

Lions Clubs International District 2-S4 Club Leadership Training

Dear Fellow Lions:

Welcome to our year 2003-2004 District Club Leadership Training. Most of you have already Volunteered and/or have been invited to assume leadership roles in your Clubs for the year 2003-2004. Your willingness to assume these roles is appreciated more than you can imagine. Our organization needs men and women like you to lead us into the future. Without your efforts Lionism would quickly cease to exist. You truly are our future and we are depending on you to guide us into that future.

Our purpose here today is to motivate and assist you to become better and more enthusiastic LEADERS in the Lions Club.

Our themes this year are “**Innovation: Gateway to Our Future**” and “**Share the Pride! So All the World Can See!**” There will be many opportunities available to you our leaders of 2003-2004. Your year will pass much faster than you could ever imagine. Do not let opportunities pass you by. Do not be a past Lions Leader who ends his/her leadership year, and then looks back at how much more they could have accomplished had they acted boldly and effectively. Remember, for most of us, we only get this opportunity once, NO ACTION - NO RESULTS.

We sincerely thank you for attending this training. We recognize that your participation is your sign of commitment to Lionism. We hope you enjoy this experience and that it will truly enable and prepare you to help all of us in this District make the year 2003-2004 the best year ever.

Special Thanks to District 2-S3 and 2-S2 for help in creating this manual.

Yours in Lionism,

Lion Bob Griffith

Lion Bob Griffith
District Governor
Lions Clubs International
District 2-S4

Charles E. Dentler

Leroy Schneider
PDG Charles Dentler
PDG Leroy Schneider
Lions Clubs International
District 2-S4

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

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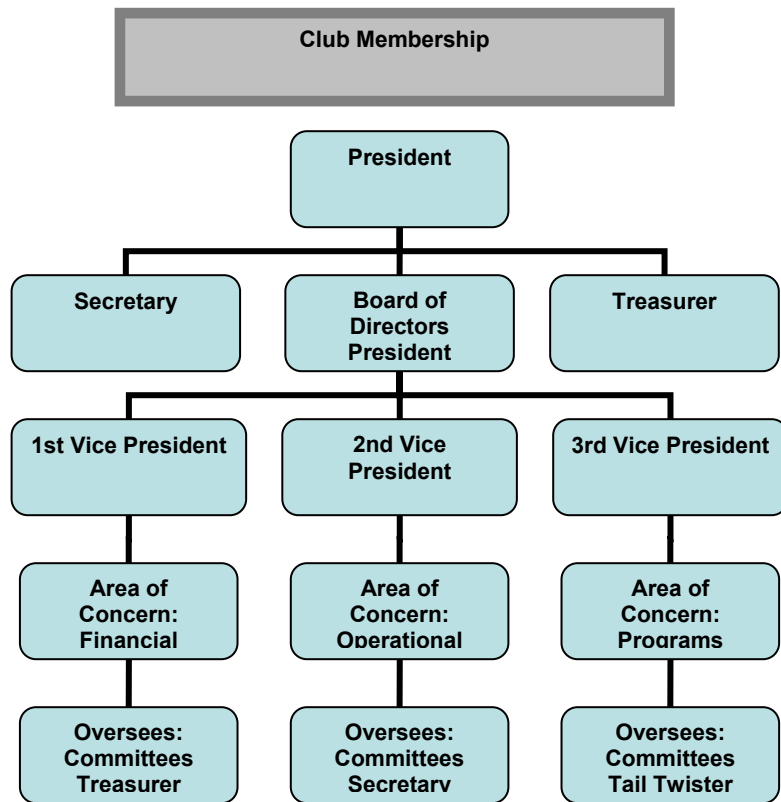
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CHAPTER I

Club Organization

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Club Organization



Lions District 2-S4 Club Leadership Manual

CLUB PRESIDENT

The Club President is the core of the Lionism realm. The President determines whether the organization will succeed or fail. Leadership is the key. As President you are expected to set the club's goals, provide the enthusiasm and leadership to reach those goals, and award those whom help you in that endeavor. You can achieve whatever you set out to do. You will find that when you ask "I need help to accomplish this specific task, will you do your part?" you will seldom if ever be refused. On the other hand, if you ask for volunteers from the floor, you will probably fail. Such is the life of a President!

VICE PRESIDENTS

Vice Presidents provide the administrative function inside the club. They are responsible for supervision of committee action. Some clubs make one of the Vice Presidents a committee chairman for a major activity. In either case, it is not their responsibility to do the job but to see that committee members carry out the functions and sometimes lead the way. If you make the desires of the club known in enough detail so that members understand what is wanted, you will seldom need to do the actual work.

In addition to supervising committees, the First Vice President should prepare himself for the President's job when the time comes. This includes observing, and deciding in your own mind how you want to handle similar problems. Ask the President to permit you to preside over a meeting once in a while--the practice will help. Public speaking practice is almost a requirement for a good President. Learning to be heard, with or without a microphone, is one of the hardest things to master.

Many clubs ask the Third Vice President to be the program chair. If this is so, see that you have a program for every meeting. Keeping a member prepared to give a program is a good way to solve the problem of "no-shows" and they do happen. Vary the program content and include Lionism in the schedule at least once every month or two. The cabinet officers and committee chairmen are always prepared to present their subject. Use them. Work with the Tail twister to see that your speaker always has enough time. Tail twisting that goes too long is a never-ending problem.

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SECRETARY

The Secretary is the key member of the District Governor's Advisory Committee along with the President and Zone Chairman. The Secretary keeps the records of the Club including minutes of all meetings, individual records of members and financial summaries. The members' records include attendance, sponsorships, committee assignments and offices held. This is the President's right-hand person and sees that items of interest are brought to their attention. The Secretary will summarize International and District mail and see that the President brings important subjects to the Club's attention. As a member of the Board of Directors, the Secretary helps to keep the club active and aware of chances to serve.

A Secretary's Checklist of monthly duties and helpful hints for completion of the Monthly Membership Report (C23-A), Annual Club Activities Report (A-1), Monthly District 2-S4 Club Activities Report and International Officers Reporting Form (PU-101) is included in this manual.

TREASURER

The Treasurer is one of the most important officers of your club. This person is responsible for seeing that all monies are accounted for and that money is spent in accordance with the wishes of the Board of Directors.

The Treasurer must keep two funds; an Administrative Fund and an Activity Fund. The depository may be in one account, but the accounting must show two funds. Sometimes it is easier and simpler just to keep two bank accounts rather than mess with fund accounting. All monies from public fund-raising or donations must be kept in the activity fund and used only for humanitarian purposes. Money from this fund may not be transferred or used for administrative purposes. Administrative funds are for all operating purposes and, if excessive, may be transferred to the activity fund. Typical expenses permitted under activity funds are:

- 100% Activity Payments (Texas Lions Camp, Texas Foundation, LCIF, etc)
- Youth Activities
- Sight & Hearing Screening
- "Fellow Awards" from LCIF and TLF Environmental Projects
- Local community Projects
- Texas Lions Camp
- Eye Bank
- Texas Lions Eyeglass Recycling Center

All checks issued should have two (2) signatures. If they do not, or if it can be proved that signatures were applied ahead of time, your liability insurance and surety bond will be invalid.

The Treasurer is responsible for monthly reports to the Board of Directors, These reports should show expenses against budgeted items, and budget item balances.

The Treasurer also is responsible for filing the IRS Form 990 on time if required.

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DIRECTORS

Directors are the eyes and ears of the Club. They must keep aware of the issues facing the community so that they can bring needs of the community to the attention of the Board of Directors. It is easy, in our fast-moving world, to skip over problems that the Club could solve and thus deprive the community of a good service. Directors are the representatives of the individual members of the club, and are charged to see that all club members interests are looked to.

A long time ago, in a small West Texas town, a doctor made the remark that it was "almost too late to treat a child for her deformity". When another Lion caught the word "almost" he was awake enough to ask how it could be done. The result was that a little girl, and later a beautiful young lady, was cured of her deformity, and later became a Miss America runner-up. When you discover a handicapped or diabetic child, stop, and ask if they have ever been to our Texas Lions Camp in Kerrville, Texas. This is the way a child can improve their self-esteem and let them feel that they are a needed part of our society. This is the kind of alertness that is expected of Directors.

