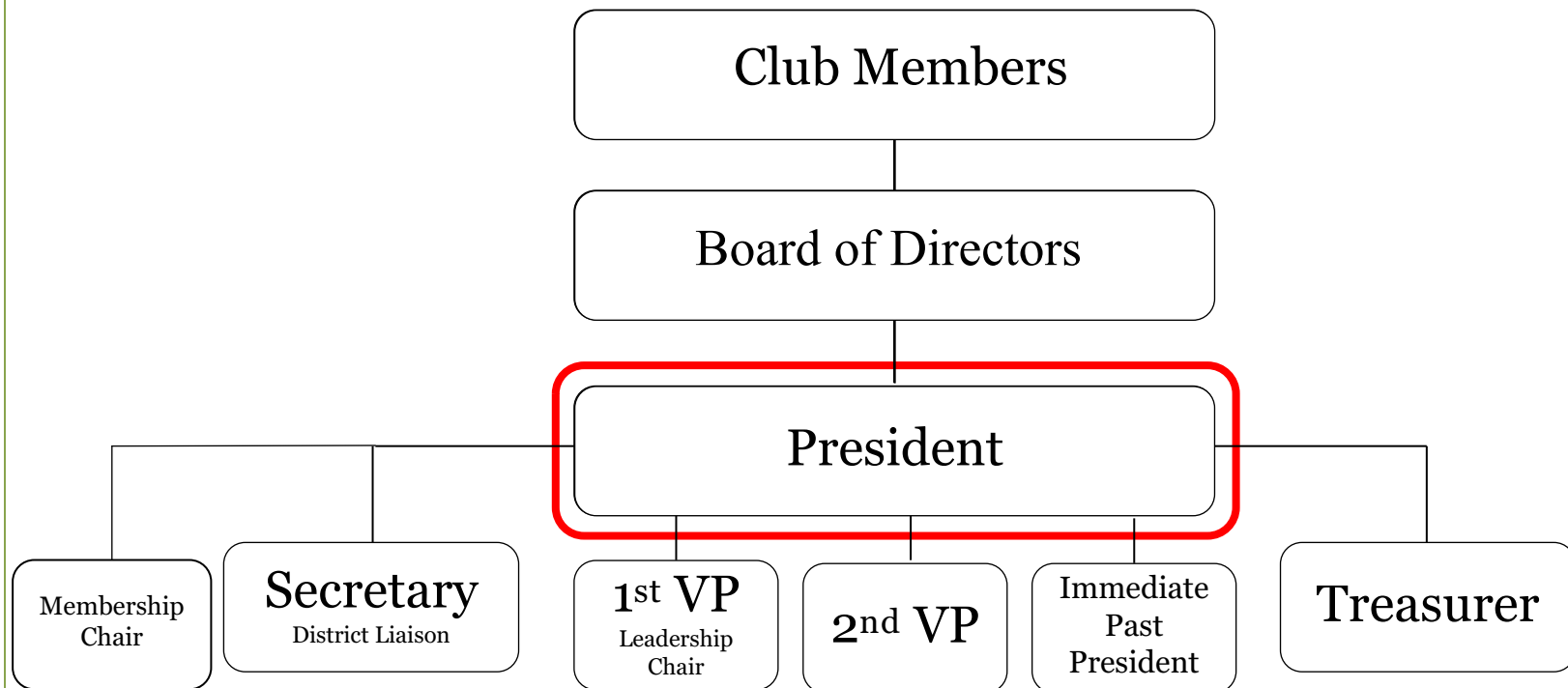
- ✓ **Objectives / Overview**
- ✓ **Structure and Purpose of Lions Clubs**
- Your Club Leadership Team
- Responsibilities of the Club President
  - Effective Meetings
  - Scenarios
  - Committees
  - Elections Process
- Planning Your Term
- Resources

# Your Club Leadership Team



President is the *chief executive officer* of the club. **However,**

- **Limited power**: Only authority is from Board of Directors, club members and by-laws
- **Shared responsibilities** with the Board of Directors



