

Club President Responsibilities

This module will provide you with the basic information and resources necessary to prepare you for the position of club president. The objectives for this module are for you to:

- Summarize the responsibilities of the club president.
- Explain the requirements of various responsibilities.
- Access additional resources as needed.

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Introduction

About this Module: This module contains information and resources designed to guide you through your term as club president. Feel free to explore or skip any topic based on your individual learning needs.

Objectives for this module are:

- Summarize the responsibilities of club president
- Explain the requirements of various responsibilities
- Access additional resources as needed

The club president has five responsibilities, which are listed below:

1. Preside over all club and board meetings.
2. Issue the call for regular and special meetings of the board of directors and club.
3. Appoint the standing and special committees of the club.
4. Ensure regular elections are duly called, noticed and held.
5. Engage as an active member of the district governor's advisory committee of the zone.

Click [HERE](#) to learn more about your role as Club President.

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Presiding Over Meetings

There are three phases to managing an effective meeting:

- Preparation
- Facilitation
- Follow-up

Preparation:

- Give advanced notice of meeting dates/times.
- Select a program for the benefit of the club members.
- Prepare a well-planned agenda, distributed in advance.
- Have a good understanding of parliamentary procedures.
- Ensure the facilities used are adequate for your meeting purposes.

Facilitation: Facilitating a meeting takes skill. Consider the following ...

- One needs to develop the ability to assert oneself when necessary and sometimes deal with disharmonious behaviors.
- There are times when disputes arise and cannot be resolved quickly. Use the search term "dispute resolution" to find guides on the Lions International website.
- Abide by common courtesies. Start and end the meeting on time, follow the agreed upon procedure for conducting business, make the meeting fair for everyone and avoid political or religious discussions.

Follow-Up: With the help and cooperation of the club secretary ...

- Follow up on the action items in your meeting - or follow up with those that promised to complete a task.
- Send out the meeting minutes and agenda for the next meeting.
- Acknowledge and thank those who assisted the club and/or fulfilled their commitments.

Having effective and engaging meetings can help club retention and recruitment efforts.

Most general meetings feature a program for the benefit of others. They can also inform or entertain. You can find great programs in your local community. See the list below for examples of where to look:

- Local community leaders or business people.
- Recipients of club service.
- Cultural organizations.

- Organizations that help people with disabilities.
- District committee chairpersons.

It's generally a good idea to have a few backup programs in case of a last minute cancellation. Here are a few ideas for backup programs:

- Present international program video and discuss how your club is contributing.
- Hold a membership recruitment "summit" and brainstorm creative ways to work with the club membership chairperson.
- Have a list of members who can present on various topics if needed.

Click [here](#) to access the President's video

Here is a sample club meeting agenda:

1. Call to order by the president.
2. (Optional) National anthem or other patriotic song or ceremony, invocation or other nonsectarian religious blessing, and/or singing of a Lions song.
3. Roll call.
4. Introduction of guests.
5. The meal.
6. Program (guest speaker, entertainment, etc.) may either precede or follow the business portion.
7. Business portion.
8. Reading of minutes of previous board meeting.
9. Reports of officers and committees.
10. Announcements and communications.
11. Old or unfinished business.
12. New business.
13. Adjournment.

For those who prefer a non-traditional agenda, click the [Your Club, Your Way!](#) link or search for it by name on the LCI website.

The board of directors meeting should also have an agenda. See the sample agenda below.

1. Call to order.
2. Roll call.
3. Remarks by the president/vice president.
4. Reading and approval of minutes of previous meeting.
5. Reading of communications.
6. Reports of officers and committee chairmen.
7. Old or unfinished business.
8. New business.
9. Adjournment.

All meetings should have an agreed upon procedure for conducting business. Robert's Rules of Order is the suggested system for meeting management. You should work with your secretary to implement proper procedures for meetings.

For more information on Robert's Rules of Order, see the corresponding section at the end of this module.

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Regular and Special Meetings

Club presidents must attend various types of meetings.

Expectations for attendance are noted below.

