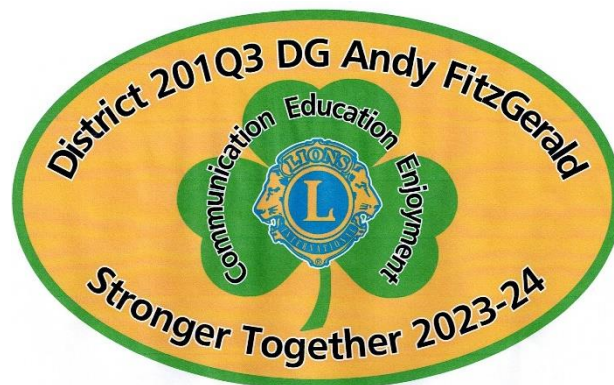




**We Serve**

**DISTRICT 201Q3**

**Presidents' Manual  
2023 – 2024**



**Andy FitzGerald**

District Governor

**“Communication, Education, Enjoyment -  
Stronger Together”**

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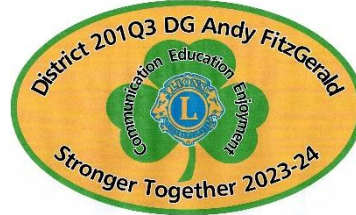
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## District Governor's Welcome

Welcome to you all. Whether you are returning or are new to it, I would like to thank you for offering your services and hope you will enjoy your experience. This manual has been put together to give you, hopefully, a tool to help you through the year with as much information for you that we could fit in.

This year the International President Dr Patti Hill's theme is "Change the World." This goes with the saying 'where there is a need there is a Lion'. Whilst I am not going to change everything, I would like all the district portfolio chairs to be more proactive in promoting themselves to all clubs.

My theme is Communication, Education, Enjoyment – Stronger together.



A lot of problems can be solved with good **communication** whether at club, zone, region, or district level.

**Education:** There is so much available either through you as cabinet members or on the Lions' web Pages. As a member of Lions International the web site is there for you to look up anything you want. Just log on and hit the little magnifying glass on the right-hand side – then put in what you want to know and voila there it is!! I have managed to find amazing things and I am not a whiz at the Internet!!

**Enjoyment:** Why did you join Lions in the first place? What was it that encouraged you to join?

Are these relevant today? Give some thought to these because without Communication and Education you will not have Enjoyment or be Stronger Together.

Our big challenge this year is "The Big Audacious Mission". There will be a lot of ideas and plans coming from the Global Action Team with the District Leadership Team, District Service Team, and District Membership as well. They will pass on lots of knowledge to get this project going.

Most of all I want you to enjoy the next year. I know I am excited about it all. We have a fantastic District so let's keep it going and have fun doing it.

Thank you and look after yourselves. Remember, I am there any time you need to talk, vent or share.

*Lion Andy Fitzgerald*  
District Governor



DG Andy with International President Dr Patti Hill



DG Andy with her family – daughter Fodhla, grandsons Joe and Alec



# MD201Q3 District Five Year (2022 to 2026) Strategy DG Andy Fitzgerald 2023-24 District Goals Overlay

## Five Year District Strategy

“Our DLT Coordinator will report completed zone, club officer and member training in LEARN.”

1. To have more club members assume leadership roles.
2. To grow and develop members and leaders through learning and experience.
3. To increase the number of effective members.
4. To achieve a more diverse membership e.g.: gender, age, and ethnicity to better reflect the demographic of the communities in which we live.
5. To increase membership in all clubs.
6. To increase the number of Lions and Leo clubs.
7. For clubs and members to have a better understanding of, and engagement with District and LI directions through participation in Global Causes service projects, reporting in My Lion, attendance at zone meetings and conventions etc.
8. To adapt to current trends in volunteering and fundraising.
9. To raise Lions profile by effectively using a variety of media formats.
10. Encourage clubs and their members to donate to LCIF and ALF

“Encourage all clubs to have a succession plan in place contesting all club positions.”

“By end of 2023-2024 all clubs will achieve an increase in membership.”

“By the end of 2023 – 2024, our District will have processes in place to identify and support the rebuilding of clubs.

“By the end of 2023 – 2024, our district will charter 1 new club.”

“To encourage all clubs to be involved in one or more new service projects.”

“Our team will ensure that 80% of our district clubs will report service.”

“To improve communication between district and clubs.”

“By the end of the 2023-2024 fiscal year, our district will support Lions Clubs International Foundation (LCIF) and Australian Lions Foundation (ALF)”

## Introduction

### **Welcome to the role of Club President.**

You have a key role in leading your Club. Make use of the experience you have gained in Lions, your work life, other organizations and your family. As a leader, this opportunity can also be the steppingstone to your next role, in Lions or elsewhere.

Your year as President can be exciting and rewarding. There are many resources available to assist your planning, activities and to review progress. This manual is updated on an annual basis and has an array of materials to support you and your Club.

The following **Fact Sheets** stand alone. They are a useful reference as your year progresses. Encourage other Club members to use specific ones, when delegating tasks to them.

Club members and District Officers are the primary source of support for the President (and all Club officers). The District, MD201 and LCI websites contain a wealth of information. There are details of these throughout this manual.

Success will be achieved through your enthusiasm and good management. The successful President is a leader, a motivator, an innovator and an organiser. They empower their members to utilize their skills and encourage them to learn, serve and have fun.

Be a good communicator, who clearly conveys what needs to be done and asks for help from members to achieve goals within reasonable timeframes.

The success of your Club depends upon your preparation, planning and follow through. Thoughtful preparation, workable goals and engaged members will make for a year of enjoyment, fellowship and achievement.

A key to your success is delegation – you do not need to do everything yourself and not all the ideas for Club's activities need to come from you. Nor do you need to micromanage.

Membership engagement is a key focus. Consider the positive impact of service in your local community, in support of District projects and internationally. Engaged members will ensure the future of your Club.

DG Andy's theme of "**Stronger Together**" encourages Lions, Leos and the District to work together to achieve success through Communication, Education and Enjoyment. I wish you well in your endeavours.

*Lion Donna Hedges* – District Leadership Co-ordinator

## Duties of the Club President – The Club Constitution

The District 201Q3 Lions Clubs Standard Form Club Constitution states the duties of the Club President shall:

- Serve as the chief executive officer of the Club.
- Preside at meetings of the Board of Directors and your Club.
- Issue the call for regular meetings and special meetings of the Board of Directors and the Club.
- Chair the Club Global Action Team and ensure the following:
  - Ensure the election of qualified Lion leaders for the position of club service chairperson, club membership chairperson and club vice president, who will serve as the leadership chairperson.
  - Ensure regular meetings to discuss and advance initiatives established by the Global Action Team.
  - Collaborate with the district Global Action Team and other club presidents to further initiatives focused on expanding humanitarian service, leadership development and membership growth.
- In collaboration with the club officers and committee chairpersons, implement a plan for membership growth, community engagement, operational improvement and the fulfillment of humanitarian services as presented and approved by the club's board of directors.
- Appoint the standing and special committees of the Club and cooperate with chairpersons to effect regular functioning and reporting of such committees.
- See that regular elections are duly called, noticed and held.
- Ensure the club is operating in accordance with local laws.
- Ensure proper administration of club operations by ensuring that all club officers and members adhere to the club's Constitution and By-Laws and the International Constitution and By-Laws.
- Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure if needed.
- Serve as a mentor to vice presidents to ensure the continuance of effective leadership.
- cooperate with, and be an active member of, the District Governor's Advisory Committee of the zone in which your Club is located.

## Role of the Club President

### As a President you should:

- encourage each member to be proud that they are a 'LION'.
- empower the Board of Directors, Club committees and Club members. Having delegated responsibility, trust the people you have delegated duties to.
- ensure the Club and its members act legally.
- provide an environment where members are heard and valued.
- ensure the Club is visible in the community.
- encourage members to participate and grow into Lionism by judicious delegation of tasks and responsibilities, attending learning activities run or promoted by the District Leadership Team (GLT) or on-line from LCI.
- ensure the ongoing survival of the Club by keeping it relevant.
- celebrate successes, both individual and team.
- ensure members are aware of what is happening within the Club, Zone, District, Nationally and Internationally.
- try to resolve disputes outside meetings, rather than challenge members in public, unless the issue is very significant. Private discussions normally result in issues being resolved without causing dissension between members.
- show respect.