# Your Club Leadership Team



President is the *chief executive officer*

- **Limited power:** Only authority is from Board of Directors
- **Shared responsibilities** with the Board of Directors

The Board of Directors includes:

- President
- Immediate Past President
- Vice Presidents
- Secretary
- Treasurer

## Board Responsibilities

- ❑ Shapes policy, service projects, and fundraisers
- ❑ Authorizes expenditures
- ❑ Ensures funds maintained per GAAP
- ❑ Appoints Financial Institution(s)
- ❑ Audits the books

## Lion Famer (optional)

## Tail Twister (optional)

## Membership Chairperson

## other elected Directors





# Responsibilities of the Club President



The primary responsibilities of the President include...

- ❖ Presiding at all club and board meetings
- ❖ Issuing the call for regular and special meetings of the board of directors and club
- ❖ Appointing the standing and special committees of the club
- ❖ Ensuring that regular elections are duly called, noticed and held
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone



# Responsibilities of the Club President



There are 3 phases to managing an effective meeting.

1. Preparation
2. Facilitation
3. Follow-up



# Responsibilities of the Club President



There are 3 phases to managing an effective meeting.

## 1. Preparation

*With the help of the Secretary or others:*

➤ Give notice of meeting dates/times

## 2. Facilitation

➤ Schedule a program/speaker

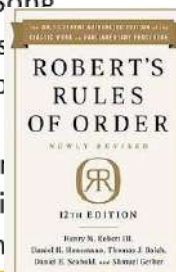
## 3. Follow-up

➤ Prepare & distribute the agenda

- Motion by \_\_\_\_\_
- Seconded by \_\_\_\_\_
- Discussion
- All in favor (Aye)
- Opposed? (Nay)
- Motion is (not) approved

  
Sample Lions Club  
Membership Meeting  
Location Restaurant  
Sample Agenda  
April 27, 2021 6:30 p.m.

- |   |                         |
|---|-------------------------|
| 1. Call to Order – President <ul style="list-style-type: none"><li>• Pledge of Allegiance</li><li>• Invocation</li><li>• Patriotic Song</li><li>• Lions Toast</li></ul> | 7. Treasurer's Report   |
| 2. Introduction of  | 8. Committee Reports    |
| 3. Meal   | 9. Tail twister         |
| 4. Guest Speaker  | 10. Issue # 1           |
| 5. Minutes of Pri   | 11. Issue #2            |
| 6. Corresponden   | 12. Unfinished Business |
|   | 13. New Business        |
|   | 14. Upcoming Events     |
|   | 15. Adjournment         |
|   | 16. Next Meeting        |



# Responsibilities of the Club President



Remember to  
have fun!

## 2. Facilitation

## 3. Follow-up

es to managing an effective meeting.

- Observe common courtesies
- Follow the agenda and on time
- Speak clearly, project
- Follow the agreed upon procedure for conducting business
- If necessary, assert yourself
- Deal with disharmonious behavior (if any)
  - Avoid politics and religion
  - Treat all with respect

The President's leadership may be tested from time to time



# Responsibilities of the Club President



There are 3 phases to managing an effective meeting.

1. Preparation
  - On any action items from the meeting
2. Facilitation
  - On those who promised to complete a task
  - Send meeting minutes and next agenda
3. Follow-up
  - Acknowledge and thank
    - Those that assisted the club
    - Those who fulfilled their commitments

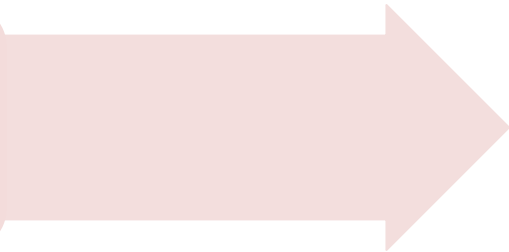


# Responsibilities of the Club President



## Scenario:

Lengthy and boring meetings



## Possible Solutions:

1. Use an agenda.
2. Follow parliamentary procedure.
3. Have interesting/informative programs.
4. Encourage members to participate.
5. Openly accept suggestions.