- Quarterly:
 - Attend district events
 - Zone Meeting
 - District Convention
- Monthly (or according to the club's needs)
 - Board of Directors regular meeting
 - Club regular meetings
- As Needed
 - Board of directors special meetings (when requested by 3 or more board members)
 - Club special meetings (requested at least 10 days prior)

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What Would You Do? (Scenario One)

Imagine the following scenario ...

The attendance at your club's monthly meetings has been declining over the last year.

There are several reasons why meeting attendance declines, and each has its own solution.

- Lengthy and boring meetings.
 - Have an agenda; follow parliamentary procedure; have interesting and informative programs; allow members to participate; openly accept suggestions.
- Meeting location not convenient for members or conducive to meetings.
 - Convene a club committee to come up with a list of acceptable meeting locations that are presented to and discussed by members.

- Members forget about meetings.
 - Assign a reminder committee that is responsible for contacting members via phone or email before each meeting.
- Atmosphere at meeting is not friendly and is sometimes tense.
 - Know how to handle interruptions and difficult behavior by an attending member; develop new ways to make meetings fun.
- Some members, especially new Lions, are not involved in club activities and don't feel needed.
 - Every active Lion in the club should be involved in the club in some capacity as a club officer or director, or committee chair or member.

Remember that failing to address declining member participation will likely result in membership loss.

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Committees

As president, you are responsible for the appointment of standing and special committees.

You'll work in cooperation with the chairpersons of these committees to effect regular functioning and reporting.

There are two categories of committees: standing committees and special committees.

Standing Committees:

The following standing committees may be appointed by the club president, with the exception of chairperson positions that serve on the board of directors, which would require election. Additional committees may be established as determined by the club's board of directors.

Global Action Team (GAT): Chaired by the club president this includes the club first vice president (serving as the leadership chairperson), the club membership chairperson and the club service chairperson. With the support of the board of directors, the GAT:

- Develops and initiates a coordinated plan to expand humanitarian service, achieve membership growth, and develop future leaders.
- Meets regularly with club members to discuss the progress of the plan and initiatives that may support the plan.
- Collaborates with members of the district Global Action Team to learn about initiatives and best practices.
- Shares activities, achievements and challenges with members of the Global Action Team.
- Attends the district governor advisory committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to exchange ideas and gain knowledge that may be applied to club practices.

Finance Committee: Chaired by the club treasurer to establish a detailed budget for the approval of the club's board of directors, ensure proper documentation and authorization of funds, arrange for the annual audit of club accounts, and ensure the delivery of all financial information to the successor committee.

Constitution and By-Laws Committee: Interprets the club constitution and by-laws and may be charged with facilitating changes in accordance with amendment procedures.

Membership Committee: Chaired by the membership chairperson to ensure membership growth by reaching new markets, actively recruiting members and ensuring member satisfaction. This committee also verifies the qualifications of potential members who are considered by the club's board of directors and noted in item Article III, section 2, of the club constitution. The membership committee should include last year's membership chairperson, vice membership chairperson and any club members interested in new member recruitment and/or member satisfaction.

Marketing Communications Committee: Chaired by the marketing communications chairperson to ensure effective internal and external communication, reshape public opinion and improve visibility of the club's activities in the community.

Service Committee: Chaired by the club service chairperson. Assists in developing service goals and action plans, identifying potential projects, guiding project planning and implementation and involving club members in meaningful service. Coordinates and ensures the effective leadership of service projects relating to our global causes by supporting chairpersons assigned to each club service initiative. This committee may also be responsible for applying for relevant LCIF grants and developing community partnerships as approved by the club's board of directors.

Information Technology Committee: Assists members by providing access and/or support to online tools and communication as needed. May also provide support and/or serve as the club webmaster.

Leadership Committee: Chaired by the first vice president. Notifies club members of training opportunities offered by the district, multiple district and Lions Clubs International as well as non-Lion programs that could benefit club members.

Special Committees:

From time to time, the president may appoint, with the approval of the board of directors, such special committees as may be necessary in his/her judgment or the judgment of the board of directors.