You, as Directors, are important!

CLUB MEMBERSHIP COMMITTEE

Lions Clubs International defines the Club Membership Committee. The three immediate past presidents may form the committee. If one does not wish to serve, then an alternate may be appointed by the president and ratified by the Board of Directors. They serve for three years. The senior member becomes Chairman of the Membership Committee and a member of the Board of Directors for his third and final year.

The Membership Committee is charged with organizing membership drives whenever they think they are necessary to meet the goals of the District Governor. They also have the responsibility of keeping the membership informed and motivated so that drops are kept to a minimum.

A separate sheet on the PU 101 form lists these members for Lions Clubs International.

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TAIL TWISTER

Tail twisting is probably the hardest job in Lionism. It takes someone who is uninhibited and willing to spend time researching timely issues, humorous events, and how to make the members relax before, during or after a stress-filled day. There are many ways to approach this job, but probably the easiest one is to discuss it with someone known to be good at it. Clubs are also unique. Topics that are appreciated in one place do not go over in another. Yet, the Tail twister is the salvation to good club meetings. As "Court Jester" he lets the members forget their problems and prepare for a good program.

On the subject of programs- **do not impose on the speaker's time!** In an hour meeting, the time devoted to Tail twisting should not be over 10 minutes. Opening ceremony, pledge, invocation, introductions and notices take at least another 20 minutes. This is about right for a speaker - not less than 30 minutes including questions and answers. Do your President a favor; remember -no more than 10 minutes. Remember that the President is in *control* for the meeting. Do NOT infringe on his time or disrupt the meeting. You are to facilitate the President at the meeting.

It is boring for the Tail twister to just pass the pot for a donation. He can keep a new member interested and recognized by picking on him once in a while. Do not pick on one person too often, but get him on his feet and he'll feel at home in the club. Let an assistant collect the fines while you recognize the member, quiz him, and levy the fine. And every so often, make the joke on yourself --it helps keep down bad feelings. By all means, keep it clean and in good taste.

Ideas:

Blame someone for something he didn't do--if he objects fine him for not doing it! It works, if in good taste.

Have a contest with some simple task. Fine the losers--or the winner!

Put your assistant in a large box, cut a hole in it, and have members go fishing. Catches are items applicable to the fisher--a fish for a fisherman, a bra for a lady member, a little toy car for a car salesman, and finally the assistant dressed up as a mermaid!

One club finances the Tail twisting once a month with a drawing. Put your name on a dollar bill, and the winner gets a century club membership for the year! Okay for a large club, and can be modified for a small one.

Fine members for talking while the speaker is giving his talk. This is very effective for stopping this bad practice.

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LION TAMER

The Lion Tamer has responsibility for all the paraphernalia belonging to the club. The Lion Tamer is also Chairman of the Greeters. Most Clubs use new members as greeters in order to give them the opportunity to meet all the members.

PUBLIC RELATIONS CHAIRMAN

Public relations are very important for the life of your club. If the public knew about all the things Lions do for the unfortunate, we would not have membership problems. It is this Chairman's duty to become well acquainted with the local media, and to prepare articles for the Newspaper, Radio, and Television. Selecting an outgoing individual who gets along well with people is important in this case.

HISTORIAN

The Historian can help the Club by keeping its history up-to-date. When anniversaries or other special occasions occur, historical notes for programs and public relations articles can be prepared. Be sure the financial history is kept because it is useful for informing the public of your accomplishments. The Old Monarchs of your club are a great source of historical information. Don't let them leave the club without putting their memories in writing.

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THE SPONSOR'S RESPONSIBILITIES

Sponsoring a new member means helping the Club maintain its vitality with new outlooks and new enthusiasm. However, sponsorship of a new member also demands additional responsibilities.

- Be certain the new member's induction ceremony is impressive so he or she may take justifiable pride in joining the Club.
- Ensure that he or she receives a New Member Kit.
- Make your member feel welcome once he or she dons the Lions' lapel pin.
- Introduce your member to all Club members and make certain he knows the post each officer holds.
- Remind officers to provide your member with assignments, which will enable him or her to immediately become an active Lion.
- Arrange for Orientation Sessions on Lionism at the Club, District, and International levels.
- Coach him or her on the Club's Constitution and By-laws.
- Answer any questions he or she might have on the operation of the Club, as well as on any other subject of Lionism.
- Call your new member prior to the first few meetings to offer transportation.
- Encourage your member to feel free to let you know of any problems so you may find a solution
- Assist him or her in developing Lionistic potential.

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CLUB MEETINGS

Meet, greet, eat and leave is one of the surest ways to kill a club. This was one of the reasons Melvin Jones sought to organize the Lions. You have to have more. You have to enjoy the time you spend there. You have to be a part of the club. You have to have fun. You have to look forward to the next meeting. You need the fond memories. You need to be needed.

A good organizer is a great asset to a club, but so is the Tail twister, so is the jokester, and so is the Lion who accepts the brunt of the jokes. It takes a team to create and implement a well-run, enjoyable club meeting.

Programs, you *must* have good programs. They should be knowledgeable and enjoyable. They can be on any subject that your members would appreciate. They can be about local programs, but not solely.

The president's manual will give a suggested agenda for a club meeting. It will give you the order, but it is up to the president and you to make it interesting and enjoyable.

SERVICE ACTIVITIES

Helping someone in need "just because you want to" is one of the most rewarding aspects of being a Lion. Just as joining with our fellow club members in support of an activity, your club joins with other clubs in support of larger and more demanding activities. We earn monies in our fundraisers and we use it in our charitable contributions. How many activities does your club have that do not require money, just talent, hours and good will? How about an environmental project where you clean a section of highway, a neighborhood park, an elder person's home, or after a disaster.

Lions are known for their charitable hearts. We are proud of that fact. We are known for our contributions of money, but we are not the Government, so, we should not try to solve everything by throwing money at it. The most rewarding activities can be those that challenge the members, involve the members, and cost little or no money. Try it-- it works and it is one of the best public relations messages for your club's membership drive.

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HOME CLUB POLICIES YOU SHOULD CONSIDER

AND THAT YOU MIGHT WANT TO PASS ON FROM BOARD TO BOARD

1. Election dates and procedures for nominations and elections. International requires election (and PU1 01 filing) by April 15 so nominations should take place in March. Assure that nominations are by committee and not one-person's responsibility in order to improve quality of officers.
2. Fees and dues: Assure that they correspond to District and International amounts and dates.
3. Membership processing and approval.
4. The Delegate contingent consists of 1 per 10 members for District Conventions and 1 per 25 for International. The Incoming President and Secretary are usually given first option. Past District Governors do not count against the delegate contingent at District Conventions.
5. Club payment of Convention and Forum expenses of members: A legitimate administrative expense. (See Article XIII of the International Club Constitution.)
6. Spouse's Night policies: How often, how financed, etc.
7. Protocol: Invitation of District Officers to social events, etc.
8. Traditions: Handing down President's pin, bulletins, who pays for guests, Board meeting schedules, etc?
9. Meeting agenda: Use them and assure enough time for speakers.
10. Deceased members: Memorials, Lions memorial service, notification to members, invitation to widows Or widowers to socials, etc.
11. Induction and Indoctrination: How often, agenda, responsibilities.
12. Plans for Lions Information at meetings.
13. Special Awards: Lion of the Year, Citizen of the Year, District Awards.
14. Club Visitation policy: Other Clubs, Lion's Camp, Eye Bank, etc.
15. Property acquisition policy and plans
16. Dress for special occasions: Spouse's nights, Charter nights, Installation night, etc.
17. Any obligation undertaken by one Board, and which, with the approval of the membership, presents an obligation to a future Board.
18. It is usually a good idea to have these items in written form and note the date that the membership or Board approved items.