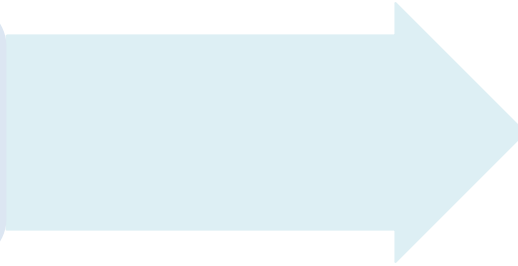


# Responsibilities of the Club President



## Scenario:

Atmosphere at meeting is not friendly and sometimes tense

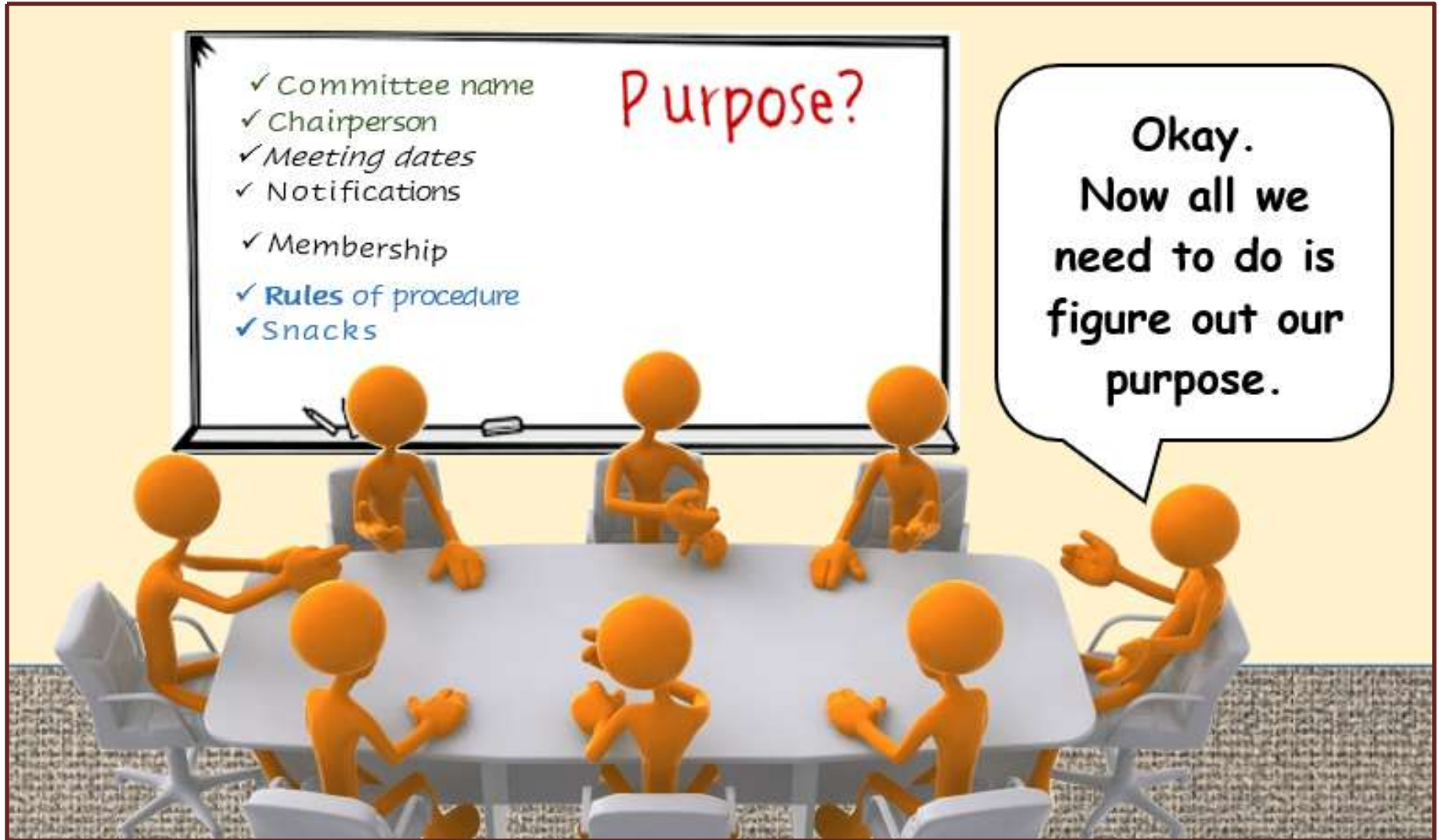


## Possible Solutions:

1. Set expectations for meeting/discussions.
2. Discuss/diffuse issue before the meeting.
3. Develop new ways to make meetings fun. (songs, jokes, trivia, contests, games, etc.)
4. Take online course: "Conflict Resolution".



# Committees







## Why have committees?

- Can provide a meaningful role for members