### As a President, you should NOT:

- do everything yourself.
- insist on getting your own way (all decisions must be made, or ratified, at a general meeting)
- be afraid of change.
- make commitments you can't keep.
- be indecisive.
- shoot the messenger.
- assume you are the most experienced or wisest.



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## A President's Year

Here are some **key events** and **milestones**.

Preparing your **Club calendar** in detail is an excellent planning and communication aid.

❖ **Fact Sheets** (as per Table of Contents) stand alone.

Encourage members to read specific ones when you are delegating tasks.

When?	What?	Fact Sheet Numbers
April	Take a breath, sit back and think about the year	1
May June	Prepare for the year - Intro	2, 3
May June	Prepare for the year - Understand your role in administering the club	11-14
May June	Prepare for the year - Meetings	21-23
May June	Prepare for the year - Service	32-33
May June	Prepare for the year - Members	41-44
May June	Prepare for the year - Social aspects	45
May June	Prepare for the year - Leadership	51
May June	With the Treasurer, prepare an annual budget	
May June	Create committees and appoint committee chairs	
Changeover	Prepare a speech that sets out your plans, inspires members and acknowledges predecessors	
July	Put in place your meeting ideas	22
July	Strategies to encourage and increase leadership in the Club	51
July	Ensure the previous Treasurer has organised an audit in preparation for the AGM	
July (and others)	Attend Zone Meetings	61
July - Dec	District Governor Team visit	62
August	Admin for District Convention	63
October	Annual General Meeting	64
December	Christmas celebration	
February	Where next for you?	
March	Club Elections	65
March	Admin for MD201 Convention	66
March	March to May Membership Months	41
April	After election admin	72
April	With new President, create a changeover committee	
June	Handover to the new Board	73
June	Prepare Changeover speech	
	Supporting information	74

A lot of activity happens before you take office. Remember to include **service project** dates, **community celebrations** and **commemorations**.



## President's Fact Sheet 1 – Take a breath

Congratulations – in less than a month you will be President. You will have lots of thoughts running around in your head.

◆ There is a Zen saying – ‘*Don't just do something, sit there*’.

Before setting off and changing the world, stop for a moment and reflect on what lies ahead. Consider where you and the Club are at. What do you bring to the role?

Experience as a Vice President is excellent preparation for the role of President, as is spending a year as Secretary or Treasurer. All these positions require a degree of skill; but even more worthwhile is the knowledge and experience gained.

The leadership, relationships, knowledge and experience that you have developed in the workplace, in other organisations and in your family will help you lead your Club.

- Are there parts of the role that you are unsure of?
- Are there skills that you think you may not have – that you need to develop or delegate? More importantly, what can YOU bring to the role and the Club?

If you would like to develop your leadership or Lion's knowledge, check out the Lions Learning Center (LLC) for online and interactive courses. LLC can be accessed from the “Learn” application using your Lion Account login and password. Do you have a mentor or associate to support and encourage your efforts?

What about your Club?

- What does it do well?
- How are relationships between members?
- What activities are getting tired?
- What is working well in meetings?
- How are you connected to your community, your Zone, your District?
- Do you need more members?
- Do you have enough people interested in leadership?
- Are members engaged?
- Do you need to adjust the demographics of your membership? Is there a part of your geographic area that you could target for members (or a Club Branch)?
- Do you have an interesting and varied social, service and fund-raising programme?
- Are meetings well run, interesting and entertaining?
- Is your Club fun to be part of?

Mull over these (and other questions) and see what answers emerge. They will help you through the planning phase of your Presidency. Working through the questions may give you a clearer picture of how you can help the Club and the direction in which to move it.

◆ Check out “**Blueprint for a Stronger Club**” and “**Club Quality Initiative**”.

These guides promote actions to strengthen your Club.

## President's Fact Sheet 2 – Getting Started

Considerations in the months leading up to taking office...

- Use the many resources to learn more about your Club, its members and the international association.
- Ask your predecessor for the opportunity to chair one or two meetings.
- Review the requirements of the **Club Excellence Award** before setting your goals.
- Work with your leadership team to create a strategic plan outlining your Club's goals for the year and how you plan to reach them.
- Develop a plan with an emphasis on four core aspects - **Club operations, service, leadership development** and **membership**.
- With the Secretary and Treasurer elect, plan a **programme** and a **budget** for the year. Include ongoing commitments by existing or previous Club boards.
- Ensure every member of the Club will have a job. The load does not have to be shared equally, but it is important to involve every member.
- In consultation with the Vice Presidents, appoint chairpersons for your Club activities and assign members to committees. Experience shows that a member who is actively engaged in Club activities will continue to be a Club member.
- Share the plan with others so that every member will feel a part of your team with clear objectives in mind. Review progress at regular timeframes e.g.: 3 months.

It is important that your planning does not interfere with your predecessor's activities and plans for their year - you must allow them to finish before you take over.

**Where There's a Need, There's a Lion**



## President's Fact Sheet 3 - Club Success

Excellence in Club operations leads to member engagement, satisfaction and retention.

As a leader, you can ensure that the Club meeting and overall Club experience is meaningful and rewarding.

Whether it is how the meetings are hosted or how effectively service activities are managed, every event or communication is part of the overall member experience. It is also important to know how your community feels about your Club.

LCI has a range of tools to assist you to measure your Club's success; all of which you will find at [Global Membership Approach | Lions Clubs International](#) which will include resources such as:

- **Build a Vision For Your Club** is a tool to help your club discover its strengths, ways to improve and new opportunities that will help the club grow and thrive using the Global Membership Approach (GMA).
- **Club Quality Initiative** is an interactive process that brings members together to look at what your Club is today and what it could be tomorrow.

It gives you the tools to strengthen your service, improve Club effectiveness and enhance your membership experience.

- **Blueprint for a Stronger Club** helps identify ways to expand service impact, develop leaders and meet Club members' needs and expectations.

Like any worthwhile project, it is important to develop and implement a plan, or "blueprint," to guide your actions.

- **Membership Satisfaction Guide** - How to keep members happy and coming back.

Discovering little problems and correcting them before they become big ones will save time and resources. The results from '**How Are Your Ratings**' can also assist in focusing your efforts on the areas where your members desire change.

- **Your Club Your Way** – customise your meetings to suit your members.



### Obligations of a Chartered Club

In Article I Section 4 of the International By-Laws, the obligations of each chartered Club, to remain in good standing, are:

- Collect from each member, except as otherwise provided in the By-Laws, annual dues to cover International, Multiple District and District dues and such other expenses as are necessary for Club administration.
- Submit regular reports to the Association's office as requested by the International Board of Directors.
- Abide by the constitution, by-laws and policy of the International Board of Directors.
- Attempt to resolve any disputes arising at the Club level according to the Club Dispute Resolution Procedure set out in the policy of the International Board of Directors.

### Constitutional & Legal Requirements

Due to differing state legislation, Lions Districts issue a version of the Standard Form Constitution which incorporates the specific legal requirements of each state relating to Incorporation and other matters.

Lions Clubs adopt the Constitution applicable to their State. **District 201Q3** has prepared a Club Constitution that meets the guidelines of Lions Clubs International and the Queensland Office of Fair Trading. A copy of this Constitution is available at [InfoCentre - District 201 Q3 \(lionsq3.org.au\)](http://lionsq3.org.au)

For further details, or if you believe that any amendment is necessary, you should contact the Constitution and By-Laws Chair (PDG Norm Alcock) for advice, prior to taking action.

Observe safety practices during meetings and project activities. The detailed Club Safety Policy is available on the District website. (<http://201q3.lions.org.au>)

All Clubs require a Certificate of Sanction provided by the Office of Fair Trading under the Collection Act to raise or collect money from the public. Clubs should confirm that they have been issued with the certificate by conducting a search on the Office of Fair Trading Website: [www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association/](http://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association/)

The search will provide you with your Incorporation No (IA) and your Sanction No (CP).

Club Presidents should be familiar with, and abide by, the four constitutions that affect the operation of the Club – International, Multiple District, District and Club.

A documented Child & Youth Risk Management Strategy is required if your Club has projects involving young people. Refer to Fact Sheet 13 for further information.