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SOURCES FOR GOOD PROGRAMS

Make your programs come alive! Keep variety in your meetings. Use entertainment, information, and Lionism intermittently. Keep your subjects current. Line them up at least three months in advance. Following are some suggestions; add those you can think of:

1. District Cabinet Officers – Checklist in District Directory.
 - a. District Governor – Vice Governor
 - b. Membership Chairman
 - c. Leadership/Indoctrination Chairman
 - d. Texas Lions Camp Director
 - e. Texas Lions Foundation Trustee
 - f. Diabetes Awareness Chairman
 - g. Eye Bank Director
2. Programs by groups you sponsor – Little League, etc.
3. County Judge, Commissioner
4. Sheriff, Mayor, City Councilman, Chief of Police
5. Superintendent of Schools
6. State Representative
7. Coaches (Football, Soccer, Basketball, etc.)
8. County Extension Agent
9. Local Minister
10. CPAs
11. Local Medical Doctors
12. Local Nursing Home Administrator
13. School Choral Group
14. Barbershop Quartet
15. Area Professional Speakers and Humorists
16. Area Entertainers and Musicians
17. Local Heritage Association President
18. Experts in their field:
 - Bird watching
 - Photography
 - Astronomy
 - Fishing
 - History
 - Engineering
 - Etc.
19. Have a Queen's Contest, Poster Contest (Int'l)
20. Honor High School Students
21. Have a Speech or Essay Contest (District, State)

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100 IDEAS FOR FUNDRAISING

1) Lemonade Stand	51) Fishing Derby
2) Sell fireworks	52) Bean Dinner
3) Turkey Shoot	53) Collect Goods and sell at swap meet
4) Bingo Game	54) Have a Car Bashing
5) Car Show	55) Dunk Tank at Fair
6) Concession Stand	56) Halloween Costume Stand
7) Hold Auction	57) Sponsor Dirt Bike Rally
8) Garage Sale	58) Golf Tournament
9) Old Book Sale	59) Endurance Events for Pledges
10) Donkey Basketball Game	60) Develop and Sell Local Maps
11) Donkey Baseball Game	61) Sell American Flags
12) Sports Challenge to other Clubs	62) Hold Lock-in Event for School
13) Bake Sale	63) Car Wash
14) Make and Sell Cookbooks	64) Ice Cream Social
15) Door Prize Chances at Meetings	65) Eating Contest (Watermelon, Pies)
16) Sell Christmas Trees	66) Chili Cook-off
17) Sell Lions Mints	67) Make and Sell Calendars
18) Sell Lions Light Bulbs	68) Pet Talent Show
19) Work Fairgrounds Booths for %	69) Ethnic Theme Dinner
20) Sell Club Pins	70) Baby Pageant
21) Drawing for Homemade Quilt	71) Local Art Show/Contest
22) Sell Production Items with Club Logo	72) Sponsor Soccer Tournament
23) Sell Bumper Stickers	73) Sell Merchant Coupon Books
24) Make and Sell Badges	74) Horse/Cow Chip Pool (Sell Squares)
25) Sell Lions Club Brooms	75) Cake Walk
26) Lions Gum Machines	76) Dance-A-Thon Contest
27) Hold a Carnival	77) Horseshoe Tournament
28) Run Softball Park/Association	78) Window Cleaning (Residences/Stores)
29) Sponsor Youth Sports Tournament	79) Sponsor Sports Clinic
30) Collect Used Newspapers	80) White Elephant Sale
31) Collect Aluminum Cans	81) Pony Rides for Kids
32) Sponsor Wrestling Tournament	82) Frisbee Golf Tournament
33) Auction Dinner	83) Bowling Tournament
34) Sponsor School Dance	84) Raise/Sell/Auction Farm Animal
35) Sponsor Town Dance	85) Sponsor Convention/Conference
36) Slave Auction	86) No-Bake Sale
37) Old/Used Car Auction	87) Trivia Bowl with Civic Leaders
38) Sell Homemade Crafts	88) Sell Seasonable Fruits
39) Sponsor Craft Show	89) Fish Fry
40) Basketball Tournament	90) Sell Lions Accessories to Members
41) Talent Show	91) Sponsor BMX Bike Rally
42) Hold Neighborhood Cleanup	92) Oktoberfest
43) Make and Sell Yard Signs	93) Game Booth at Fair
44) Paint House Numbers on Curbs	94) Make Videos for Insurance Claims
45) Stencil Mailboxes	95) Cut/Sell/Deliver Firewood
46) Sell Ads in Ad Book	96) Snow cone Stand
47) Have a Volksmarch	97) Music Festival
48) Pancake Breakfast	98) Sponsor Swim Meet
49) Hold Run/Rally	99) Gift Wrapping Stand
50) Have Local Civic/Celebrity Game Show	100) Kidnap the Tail twister's Can

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WAYS OF HONORING MEMBERS & COMMUNITY LEADERS

Lions Camp Century Club.....	\$100.00/year
Lions Camp Life Memberships (without Plaque \$100.00).....	\$125.00
Texas Lions Foundation, Sustaining Member.....	\$125.00
Life Member, Lions Clubs International (70 yrs old or 20 yr Lion)....	\$300.00
Texas Lions Foundation Fellow.....	\$500.00
Melvin Jones Fellow (LCIF).....	\$1,000.00
Jack Weich Fellow (Texas Lions Camp).....	\$1,000.00
Privileged Member (15 yr Lion, cannot hold office, may vote).....	Dues only
Your State/District may have its own awards in addition to the above.	
Texas Lions Hall of Fame (15-yr Lion, One per District every 3 yrs).....	\$225.00

CLUB HONORS

100% Club.....	See District Secretary
LCIF Contributing Membership.....	\$10.00 per Member
LCIF Honor Roll.....	\$100.00 per Member

CHAPTER II

Club Leadership

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HAVE YOU ASKED YOURSELF THESE QUESTIONS?

1. What are your goals to accomplish this year?
2. How do you plan to accomplish your goals?
3. What do you feel is the current status of your Club compared to other Clubs in your District?
4. What are the most important three items needed to be done by the Club? Where are the trouble spots?
5. What are your plans for visiting other Clubs?
6. How do you communicate with your Club, Region Chair, Zone Chair, District, and International?
7. How often do you plan to communicate?
8. How do you plan to motivate your Club to accomplish?
 - a. Better organization.
 - b. Retention of members -new and long time.
 - c. A membership increase.
 - d. Recognition of working Lions.
 - e. Participation in District functions.
 - f. Induction, orientation and training of new members.
 - g. Use of Lion speakers so members better understand Lion programs and projects.
 - h. A spirit of belonging, fellowship, enthusiasm, and accomplishment of service.
 - i. A major fund raising project.
 - j. A major service project.
 - k. Insuring that Club Officers and Chairs understand their duties and responsibilities.
 - l. Insuring that you're President, Secretary and Club earn 100% Awards.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

THE ESSENTIAL INGREDIENTS OF A SUCCESSFUL LIONS CLUB:

Some time ago, Lions Clubs International identified and publicized the **SIX STEPS TO A STRONG LIONS CLUB**. However, as we in District 2-S4 used these six we felt that some vital points needed to be added. Here we use the **LIONS INTERNATIONAL SIX POINTS**, but add other vital points to arrive at what we feel are the **ESSENTIAL INGREDIENTS TO A SUCCESSFUL CLUB**.

