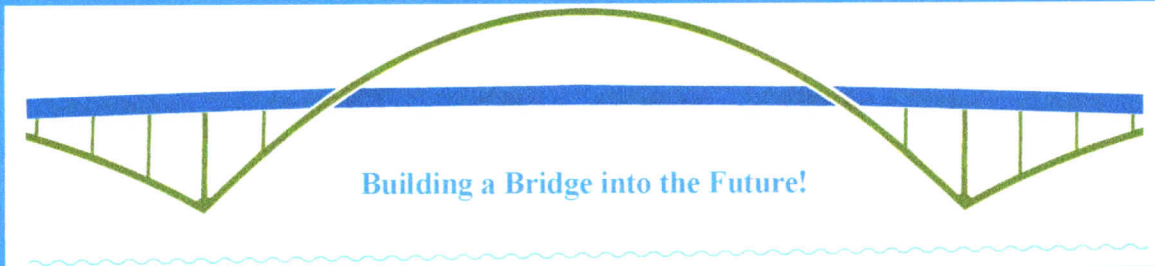


WELCOME VIRTUAL LIONS TRAINING



1

FACULTY



DG Rick Dodson
District 17A



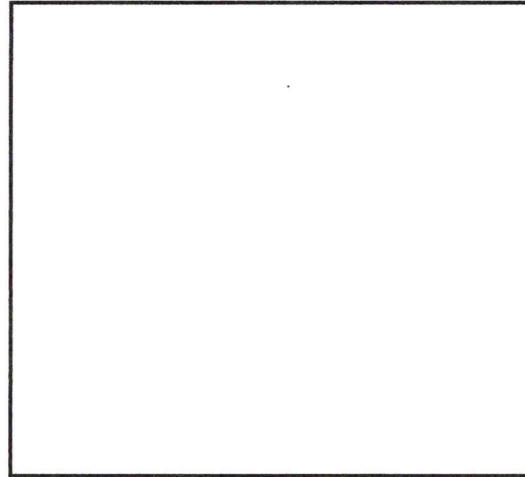
DG Chris Bauer
District 17N



DG Diana Baumann
District 17K

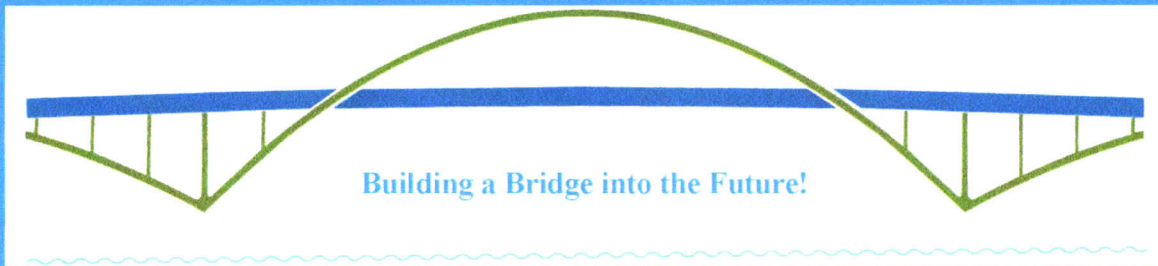
2

QUICK POLLS



3

**"A leader is great not because of his or her power,
but because of his or her ability to empower others."
— John Maxwell.**

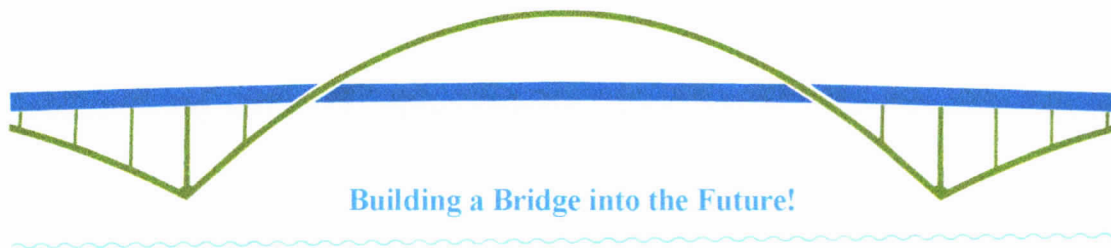


4

By the end of this session you will be able to:



- Explain the role and responsibilities of the Club President.
- Develop and put an annual club plan into action.
- Plan and manage a meeting.
- Access additional resources as needed.