- Spread the responsibilities
  - All work should not be on shoulders of a few (or one)
  - Multiple ideas
- Can help the club run more smoothly

## Vice Presidents work closely with the chairpersons

- Ensure committees function as intended
- Scheduled reporting of committee activities and progress

There are two categories of committees.

1. Administrative
2. Activities



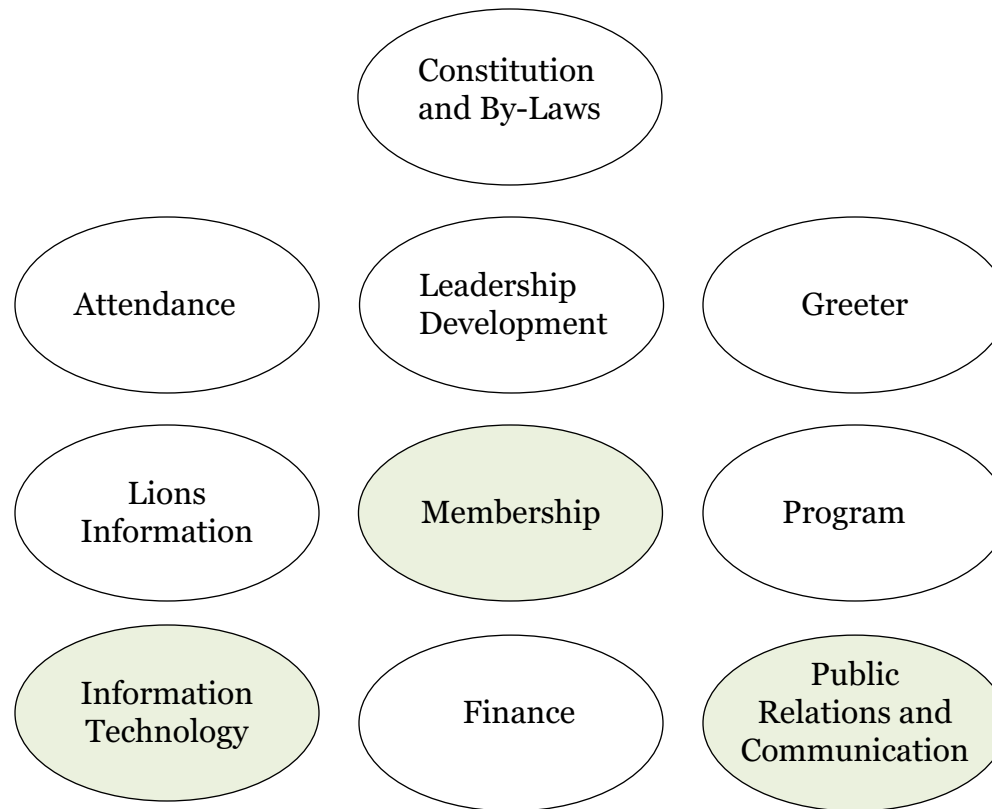
# Responsibilities of the Club President



Which Committees does your club have?  
Should you add any?

