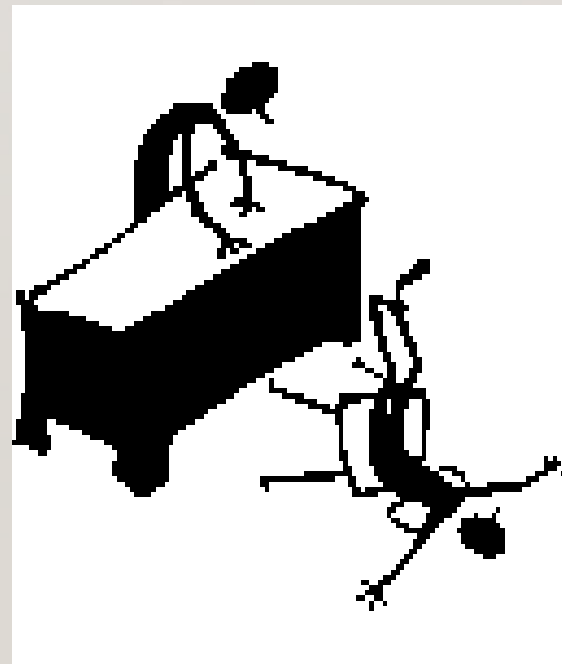


DISTRICT 33-K

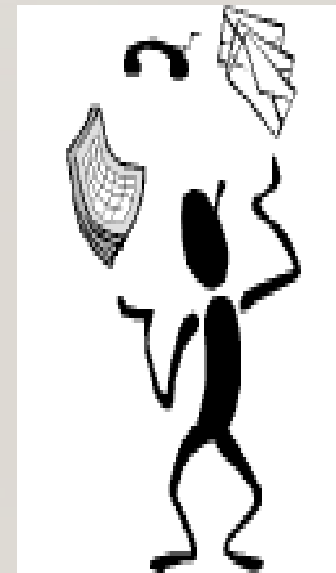
LEADERSHIP TRAINING WORKSHOP CLUB PRESIDENTS

CLUB PRESIDENT? WHO ME?



RESPONSIBILITIES

- Chairman of the Board
- Ad Hoc Chair of all Committees
- Liaison between Club and District
- Run Fun, Effective Meetings



CHAIRMAN OF THE BOARD



-
- ❖ Establish Committees As needed
 - ❖ Overseer of events
 - ❖ Membership
 - ❖ Public Relations
 - ❖ Delegation of responsibilities
 - ❖ Being Current on all District Events
 - ❖ Know your members 'hot buttons'
 - ❖ Keep members Involved
 - ❖ Keep Meetings FUN!

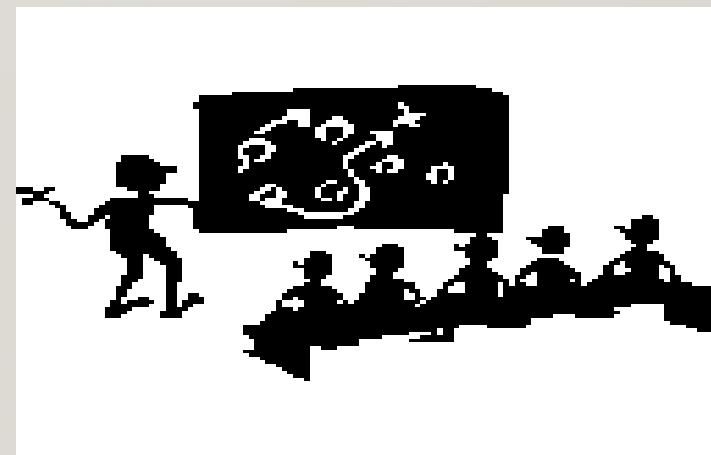
COMMITTEE CHAIRS

- ✓ Select most capable person as Chair
- ✓ Allow Chair the flexibility to select their Committee
- ✓ Give a reasonable attainable task to Committee
- ✓ Step back and guide as needed



OVERSEER OF EVENTS

- Your support of your Committee Chairs is key to success
- Don't interfere with the Events; be there to help if needed
- Step in if needed
- Provide guidance and assistance as needed



MEMBERSHIP

- ✓ Make Membership a priority, set your goals early
- ✓ Encourage attendance of potential Lions at all meetings and at functions, fundraisers, etc.
- ✓ Hold Information Sessions for potential new members



PUBLIC RELATIONS

- ❖ Delegate PR to someone who has the time to follow up!
- ❖ Brag about your clubs accomplishments!
- ❖ Let people know what activities your LIONS Club sponsors!