- 1. A GROUP OF MEMBERS WHO ARE SOLD ON LIONISM**, its purpose and goals, and are ready to do whatever is necessary to become a good Lions Club.
- 2. STRONG LEADERSHIP** -A President who knows what the Club needs to do, has a program mapped out for doing it, and communicates it to his members in a way that will enlist their support and cooperation.
- 3. GOOD MEETINGS** at a regular set time. Club meetings must be stimulating, informative, and enjoyable. A Club must provide its membership with programs that justify the expenditure in time and money to belong to the Lions Club. A Club that meets eats and adjourns will not long survive. Each meeting should be planned carefully. The President should operate from a written agenda prepared in **ADVANCE** of the meeting, adhered to, but flexible enough to take care of unexpected events. Meetings should be adjourned **ON TIME**.
- 4. A MAJOR SERVICE ACTIVITY** -Lions want to feel that the Club has a purpose and that they are individually wanted and needed. They want to be involved. If they are not, they are likely to lose interest and drop from the Club.
- 5. A MAJOR FUND RAISING PROJECT** -Without such a project, the Lions Club will not have the money with which it can perform its service activities.
6. A good Lions Club will have an **ON-GOING MEMBERSHIP DEVELOPMENT PROGRAM** if it is to survive. Inevitably, some members will move, transfer, die, or drop out for one reason or another. These Lions must be replaced if the Club is to do well. In membership development, take men and women of all age brackets if they really have the desire to be Lions but look especially for younger men and women because the average age in most of our Clubs is rather high. In recruiting new members, the prospects should be told what a Lions Club activities are, how they are accomplished, and what will be expected of them in terms of participation and money. The new member should be inducted in an impressive manner and then indoctrinated and immediately involved in the work of the Club. Involvement of both new and old members in the work of the Club is the key to **RETENTION**.
- 7. CLUB AND ASSOCIATION SPIRIT**- Each individual member of a Lions Club should be made aware that he/she is an important part of an organization that is truly dedicated to humanitarian service, not only within their own community but world wide. Lions Clubs are indeed an **INTERNATIONAL ORGANIZATION** with a membership that encompasses nearly all points of the world. Each Lion should be encouraged to take part in programs conducted at the Zone, Region, District, Multiple District, and International levels. Every Lion should be proud to be a **LION**. They should be eager to tell their friends about Lions.
- 8. STRONG PUBLIC RELATIONS** is designed to project a high profile of Lions in the Community. A good Public relations program includes a bright "newsy" Club Bulletin or Newsletter that reports on the activities of the Club and its members. Insofar as possible, a good working relationship should be established with local new media so that the community served by the Club is made aware of its activities and projects. This will help secure public support for fund raising projects and assist in recruiting new members.
9. A successful Lions Club **MUST BE SOUNDLY FINANCED** so that it can meet its obligations. To do this requires that the Club have a dues structure sufficient to enable it to have enough money to pay the dues to the District, Multiple District, Lions Clubs International, and to meet the administrative expenses of the Club.
10. If the Club is newly organized, it **NEEDS SOME HELP FROM THE DISTRICT** if it is to succeed. The **ZONE CHAIR, REGION CHAIR, DISTRICT EXTENSION CHAIR, and DISTRICT GOVERNOR** should provide this assistance.

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WHAT DO GOOD LEADERS DO?

Your Club will be the mirror of you; **IT'S LEADER.**

A SHARED INTEREST is not self-interest; remember that if you lead Your Club to follow its goals and objectives, you will gain respect, obedience and loyal cooperation.

Do not demand. **ASK**; get a commitment and then follow-up for results. Authority is not bestowed; authority is earned.

Lead with **ENTHUSIASM.**

Lead by **EXAMPLE.** Your attitude and behavior will be emulated, by the Lions you lead.

Provide **CHALLENGING**, meaningful work for your Lions. Delegate and spread the blessing of involvement.

COMMUNICATE your expectations - provide authority to accomplish goals.

INDIVIDUALIZE your supervision - show confidence.

Provide **SUPPORT.**

FOLLOW UP.

Obtain **FEEDBACK** through accountability.

BE OPEN - establish trust.

"PAT ON THE BACK" -a simple thank you.

Individualize your **RECOGNITION** to a Lion, when it is earned.

REMEMBER A LEADER CAN BE PICKED OUT OF A CROWD.

(LOOK AROUND YOU!)

Three Different Types of People:

- I. Those who make things happen.**
 - II. Those who watch things happen.**
 - III. Those who wonder how things happen.**
-

CLUB MEMBERSHIP

1/3 are active participants.

1/3 can be motivated to activity.

1/3 are passers-by.

CHAPTER III

The President

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

The **PRESIDENT'S CHECKLIST**

1. **ESTABLISH GOALS** - difficult but achievable.
2. **BE POSITIVE AND ENTHUSIASTIC** - in all you say and do.
3. **WORK ON A CLUB CALENDER** - special events, spouse's night, & projects.
4. **ASK VP's AND SECRETARY** - to help establish your committees.
5. **BE AN INFORMED** - Lion and inform your Officers, Board, and Members.
6. **READ ALL MAIL** - it is not all junk mail.
7. **USE AN AGENDA** - include invocation, pledge, song, program, etc.
8. **MAKE VISITORS WELCOME** - they are in your home.
9. **HAVE INTERESTING PROGRAMS** - at every meeting with periodic lions programs
10. **USE YOUR MONTHLY BOARD MEETING FOR BUSINESS** - only bring major items to the Club membership.
Invite members to the Board meetings.
11. **PUT YOUR TAIL TWISTER BEHIND THE PODIUM** - don't just have him collect money.
12. **PAY ATTENTION TO PROTOCOL** - your image depends on it.
13. **USE A CLUB BULLETIN/NEWSLETTER** - to keep members and spouses aware of the Club's activities.
14. **ENCOURAGE CLUB MEMBER VISITS TO OTHER CLUBS** - and the different programs you Club supports.
15. **RECOGNIZE MEMBERS FOR GOOD PROJECT WORK** - and sponsorship of new members.
16. **USE SPONSORS** - to pep up lagging members.
17. **MAKE THE PUBLIC AWARE** - of the Club's efforts and results. Remember people want to be part of a successful Club.
18. **GIVE EVERY MEMBER A TASK** - no matter how small.
19. **KEEP YOUR CLUB EFFORTS IN TUNE** - with Community needs.
20. **THE REGION CHAIR AND ZONE CHAIR ARE REQUIRED TO VISIT EACH CLUB** - at least twice during the year. Invite them to your functions.
21. **ATTEND YOUR REGION/ZONE MEETINGS** - They are required.
22. **SUPPORT YOUR DISTRICT, MULTIPLE DISTRICT, AND LIONS INTERNATIONAL** -Lions would be meaningless without them. See that the Secretary sends the Lions International Monthly Membership Report by the first of the month. The Lions International Annual Club Activities Report must arrive at International Headquarters by June 30th. The District 2-S4 Monthly Activities Report must arrive at the District Governor's Office by the first of the month. Also, make sure your dues are paid to District and Lions International in July and January of your year.
23. **REMEMBER THAT NEW MEMBERS BRING NEW LIFE** - Encourage new members.
24. **INDOCTRINATE AND ORIENTATE NEW MEMBERS** - Consider a special night. Everyone benefits from a question and answer period.
25. **THE NEW CLUB OFFICER FORM (PU 101) MUST BE SUBMITTED BY APRIL 15** to the District and Lions International. Have the nominating committee begin work in January. Hold elections by the first of April.
26. **SUPPORT DISTRICT, MULTIPLE DISTRICT, AND LIONS INTERNATIONAL PROJECTS** -You are a part of the Lion World Community.
27. **ATTEND** -your District Mid-Winter Conference, District Convention, and District Workshops. Encourage all of your members to attend.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

SUGGESTED AGENDA FOR A CLUB'S BOARD MEETING

CALL MEETING TO ORDER

ROLL CALL

REMARKS BY THE PRESIDENT

APPROVAL OF THE MINUTES OF THE PREVIOUS BOARD MEETING

SECRETARY'S REPORT

TREASURER'S FINANCIAL REPORT

APPROVAL OF BILLS FOR PAYMENT

READING OF COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

ACTION OF MEMBERS WITH DUES IN ARREARS

COMMITTEE REPORTS

OPEN DISCUSSION FROM BOARD MEMBERS

ADJOURNMENT

NOTE: At the first Board meeting of the year, the following should be accomplished/approved:

- **Approval of Bank Depository for all accounts**
- **Adopt budget/preliminary budget**
- **Reading/approval of the audit report if available.**
- **Read policy for members absenteeism**
- **Finalization of Committees**
- **Set regular Board meeting dates.**