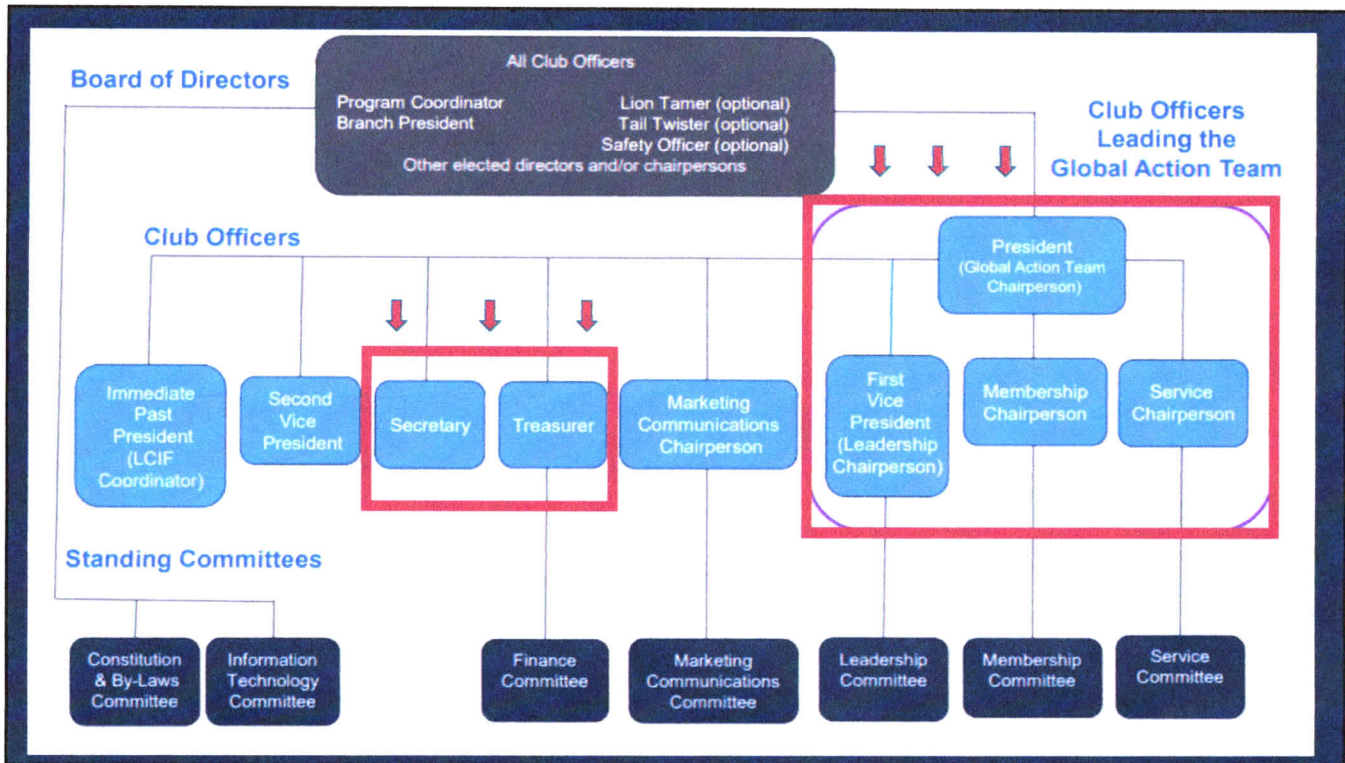
5

PRESIDENT'S ROLES & RESPONSILITES



DG Rick Dodson
District 17A

6

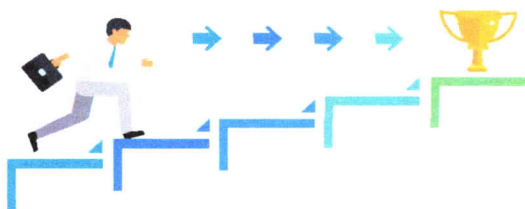


7

PRESIDENT'S ROLES & RESPONSIBILITIES



- Attend officer **training**. Learn about **MyLCI** and **MyLion**.
- **Preside** at all meetings of the board of directors and club.
- Appoint the standing and special **committees** of the club.



