



# Club Officer Guide

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## Welcome!

This guide is designed to support you in your role throughout your term as club president, secretary, or treasurer. It provides tools and resources to help you excel not only in your individual responsibilities but also as a leader of a unified and effective team of club members and officers.

## Prepare for your role

Take time to prepare for your role and understand its responsibilities by completing the club officer training available in the Lions Learning Center (LLC) using your Lion Portal login. Upon logging in, a learning path will appear on your dashboard.

In addition to the LLC, district training programs offer valuable opportunities for club leaders to enhance their leadership skills and improve club operations. Often held during district or multiple district conventions, these programs also serve as a platform for networking with fellow officers, fostering collaboration and the exchange of ideas among club officers serving concurrently.

One opportunity is to attend an [Emerging Lions Leadership Institute \(ELLI\)](#). This training is designed for Lions and Leos who wish to pursue leadership roles within their club. To learn more, contact your GLT coordinator for details about upcoming training and additional qualifications.

### Lion Portal

The [Lion Portal](#) allows you access to all Lions International applications: Membership, Service, Insights, Learn, Shop and more. Please visit the [Lion Portal webpage](#) located on the Lions International website to find quick guides and videos on how to complete various tasks. If you need assistance with the Lion Portal, please contact [lionssupport@lionsclubs.org](mailto:lionssupport@lionsclubs.org).



# MISSION 1.5

## Global initiative **MISSION 1.5**

**MISSION 1.5** is about taking steps together to strengthen our clubs and our districts so we can serve more. Each member plays a vital role in this initiative, which will enable Lions clubs to increase our global service impact and help countless communities in need.

Club presidents around the world support **MISSION 1.5** by committing to membership growth targets, collaborating with the club membership chairperson on annual plans, and fostering a harmonious club atmosphere to retain members. They track and report club data, appoint qualified leaders to key positions, and encourage participation in training and succession planning. By conducting membership drives, reaching out to former members, ensuring new member orientation and engaging in service projects, the president drives progress toward **MISSION 1.5** goals. They also share best practices and collaborate with district teams through seminars, events and zone meeting participation.

Furthermore, this initiative provides many opportunities to earn special recognition through **MISSION 1.5 awards**, which celebrate exceptional accomplishments in membership growth.





## Meetings and club responsibilities



### Maintaining good standing

A club in good standing is compliant with the [International Constitution and By-Laws](#) and [Board Policy](#), and is not under “status quo or financial suspension.” It fulfills its financial obligations by ensuring all [dues, fees and balances are paid](#) to the district, multiple district and Lions International. If your club is struggling to maintain good standing, please reach out to the zone chairperson for advice and support.



### Amendments

Amendments to your club’s constitution and by-laws may be necessary from time to time. To ensure the process aligns with policy, refer to your club’s constitution and by-laws for guidance on amendment provisions. The club secretary plays a key role in drafting proposed amendments, communicating them to members and managing the processes required for their approval and implementation.



### Club meetings

Club meetings are an opportunity to connect, collaborate and make things happen! These get-togethers are held at times and places recommended by the club board of directors and approved by the club members. Sometimes meetings might be swapped for exciting service projects or fun events, depending on what the club decides. The goal? To keep things fresh and engaging while making a difference. Aim to have at least one awesome meeting, event, or activity every month to keep the energy going. You can also find information on hosting [new member induction](#) ceremonies and [international guests](#) on the Lions International website.



### Annual club elections

Club elections are typically held at the start of the fourth quarter (April) in accordance with the [Standard Club Constitution and By-Laws](#). The nominations committee provides the list of nominees for officer and director positions, and the secretary prepares ballots as per policy outlined in Article II of the Standard Club Constitution and By-Laws. By April 15, or within 15 days of the election, the club president or secretary must report the elected officers and directors through the [Lion Portal](#). On the [Lion Portal webpage](#) you will find quick guides and training videos on how to report the newly elected officers.



## Beyond the Club



### Zone meetings

Quarterly zone meetings involve attending area-focused sessions on key topics, including membership, leadership and service to drive strategic growth and development within the zone. The meeting gives club presidents, vice presidents and secretaries the chance to learn about the programs and initiatives of the district, multiple district and Lions International. They also give these key leaders an opportunity to exchange ideas and challenges with other club officers.