## President's Fact Sheet 12 – Admin Stuff

The Club Secretary and Treasurer look after most administrative matters. It is also important for the President to understand what is required in these important roles.

### Correspondence

- Club correspondence needs to be attended to immediately, to avoid delays. Make sure the Secretary brings the inwards and outwards correspondence files to each meeting, and that the mailbox is cleared regularly.
- Any email correspondence sent to the Club mailing address (*i.e.* Tottenham@lionsq3.org.au) should be recorded as inwards correspondence.
- Copies of correspondence should be distributed to relevant Vice Presidents and/or chairs of various committees, and a record kept of each item.
- The Secretary retains the original of all correspondence, other than invoices, statements and receipts, for the Club files.
- The originals of all invoices, statements, and receipts should be passed to the Treasurer, as supporting documentation for presentation to the Club Auditor.
- It is not necessary to read out each piece of correspondence at a meeting. Highlight important and interesting items. Circulate all correspondence with an index sheet. This permits each member to examine items in which he/she is interested.

Electronic recording is acceptable (perhaps desirable).

### Monitor Absence

Club officers monitor and record attendance of members. Members who are not attending meetings should be contacted to confirm their situation. If non-attendance is due to issues within the Club, finding out about them and addressing them early is ideal. If the member is unwell, the Club may be able to assist with household tasks. Stay connected.

### Recognition

It is important to recognize active members, so they continue their involvement. See **Fact Sheet 44** for more details.

### Reporting & Forms

LCI have provided a single log in, that will take you to MyLCI and MyLion. **Service activity reporting** is done on **MyLion**, and membership reporting will continue to be done on **MyLCI**.

#### Stop Press!

We're updating the digital tools you use as a Lion. To put it simply, we're taking the functionality you have today with MyLion, MyLCI, Insights and other tools and combining them into one cohesive and consistent experience — the Lion Portal. These resources and FAQs will help make sure that you and your fellow Lions and Leos are ready for the new Lion Portal.

It is important to share what we do and know how many of us there are. It allows LCI and Lions Australia to promote our achievements and so receive support from people like Dick and Pippa Smith and Bill and Melinda Gates. It is important for your Club to report on the electronic reporting systems.

Once LCI are aware of your position as the Club President (and your Club Secretary), you will receive an email to welcome you to MyLCI (likely late May). You may then set up a password to provide access to the training area, and, from 1 July, reports.

The **two main reports** to complete monthly are:

### ***Monthly Membership Report***

- Report any membership changes each month. If there are no changes in membership, Clubs should report “No changes for the Month” **by the 27th of the month**.
- Monthly reporting ensures accurate statement billing, miscellaneous mailings, award(s) criteria and other benefits.

### ***Monthly Club Service Activity Report***

- Club Secretaries or Club Service Directors report the Club’s service activities. Service activity reporting helps measure the impact of our service and helps our leaders at the District, Multiple District and International levels understand the needs and interests of the local Club. It encourages Lions with success stories and provides a record of the year’s activities.

Presidents can access the **Service Activity Report** and show Club members the extent of their Club’s service for the year.

### **Financial matters**

- Ensure the Incoming Club Treasurer prepares a budget for the **Administration Account** for the next year, **membership fees** are set, and members advised.
- Ensure the Treasurer maintains finance accounts, regularly provides financial reports and banks monies within two days of receipt.
- Ensure the Club’s bank accounts are reconciled each month and the independent audit for your year is completed promptly after the close of the year.
- Sign bank reconciliations provided by the Treasurer.
- Ensure half yearly dues (LCI, Multiple District and District) are paid promptly on receipt of invoices.
- Ensure your Club Treasurer presents a detailed financial report to each monthly Board meeting and these are circulated to all Club members.
- Ensure all Christmas Cake/Pudding invoices are paid before 31 January.

### **Records**

- Records of your meetings are signed by the President as a true record of proceedings, once the minutes have been approved at the following meeting.
- Please ensure that your Club has adequate backup systems for record keeping and they are up to date. Hard copy records may also be required (e.g. signed copies of minutes and bank statements for your auditor, and receipts or invoices from suppliers received as hard copy).

## President's Fact Sheet 13 Lions Australia Child Safe Policy

Queensland legislation requires organisations such as Lions Clubs which fall within the Blue Card System to have a documented “**Child & Youth Risk Management Strategy**” [Policy] to help create a safe and supportive environment for children.

Q3 District has developed a policy document for all clubs to adopt and implement for all activities involving children/young people and can be accessed via the District website.

[Child Safe - District 201 Q3 \(lionsq3.org.au\)](https://lionsq3.org.au)

It incorporates both the Qld legislative requirements and Lions Australia expectations. The current document, dated February 2023, replaces the “Child & Youth Risk Management Policy & Procedures” document issued to clubs November 2020.

Blue Card Services may request a copy of an organisation’s policy at any time, and failure to comply with this requirement is an offence (penalties can apply) under the blue card system.

All Lions members should adhere to/understand the “Code of Conduct when Dealing with Children/Young People” – refer to Section 7 of the Lions Australia Child Safe Policy.

<https://lionsclubs.org.au/our-governance-structure/md201-child-safe-policy-resources/>

Lions Australia’s Child Safe Policy requirements have been embedded in the Q3 Child & Youth Risk Management Strategy.

### **CHILD SAFE OFFICER & CLUB PRESIDENT**

- The President of every Lions Club which has children/young people participating in any of its projects, functions or activities shall ensure the Club has a designated position of Club Child Safe Officer and that a Lions member is appointed/assigned to perform the duties of this role.
- It is strongly recommended that the appointment of a Club member to the position of Child Safe Officer be “minuted” at the beginning of each Lions year.
- It is also strongly recommended that the Child & Youth Risk Management Strategy document is included in the Club’s Policy Minutes which are reviewed at the beginning of each Lions year.

### **Duties of the Club Child Safe Officer**

The appointed Club Child Safe Officer guides and supports members and takes a lead role in implementing the Club’s Child Safe Policy by:

- Managing the Club’s Blue Card Register – keeping a record of all members and volunteers who hold Blue Cards, and the date they expire. This also includes keeping a record of members and volunteers who do NOT have a Blue Card and ensuring Committee Chairs for projects dealing with children are aware, so do not allocate them tasks which require a blue card.
- Reminding members when they need to apply/reapply for a Blue Card (allowing processing time).
- Taking steps to link a member’s Blue Card from another organisation to your Club.
- Cancelling or delinking a Blue Card if a member leaves the Club.
- Signing Blue Card application forms – if you do, please ensure you are aware that it is an offence to employ a disqualified person, negative notice holder or a restricted person – refer to the Organisation Declaration section on the form
- Ensure members have an understanding of the Child Safe Policy including the Lions Australia Child Safe Policy as part of their induction into the Club and this is revisited annually as refresher training.
- Complete “Child Safe Incident Reports” when there have been breaches of the policy.
- Ensuring appropriate records are being kept in relation to the Child Safe policy.
- Manage the transition to Blue Card Services online applicant portal system.
- Keep up-to-date with changes from Blue Card Services

## President's Fact Sheet 14 Lions Clubs and COVID Considerations

All Lions must follow all government directions. Find the latest from the Queensland Government at [Business health and safety resources for coronavirus \(COVID-19\) | Business Queensland](#) and [Resources | Queensland Government \(covid19.qld.gov.au\)](#)

It is highly likely that the virus will be in our community for a while and from time-to-time lockdowns and restrictions will affect the way your Lions club operates.

### **Risk Management**

The focus of Risk Management in the COVID 19 environment is to reduce the rate of spread of the illness so that health authorities can manage the cases.

The principal methods to reduce the spread of the virus are.

#### **1. Personal care: -**

Hand-washing, hygiene around sneezing, self-isolation if symptomatic or at risk.

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#protect-yourself-and-others>

#### **2. Social distancing**

- a. staying at home when you are unwell
- b. avoiding large public gatherings if they're not essential
- c. keeping a distance of 1.5 metres between you and other people whenever possible
- d. minimising physical contact, especially with people at higher risk such as older people and people with existing health conditions.

Specifically for your club the following guidance is to be considered.