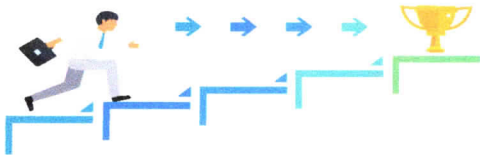
8

PRESIDENT'S ROLE & RESPONSIBILITIES



(Continued)

- Cooperate as an active member of the **District Governor's Advisory Committee**.
- Ensure that regular **elections** are duly called, noticed, and held.
- Prepare your **successor** to facilitate **continuity** of operations.



9

SECRETARY



- Maintain club **records**: minutes of club and board meetings, rosters, attendance, committee appointments, elections, member information, addresses and telephone numbers of members, member achievements, calendar of events, emails, etc.
- Ensure club dues are invoiced, collected, and deposited. Inform Board of Directors (BOD) of **delinquent dues**.
- Recommend appointment of a **Club Administrator** to back-up the Secretary and assist with administrative duties.
- Along with President, serve as an active member of the **District Governor's Advisory Committee**.

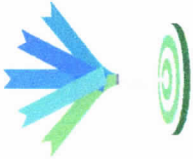


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TREASURER



- With BOD, prepare annual administrative and activity **budgets**.
- Make **financial reports** to the board of directors as specified.
- In cooperation with the Secretary: invoice, collect, and deposit **dues**.
- **Pay** the club's **obligations** as authorized by the board of directors.
- Arrange for end of year **audit**.



11

OTHER CLUB OFFICERS



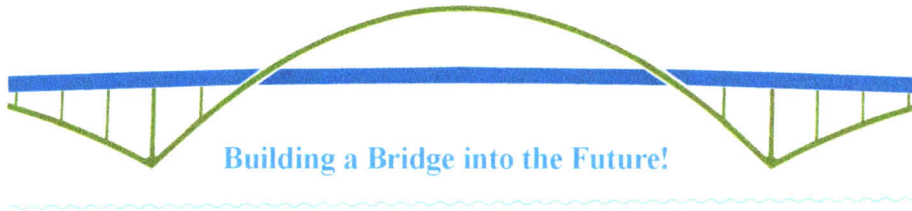
- Discussions on other club officers.
- In the President and Vice President e-Book.
- At the end of this module if time permits.
- In the District breakout module if time permits.
- In an optional Town Hall module at the end of the scheduled training session for those that wish to stay and participate.
- By sending a note to one of the DGs who will provide feedback.



12



CLUB PLAN



DG Chris Bauer
District 17N

CLUB PLAN - 3 KEY ELEMENTS:



Developing the Plan



Executing the Plan



Monitoring implementation of the Plan



DEVELOPING A CLUB PLAN



- Review president's individual annual **plan**. *See the Club President's Monthly Planner.*
- **Assess** current **club** operations and needs of the **community**.
- Set **SMART** goals. (Specific, Measurable, Actionable, Reasonable, Timebound) *See goals sheet.*
- Develop club administrative and activity **budgets**.
- Establish club **calendar** of events.



15

EXECUTING A CLUB PLAN



- Conduct **planning** meetings or **discussions** during regular meetings.
- Provide **oversight** at the President or Vice President level.
- **Make** membership, marketing, and leadership a component of all activities.
- **Evaluate** the plan on an ongoing basis during implementation.
- Plan **transitions to the next Lions year**.