Think about it: Why is choosing the right chairperson so important?

Committee chairpersons are appointed by the president. It is important that you confer with the 1st and 2nd vice presidents; they will be working closely with the committees.

Choosing the right chairperson and committee members is important for several reasons.

- It makes your term as president more productive and effective.
- Committee membership or chairperson roles prepare members for club officer positions.
- Allowing members to use their skills and talents will help keep them motivated and invested in the club.

Consider those that ...

- Have expressed a strong desire to lead.
- Are dependable.
- Can get along well with others and delegate responsibility.
- Will agree to have a co-chair if deemed necessary.
- Will take direction easily.

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Elections

The president needs to appoint a nominating committee, which will submit the names of the candidates for club officers to the club at the nomination meeting.

The nominating meeting is held in March, and the election meeting needs to take place in April.

Club members must be informed of both meetings 14 days in advance. The election meeting notice should include the names of all approved nominees.

For more information on elections, click [HERE](#) to review the Standard Form Lions Club Constitution and By-Laws document, including the "Elections and Filling Vacancies" section.

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District Governor's Advisory Committee

As president, you have responsibilities beyond your own club. Club presidents also serve on the district governor's advisory committee.

The district governor's advisory committee is comprised of the following:

- The zone chairperson
- The club presidents and club vice presidents
- Club secretaries

This committee advises the zone chairperson about matters within the zone and makes recommendations on matters affecting all clubs in the district. The zone chairperson then shares the recommendations with the district governor and the district cabinet.

The responsibilities of the district governor's advisory committee include:

- **Compliance:** Work with the zone chairperson to ensure every club in your zone operates efficiently and follows the Organization's constitution and by-laws.
- **Attendance:** Promote attendance at the district, multiple district and international conventions and charter nights.
- **Assistance:** Discuss ways of helping clubs that need assistance with membership growth, leadership development or service activities programs.
- **Induction:** Promote various club functions and events, encourage participation in inter-club meetings such as zone and district events, installation of club officers, and induction of new members or ceremonies honoring award recipients.

The district governor's advisory committee is expected to meet at least three times annually.

Attending District Governor Advisory Committee meetings has many benefits ...

- Attending meetings allows you to exchange ideas regarding programs, projects, fundraising and membership issues.
- Attending meetings provides a forum for establishing cooperative relationships between clubs.
- Attending meetings gives you the opportunity to meet other Lions in your area.

For more information regarding the district governor's advisory committee meetings, click [HERE](#).

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What Would You Do? (Scenario Two)

Imagine the following scenario...

Listed below are possible causes for a lack of involvement above the club level. Consider how you might respond to each cause then read the possible solutions.

- Club president, first vice president and secretary are not attending district zone and cabinet meetings.
 - The constitution and by-laws state that the president and secretary of each club are members of the District Governor’s Advisory Committee. It is recommended that they attend the zone and cabinet meetings to know what is happening in their district.

- Club members do not attend any functions above the club level.
 - Club members are also invited to attend zone meetings. It is important that future Lions leaders attend these meetings to develop new skills and gain better understanding of operations beyond their club. They can also exchange ideas with Lions from other clubs.

- Club officers and members do not attend annual convention.
 - Lions who attend the annual convention have many opportunities to attend training and interact with Lions from around the world. Encourage members to participate in this invaluable experience.

Remember: Clubs that are not involved above the club level often have untrained officers and members lose sight of the goals.

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Succession Planning

Once you complete your term as club president, you will still play an important role in the future success of the club by planning for an effective transition.

The club president's responsibilities in planning for an effective transition include..

- Meet with the incoming president to discuss leadership transition
- Plan the Year-End Recognition/Appreciation Dinner
- Plan the Annual Meeting/Installation Dinner

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Summary

Keeping track of your responsibilities as club president can be challenging. The guide below is meant to help you organize your term based on a general timeline.

To Prepare for Your Term ...