#### **1. Club meetings**

1. Consider whether the club can apply good hygiene and 'social distance' practices to reduce risks.
2. Consider advising 'at risk' members to miss the meeting rather than place themselves at risk.
3. Monitor and enforce restrictions that unwell members do not attend.
4. Consider alternatives for essential business. Teleconferencing, ringing around members for telephone voting on important issues.

#### **2. Barbeques and fundraising**

- a. Are the events essential?
- b. Are your food-handling practices up to date?
- c. Check with the venues. Some venues may pro-actively cancel fundraising BBQ's.

#### **3. Competitions including Youth of the Year finals.**

1. Can you run the event with restricted attendance of spectators? eg: Immediate family only.
2. Can you 'ramp-up' hygiene? e.g.: by providing hand-sanitiser.



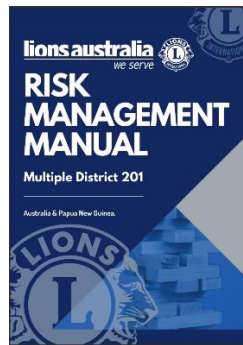
3. Can you restrict Lion's attendance to essential personnel?
4. Can you use technology such a 'Facebook-live' to stream the event to those who cannot attend?

## President's Fact Sheet 15 – Risk Management & Club Safety Officers

Multiple District (MD) 201 has developed a Risk Management Manual to assist and protect members of the Lions family (ie Lions, Leos, partners and volunteers) and other people at Lions Club functions and projects.

The manual is for use by you and your Club Safety Officer and can be downloaded from the Lions Australia website.

[20200217-RISK-MANAGEMENT-MANUAL-FINAL.pdf \(lionsclubs.org.au\)](https://lionsclubs.org.au/20200217-RISK-MANAGEMENT-MANUAL-FINAL.pdf)



It is recommended that each District appoint a District Safety Coordinator to liaise with Club Safety Coordinators.

### Legislative Requirements

The Work Health and Safety legislation in all States imposes a specific duty on Officers of Clubs and Associations to exercise due diligence to ensure that the club meets its work health and safety obligations. The duty requires officers to be proactive in ensuring that the club complies with its duty. This duty applies whether there has been an accident and irrespective of whether the club is prosecuted.

### Duties & Responsibilities of the Club Safety Officer

The duties of the Club Safety Coordinator is up to each Club to define, but will certainly include:

- Documented Safety checks at sites where Projects are to take place (both prior to and during the Project)
- Making sure the members/volunteers working on the Project are aware of any safety matters or issues and sign the attendance book.
- Reporting and recording any actions taken to ensure safety.
- Preparing clear details of all accidents that may occur.
- Following the requirements of Lions insurances detailed in the Multiple District Directory, including immediate notification to the Multiple District Risk Management Consultant should an injury occur

Project Chairs should liaise with the Club's designated Safety Officer to ensure safety measures have been considered and documented.

It must, at this point be noted, that it is not compulsory for a Club to appoint a Safety Coordinator. However, it is strongly recommended that all Clubs do so, and it has been reinforced by an Action in South Australia, where an injured Member issued an Action against his Club for NOT appointing a Safety Coordinator as recommended. Common sense dictates that a Club with a Safety Coordinator who carries out and documents simple safety checks must be in a better position to ensure that no-one is injured on a Club Project or Activity

## President's Fact Sheet 21 – Board of Directors

The standard **Club Constitution** includes details of the structure and meetings of the Club Board of Management, normally called 'The Board'. These include:

1. The members of the Board of Directors / Management Committee shall be the Club Officers in addition to the other members elected to the Board. The Officers of the Club shall be a President, Immediate Past President, Vice President(s), Secretary, Treasurer, Service Chairperson, Marketing Communications Chair and the Membership Chair. Other members elected to the Board may include such positions as Lion Tamer, Tail Twister, LCIF Coordinator, Safety Officer, Club Branch Coordinator (if applicable) and other Directors.
2. Regular meetings of the Board of Directors shall be held monthly at such time and place as the Board shall determine.
3. Special meetings of the Board of Directors shall be held when called by the President, or when requested by five (5) or more members of the Board of Directors, at such time and place as the President shall determine.
4. The presence of a majority of its members shall constitute a quorum at any meeting of the Board; except as otherwise specifically provided, the act of a majority of the Board Members present at any meeting of the board shall be the act and decision of the entire Board of Directors.

### Duties and Powers of the Board

In addition to those duties and powers, express and implied, set forth elsewhere in Statutory Regulations and the Constitution and By-Laws, the Board of Directors shall have the following duties and powers:

- It shall constitute the Management Committee within the meaning of the Associations Incorporation Act and the Executive Board of this Club and be responsible for the execution, through the Club Officers, of policies approved by the Club.
- All new business and policy of this Club shall be considered and shaped by the Board of Directors for presentation to, and approval by, Club members at a regular or special Club meeting.
- Club members must approve all new business and policies of the Club. This is generally covered by the ratification of the Board Meeting minutes at a general (dinner) meeting of the Club. However, this clause could just as easily be met during the President's report if they included all new business and policy considered at the last meeting of the board. A notice of Motion to adopt the President's report (which must be included in the minutes of the general meeting) would suffice.
- If your Club has projects that are ongoing (eg Leos or an ongoing project where the term exceeds the term of the current Board), it can be written into your Club Policy Minutes and therefore does not need to be adopted each year. It should be a matter of course that the Club Policy Minutes are checked and amended annually and adopted each year at the Club's July Board meeting for the ensuing year and ratified at the following general / dinner meeting of the Club.

- It shall authorise all expenditures and shall not create any indebtedness beyond the current income of this Club, nor authorise disbursement of Club funds for purposes inconsistent with the business and policy authorised by the Club membership.
- It shall have power to modify, override or rescind the action of any officer of this Club.
- It shall have the books, accounts and operations of this Club **audited annually** or, at its discretion, more frequently and may require an accounting or have an audit made of the handling of any Club funds by any officer, committee or member of this Club. Any member of this Club in good standing may inspect any audit or accounting upon request, at a reasonable time and place.
- It shall appoint, on recommendation of the finance committee, a bank or banks for the deposit of the funds of this Club.
- It shall not authorise, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this Club by which funds are raised from the public.
- It shall submit all matters of new business and policy to the respective standing or special Club committee for study and recommendation to the board.
- It shall name and appoint, subject to approval of the Club membership, the delegates and alternates of this Club to District (single or sub-multiple) and International Conventions.
- It shall maintain at least **two separate funds** governed by generally accepted accounting practices. The first fund is to record **administrative** monies such as dues, tail twisting fines and other internally raised Club funds.

A second fund shall be established to record **activity** or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with the Section above.



## President's Fact Sheet 22 – Preparing for Club Meetings

One of the most effective ways to ensure success in a Club's programme is to plan. Appoint a Programme Chair or Committee to assist you. The President should discuss plans and ideas with the programme Chair. Ensure there are interesting guest speakers, partners' nights and Club visits.

Create a **Club Calendar** with all important dates - Club meetings, Board meetings etc.

Then add the predetermined programme items, such as District Convention, District Governor's visit, Club Officer Forums, Zone Chair's visits, Zone meetings, partners' nights etc. This will help you plan which meetings require an entertainment or education/information aspect.

### Increasing Meeting Attendance

- Meeting dates, time and location are convenient for members.
- The meeting place is comfortable and meets the needs of your members.
- The venue is suitable and (if you have dinner meetings) provides good meals at reasonable prices.
- Feature an interesting programme or presentation at each meeting (see below).
- Use multiple communication methods to encourage attendance, including email, phone call and Facebook. Communications should include a positive description of the meeting programme and emphasize the importance of involvement in the Club's activities.
- Invite members and potential members. Encourage them to bring friends. Even if they miss a meeting, continue to keep them on your invitation list. Make phone calls to members who miss more than one meeting, to find out the reason they are not attending.
- Provide a status report of each Club project and encourage members to get involved.

### Meeting entertainment

- The key to successful meetings is a clear agenda and variety. Try to have both entertaining and informative meetings. Have fun, engage members and you will find that many problems disappear.
- Whilst many Clubs welcome partners at all meetings, it is important to offer Lions' partners several specific opportunities to visit the Club.
- Ensure all members are involved with meeting duties on a rotational basis. This creates shared involvement by the membership.
- Organise at least one meeting a year for members to praise and constructively criticise (review) their Club. Make sure that this meeting is closed to visitors, as robust argument may not promote the best view of Lionism to those outside our organisation.
- Advance details of the programme (at least the name of the guest speaker, their topic and the names of the Lions who are to introduce and thank the speaker) should be made available to members at least a week prior to the meeting.
- Restrict introductions and votes of thanks to 2 minutes each.
- Seek interesting guest speakers and meeting activities... ensure variety.