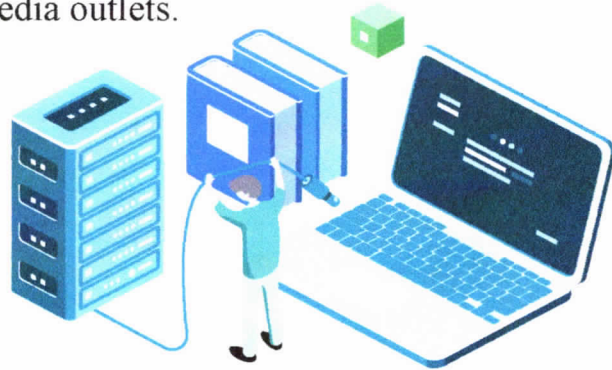


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MONITORING A CLUB PLAN

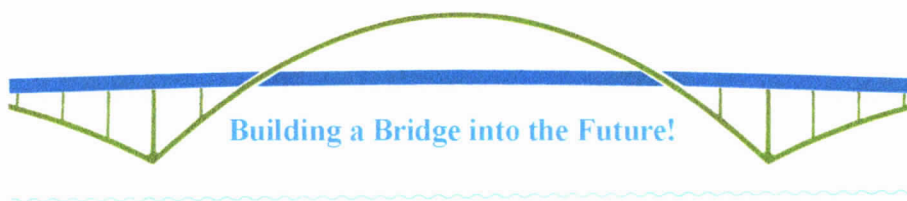


- Follow-up analysis of activities. Repeat? Change? Eliminate?
- Arrange for publicity in various media outlets.
- Follow up on potential recruits.



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IDEAS FOR CONDUCTING EFFECTIVE & ENGAGING MEETINGS



DG Diana Baumann
District 17K

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COMPONENTS OF EFFECTIVE MEETINGS



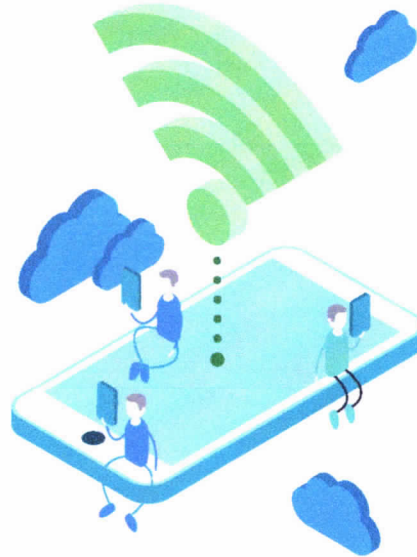
PREPARATION



FACILITATION



FOLLOW UP

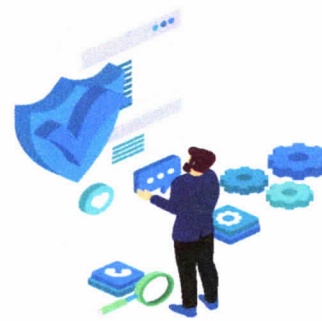
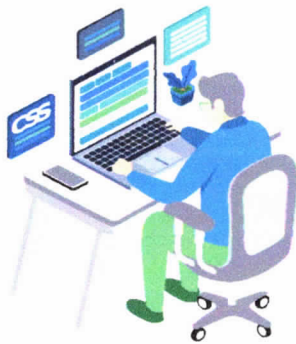


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MEETING PREPARATION



- Determine tasks, actions, & outcomes
- List **agenda** items & responsibilities
- List participants, guests, & roles
- Set **time** frame



- Finalize logistics
- **Communicate**
- Set up
- Prepare **yourself**

20

SAMPLE AGENDA



- | | |
|--|------------------------|
| 1. Call to Order by President | 5. Program |
| 2. Introduction of Guests | 6. Unfinished Business |
| 3. Depending on Local Customs:
Pledge of Allegiance, Prayer, & Song | 7. New Business |
| 4. Approval of Minutes from last meeting
including Treasurer Report | 8. Recognition |
| | 9. Adjournment |



Other activities unique to the club: Dinner, Entertainment,
Tail Twister time, Truth time, & Announcements.

Plan time for each activity and stick to the schedule!

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COMPONENTS OF EFFECTIVE MEETING