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

Guidelines to follow for a Club Board Meeting

- **Board of Directors should meet at least ONCE A MONTH.**
- **Board meeting should be open to all Club members. They should be invited to attend.**
- **Handle like any other meeting: be prompt and start and stop on time. If the meeting is going to run over, break the discussion and let all know that anyone wishes to leave the meeting because of time constraints, they are excused. Then continue the meeting.**
- **Involve the Vice Presidents. This is their training period to see how they will become leaders. Let them know that you expect their Chairs to have reports for the Board meetings.**
- **Control meetings. Do not let another meeting get started in back of the room. Seat members so that they have to give you their attention. Use the gavel if you need to do so.**
- **Advise the Secretary to have the previous Board Minutes ready.**
- **Advise the Treasurer to have the financial report read for each meeting to let the members know about the Club's funds.**
- **BE PREPARED – Prepare and be acquainted with your agenda for each meeting. If you are prepared you will keep the meeting running smoothly.**
- **Conduct all business of the Club at the Board of Directors meetings, not at the Club Meetings. Results of decisions by certain committees can be given briefly at the regular meeting for information purposes.**
- **NEVER bring a controversial topic up for discussion at a regular meeting. Invite all members of the Board meeting, where you have control and can handle it like any other business discussion.**

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

SUGGESTED AGENDA FOR CLUB'S REGULAR MEETING

CALL TO ORDER

TAIL TWISTER (OPTIONAL ORDER) LION _____

INVOCATION BY LION _____

PLEDGE TO THE FLAG LION _____

SONG(S) LEAD BY LION _____

TAIL TWISTER (OPTIONAL ORDER) LION _____

ILLNESS REPORTED BY LION _____

RECOGNIZE AND WELCOME GUESTS AND VISITING LIONS

BIRTHDAYS AND ANNIVERSARY ANNOUNCEMENTS

OPENING REMARKS – PRESIDENT'S MESSAGE

SECRETARY'S REPORT

COMMITTEE REPORTS

LION _____ COMMITTEE _____

LION _____ COMMITTEE _____

LION _____ COMMITTEE _____

PROGRAM – INTRODUCTION BY LION _____

PROGRAM SPEAKER _____

TOPIC _____

RESPONSE/APPRECIATION TO PROGRAM

ANNOUNCEMENTS

ADJOURNMENT

CHAPTER IV

President – Secretary - Treasurer

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

PRESIDENT-SECRETARY-TREASURER CHECKLIST

EACH MONTH:

1. Minutes of the Club and Board meetings - Mail copies of the board minutes to the Board Members (if By-Laws require).
2. Prepare and mail the Monthly Membership Report to Lions International, District Governor, Vice Governor, Region Chair, and Zone Chair by the **FIRST OF THE MONTH**.
3. Record attendance and absenteeism - submit to Board those members who have missed 4 straight meetings or more.
4. Post records of monies received.
5. Keep at least **TWO SEPARATE SETS OF CLUB ACCOUNTS** - Activity and Administrative. Note: For insurance bonding, **ALL ACCOUNTS REQUIRE TWO (2) SIGNATURES**.
6. Post and maintain member charges and payments.
7. Answer all correspondence for the Club.
8. Submit all bills, purchase orders, and vouchers directed to you. Submit to the Board if outside of the approved Budget. (Treasurer should submit any request for payment that is greater than the budget to the Board for approval).
9. Check for special upcoming events and activities; put them on the President's agenda.
10. Notify Club Officers and involved members of upcoming Zone, District, State, and International meetings and events.
11. Treasurer should prepare monthly budget analysis and income and expense statements for the Board Meeting.
12. Prepare and mail members' statements for dues and unpaid charges (if on a monthly billing cycle).
13. Notify Board members of the Board Meeting - time and place.
14. Attend the Club Board Meeting.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

QUARTERLY:

- Prepare and mail member's statements for dues and unpaid charges (if on a Quarterly billing cycle).

SPECIAL MONTHLY ITEMS:

JUNE:

- Review work to be done with the outgoing President, Secretary, and Treasurer. Review all records.
- Establish BUDGETS for the Club's Administrative and Activities accounts.
- Prepare Club's annual calendar of events. Discuss spouse's night(s), Elections, District and Zone meetings, etc.
- Prepare a written checklist by month of important deadlines for reports, awards requests, contests, etc.
- President and his other club Officers should discuss the selection of committees and their chairmen.
- Secretary and Treasurer should discuss and agree on their division of responsibilities.
- President/Secretary/Treasurer read their International Manuals.

JULY:

- Attend first cabinet meeting.
- Contact the District Governor to confirm date of the Governor's official Visit to your Club.
- Compare International's membership list with the Club's list and report any discrepancies to Lions International.
- Pay International and District dues.
- Have Board approve and mail new Corporate/Non-profit Resolution to bank with listing of new officers for account signature cards.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

AUGUST:

- Order new member kits for the October Membership Drive.
- Notify Officers of September Zone meeting. Announce to the Club that all Lions are welcome.
- Notify First Vice President of the USA/Canada Lions Form. (Make reservations if appropriate.)
- Recommend payment of 100% of District and State Charities. (Early payment assists them in meeting needs that develop early.)

SEPTEMBER:

- Attend Region/Zone Meetings.
- First Vice President goes to the USA/Canada Forum.
- Promote Membership for October Membership Drive.

OCTOBER:

- **Attend the second cabinet meeting.**
- Promote Membership.
- Order special awards for sponsors of October new members.
- Notify Officers of the November Zone meeting. Announce to the Club that all Lions are welcome.

NOVEMBER:

- Attend Region/Zone Meetings.
- Prepare and file IRS Form 990 for the prior year. If it is required (see IRS regulations), it must be filed by November 15th or the extension due date.
- Publicize Mid-Winter Conference.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

DECEMBER:

- Prepare semi-annual financial report.
- Publicize Mid-Winter Conference. Make reservations.

JANUARY:

- Compare Semi-annual Membership List. (See July item.)
- Pay International and District/State dues.
- Charge the Nominating Committee to meet in February to prepare for presentation of new Officers and Directors slate in early March.
- Encourage members to search and find applicants for the Texas Lions Camp. (Applications should be available from the Camp by the end of January.)
- **Attend the Mid-Winter Conference.**

FEBRUARY:

- Past District Governor's Appreciation Month.
- Notify Officers of the March Zone meeting. Announce to the Club that all Lions are welcome.
- Notify members of nominating committee meeting and schedule elections in March.
- Encourage members to find applicants for the Texas Lions Camp.

Remind members of the upcoming White Cane Day in March.

MARCH:

- Attend Region/Zone Meeting.
- Notify Club Members of the Nominating Committees recommended slate of candidates and schedule the Club Elections for early April.
- Publicize District Convention and make reservations.
- Encourage members to find applicants for the Texas Lions Camp.
- Work White Cane Day/Weekend.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

APRIL:

- Hold Club Elections no later than early April.
- Prepare and mail **PU-101** Form to Lions International and the District Governor by April 15th. Please type or print for clarity; International and District directories are prepared from this form.
- Order awards for the year.
- Publicize the District Convention and make reservations.
- Notify Officers and Directors of District Training.
- **Attend the District Convention.**
- Publicize the State and International Conventions and make reservations.
- Encourage members to find applicants for the Texas Lions Camp.

MAY:

- Arrange for the Club Installation ceremony. Make it a special event.
- Invite the Club Installation Installing Officer.
- Remind Officers and Directors of scheduled District training.
- Give the President-Elect and the Secretary/Treasurer-Elect packets from Lions International.
- **Attend the State Convention.**
- Publicize the International Convention and make reservations.

JUNE:

- Hold the Club Installation.
- Mail 100% Club President International Award application.
- Prepare the Annual Club Activities Report and mail copy to the District Governor, Vice Governor, and Lions International so that it arrives there by June 30th.
- **Attend the International Convention.**

CHAPTER V

Dues

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

DUES STRUCTURE

	Semi-Annual	Annual
*INTERNATIONAL billed separately by Lions International (per member)	\$14.50	\$29.00
**TEXAS (per member)	\$ 3.75	\$ 7.50
**TEXAS LIONS CAMP (separate check)	\$ 6.00	\$12.00
**DISTRICT 2-S4 (includes \$.30 State Convention Fund and \$.96 District Convention Fund)	\$ 2.55	\$ 5.10
Lions Tale Subscription	\$ 2.00	\$ 4.00

*****100% CLUB ITEMS** *(SEPARATE CHECKS FOR EACH ENTITY)*

***Texas Lions Camp	\$10.00/Member
***District Eye Bank	\$6.00/Member
***LCIF	\$1.50/Member
***Disaster Relief Fund for 2-S4	\$0.75/Member
***Texas Foundation	\$2.00/Member
***Leader Dog School	\$1.50/Member
***LWSB	\$2.50/Member
***Youth Contest	\$0.60/Member
***Texas Lions Eyeglass Recycling Center	\$0.15/Member

INTERNATIONAL FEES

New Member Entrance Fee	\$30.00
Charter Member Fee	\$30.00
Charter Transfer Member Fee	\$20.00

* Billed by Lions International based on November and May Monthly Membership Report (C23-A)

** Pay to District 2-S4 Cabinet Secretary Treasurer. Camp dues may come from the Club's Activity Account If paid by separate check. All amounts based on November and May Monthly Membership Report (C23-A).

