

President Duties

A Club President Resource Guide

GROWING TOGETHER IN MD-36

EXPAND THE HORIZON



This club president resource guide has been compiled to assist the club president in the performance of duties. Changes and/or amendments will be made to this document as new and additional helpful information becomes available. If you have questions and/or recommendations for improvement please contact PDG Richard Smith ras39@Q.com or 541-459-3914.

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INFORMATION FOR CLUB PRESIDENTS

Scheduled Agendas and Standard Order of Business

Time (Designate time for each item of business: conduct business within one-hour time frame).

Agenda

1. Call meeting to order.
2. Invocation – Pledge of Allegiance.
3. Reading of Minutes of last meeting (oral or printed)
4. Approval of minutes (read/corrected).
5. Report of officers (Treasurer monthly).
6. Report of standing committees.
7. Report of special committees.
8. Unfinished Business.
9. New Business.
10. Program.
11. Adjournment.

Reminders for a successful President.

1. Be prompt. Start meetings on time.
2. Make and follow an agenda.
3. Be just and firm but courteous to all.
4. Let the minority be heard.
5. The majority rules.
6. Allow each item full/free debate.
7. Only one item of business at a time.
8. The individual's desires must be merged for the good of all.
9. Keep Committees active and effective.
10. Hold regular Executive Committee meetings.
11. Adjourn the meeting on schedule.

Basic Rules for Conducting Business

Have a copy of "Roberts Rules of Order" available.

Main Motion: Introduces business for consideration. It must have a second before discussion occurs. A majority vote passes this motion.

Amendment to the motion: Must be seconded, discussed, and voted upon before the Main Motion. Then the Main Motion is voted upon as amended.

Items that are NOT DEBATABLE.

1. Read correspondence or information.
2. Remove a question from the table.
3. Table a motion (defer action).
4. Adjourn (to end a meeting).
5. Withdraw a motion.
6. Call for the previous question (stops debate, must vote at once).

PROTOCOL

Ranking of Brass at Meetings

Ranking will help with introductions. At each meeting, there is one ranking officer who is responsible at that level.

- ♦ At a Club Meeting - The Club President.
- ♦ At a Zone Meeting - The Zone Chairperson.
- ♦ At a District Meeting - The District Governor.

Recognition is always given to the ranking officer first, then International rank takes over. All current officers hold rank over past officers.

For example, at a club meeting the sequence goes:

- ♦ Club President
- ♦ International Officers, present then past.
- ♦ District Officers by rank, present then past.
- ♦ Immediate Past President of the club.
- ♦ Club officers.
- ♦ Past Presidents.

Protocol for a Lions Club Meeting

1. The President should plan the meeting, follow his/her agenda, and keep to a time schedule.
2. The Lion Tamer should be early, make sure club property is in place and greet members.
3. The Secretary should be prepared to take roll call, to read minutes, and read reports and communications.
4. The Tail Twister should have something planned before the meeting and until the meal is finished, and then cut the horseplay.
5. During the business meeting, remember that one debates motions and not members. You may attack a motion but not the sponsor.
6. Make sure members pay attention to all speakers and do not interrupt.
7. When addressing, be courteous, as well as correct. Show respect to others.
8. The badge of membership for belonging to a Lions Club is the Lions pin. It should be worn with pride at all times.
9. Whenever we address another member at a Lions function, we should use the word "Lion" before that Lion's name (this is not a hard set rule).

District Governor's Visitation

1. The governor's visitation is an important event for your club. Try to work with the Governor to plan ahead for his/her visit.
2. The governor should be the program for that meeting and not expected to compete with another speaker or a long business meeting.
3. A meeting with activity committee reports is very appropriate and of interest to the governor.
4. Notify the governor in advance if you want him/her to induct new members, install officers, or present awards.

5. Make the governor feel welcome. The governor's meal should be complimentary. Guest meals are at the discretion of the club.
6. The governor should be introduced only once, when he/she is introduced for the governor's speech.
7. When the district governor is recognized at any Lions meeting (club, zone or district) all Lions should rise and remain standing until the governor signals them to be seated.

Setting Goals

1. Limit your goals to two or three for the year.
2. Word your goals in short, understandable phrases.
3. Repeat the goals often at club meetings and other events.
4. Keep updating the club on the progress of the goals.
5. Set programs to achieve your goals.

Six steps to a strong Lions Club

1. Have a Major Service Activity.
2. Have a Major Fund Raising Project.
3. Strong Public Relations.
4. Well-organized, Enjoyable Meetings.
5. Association Spirit
6. A Strong Membership Development and Retention Program.

District Responsibilities

Part of the oath of office for the president is to attend Zone meetings. In addition there are benefits to attending the Zone meetings. The president:

1. Can meet and share ideas with other presidents.
2. Can learn about possible programs, fundraisers, and service projects.
3. Can find out what is happening in the district.
4. Can learn from Zone Chairperson's programs.
5. Can earn points for the District Governor's Club contest and the 100% President's award.

Keeping members in your club

If your club is losing members, there are logical reasons.

Part of this entire problem is that you will never know for sure what all these reasons are. This means that you should have an overall, ongoing strategy that is always working for your club in preventing membership drops, no matter what the particular problem is. Here are some proven guidelines for you to consider implementing:

1. Make your meetings interesting to as many of your members as possible so they aren't considered a waste of time.
2. Insist that your club funds be put to work.
3. Publicize your projects and contributions. This instills pride in the members
4. Make your new member induction ceremonies meaningful and impressive.
5. Determine today that you are going to put all of your members to work.
6. Do not allow the sponsors of your new members to "drop out" of their responsibilities.
7. Finally, remember that Lions most frequently drop out because they are under-worked and not involved

Learn to Delegate

Practicality dictates that the president must delegate duties to others. When delegating he/she must:

1. Define the responsibilities for the job to be done.
2. Select the right Lion for the goal to be accomplished. Think about this Lion's skills.
3. Give the Lion honest feedback regarding questions he/she may have or current progress on the project.
4. Share any relevant information with the Lion so he/she has all the data needed to complete his/her task.
5. Allow the Lion to make his/her own decisions related to the project.
6. Give the Lion adequate time to complete the project or assignment.
7. Compliment the Lion on a job well-done.

On top of all this...
HAVE FUN!!!!