### District convention

The district convention is a vital event for club officers, offering an opportunity to enhance leadership skills, network with fellow Lions and celebrate our collective achievements. Through engaging workshops, collaborative discussions and recognition ceremonies, the convention empowers leaders to guide their clubs more effectively while shaping the future of district initiatives. It is also a critical occasion for club delegates — appointed based on the club delegate formula — to participate in the voting process, ensuring their club's voice is heard in key district decisions. Don't miss this opportunity to contribute to our shared mission, drive meaningful change and shape the future of our communities.

## End of year focus



### Club Excellence Award

As the Lion year concludes, it's time to recognize and celebrate the outstanding efforts of clubs that have demonstrated excellence in service, membership growth, leadership development and operational success.

The prestigious [Club Excellence Award](#) is awarded to clubs that meet key performance criteria throughout the year. Thank you for your dedication to making a meaningful impact. Keep striving for excellence as you continue to serve and grow!



### Reports and success

Review your [membership reports](#) to analyze trends, engagement and overall health, which will help shape strategic plans for the upcoming year. Equally important is reviewing the club's succession plan for next year to identify and mentor future leaders, ensuring the continuity of effective leadership and the club's ongoing success. Resources and guidance on succession planning are available through Lions International. These steps will set your club up for continued community impact.



### Visit the Lions Shop

Equip your club for success for the upcoming Lions year by visiting [Lions Shop](#). Find official apparel, banners, meeting supplies, and awards — all designed to support your club's impact.

# Lions Clubs International Foundation (LCIF)

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## Expand your reach

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[LCIF](#) is our global foundation, offering [grants and programs](#) that empower us to improve the lives of vulnerable people, offer quick relief in the aftermath of disasters, work towards positive health outcomes with long-term benefits, and more. LCIF's signature youth development and education program, Lions Quest, assists the world's youth by giving them the skills needed to succeed in school and life. Since 1968, LCIF has awarded more than US\$1.3 billion in funding to support and expand our service, enabling us to make a greater impact, locally and globally.



## Add your support

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Funding like this is only made possible through the generosity of Lions, Leos, Lions clubs, partners and friends of the foundation. With 100% of contributions benefiting LCIF grants and programs, donors can [give confidently](#) knowing that every gift – no matter the amount – will make a difference to someone in need. As leaders in your clubs and districts, you set the example for your fellow Lions and Leos through your personal support of LCIF, and you encourage Lions to give by reminding them of the impact made possible through donations.



## Be recognized for your generosity

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To honor and recognize our donors, LCIF has created a comprehensive [recognition structure](#). Recognition varies by level of support and is available to individuals, clubs, districts, multiple districts, corporations and other contributing partners.

# Club president

As the chief executive officer, the [club president](#) oversees club operations, presides over board meetings and leads the Global Action Team. Responsibilities include ensuring qualified leadership appointments, adhering to constitutional and legal requirements, guiding and supporting members, mentoring vice presidents and collaborating with district teams on service, leadership, and membership initiatives. In collaboration with the club officers and committee chairperson, the club president also works to implement plans for growth and engagement, call and manage board meetings, appoint and support committees, ensure proper elections, and maintain compliance with local laws.

## Resources for club president

- [Responsibilities as club GAT chairperson](#)
- [Mentoring program](#)
- [Legal resources](#)
- [Club dispute resolution](#)
- [Standard Club Constitution and By-Laws](#)
- [Liability insurance](#)
- [Trademark policy overview](#)
- [Club name change form](#)
- [Club merger form](#)
- [Club rebuilding and reactivation](#)
- [Standard club structure](#)