## Common Administrative Committees

Administrative



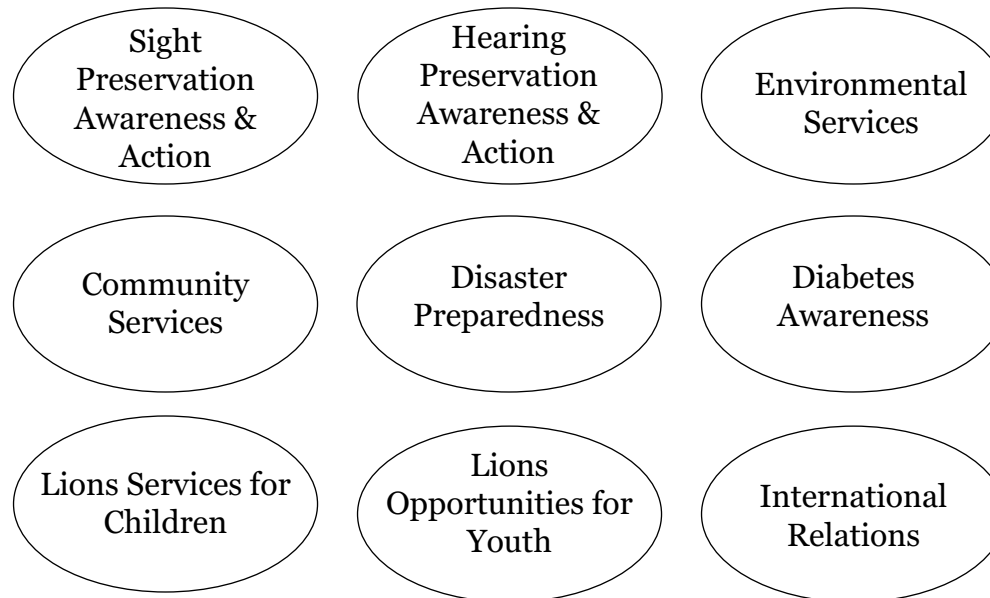
# Responsibilities of the Club President



Additional Committees may be formed as needed.

## Activities Committees

Activities



# Responsibilities of the Club President



- President appoints committee chairpersons
- Except for the Membership Committee
  - The Membership Chairperson is elected
  - The Membership Committee is elected

## Strong Committees:

- Clear purpose
- Cooperating members passionate about the cause
- Good organizational skills
  - Coordinated efforts
  - Plan of action
  - Timeline/Schedule
  - Good communication
  - Execution





## Ideal chairperson candidates

### Choosing a Chairperson

- Have expressed a strong desire to lead
- Are dependable
- Can get along well with others
- Can delegate responsibility
- Okay with a co-chairperson, if deemed necessary
- Will easily take direction





## President's role in elections

- January-February: Appoint a Nominating Committee
  - Develops names of the candidates for club officers
  - Presents names at the Nomination Meeting
- March: Nomination Meeting – Slate of Officers
  - Notify Club members at least 14 days in advance
- April: Election Meeting
  - Notify Club members at least 14 days in advance
  - Include the names of all approved nominees