*** Pay all of these items to the applicable charity. Forward these checks to the District 2-S4 Secretary Treasurer. The Secretary will record the payments for District records and contest credit and will then forward them to the agency involved. Please note checks with "100% Contribution".

****Dues, honorariums, memorials, special fund payments, etc. will NOT be counted toward 100% Items. Please make individual checks payable to applicable charities and forward these to the Cabinet Secretary Treasurer with appropriate notation on the Check

CHAPTER VI

Reporting

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

LIONS CLUB REPORTING

MONTHLY MEMBERSHIP REPORT (C23-A)

The *Membership and Activities Report (M&A Report)* has changed. In February 1999, club secretaries began receiving the new *Monthly Membership Report (C23-A)*. Available in all languages, the form requests membership information only. Club secretaries and club presidents can use a special e-mail password to complete this form online. To obtain a password, contact the Information Technology Division at International Headquarters by e-mail at it@lionsclubs.org. (A copy of the C23-A Report is enclosed) Mail or email this report to the appropriate District officers.

ANNUAL CLUB ACTIVITIES REPORT (A-1)

The reporting of club activities (included in the old *M & A Report*) will now occur once each year. Early in calendar year 2003, club secretaries will receive the new *Annual Club Activities Report Form (A-1)*. This fiscal year report is due at International Headquarters on June 30. Lions will be able to complete this form online from the association's web page at www.lionsclubs.org. (A copy of the A-1 Report is included in this manual.) Mail or email this report to the District Governor and Vice District Governor.

The A -1 form features eight areas of Lions service--sight, youth, hearing, environment, community, international relations, diabetes awareness and education, and other health services. Within each service area, club secretaries are asked to estimate the number of volunteer hours spent by club members on service projects during the year .In addition; secretaries will note the amount of their club's financial contributions. For clubs and districts, the Annual Club Activities Report (A-1) information will be valuable for public relations and membership recruitment. At the international level, data from A -1 forms received at International Headquarters will be entered into the computer system. This will enable the association to report on the most commonly undertaken Lions service projects, the number of Lions volunteer hours and the amount of funds donated by the more than 44,500 Lions Clubs around the world.

DISTRICT 2-S4 MONTHLY ACTIVITIES REPORT

Clubs are still encouraged to inform their District Governors of their monthly service activities. District 2-S4 has adapted a monthly activity report. Club Secretaries will complete the report and submit it to the District Governor, Vice Governor, Region Chair, and Zone Chair not later than 5 days after the end of the month. (A copy of the District 2-S4 Monthly Activities Report is included in this manual.)

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

Instructions for Annual Lions Club Activities Report

(Form A-I)

Lions Club Secretary:

1. Please print your club's name, six-digit number, district, country, and four-digit **IDENT** number as they appear on your club's pre-printed membership report form. Include the fiscal year for the report.

2. In the boxes provided, please place an X before the activities in which your club participated during the past year. For each major category, please provide amounts donated to charitable causes and your best estimate of volunteer service hours (number of hours multiplied by number of members participating in projects).

State monetary donations in local currency. **Indicate donations in whole currencies only. Do not indicate fractions of whole currencies.** Use the boxes provided (one digit per box) to enter the amounts; e.g.

3. In each category, such as Sight Services, Hearing Services, etc., the last line is marked "Other". This space is reserved for club activities that do not correspond to the individual line items (e.g., Community Education, Vision Screening, etc.) Please write in additional club activities in the "other" space. Detailed reports of club activities (with photographs) are always welcome for submission at International Headquarters.

4. Please send the form for receipt before July 15 to:

Lions Clubs International Stat & Membership Department
300 W 22ND STREET
OAK BROOK, IL 60523-8842 USA

Please do not fax or alter the form, or attach other correspondence or information.

The form may be downloaded or filed electronically through the association's web site at:
<http://www.lionsclubs.org>

5. Provide a copy of the report to the district governor and retain a copy for club records.

Thank you for your time and assistance in preparing this annual report. Your club's report will help to complete a picture of Lions service in your district, your country, and throughout the world. The important information you provide will help create a better understanding and appreciation of Lions clubs and their services.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

Instructions for Lions District 2-S4 Monthly Activities Report

Lions Club Secretary:

- Print the Reporting Month, Club's name, Secretary's Name. And Date of the report.
- In the boxes provided, place a (√) before the activity in which your club participated during the past month. For each major category provide amounts donated to charitable causes and an estimate of the volunteer service hours (number of hours multiplied by number of members participating in project). Use the boxes provided (one digit per box) to enter the amounts.
- Mail, E-Mail or FAX the form by the end of the current month to:

District Governor
Vice Governor
Region Chair
Zone Chair

- Your club's report will help to complete a picture of District Lions activities. These reports will also provide you with a ready resource for your end of year filing of the Annual International Activities Report (Form A-I).

District 2-S4 Monthly Activity Report

2003-2004

Lions Club: **Report Month:**

Programs:

Service Projects: (include hours worked and donations given)

Fundraisers:

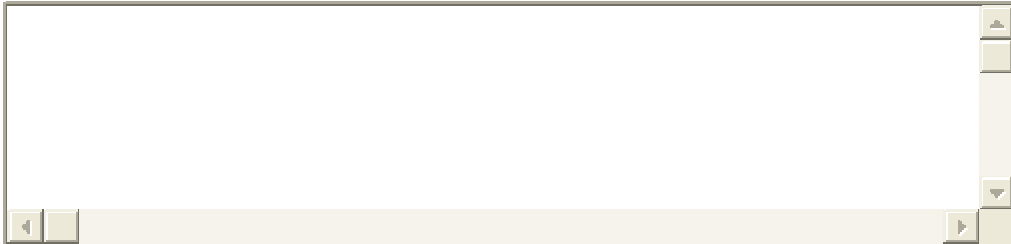
Membership recruitment:

Retention Activities:

Visitations:

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Miscellaneous:

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Submitted by:

Bottom of Form



URGENT! THIS IS YOUR 2003-2004 LIONS CLUB'S OFFICER REPORTING FORM



Lion Secretary:

Use this form to report your newly elected club officers to International Headquarter. Please TYPE in the needed information and return it in the enclosed self-addressed envelope, **immediately following your club elections in April**. Without it, your new officers will not be able to receive information and materials they will need during the coming year.

IDENT.	CLUB NO.	DISTRICT	NAME OF CLUB
		2-S4	

Please INDICATE DAY, WEEK AND HOUR OF MEETING below.

Club Mailing Address:

Street:

City: MI

Zip:

Please check box if above address is permanent address for club.

	MON.	TUE.	WED.	THUR.	FRI.	SAT.
EACH WEEK						
1ST WEEK						
2ND WEEK						
3RD WEEK						
4TH WEEK						
ALTERNATE WEEKS						
HOUR						

Any change in club officers during the fiscal year must be reported to headquarters. MEMBER NUMBERS ARE INDICATED ON YOUR SEMI-ANNUAL PER CAPITA. PLEASE INDICATE BELOW MAILING ADDRESS FOR INCOMING CLUB OFFICERS.