## **Guest speakers** may include...

- District Committee Chairpersons – Learn about the status of your District’s important projects and encourage Club support.
- Other District portfolio holders (e.g. Global Membership, Leadership or Service Team Coordinator, Grants Coordinator). A list of portfolio holders and contact details is in the *Multiple District Directory*.
- Local Community Leaders – such as a mayor, member of government, police or fire chief, school leader etc. Not only will your Club benefit from their programmes, but you will have the opportunity to introduce these influential people to your Club.
- Local Businesspeople - such as representatives from your members’ companies, the Chamber of Commerce or convention and visitor’s centres.
- Recipients of Club Service – Hearing from those who have benefited from Club efforts is a great way to motivate members to continue their dedication to serving others.
- Cultural Organizations such as museums, theatres and orchestras - interesting and informative programmes from these organizations are a good way to add variety.
- Organizations that Help the Disabled – such as Special Olympics, vision assistance organizations, agencies for the disabled, groups that aid the elderly and others. While these groups will usually request funding from the Club, they may also provide opportunities for hands-on involvement.
- Club based activities – Hearing from members about their hobbies, history or employment is a great way to learn about our colleagues. Team-based trivia or music quizzes, team building exercises, competitions or problem-solving exercises encourage members to work together.

Make sure you have backup programmes that are quick and easy to use should a speaker cancel at the last minute. You may...

- have a series of games for members to play to help them get know each other (e.g. one person makes three statements about themselves – one false, the others true, and people work out the false one).
- show an International Program video and discuss how your club is contributing to the Association’s goals for the year.
- hold a membership recruitment “summit” and brainstorm creative ways to recruit new members, or
- have your Public Relations Chair report on the status of publicity efforts and your Club’s perception in the community.

## **Tail Twisting**

- The Tail Twister's function is to encourage fun and Club harmony - to fine for fun and not for funds, for humour and not to hurt.

- They can involve members who may not have as high a profile as others by having a good supply of topical and current stories or anecdotes in reserve. Political, religious, or risqué jokes or stories must not be used at any Lions meeting.
- Tail Twisting should be given a definite time limit. Twisting should involve everyone in the fine sessions over a period of meetings. It is also a good practice to not fine the same Lion more than twice at any meeting.
- Clubs need to consider a policy for fining guests.

### Other matters

- Cooperate with the Lion Tamer to ensure that the meeting room is set up and ready well ahead of the scheduled starting time.
- Plan for a Greeter or Greeters to be on hand to meet everyone as they arrive. Make members and visitors feel welcome at every meeting.
- Avoid cliques by placing name cards on the table and rotating the cards each meeting to allow all members and their guests the opportunity of meeting each other.



## President's Fact Sheet 23 – Running Club Meetings

It is the duty of each chartered Club to hold meetings at least monthly, at a time and place recommended by the Board and approved by the Club.

The time and place for these meetings should be as published in the Multiple District 201 Directory except in special circumstances. There is no constitutional authority for a Club to have 'holiday breaks'.

### **Quorum (if your Club has adopted the Standard District 201Q3 Constitution)**

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1\*
  - (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1\*
- \*Extract from Generic Club Constitution as approved by the Office of Fair-Trading Queensland.*

### **Role of the President at Meetings**

The President is central to the success of every Club meeting. You must ensure that you:

- arrive early enough to greet your special guests. Greet and enjoy fellowship with members and their guests.
- are fully conversant with the background or activity involving the guest speaker or special guests.
- use the correct protocol when introducing official guests.
- be aware of the business to be transacted.
- control the meeting so it flows but is not overly constricted by formality of procedure.

### **Keep Control of the Meeting**

As President (and Chair), you are the guardian of the time which your Club members assign to Lions. Occasionally, you will find it necessary to use the gong to get the meeting back under control. Do it - be firm but fair. Do not hesitate to wind up discussion on any matter once you feel that both sides have put their case fairly - avoid needless repetition.

Use the rules of debate (refer to Joske's Lau & Procedures at Meetings in Australia).

Be flexible in the interpretation of these rules. Some members are intimidated by strict adherence. On the other hand, others may take advantage of the situation if you are too generous. It is important that you know the rules, even if you do not rigidly enforce them.

### **Motions**

- Ensure that, for insurance purposes, all Club activities are authorised by motion and recorded in the Minutes.
- Clarify the meaning of a motion if the mover has not already done this. Ensure that any motion is specific as to who is to act before you allow it to be seconded and thus brought to the floor of the meeting for debate.

- Where proposals involve financial expenditure, ensure that the motion incorporates the amount or at least a limit of expenditure and the account from which the money shall be drawn. You should allow your Treasurer to say whether such expenditure is feasible.
- If the motion is complex, ask the mover to write the motion to ensure the Secretary has it correctly recorded. This makes the Secretary's job easier, allows the ensuing debate to proceed along logical lines without arguments over semantics, and ensures the minutes of the meeting provide a true record.
- As President or Chair of the meeting, you should be impartial. However, this is sometimes difficult in Clubs when the President or Chair is involved in the matters under discussion. Where this is the case, ensure that both sides of any question are discussed and avoid stating your personal views, whenever possible.
- Where the President or Chair is known to favour a course of action, it is best to ensure that a vote is taken on any critical issue; and if he/she wishes to take an active part in the debate, or is named in the motion, he/she should vacate the chair during that debate.
- The Chair of any meeting should use his/her vote with care. Under our Constitution, the President has only one vote. Generally, it is better that the President or Chair does not vote, unless it is necessary to maintain the status quo. It is better to maintain the status quo, even against your personal judgement, rather than risk splitting the Club over a matter where opinions are evenly divided.
- For matters that may affect the Club Constitution, local legislation may require a 66% or 75% majority.

## Typical Meeting Agenda

The President must ensure an agenda is prepared for each meeting, with an approximate timing for each item.

The following outline is a simple example for you to **adapt** to your Club's needs.  
(Dinner and Board Meetings will have a different agenda)

### AGENDA

- Call to Order
- Welcome Visitors and Guests
- Apologies for absence
- Ethics and/or Purposes
- Club Announcements by Secretary
- Lions Information Talk
- Break
- Introduce Guest Speaker
- Guest Speaker
- Vote of thanks to Guest Speaker
- Minutes of last meeting
- Matters arising
- Vice Presidents' Reports
- Other business
- Tail Twister
- Final announcements
- Close of Meeting



## President's Fact Sheet 30 **Global Membership Approach (GMA)**

Q3 District has committed to participating in a process known as the "Global Membership Approach" to support districts worldwide to increase membership growth and retention.

A Q3 cabinet position (GMA Support Lead) drives this GMA process under the direction of the District Governor. This position will manage the process by working with the DG Team, the GAT Coordinators, Team leaders and Region/Zone Chairs on plan development, implementation, and accountability.

The Q3 GMA Support Lead for 2023 - 2024 is Mark Bates

### What is the Global Membership Approach?

The Global Membership Approach combines a planned strategic approach and a set of resources for Q3 district teams to utilize to develop membership by:

- Rejuvenating the Q3 district with new clubs
- Revitalizing Q3 clubs with new members
- Re-motivating existing members of Q3 clubs with fellowship and exciting service.

Designated teams within the Q3 GAT structure have been organized to focus on achieving these three objectives.

### What has happened in our district as we adopted the Global Membership Approach?

We have built a team of experienced, and enthusiastic Lions which includes the Global Action Team, DG, and the Zone Managers.

A Q3 5 Year Strategy (see attached) was developed where our district identified the needs of our area, through a SWOT analysis and focussed discussions with cabinet members and clubs. Realistic membership goals were then developed accordingly.

### How is the Global Action Team (GAT) involved?

Our GAT team includes the Leadership Team, Service Team, Membership team and Zone Managers with the DG serving as chairperson. It serves as the primary resource for the Global Membership Approach.