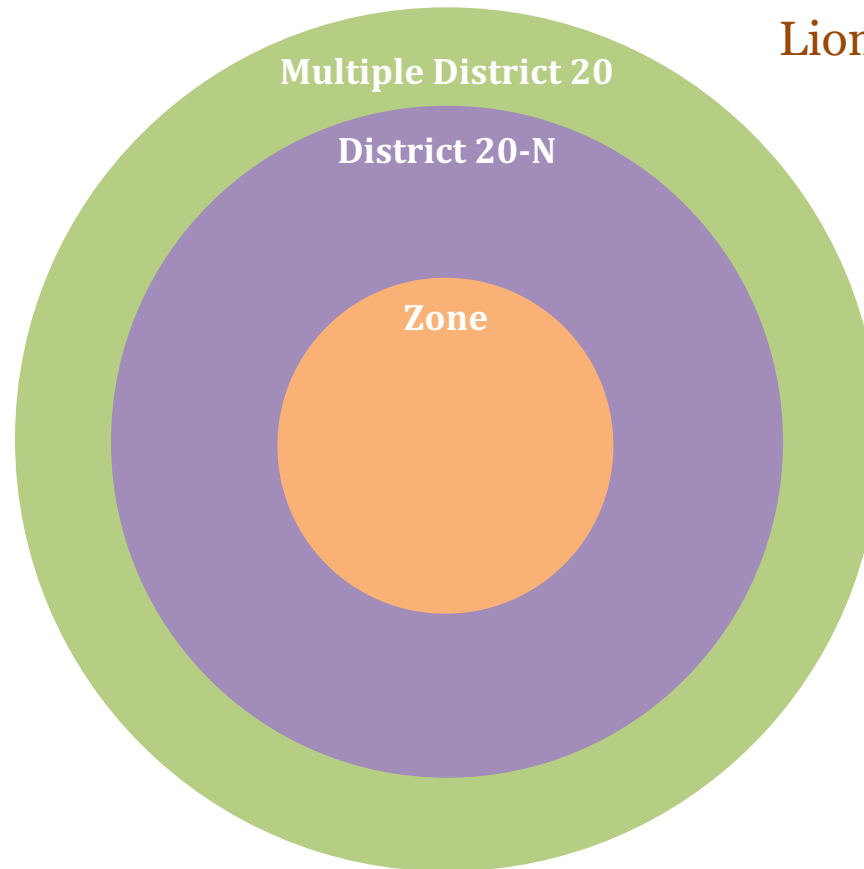


# Responsibilities of the Club President



Be a more effective Lion by also participating outside your Club

Involvement above the club level keeps a Club aligned with the ideals of Lionism.



Lions Clubs International  
Oak Brook, Illinois

- Supplies
- Reference Materials
- Answers
- Online Training
- Publications
- [www.LionsClubs.org](http://www.LionsClubs.org)
- Code of Ethics
- Logos
- Marketing Materials
- Leadership Institute
- LCIF Grants
- Recognition
- Conventions



# Questions?



- ✓ **Objectives / Overview**
- ✓ **Structure and Purpose of Lions Clubs**
- ✓ **Your Club Leadership Team**
- ✓ **Responsibilities of the Club President**
  - ✓ **Effective Meetings**
  - ✓ **Scenarios**
  - ✓ **Committees**
  - ✓ **Elections Process**
- ❑ **Planning Your Term**
- ❑ **Resources**



# Planning Your Term



## Before your term begins

- Take this course



Good job! Nice start!

- Take online training courses
- Meet with the current President
- Set goals

Sample goals:

- 1. Community Needs Assessment**
- 2. Increase club size by 5 members**
- 3. Resume in-person meetings**
- 4. Club field trip to Camp Badger**
- 5. Get on Facebook**
- 6. Speaker at every membership meeting**
- 7. Quarterly club newsletter**
- 8. Leadership School**
- 9. Club anniversary celebration**

For guidance: Use the resource document “Blueprint for a Stronger Club”

Preparing for your Term





Don't Worry  
Be Happy





## Lions Learning Center

Explore the free online courses, including:

- Managing Change
- Providing Community Service
- Team Motivation
- Promoting Innovation
- Club Officer Training