MEETING PLACE: _____
STREET ADDRESS: _____

PRESIDENT: NAME	MEMBER NUMBER:	HOME PHONE NO. ()
STREET OR BOX NUMBER:		AREA CODE
CITY, PROVINCE OR STATE:	COUNTRY AND ZIP CODE: USA <input style="width: 50px;" type="text"/>	BUSINESS PHONE NO. ()
E-MAIL ADDRESS:	SPOUSE: NAME	AREA CODE
FAX NO. ()		AREA CODE
SECRETARY: NAME	MEMBER NUMBER:	HOME PHONE NO. ()
STREET OR BOX NUMBER:		AREA CODE
CITY, PROVINCE OR STATE:	COUNTRY AND ZIP CODE: USA <input style="width: 50px;" type="text"/>	BUSINESS PHONE NO. ()
E-MAIL ADDRESS:	SPOUSE: NAME	AREA CODE
FAX NO. ()		AREA CODE
TREASURER: NAME	MEMBER NUMBER:	HOME PHONE NO. ()
STREET OR BOX NUMBER:		AREA CODE
CITY, PROVINCE OR STATE:	COUNTRY AND ZIP CODE: USA <input style="width: 50px;" type="text"/>	BUSINESS PHONE NO. ()
E-MAIL ADDRESS:	SPOUSE: NAME	AREA CODE
FAX NO. ()		AREA CODE
MEMBERSHIP CHAIRMAN: NAME	MEMBER NUMBER:	HOME PHONE NO. ()
STREET OR BOX NUMBER:		AREA CODE
CITY, PROVINCE OR STATE:	COUNTRY AND ZIP CODE: USA <input style="width: 50px;" type="text"/>	BUSINESS PHONE NO. ()
E-MAIL ADDRESS:	SPOUSE: NAME	AREA CODE
FAX NO. ()		AREA CODE

CHAPTER VII

The Lion Leader

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

AS A LIONS CLUB LEADER YOU SHOULD:

- HAVE A BIAS FOR ACTION;
- HAVE GOOD ORGANIZATIONAL SKILLS;
- KNOW HOW TO COMMUNICATE IDEAS AND CONCEPTS TO A VARIETY OF PEOPLE;
- DRAW UPON YOUR BACKGROUND WHEN MAKING DECISIONS
- MAINTAIN OBJECTIVITY AT ALL TIMES;
- DEVOTE TIME AND ENERGY TO YOUR COMMITTED ACTIVITIES;
- HAVE A KEEN INSIGHT INTO PEOPLE AND PROBLEMS;
- HAVE THE RESPECT OF YOUR ASSOCIATES;
- BE A TEAM PLAYER;
- UNDERSTAND THE ART OF COMPROMISE;
- TAKE ACTION -EVEN ON CONTROVERSIAL ISSUES;
- HAVE THE ABILITY TO INSPIRE AND ENCOURAGE FREE EXPRESSION OF IDEAS, OPINIONS, AND RECOMMENDATIONS.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

A LIONS CLUB LEADER WILL:

- START AND END MEETINGS ON TIME;
- ALLOW TIME FOR MEMBERS TO GET ACQUAINTED;
- MAKE INITIAL PRESENTATIONS ON PROJECTS AND ACTIVITIES;
- EXPLAIN CLUB OBJECTIVES AND COMMUNICATE NEEDS IN RELATION TO THE PROJECTS AND ACTIVITIES;
- STIMULATE GROUP THINKING AND ENCOURAGE GROUP DISCUSSION;
- SERVE AS A GUIDE IN DISCUSSIONS;
- SUMMARIZE DISCUSSIONS AND DECISIONS WITH AN OBJECTIVE EYE;
- KEEP DISCUSSION MOVING TO A LOGICAL CONCLUSION;
- OBSERVE CLUB MEMBERS WITH AN EYE TOW ARD RECOMMENDING FUTURE LEADERSHIP ROLES;
- SUMMARIZE THE MEETING AT ITS CONCLUSION AND REVIEW NEEDED ACTION;
- MAKE REPORTS AND WORK THROUGH THE BOARD OF DIRECTORS;
- LEAD BY EXAMPLE.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

HOW TO BUILD A TEAM OF LIONS

Keep in mind that a Lion "Team" is often put together only for a specific task and that its leader will serve more as a "coach". Here are some guidelines for building and maintaining the team.

A GOAL - Make sure it is a team goal and that everyone clearly understands it.

ROLES - Give each member a specific responsibility. Make sure the member understands it. If necessary, supply training for it.

SUPPORT - Encourage mutual support. Explain how different members should specifically cooperate at different times. In your deeds more than words, show your Lions how the individual can enjoy more success when the team succeeds.

TRAINING - Train, educate, and practice for the team's task. Teach everyone the rules.

RELATIONSHIPS - Instill the message that everyone on your team has equal status even though one member's role may be more critical for the outcome.

FLEXIBILITY - Group dynamics will be continually changing the nature of your group. Stay flexible and, whenever necessary, regroup your team to face the present situation.

COMMUNICATION - Encourage thorough communication between all team members.

INDIVIDUAL NEEDS - Take time to deal with these and with tensions. Don't make it all work and no play!

OPENESS - Encourage an open exchange of ideas and feelings. Encourage both agreement and disagreement.

INCREASING CLOSENESS AMONG MEMBERS

SATISFACTION - Look for ways to increase the satisfaction the team gets from what it is doing.

REWARDS - Recognize contributions individual members make toward the team's goal.

PRESTIGE - Look for ways to increase your Lion's prestige.

INTERACTION - Find ways to increase interaction between your team members.

CELEBRATE YOUR SUCCESS! - Your team deserves this. You also might want to celebrate the progress of your success at, say the halfway mark. This will help to build up any sagging morale.

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

WHAT GOES INTO A GOOD PLAN?

THE GOAL - What do you want to accomplish? The goal can be optimistic but must always be realistic, that is obtainable.

THE DATES YOU WILL START AND REACH YOUR GOAL - Experience shows this helps to prime our motivation and commitment.

THE TASKS NECESSARY TO REACH YOUR GOAL - Only by listing all these tasks in chronological sequence, each with "start" and "complete" date, can a leader know all that his project will entail

REQUIRED RESOURCES - Who and what do you need to carry out this plan?

BUDGET - How much is everything going to cost? Don't do any "wishful thinking" about costs. Better to plan on the high side and trim off the excess fat than to be suddenly caught in a deficit.

A LIST OF ANTICIPATED PROBLEMS AND THEIR LIKELY SOLUTIONS - Tell your fellow Lions. This is essential. Be prepared!

SIGNS OF PROGRESS - How do you know for a fact that you are making progress? Don't allow overconfidence or lack of discipline to prevent you from regularly monitoring your plan. This way you can spot and correct trouble before it jeopardizes the entire project.

A WAY TO EVALUATE THE END RESULT- Just how successful was it? What can we do even better next time? Or, in that rare case, what went wrong? Why?

CHAPTER VIII

Lions Club Membership

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

LIONS CLUB MEMBERSHIP CONDENSED FACTS

ALL THE FOLLOWING MEMBERSHIPS REQUIRE BOARD OF DIRECTORS APPROVAL:

ACTIVE: A member entitled to all rights and privileges and subject to all obligations Lion membership implies.

MEMBER AT LARGE: A temporary status given members who are unable to attend due to illness, temporary move from community, or other legitimate reason. The BOD reviews them on a six- month basis.

HONORARY: An individual not a member of the conferring Lions Club, having performed outstanding service to the community or the Lions Club, upon whom the club desires to confer special distinction. The club pays entrance fees and International and District dues.

PRIVILEGED: A member of the club who has been a Lion for 15 or more years, who, because of illness, infirmities, advanced age or other legitimate reason must relinquish Active membership.

LIFE: A member with 20 or more years of outstanding membership, or a member with 15 years and is 70+years old, or any member critically ill may be granted Life Membership. Three hundred dollars (\$300) is paid to LCI in lieu of future LCI dues.

ASSOCIATE: Primary membership is held in another Lions Club but resides in the conferring club's community. They are not reported on member/activity reports.

AFFILIATE: A quality individual of the community who is currently not able to fully participate as an Active Member but desires to support and be affiliated with the club.