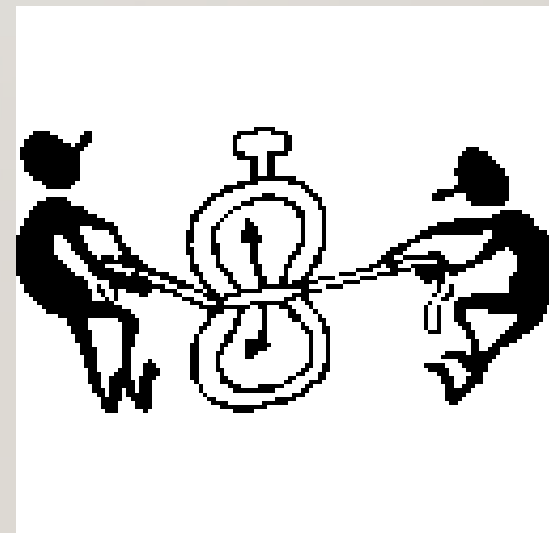
DELEGATING RESPONSIBILITIES

- ❖ Allow Committees to be self governing
- ❖ Make sure new members are involved immediately
- ❖ Don't micro-manage once you've assigned a task!
- ❖ Provide recognition for a job well done!



DISTRICT EVENTS

- Keep members informed of Advisory Meetings, Region Meetings and Zone Meetings
- Watch for District-wide events and encourage participation
- Share district newsletters with your club members



KNOW YOUR MEMBERS!

- ✓ What do they want?
- ✓ What are their expectations of your club?
- ✓ What are their 'hot buttons'?
- ✓ Are they interested and enthusiastic about your clubs service projects?

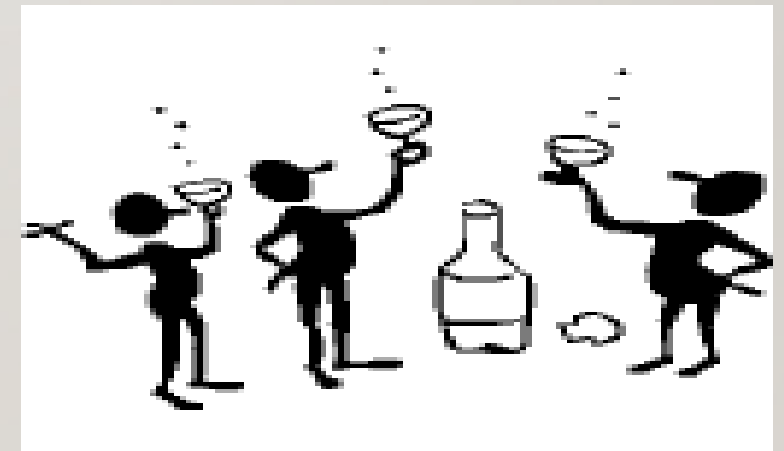


KEEPING MEMBERS INVOLVED

- ❖ Everyone has some talent! Use it!
- ❖ Allow exchange of new ideas
- ❖ Try new ideas presented by new members!
- ❖ Encourage open and honest discussion of club issues (I.E. Club Retreat)

MAKING MEETINGS FUN

- ✓ Involve your Tail Twister
- ✓ Invite enthusiastic speakers
- ✓ Hold a raffle
- ✓ Have a 'theme'
- ✓ Invite new people
- ✓ Involve all members in discussions!



AD HOC COMMITTEE CHAIR

- Ensure all club functions run smoothly
- Are committee members doing their job?
- Ensure proper reporting of all events
- Involve your Membership
- Best Public Image is being put forth
- Delegate and let committee members not be afraid to fail!
- Show support!

DISTRICT LIAISON

- ✓ Monthly Membership Reports
- ✓ Monthly Activity Reports
- ✓ Advisory Meetings
- ✓ Region Meetings
- ✓ Zone Meetings
- ✓ Club Dues

MONTHLY MEMBERSHIP REPORTS

- ❖ Due not later than the last day of the month to DG, VDGs, ZC
- ❖ Ultimate responsibility for timeliness is the President!
- ❖ READ your reports
- ❖ Stay in close contact with your Club Secretary to ensure compliance

ACTIVITY RECORDED ON MYLION

- ❖ Due by last day of each Month to DG, VDG, RC, ZC
- ❖ This provides your club history. Keep a record in a 'club book'
- ❖ Report all service projects
- ❖ Report all fundraising projects
- ❖ The ultimate responsibility for this report falls to the President!

ADVISORY MEETINGS

Attend all Advisory Meetings. They provide you with the unique opportunity to meet with Lions from all over our District. The Governor runs these meetings and they are always informational and provide necessary information for all clubs in our District. Be involved!

ZONE MEETINGS

Your Zone Chair is here to help your club. Attendance at Zone Meetings helps keep your club up to date about other events in your area and provides a forum for asking questions and seeking answers for common issues. Take advantage of your ability to attend these events!

CLUB DUES

Invoices are received from three (3) locations. Your Club pays International Dues, Multiple District 33 Dues and District 33K Dues. Make sure they are paid on time so that your ability to continue as a club in good standing is not affected.

Payable when received!

APATHY AMONG MEMBERS

- ✓ Divide into small groups to identify nature of problem
- ✓ Hold structured discussion to isolate why members feel there is apathy
- ✓ Schedule focus groups
- ✓ Consider anonymous assessment survey

MEETING PROTOCOL

1. One Verse of America
2. Salute to the Flag
3. Invocation
4. Thought for the Day (optional)
5. Lions toast with Water

RECOGNITION OF GUESTS

Use the Protocol sheet which is in your training materials.