In our Q3 district the GMA Leader would be responsible for ensuring that the Global Membership Approach is implemented. GAT Team Leaders provide support, advice and training to ensure the Q3 5-year Strategy is implemented.

### How can clubs support of the Global Membership Approach?

Engagement of members at the club level is the foundation to successful membership growth and retention. This can be done through a simple club planning process. Typical planning would start by asking members.

*"If we continue as we are where will our club be in 5 years' time?"*

From there a SWOT (Strength, Weaknesses, Opportunities and Threats) analysis will clarify what needs to be done to plan for the next 5 years.

Our GAT team and Zone Managers are very willing to assist clubs in their planning process. Please ask.

For more information on the GMA process visit

<https://www.lionsclubs.org/en/resources-for-members/resource-center/global-membership-approach>

## FACT SHEET 31 - DISTRICT & CLUB ACTION TEAMS



In District 201Q3, your **Action Team** promotes and supports service, leadership and membership activities, at the **Club** and **District** level.

Leadership, membership and service impact each other. Each of these key areas influences the others. Great leaders can drive membership and service. Great service can inspire new service-minded people to join us and give Lions opportunities to lead projects. And membership growth increases service impact and produces new leaders who can guide clubs into the future.

We have purposefully taken the '*global*' initiative and focused on how we can best enact this by directly supporting **Clubs** and **individuals** in our **District**. There are three teams.

- **Membership Team**

Promotes ideas, tools and strategies to assist Clubs to value membership by recruiting new members, engaging and retaining existing members and starting new Clubs and Club Branches.

- **Leadership Team**

Helps people grow into Lionism by arranging and delivering local leadership and Lions Information Sessions and promoting International and Multiple District learning activities.

- **Service Team**

The Service Team will champion the service framework of Lions Clubs International (LCI), as well as promoting our National and District service projects/foundations to maximize impactful service, action and growth. They also provide support to Clubs when recording service hours.

Each team comprises a Coordinator and a small team.

<b>DISTRICT ACTION TEAM</b>		
<b>Membership Team</b>	<b>Leadership Team</b>	<b>Service Team</b>
<ul style="list-style-type: none"> <li>● Alan Brooks (District Coordinator)</li> <li>● Team Members:                             <ul style="list-style-type: none"> <li>○ Greg Rollason</li> <li>○ Lauren Sankey</li> </ul> </li> <li>● VDG1 Richard Williams</li> </ul>	<ul style="list-style-type: none"> <li>● Donna Hedges (District Coordinator)</li> <li>● Team Members:                             <ul style="list-style-type: none"> <li>○ Doug Evans</li> <li>○</li> </ul> </li> <li>● VDG2 Narelle Gluer</li> </ul>	<ul style="list-style-type: none"> <li>● Debbie Williams (District Coordinator)</li> <li>● Team Members:                             <ul style="list-style-type: none"> <li>○ Chris Sang</li> <li>○ Danielle Runge</li> </ul> </li> <li>● DG Andy FitzGerald</li> </ul>

Members of the District Action Team will work with the Club Service Director, Membership Chair and First Vice President (as Leadership Chair) respectively. The Zone Chairs will also identify areas for their attention. We look forward to working with you!

<b>CLUB ACTION TEAM</b>		
<b>Club President</b>		
<b>Membership Chair</b>	<b>Leadership Development (VP1)</b>	<b>Service Director</b>

Your club-level team is responsible for:

- Reporting all GAT/Club officer positions to Lions Clubs International
- Planning and reporting service projects
- Developing action plans for your goals to grow membership, strengthen service and develop good leadership
- Submitting monthly membership reports
- Providing orientation to new members
- Strive to achieve and apply for the Club Excellence Award
- Communicating with your zone chairperson and the District GAT leaders about support needed, successes and upcoming meetings/service projects

As the club president, you'll serve as the club chairperson of your club's Global Action Team.

Your key responsibilities:

- Ensure the election of a club service chair, membership chair and a leadership development chair (VP)
- Support member retention by creating a harmonious club atmosphere. Make members feel part of the Lion family while serving the local community
- Ensure club leadership development, membership and service plans are presented and approved by the club's board of directors
- Facilitate regular meetings to discuss and advance initiatives established by the GAT.
- Collaborate with the district GAT and other club presidents to further those initiatives focused on membership growth, leadership development and expanding humanitarian service
- Be an active member of the district governor's advisory committee of the zone in which your club is located to learn and share best practices.
- Share successes, opportunities and needs with all club officers, the district GAT members



Lions Clubs make local communities better places. People in your community know that they can count on your Club for support. Lions work on a diverse array of community service projects and each Club is responsible for the quality of that service.

Considerations for choosing service activities fall into five main areas:

1. Activities relevant to the needs of your community.
2. Activities that support the key Lions Clubs International Global Causes – hunger, diabetes, childhood cancer, vision and environment.
3. Activities that support causes and programmes run by Lions Australia e.g. Youth of the Year, Lions Biggest Barbecue.
4. Disaster relief through LCIF and ALF and others
5. Anything else that you choose.

### Selecting Service Activities

Most Clubs achieve a balance between local, national and international service activities – the percentages in the balance are up to the Club. You may develop a rough formula e.g. 60 / 30 / 10.

Involvement of members in selecting activities will generate new ideas, increase member participation in activities and improve member satisfaction.

It is a good idea to review your club's goals before choosing activities. Look closely at your resources - time, budget and volunteer hours and abilities - before committing to a project.

### Planning Service Projects

Once you have selected a service activity, it is time for planning.

- Establish the goal of the project – what do you want to achieve?
- Give the project a name – this is valuable for promotional purposes.
- Assemble the project team – consider what is needed to successfully complete the project and seek out club members with those skills.
- The project team leader/s will then establish a work structure – deciding how the project will be done, and who will do what.
- Prepare a timeline to keep the project focused.
- Use media to provide advance notice of your project and active updates that highlight progress.

### Monitoring Service Projects

- Communicate – keep in touch with project team members.
- Communicate – keep the Club informed.
- Review progress at regular intervals and provide motivation along the way.
- Encourage adjustments to the project team's plan if necessary – issues may arise that require modification. The important thing is to successfully complete the project.

## Evaluating Service Projects

- Upon project completion, compare your results to the goals established – do they align?
- With the project team, analyse the process – what did the project team do well? What could be improved? An honest evaluation will help your Club to do even better next time.
- Document key points and recommendations for future reference.

## Celebrating

- Acknowledge the contributions of all involved – your recognition is important.
- Celebrate and take pride in knowing your Club made a positive impact.
- Report your activity through MyLION.
- Promote your success on social media, in the local paper etc.

## Major Service Activity

The cornerstone upon which every successful Lions Club is constructed is a major service activity that involves every member of the Club. The activity must be of significance to the people of your community. Only then will it attract their interest and imagination.

Strong emphasis on a major activity will build community support. It will strengthen the unity of your membership and enhance membership participation in projects sponsored by the Club.

## Major Fund-Raising Activity

We must fund our service activities. Many Clubs hold a major fund-raising project where the community can contribute funds.

Every member should bear some degree of responsibility for establishing, organising and effecting the project. Membership involvement is the key to Lions Club effectiveness.

## Insurance

It is important that you ensure any project 'out of the ordinary' has sufficient insurance coverage. If you are uncertain, please check with [insurance@lions.org.au](mailto:insurance@lions.org.au) to make sure



## President's Fact Sheet 33 **Disaster & Emergency Relief**

From time-to-time Lions clubs within the district plan and organise disaster or drought reliefs efforts especially if it affects their local communities.

Organising clubs are asked to advise the District Governor of such plans so that the District Governor can gauge the extent of such relief efforts and be able to respond to any enquiries or media requests.

It would be appreciated if clubs could provide the following information to the District Governor via email to ensure the correct information and acknowledgements are given when required.