- **INFORMATION**
- **DISCUSSION**
- **RECOGNITION**

22

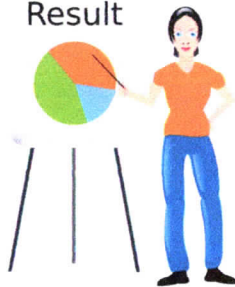
INFORMATION



➤ **PROGRESS**

➤ **IMPORTANT DATES**

Result



➤ **FACTS**

23

DISCUSSION/DECISION



➤ **STRATEGIES**

➤ **IDEAS**



➤ **PROJECT PLANNING**

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RECOGNITION



FORMAL

&

INFORMAL



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MEETING FOLLOW UP

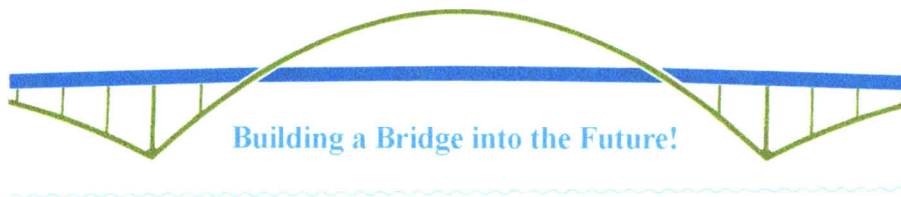


- EVALUATE MEETING
- ENSURE MINUTES ARE COMPLETED
- CONTACT AND ACTION ITEMS



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RESOURCES



DG Rick Dodson
District 17A

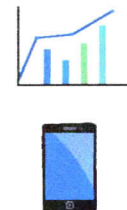
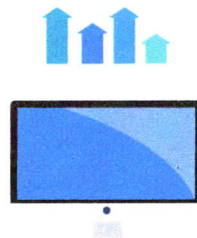
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RESOURCES

(See pages 12-15 of your Participant's Manual)



- President and Vice-President eBook – pre-assignment reading
- Hyperlinks throughout the book on a variety of topics.
- Blueprint for a Stronger Club
- Club Standard Constitution and By-Laws
- Lions Learning Center – found under your Lion Account “Learn” button
- USA/CANADA Forum’s Lions University courses – please contact Zone Chairman & District Governor
- Search for the President path.
- YouTube videos
- Club Quality Initiative

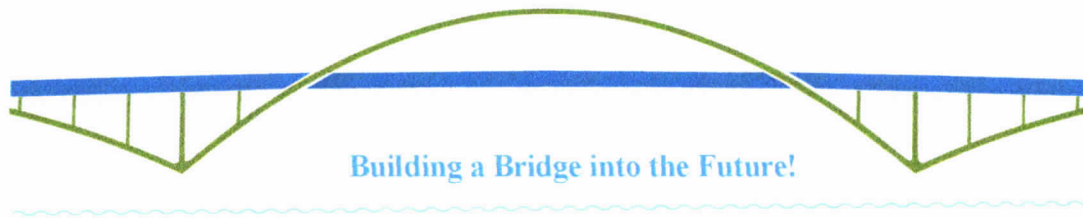


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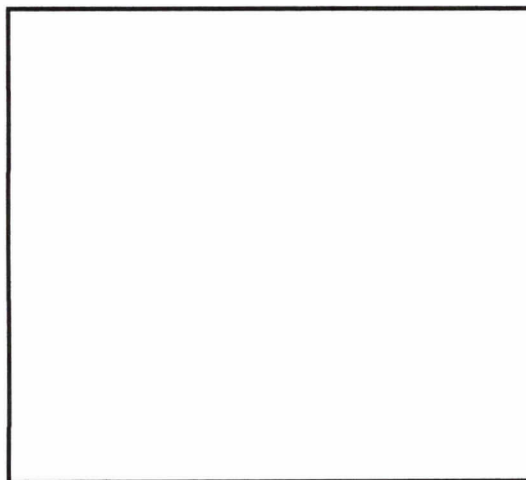
Did we meet our objectives?



- Explain the role and responsibilities of the club president.
- Develop and put an annual club plan into action.
- Plan and manage a meeting.
- Access additional resources as needed.



QUICK POLLS





5 Minute Break

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Breakout into separate District rooms

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Closing Remarks



- Thank you.

- Writers, editors, and faculty.
 - Writers: PDG Mel Barnett (17-K), PDG Randy St. Aubyn (17-K), PDG Dan Funke (17-N)
 - Editors: PCC Beverly Nichols (17-A), PCC Fran Smith (17-K)
 - Faculty: DG Diana Baumann (17-K), DG Rick Dodson (17-A), DG Chris Bauer (17-N), PCC Deb and Ron Weaverling (17-A), PDG Neal Nichols (17-A)

- Reminder of future training:
 - Treasurer session on Saturday, August 22, at 10:00 a.m.

 - Secretary session on Thursday, August 27, at 7: p.m.

- Optional Town Hall Meeting following.

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Back-Up Slides



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