[www.LionsClubs.org](http://www.LionsClubs.org) > [MEMBER LOGIN](#) >

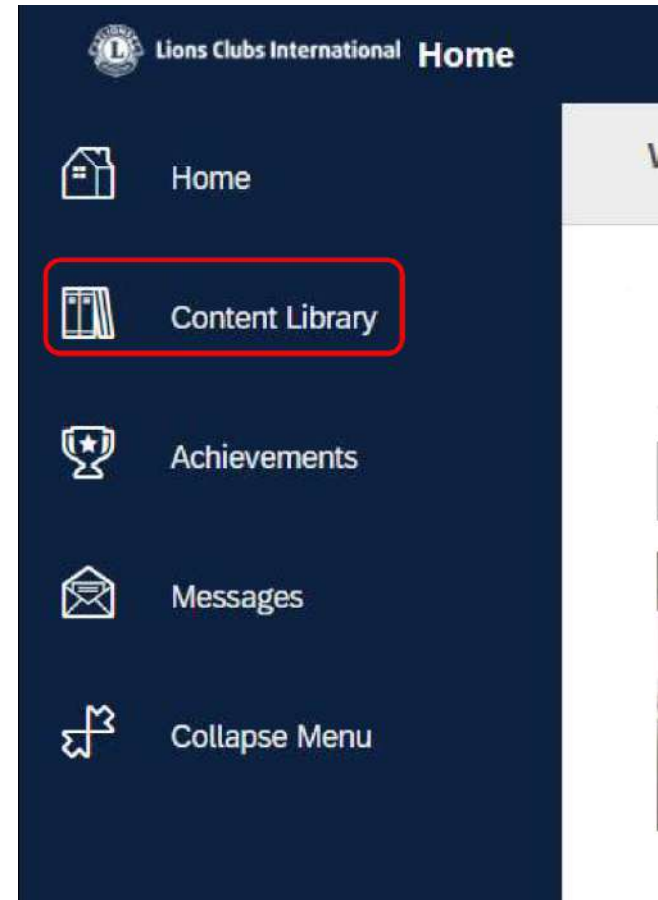
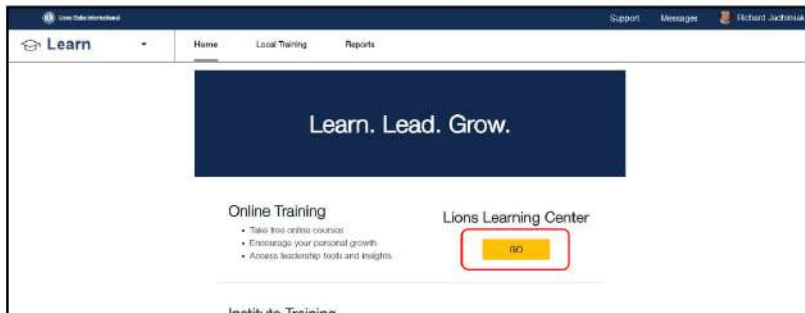
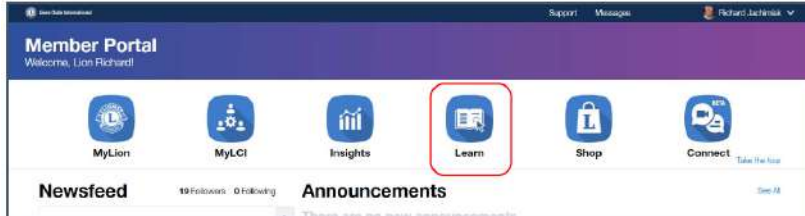
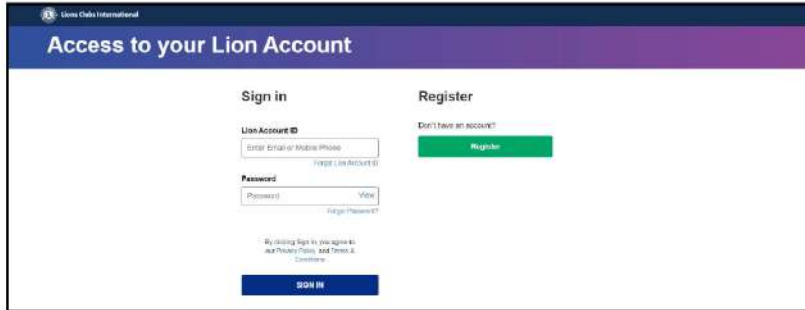
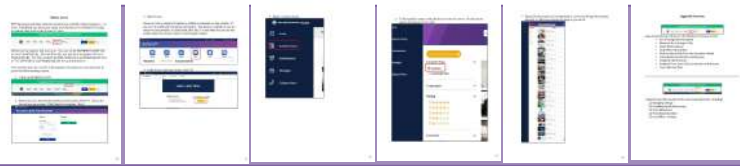
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[Courses](#) > [navigate to the desired course]