CLUB NAME:

DATE:

PROJECT MANAGER:

CONTACT NUMBER:

PROJECT:

TYPE of SUPPORT GIVEN:

AMOUNT RAISED:

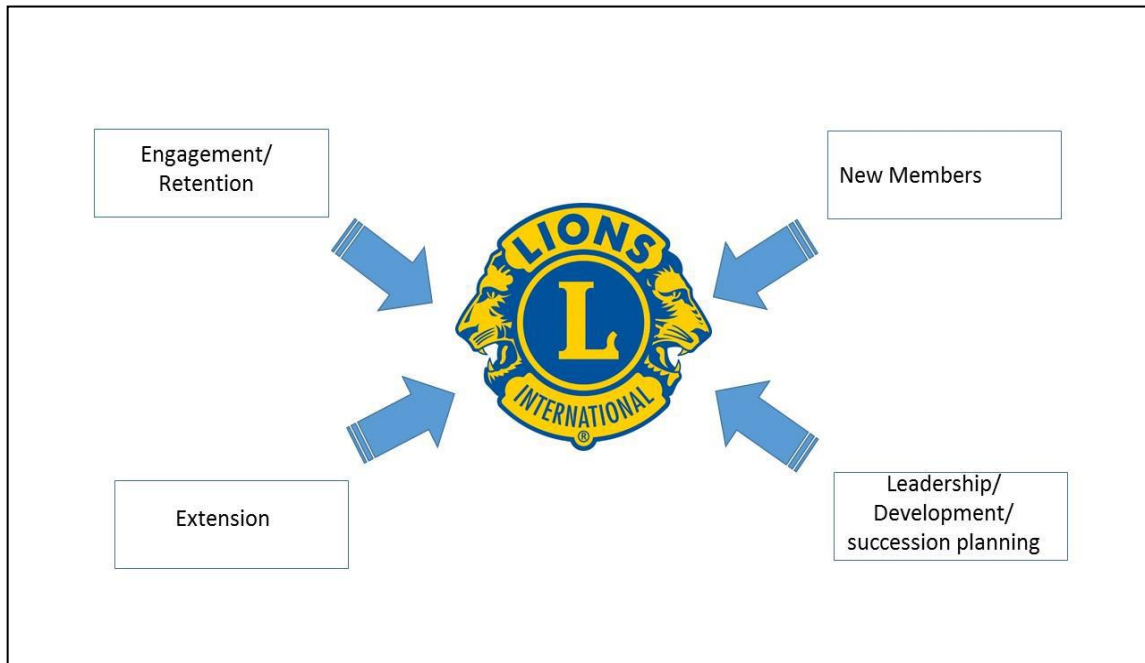
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## President's Fact Sheet 41 - Membership

Primary responsibility for membership rests with the Membership Officer. All members have a role and responsibility in maintaining and engaging membership. The **Global Action Team (GAT) Manual** contains more comprehensive information.

As the ongoing sustainability of the Club is in your hands, here are the **key principles** from that manual...

### Overview



### Engagement/Retention

It is easier to keep members than find new ones. Are members happy and contributing? Do they feel valued, listened to and appreciated? Does your Club meet the needs of the demographics of members and the local community?

Would you encourage your friends to join the Club? If not, what do you need to change so that you would?

### New Members

We are regularly looking for new members, and all members are encouraged to attract new members into the Club.

Membership development is seldom a problem if a Club has gained community recognition and appreciation. Active people in the community will be attracted to the Club. Both the Club and individual members should encourage potential new members by increasing their knowledge of Lions Purposes and by engaging them in Club activities.

The Membership Chair from the **District Global Membership Team (GMT)** may send your Membership Officer the details of a person who has contacted Lions Australia and stated they are

interested in joining our organisation. It is critical that your Membership Chair follows up these leads – by phone where possible, as soon as possible.

## Extension

Is there an opportunity to start a new Club or Club Branch in your area?

## Membership Committee

You may consider a Membership Committee, consisting of at least three members, one of whom would be the Chair.

There are several ways you can look at the makeup of this committee; here is one option:

- 1st Year Member - Responsible for new members and members' welfare
- 2nd Year Member - Focuses on Leadership & Retention and is the Committee Deputy Chair
- 3rd Year Member - Concentrates on Extension and is the Committee Chair.

## President's Fact Sheet 42 – Club Welfare

The President's skills as a leader and communicator will determine how effectively his/her objectives are realised. The aim is to achieve a harmonious Club, working together in the spirit of Lionism and the living the motto, 'We Serve'.

An important aspect of the President's role is to maintain that harmonious relationship. Be alert for any signs of disharmony within the Club and act to defuse the problem.

In any group of people, there will be times when personal differences develop. It would be naive to imagine that all of these can be overcome. However, much can be done to minimise problems and persuade the members concerned to 'agree to disagree' in the best interests of the Club.

Remember that there are techniques for the resolution of conflicts and do not hesitate to seek advice from senior Lions if you feel the situation is getting out of control. The principle of resolution is embodied in the **Lions Ethics**.

Please be aware of Lions Australia Code of Conduct and the Complaints Handling  
[2022-LIONS-CLUB-CODE-OF-CONDUCT.pdf \(lionsclubs.org.au\)](#)  
[20221202-CSO-Complaint-Handling-Procedure.pdf \(lionsclubs.org.au\)](#)

Presidents should consider designating a **Club Welfare Officer** to ensure that the welfare of Club members is supported. Each of us suffers a personal disappointment or health issue and needs the support of others. Who better to come to support than our Lions' friends?

Once a year, set aside a meeting to review how people feel about your Club.



## President's Fact Sheet 43 - Inducting a New Member

The Induction of a new member is very important.

For most of us, it is a once in a lifetime experience and ought to be treated as such. Some Clubs ask a senior Lion or the Membership Chair to perform the induction, whilst involving the President in the ceremony.

Any ceremony demands the attention of the whole Club. The best way to ensure this happens is good preparation.

Before you begin, decide where you, as President or Chair, the sponsor, and the inductee will stand. Make sure you have a visual focus to back up your presentation, such as your Club's flags, banner and bannerette displays.

Many Clubs like to involve the inductee's partner in the ceremony, by having him/her join the group before the Club. This is a good idea, provided you give the partner an active role.

Copies of standard induction ceremonies are readily available from the LCI website <https://www.lionsclubs.org/resources/EN/pdfs/me22.pdf> or Lions Australia [Global Action Team - New-Member-Installation-Ceremony.pdf - All Documents \(sharepoint.com\)](#).

These form a good basis for your planning. When Lions have heard the same format for many years, it tends to lose its ability to hold the audience's attention. You should vary the programme to suit the needs of your Club or the inductee. For example, it may be appropriate to shorten the format for a re-joining Lion or inducting multiple new members.

As well as inducting the member, ensure the sponsor (or mentor) is aware of their responsibilities to support the inductee.

The **District Governor's A1 Membership Award** encourages new members to complete a range of functions/activities in their first 12 months of membership.

For full details, see **Annexure 1**. It details the criteria for the Award.



## President's Fact Sheet 44 - Recognition

It is important that members know their service is noticed and valued.

Lions Clubs International has an extensive recognition programme to reward Lions for special achievement. Recognition can also be a more personal reinforcement; informal recognition.

From a simple “thank you,” buying lunch, sending a note... Club leaders should be creative in their efforts to let others know they appreciate their hard work.

For more ideas, refer to the publication ***The Art of Recognition*** on the LCI Web site. Some options are...

- **Recognise Club Members**

Recognition is an excellent way to maintain morale in the Club. Clubs may determine guidelines for honouring the service of its members. The Secretary is responsible for maintaining accurate awards records and ordering awards.

Awards honouring outstanding service are available from the Club Supplies Catalogue. Awards should be ordered as early as possible to ensure timely delivery.

- **Awards and Fellowships**

Many Lions Projects have pins, awards and Fellowships that Clubs may consider purchasing to recognise excellent service.

Prices range from US\$25 for a pin to US\$1,000 for a **Melvin Jones Fellowship**. Details are on the LCI and Lions Australia websites.