The following table shows a comparison of various member rights, privileges, and obligations. Naturally, all members are required to follow the Lions Club's Motto, Purposes, and Objectives:

Member Types vs. Rights, Privileges, and Obligations

Type	Hold Office	Vote	Total Dues	Partial Dues	Attend Meetings	Represent Club
Active	X	X	X		X	X
MAL				X		
Honorary				X		
Privileged		X		X	X	
Life	X	X		X	X	X
Associate		X		X	X	
Affiliate		X	X		X	

Total Dues: **Includes International, District and Club**

Partial Dues: **Includes International, District, and a reduced Club portion.**

Exceptions: **Life members pay no International dues. Affiliate members may pay total dues.**

CHAPTER IX

Parliamentary Procedure & Protocol

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

PARLIAMENTARY PROCEDURES

(A Summary)

FUNDAMENTALS OF PARLIAMENTARY LAW

- Justice and courtesy for all.
- Do only one thing at a time.
- The majority rules.
- The minority must be heard.
- The purpose is to facilitate action, not obstruct it.

REMINDERS FOR THE PRESIDING OFFICER

- Correct procedures should always be your goal.
- In dealing with motions and amendments, always state the exact wording. Ask the Secretary to read it if you forgot how it was phrased.
- Discussion is not in order until the Chairman has stated the motion.
- The Chairman does not enter into the discussion while presiding. As a member of the Board he is entitled to his vote.
- Always indicate clearly how a vote is to be taken. Never call for the "usual sign".
- Always call for the negative vote saying, "Those opposed say NO."
- Adoption or an amendment does not mean adoption of the main motion. Remember to state the main motion as amended.
- Better say; "The motion is out of order than "The Lion is out of order."

PURPOSE OF MOTION

- A Main Motion brings before the Board or Membership for consideration.
- Subsidiary Motions are for the purpose of modifying or dispensing with the Main Motion under consideration.
- Privileged Motions have no connection with the Main Motions, but are of such importance as to demand immediate consideration.
- Incidental Motions are those miscellaneous motions that cannot be placed in any of the three groups listed above.

For further reference of Parliamentary Procedures see: "Roberts Rules or Order", the Club and the International Constitution and By Laws.

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CLUB PROTOCOL FOR THE DISTRICT GOVERNOR'S VISIT

- No other program should be planned. The Governor is the speaker.
- Address the Governor by Title.
- The President should greet the Governor at the Club Meeting.
- The Senior Cabinet member present should introduce the Governor. However,
- The President should introduce the Senior Cabinet Member. If no Cabinet Member is present, the President should make the introduction.
- Arrange time before the meeting for the Governor to meet Club Members. Introduce the Governor to all members individually.
- International requires the Governor to meet with the Club Board of Directors; arrange this after the meeting.
- It is appropriate for the Club to invite the Region Chairman and the Zone Chairman to this meeting. Spouses are permitted.
- As a courtesy to the office, members should rise and applaud at the beginning of the Governor's presentation.
- Notify the Governor, if the Club desires the Governor to induct new members.
- If the meeting is a spouse's night, notify the Governor.
- Have local media coverage if possible.
- Seat the Governor at the Head Table.
- The order of seating, if present, is as follows, PLEASE MAKE IT APPROPRIATE TO THE SIZE OF THE CLUB – EVERYONE DOES NOT NEED TO SIT AT THE HEAD TABLE:

• AUDIENCE

Club Secy.	Club 3 rd VP	Club 2 nd VP	Club 1 st VP	Club President.		District Governor.	Region Chair	Zone Chair	Other Cabinet Members
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CHAPTER X

Deceased Lions

LIONS DISTRICT 2-S4 CLUB LEADERSHIP MANUAL

Ceremony Suggestions for Deceased Lions

Honoring Our Dead

In the natural course of events every Lions club is confronted with the passing of one of its members. Deserving to honor the deceased and express the sympathy of the club members to the immediate family, the following suggestions are offered.

BRIEF NOTE

A brief note should be sent immediately on learning of the death, the note to be signed by the president, the secretary, or both. This should be addressed to the remaining spouse, or if the deceased left no spouse, to the most immediate member of the family. It might read as follows:

“The entire membership of the _____ Lions Club feels deeply the loss of your husband/wife, Lion _____. We held him/her in high esteem as a member of our fellowship. As president I wish to extend to you and your family the sympathy of each and every Lion. Any service we can render in this trying time need only be asked of us.”

VISITING FAMILY

The president or some other officer should make a call at the home as soon as possible. If the officer is not on intimate terms with the family, he/she may well ask one of the Lions who know the family well to accompany him/her. He/she should express sympathy both personally and on behalf of the club. He/she should let it be known that the club is willing to be of service. He/she should learn the names of the clergy and funeral director; remembering that the family expects the funeral director and clergy to take care of the details of service and burial. Do not, therefore, ask members of the family concerning matters which they have referred to others.

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FLOWERS—

TIME AND PLACE OF FUNERAL

From the clergy or funeral director can be learned the following: The plans and time of funeral; whether public or private; whether flowers are in order; whether the club may pay its respects as a group; whether the club may provide pall bearers, transportation, or other services; whether the club may attend the funeral service as a group with seats reserved for it.

If flowers are in order, these should be ordered for delivery at the place and time suggested by the funeral director. There is a growing trend to substitute a more lasting and constructive token in place of the customary floral tribute. Clubs may well consider making a donation to some charity, which interested the deceased member as a tribute in his or her name. Consideration should be given to making a memorial donation to a Lions charity.

A note is then sent to the family such as the following:

“Knowing that the welfare of Lions (or hospital, church, Lions charity, etc.) was of great interest to Lion _____, his/her club has sent a contribution in his/her name. We seek to pay tribute to the memory of a cherished fellowship. May this also express to you our heartfelt sympathy?”

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In many communities the club will express its regard for a deceased member by visiting the home or funeral home in a group while it is open to the public. The funeral director should be consulted as to the best time for the group to attend, the place for assembly and the procedure. The purpose of this visitation is twofold—to manifest affection for the departed member and to express sympathy to the family. An elaborate ceremony, especially one which would duplicate that of the church, is out of place. It may be enough for the president or other spokesperson for the club to tell the representative of the family receiving callers, that the club is present to express its sorrow and extend its sympathy to the family. He/she can then walk quietly to the casket to view the remains and then proceed to the exit. The members shall follow him/her in single file.

CEREMONY SUGGESTION

A brief ceremony, simple and sincere, may be in order. The following is a suggestion. The club members, having assembled at the designated place, should proceed to the room where the body has been placed. Members will follow the presiding officer in double file and form an orderly group facing the casket, avoiding both the stiffness of a military company and the appearance of any organized crowd. The following may then be said by one or more of the club officers while facing the club from a place near the head of the casket:

“Fellow Lions: It is fitting and proper that we who have enjoyed the fellowship and cooperation in Lions of our friend, Lion _____, should mark his/her passing together. Lion _____ joined our club in _____. He/she held the following offices (list) and served on the following committees (list and add any other outstanding accomplishments in Lions). We shall miss his/her presence at our meetings and his/her assistance in our programs of service. We acknowledge the obligation that he/she

leaves with us—that we must carry on, each of us with greater zeal, in order that those things which he/she would have helped us to accomplish will not be left undone. We seek to express once more the affection that we felt for Lion _____. To his/her loved ones we sincerely give our heartfelt sympathy. We pray they may realize every comfort and hope of their faith in this time of sorrow.”

“We mourn the passing of our friend,
And gather now in solemn mood.
We know all things of time must end;
Even what to us seem wholly good?

Fellowship we’ve had in service,
Common problems and belief;
Now our hearts are drawn together
By the band of common grief.

We are thankful for the days
We’ve had with him/her who’s joined the dead;
But thankful more that we have hope
For that which for us lies ahead.

Each one of us must run his course
Till He who doeth all things well
Will call us too to join our friends
Who now beyond our seeing dwell.

And so for now we say ‘Farewell’,
And carry on the work below,

Believing that the time will come

When we will once more say, 'Hello'!"

"Let us stand for a moment in silence and let each of us who so desires, offer a silent prayer from their heart. (Pause for about thirty seconds).

"Almighty God, hear the prayers, spoken and unspoken, of our hearts. Grant the blessing of your inner peace and may your benediction rest upon us. For Your name's sake, Amen."

The club members will then file by the casket and leave.

CHAPTER XI

Evaluation of this Manual & Training