Use common sense when introducing speakers!

AGENDAS

- ✓ Clear, concise document
- ✓ Work with Secretary
- ✓ Include introductions if needed
- ✓ Committee Reports
- ✓ Set Time Frame for reports/guests
- ✓ Distribution to membership helps keep meetings on track!

MEETING CONSIDERATIONS

- ❖ What are the expectations of the participants?
- ❖ What is the purpose of the meeting?
- ❖ What do you need to facilitate? (slides, agendas, etc.)
- ❖ Are outside people needed?
- ❖ How much time do you need?
- ❖ What commitments are you seeking?

SAMPLE AGENDA

- I. Opening
 - (4 or 5 Point)
- II. Introductions
- III. Secretaries Report
- IV. Treasurers Report
- V. Correspondence
- VI. Break for Dinner
- VII. Activity Committee Reports
- VIII. Fundraising Committee Reports
- IX. Guest Speakers (when appropriate)
- X. Tail Twister
- XI. Open floor for Discussion
- XII. Adjourn

OBJECTIVES



- Plan meetings in relationship to objectives. Good leadership begins before the meeting with plans for time, method, and resources for accomplishing the stated goals.
- **KEEP YOUR MEETINGS FUN FOR MEMBERS**

EXPECTATIONS

Plan meetings in relation to what your members expect. A well-planned agenda is essential, but success depends on the participants having the information in advance, with time to prepare.

EVALUATE

Evaluation doesn't mean to be critical of the people or of yourself. It means to consider the process critically to determine it's effectiveness or lack of it.

COMMUNICATE

Make it a habit to use active listening techniques to assure that what you are saying is what you mean, and what is being heard is what you intended!

DELEGATE

Create new jobs as needs arise. An effective leader realizes when it's time to create a new job, (with appropriate recognition). Many responsibilities are best delegated. A reasonable division of labor will ease the pressure on currently involved members. It will offer opportunities to others for involvement and growth.

CONFLICTS

Discuss problems openly. Conflicts or anxieties should be acknowledged and discussed frankly. To accomplish tasks efficiently the process must be effective. Face tension squarely. The surface reason for tension may actually camouflage the real reasons. Every attempt should be made to air all concerns.

CLIMATE

Set a climate of free expression. People are more apt to express themselves honestly in an atmosphere of informality, friendliness and mutual respect. When members feel inhibited, or lack confidence or trust in the group or the leader, the meeting has less chance of being successful.

INTERACTIVE MEETINGS VS PARLIAMENTARY PROCEDURE

- More informal, effective in smaller groups
- Leadership functions are divided between a chairman and a facilitator
- Stresses consensus and win/win decision making
- Formal, designed for large groups
- Chairman is responsible for both content and process of meeting
- Uses majority vote; leading to win/lose decisions

COMMITTEE REPORTS

- ✓ Try printed minutes/reports at beginning following agenda
- ✓ Allow 2 minutes for committee chair reports
- ✓ Use visual aids for variety
- ✓ Use brief, standard 'press release' form

LENGTHY SPEAKERS

- ✓ Clarify allotted time up front
- ✓ Notify speaker when there are 5 minutes left
- ✓ Help the speaker start on time
- ✓ Sit near the speaker so you can tactfully inform them that their time is elapsing.

LET'S HAVE SOME FUN!

- Tail Twister
- Social Events
- Fundraisers
- District Functions
- Interclub Visitations

TAIL TWISTER

- ✓ Happy Birthday!
 - ❖ To sing or not to sing
- ✓ Happy Anniversary
- ✓ Ugly Ties
- ✓ No ties
- ✓ No Pins
- ✓ No collars
- ✓ Brown socks
- ✓ Removal of jacket
- ✓ Taking of gavel/gong
- ✓ Utensils
- ✓ Out of order!
- ✓ Tardy
- ✓ Loud/quiet

SOCIAL EVENTS

- Spouses Night
- Bus Trips
- Visits to Research Institutes
- Charter Night
- Dances/Concerts
- Installation & Awards Nights

FUNDRAISERS

- ✓ Make them fun!
- ✓ Encourage Participation
- ✓ Make sure you have sufficient staffing
- ✓ Experiment with new ones!
- ✓ Ask for 'outside' participation
- ✓ Invite other Lions/Clubs

DISTRICT EVENTS

- ❖ Pledge Nights
- ❖ Golf Tournaments
- ❖ Advisory Meetings
- ❖ Mid-Winter Conference
- ❖ State Convention
- ❖ Adopt A Lion
- ❖ Suggest one!

INTERCLUB VISITS

- Plan to visit another club in your Zone.
- Decide on visitation chairman
- Have fun; encourage participation
- Invite other clubs to your meeting!
- Visit clubs in other Districts
- Attend another Clubs fundraiser or function!