

Duties of the President

- A. Know your members!
- B. Present yourself with confidence and energy!
- C. Goals - Plan your year
  - 1) Need major fund raiser
  - 2) Need major service project
  - 3) Discuss with current President matters that will continue into your year
  - 4) Meet with Board of Directors to help set goals
  - 5) What does your community need?
- D. Set meeting schedules - location and times
- E. Appoint committee chairmen at start of year
  - 1) Announce and print list at first meeting
  - 2) Assign committee members
    - a. avoid personality conflicts
    - b. every member must be on a committee - utilize their talents
  - 3) Give direction or responsibility to each committee
- F. Budgets - Work with Finance committee in preparing administrative and activities budgets. Budgets to be approved by Board of Directors
- G. Conducting Meetings
  - 1) Prepare agenda
    - a. reduces surprises and smoother meeting
    - b. use board meetings to make recommendations to general meetings
    - c. sample agenda in President's manual.
  - 2) Program chairman - check to make sure arrangements are completed.
  - 3) Start meetings promptly
  - 4) Parliamentary Procedure / Robert's Rule of Order
    - a. keeps meetings moving and under control
  - 5) Summarize arguments and tell audience the options
- H. Vice Presidents
  - 1) Keep involved - delegate responsibilities
    - a. committee chairman - oversee committee
  - 2) Prepare them to "move up the ladder"
- I. Audit - Minimum of an annual audit - peace of mind and sound financial responsibility.

Dues

- A. Make sure they are paid promptly!
    - 1) clubs billed semi-annually - January and July
    - 2) current billing per member for next year:
      - a. International 21.00 - billed by International
      - b. State 12.00 - billed by District
      - c. District 5.00 - billed by District
- 38.00

Membership Growth and Retention

- A. Membership Committee - must be appointed and active!
  - 1) Collect dues for Treasurer - send bills
  - 2) Recruitment ideas and programs
  - 3) Retention - involve sponsor - interview

## B. Membership Chairman

- 1) Zone meeting - should attend
- 2) Board meetings -should attend
- 3) M forms

## C. New Members

- 1) Induction ceremony
- 2) Active - put on committee that is active
- 3) Sponsor's responsibilities continue
- 4) Orientation - informed members are better members

## Protocol

### A. Invite D.G. for visitation – promptly (Fall preferred)

- 1) Normally would be principle speaker
- 2) Notify if spouse invited
- 3) Give directions

### B. President’s manual has more detailed information

### C. Best source is "Wisconsin MD27 Protocol" (new edition \$2)

- 1) Contact state office 715-341-2277

## Club Activities

### A. Service and Fund Raising

### B. PR Chairman – LOCAL PAPER, WI Lion, International magazine

### C. Team/Club spirit - work together and have fun together

### D. Good meetings produce good members (informative, brief, productive, fun)

## Delegation of Responsibility

### A. V.P., other officers, committee chr. and members

- 1) Involvement produces motivation
- 2) Match responsibility with interests
- 3) Define clearly the task and let them make decisions
- 4) Provide guidance but do not interfere
- 5) Evaluate the achievements / Recognize the achievements

### B. Motivating - A group of Lions will be motivated if:

- 1) The club President provides organization, resources and direction.
- 2) The members feel their work is important and get recognition for it.
- 3) The members trust each other and accept each other's differences.
- 4) Each member is involved in the group's work.
- 5) Everyone participates in the decision making.

## Miscellaneous

### A. M Reports & Supplemental M report - secretary responsibility

- 1) Send before 1st of month to LCI, DG, VDG, RC, ZC, Club

### B. Conventions – District and State (Opportunity to learn, have fun)

### C. 100% President's award (Requirements in President's Manual)

### D. D.G. Club Awards – Tied to Goals

- 1) Due at end of year.
- 2) Awarded at District Convention
- 3) Forms will be distributed at Zone meeting, District Web Page, DG Newsletter

### E. Climb the “Ladder of Lionism”