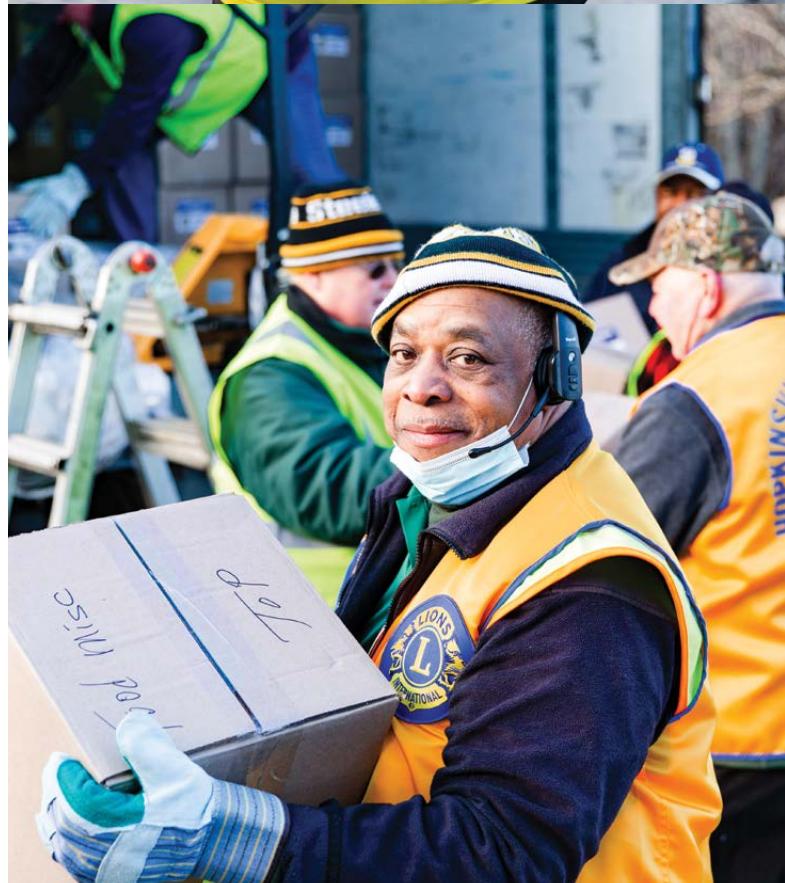
# Club secretary

The [club secretary](#) acts as the link between the club, district and Lions International, supporting smooth operations and member engagement. Responsibilities include maintaining accurate records, such as meeting minutes, attendance and financial documents, as well as assisting in creating the club calendar. The secretary handles correspondence, distributes awards and collaborates on newsletters and event reminders. They track member participation and review the club roster to manage dues. At the end of their term, they ensure a seamless transition by passing all records to their successor.

Member updates are managed through the [Lion Portal](#). The Lions International website offers [helpful quick guides](#) to assist with any actions you may need to complete during your term.

## Resources for club secretary

- [Report membership changes in Lion Portal](#)
- [Lion Portal quick guides](#)
- [Membership types](#)
- [Membership application](#)
- [New member induction ceremony](#)
- [FAQ – Leo-Lion Membership Program](#)
- [FAQ – Family Membership Program](#)
- [Life membership application](#)
- [Club name change form](#)
- [Club merger form](#)
- [Club rebuilding and reactivation](#)



# Club treasurer

The [club treasurer](#) handles the club's finances by collecting and depositing funds, working with the secretary to send member dues statements, and reporting payments to the board. They pay bills as approved, keep track of all financial records, and share monthly and semi-annual financial updates with the board. As the finance committee chair, they help manage the club's financial planning. At the end of their term, they pass all financial records and funds to the next treasurer.

As the club treasurer, it is important to know that **public (activity) funds** must be used for community projects and public purposes, including any interest earned from these funds. The only expenses that can be taken from this account are the costs directly related to fundraising. **Administrative funds**, on the other hand, come from member dues, fines and contributions, and are used to cover the club's running costs. Keeping these funds separate is key to managing the club's finances effectively. [Learn more](#) about managing club finances.

The club treasurer is also responsible for ensuring prompt payments of semi-annual dues by December 31 and June 30. For questions regarding statements, contact the Membership Billing Department at [membershipbilling@lionsclubs.org](mailto:membershipbilling@lionsclubs.org).

## Resources for club treasurer

- [Make payments in Lion Portal](#)
- [Lion Portal training support](#)
- [Payment instructions](#)
- [Financial suspension policy](#)
- [International membership dues](#)
- [Exchange rates](#)
- [Reactivate from financial suspension](#)
- [LCIF FAQ – Donations, recognition and more](#)
- [Financial transparency](#)



# Additional club officer resources

## Club LCIF coordinator

- [Lions Clubs International Foundation](#)
- [LCIF grants toolkits](#)
- [Recognition program](#)
- [District and Club Community Impact Grant](#)

## Club marketing chairperson

- [Club marketing chairperson webpage](#)
- [Club marketing chairperson guide](#)

## Club membership chairperson

- [Club membership chairperson webpage](#)
- [Club membership chairperson guide](#)

## Club service chairperson

- [The Service Journey](#)
- [Service project planners](#)
- [Service reporting](#)
- [Weeks of Service](#)





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