- Attend your local club officer training.
- Meet with the current president to discuss matters that will continue into your club term.
- Set goals using the [Club Quality Initiative](#) planning tools and [Build a Vision for Your Club](#) planning guide.
- Choose committee chairpersons.
- Work with your treasurer and finance committee to prepare the budgets, confirm a banking institution and petty cash reimbursement guidelines, and establish club dues.

Ongoing Responsibilities ...

- Conduct regular meetings.
- Communicate frequently to ensure members are up to date with club news and issues.
- Help select service projects.
- Recruit new members.

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Knowledge Check

How well do you know the office of club president? Let's do a quick knowledge check (quiz) with five questions.

Knowledge Check 1: This is a choose one answer question.

Question: All of the following are a responsibility of the club president, except:

- Preside over all club and board meetings
- Appoint the club standing and special committees
- Ensure regular elections are duly called, noticed, and held
- Maintain all club financial records

The correct answer is: Maintain all club financial records. The club treasurer is responsible for maintaining club financial records.

Knowledge Check 2: This is a choose one answer question.

Question: Club presidents primarily work with which club officer to plan effective club meetings?

- Treasurer
- Vice president
- Secretary
- Membership chairperson

The correct answer is: Secretary. The club president and secretary work together to ensure meetings are effective and productive.

Knowledge Check 3: This is a choose one answer question.

Question: Which of the following are standing committees?

- Leadership committee
- Service committee
- All choices
- Global Action Team

The correct answer is: All choices. Leadership, Service, and the Global Action Team are all standing committees.

Knowledge Check 4: This is a choose one answer question.

Question: How long in advance must club members be informed of nominating meetings and election meetings?

- 14 days
- 7 days
- 1 month
- 21 days

The correct answer is: 14 days. Club members should be informed of nominating meetings and election meetings at least 14 days in advance.

Knowledge Check 5: This is a choose one answer question.

Question: Which of the following can contribute to declining meeting attendance?

- Lengthy and boring club meetings
- Atmosphere is not friendly and is sometimes tense
- All choices
- Meeting location is inconvenient for members

The correct answer is: All choices. All choices can contribute to declining meeting attendance.

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Conclusion

Congratulations! You've completed the Club President Responsibilities module!

You can continue your education through the Lions Learning Center, which offers a variety of online modules to assist members with leadership development. Screen reader versions of all the club officer courses are available.

If you have questions about the topics discussed in this module, please email us at clubofficers@lionsclubs.org.

To receive completion credit for this module, or if you have problems navigating through this module, please contact eLearning@lionsclubs.org.

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Appendix: Robert's Rules of Order

About Robert's Rules of Order:

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier. Your group is free to modify them or find another suitable process that encourages fairness and participation unless your by-laws state otherwise.

Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a member. A second motion must then also be made. After limited discussion, the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws).

Postpone Indefinitely: This tactic is used to “kill” a motion. When passed, the motion cannot be reintroduced at that meeting, though it may be brought up again at a later date. This is made as a motion, and a second is required. A majority vote is required to postpone the motion under consideration.

Amend: This is the process used to change a motion under consideration. When a member likes an idea, but not exactly in its current form, he or she may raise his or her hand and make the following motion: “I move to amend the motion on the floor.” This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion.

Commit: This is used to place a motion in committee, and it requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

Question: To end a debate immediately, the question is called and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it passed, the motion on the floor is voted on immediately.

Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time. A second is needed and a majority vote required to table the item being discussed.

Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Smaller Meetings: In a smaller meeting, like a committee or board meeting, often only four motions are used: motion (to introduce), amend (to change a motion), adopt (accept a report without discussion), adjourn (end the meeting).

Appeal: If a decision is made with which you disagree, you can ask to appeal the decision.

How well do you know meeting terminology?

To adjourn the meeting ... Say "I move we adjourn."

To suspend further consideration of an item ... Say "I move we table it."

To have something studied further ... Say: "I move we refer this matter to committee."

To object to a procedure or personal affront ... Say: "Point of order."

Remember, these are only guidelines. Consult with your club leadership to determine the best practices for your own club.

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