# Training Resources



## Content Type

- Courses
- Learning Paths



# More Resources



www.lionsclubs.org > Resources for Members: Resource Center



- Art of Recognition Handbook
- Blueprint for a Stronger Club
- Board Policy Manual
- Club Officer Orientation
- Club President/Club First Vice President e-Book
- International Constitution and By-Laws
- Standard Club Structure
- Standard Form Lions Club Constitution and By-Laws
- Your Club Your Way





## A Host of Real People Eager to Help You

- Zone Chairperson
- Global Leadership Team District Chairperson
  - Training, motivation
- Global Membership Team District Chairperson
  - Attract or retain members
- Global Services Team District Chairperson
  - Grants and other service project help
- WNY Lions Leadership Team: District Governor, 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District Governor, Cabinet Secretary, Cabinet Treasurer
- Past District Governors
- Lions Clubs International
  - Supplies, website
- District 20-N Chairpersons: Peace Poster, Public Relations, Environment, Diabetes, Newsletter, Dog Schools, Camp Badger, Hearing, Hunger, LEO Clubs, Lions SEE, LCIF, Veterans, Medical Loan Closets, Sunshine Committee, and many more



“Use the Directory, Luke!”



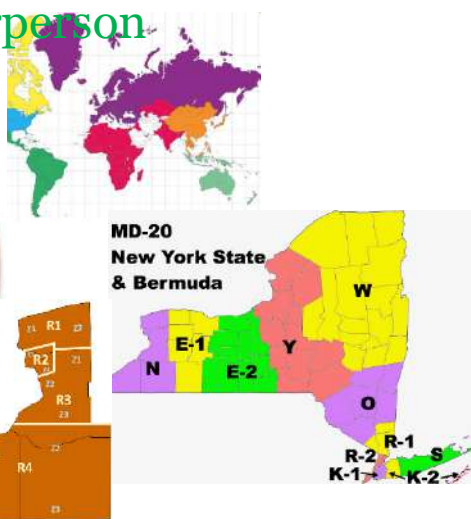
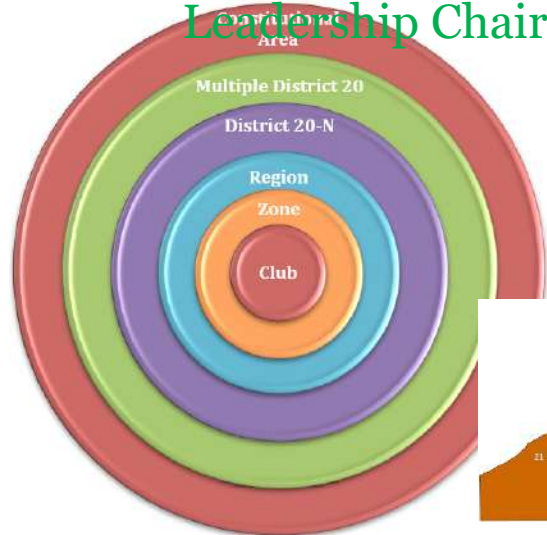
## ✓ Responsibilities of the Club President

### ✓ Purposes of Presidents Clubs

Helps the President  
 "We Serve"  
 Stands in when President absent  
 Member of the Board of Directors

- D Discussion
- U Unity
- C Citizenship
- K Knowledge
- S Service

### ✓ Structure of Lions Clubs International Leadership Chairperson



## Organizational Meeting:

- Budget
- Appointments
- Calendar
- Programs

## Member of the Board of Directors

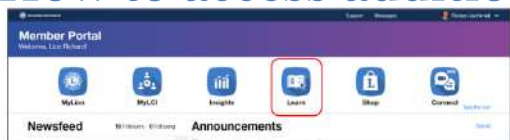
### Run Meetings:

- Prepare Agenda
- Notify Members
- Preside
- Follow up

## ACM & District Meetings

- Jan-Feb: Nominating Committee
- March: Slate of Officers
- April: Election
- Installation of Officers

### ✓ How to access additional resources



# Thanks for All That You DO



A copy of this presentation and the resource materials package are available at

[www.r716.us/L](http://www.r716.us/L)



Western New York Lions Clubs  
District 20-N

## Club President and Vice President Training