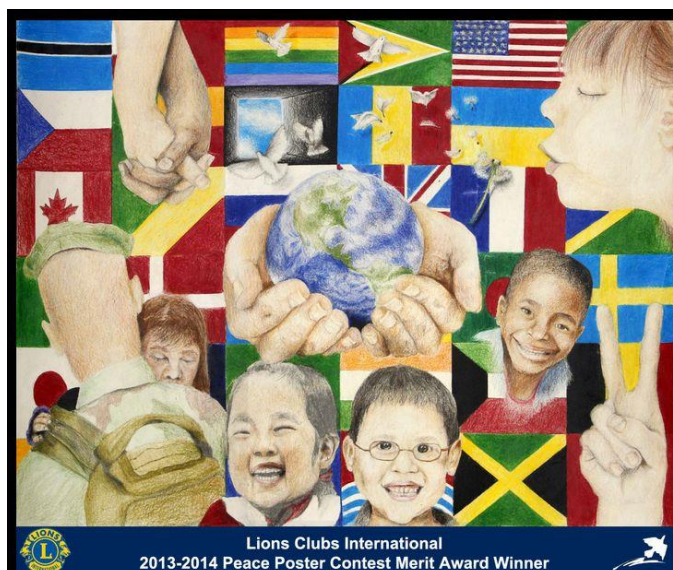
- **Membership Awards**

Descriptions of the various membership award programmes are available on the LCI Web site.

- **Host Appreciation Dinners**

Some Clubs hold an appreciation dinner for community residents who helped their Club. It is a good opportunity to say “thanks” to a range of supporters.

The most important and immediate recognition is to say “thank you” – at the time of the good deed and then at the Club meeting.



It is important to organize and promote social activities.

- Good fellowship promotes solidarity, efficiency and quality results. The choice of programme and social functions can be as important as some of the Club's project activities.
- Ensure that a member has the responsibility for the organization of social functions. The cost of such activities must not become a burden on members.
- When selecting social activities, be creative and stretch your members' experiences.
- Some Clubs schedule a social night when there are five of their meeting nights in a month (e.g. if they meet on 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, they also do something on the 5<sup>th</sup> Tuesday).
- Social activities do not have to be long – a visit to a coffee shop after a service activity is a good way to wind down, de-brief and reflect on a job well done.
- Consider breakfast, morning tea, lunch or dinner opportunities... or fish and chips in the park. Visit a nursery, art gallery or view a movie... innovate!
- But be careful not to become a Social Club – service is our bread and butter



### Global Leadership Team (GLT) - Introduction

The Global Leadership Team (GLT) is one of three teams in the District Global Action Team. Team members will make a range of learning opportunities available throughout the year and are available to speak with Clubs or Zones about what they can offer, or to run customized information or review sessions.

Growing leaders in your Club is a key responsibility for you and the Club's Vice President, who, in the Standard Club Constitution, is the Leadership Chair.

The following support tools will help you during your year and beyond. In reviewing this information, you may decide to encourage the rest of your leadership team and other Club members to expand their own knowledge and undertake some of the activities.

### Leadership Development

In the Standard Club Structure, leadership development is the responsibility of the First Vice President.

For the purposes of your leadership development in District 201Q3, we are referring to:

- the skills and knowledge required for formal positions of responsibility (e.g. on the Club Board).
- skills and knowledge for people who accept responsibility for projects or parts of projects.
- understanding how Lions works, what projects we have, how we are structured, our language and history.
- preparing for the 'next step' in your Lions journey
- thinking strategically about your Club and Lions generally
- preparing for a role on District Cabinet.

### Club Officer Orientation

District 201Q3 conducts **forums** for Club members and officers. All are welcome to participate. These programmes benefit skill development, knowledge and personal growth.

- ◆ Look for the details and organize attendance... dates / times / locations.

Training resources detailing the responsibilities of the Club President, Secretary and Treasurer are available in the Leadership Resource Centre on the LCI Web site at

<https://www.lionsclubs.org/en/resources-for-members/resource-center/leadership-development>

For more details of the content, see **Fact Sheet 74** – '*Learning Activities and Useful Info*'. The Leadership Division at International Headquarters manages these valuable resources.

- ◆ Manuals provided at **Club Officer Forums** are available for all members at...

[InfoCentre - District 201 Q3 \(lionsq3.org.au\)](https://lionsq3.org.au)

## Developing yourself

Club members will be looking to you for motivation, inspiration and guidance. Together, your leadership team will help keep the Club moving towards its goals by involving members on committees and/or service projects and providing opportunities for leadership experience.

Giving members responsibility, praise and appreciation will encourage them to remain with the Club and grow the leadership pool.

You should identify potential leaders and encourage their development. Once you have identified future leaders, the Club Leadership Committee should develop plans to mentor and provide training opportunities and Lionism experience both within and outside the Club. As an effective leader, you will want to identify and develop your successors.

Quality **succession management** is a key factor in successful Clubs.

**LCI** offers a variety of **leadership development opportunities** for Lions Club members.

- **Lions Learning Centre** <http://members.lionsclubs.org/EN/resources/leadership-resource-center/lions-learning-center/index.php> helps sharpen knowledge of Lions fundamentals and leadership skills through online, interactive courses.
- Available through the Lions Learning Centre, courses related to public relations, motivating members, managing meetings, public speaking and managing service projects are included. The purpose of these courses is to develop more effective Lions leaders. The courses can be completed at home, with timing that suits you.
- **Webinars** are interactive, online trainings sessions that use the Internet to connect the participants and instructors. A variety of topics is addressed through LCI's webinars each year.
- **Lions Leadership Institutes** are 2 ½ day residential workshops that share information, practice skills and create networking opportunities. Your GLT Coordinator or Team Member will advise when they are held, what the attendance requirements are and financial support options. Participants speak highly of these experiences.



## President's Fact Sheet 61– Zone Meetings

Each quarter, The Zone Chair will invite you to attend a **District Governor's Advisory Meeting (Zone Meeting)**.

Ideally, the **President, Vice President** and **Secretary** participate. In some cases, it is appropriate that the Treasurer is also present as well as other members of your Club GAT Team. Any member of the Club is encouraged to attend.

**These gatherings of Clubs in each Zone are important**, as they are part of the link between the Club, District and Lions Clubs International. Your Club may have ideas that other Clubs can use, and you may pick up ideas for your own Club.

The Zone Chair will report on matters discussed at District Cabinet. Should you wish to raise a matter at Cabinet, please contact your Zone Chair.

The general format for these meetings involves reports on Club status and activities from each President (Q3 District has developed a reporting template for clubs to use. Your Zone Chair will send out the report template for you to complete prior to the Zone Meeting. It is an efficient idea to circulate a copy of your Club's report to all Clubs in the Zone prior to the meeting.

The report should include your service activities, social activities, membership changes and any challenges you see coming up for your Club. Dot points speed up the report.

The Zone Chair, or a Club in the Zone, may propose a Zone project, competition or social activity, to enable financial costs or workload to be shared, and/or encourage fellowship among Clubs.

You should report on Zone Meetings at your Club, particularly regarding District activity and the projects being carried out by neighbouring Clubs.

Your Zone Chair will visit your Club twice in the year. Their contribution to your meeting will be at your and their discretion, but may include a District update, induction or educative talk. They provide a report on their visit to the District Governor Team.

Should you be looking for a sounding board or to discuss an issue within your Club, your Zone Chair is your first formal contact.



## President's Fact Sheet 62 - District Governor's Team Club Visit

A member of the District Governor's Team (the District Governor or a Vice District Governor) will visit each Club to understand the operations of the Club and discuss Lions business matters.

You are encouraged to use this visit to strengthen your Club's relationship with District Officers. After setting a date for the visit, Clubs should give him/her time on the agenda to address members.

The District Governor Team Member will likely speak about the District Governor's theme and the International President's theme. They may present a Distinguished Service Award and/or an Excellence in Service Award to a member of your Club or community (nomination forms are at Annexure A), a District Governor's A1 Membership Award (for members who complete the criteria in their first 12 months of membership (see Annexure 1) and/or make any other presentations during the visit.

The Cabinet Secretary will contact your Club to arrange the date of the visit and provide a list of guidelines. These include...

- **protocols** to be observed with these visits.
- ensure the District Governor or representative and their partner are introduced to all members prior to the meeting and provide a formal introduction prior to their address.
- meal costs for the DG/VDG and partner are an expense of your club's Administration Account.
- keep business to a minimum, with only essential matters addressed.
- no other guest speaker should be programmed for these official visits.

While there is no expectation that your Club will make a gift to the District Governor Team Member or their partner, the Cabinet Secretary will advise whether the District Governor has chosen projects to be the beneficiary of donations in lieu of a gift to the Governor.

Throughout the year, Clubs are encouraged to advise the District Governor about major activities so they can support you if they can.



## President's Fact Sheet 63 - District Convention

District Convention is a great opportunity to network with Lions from across the District, find out more about Lions projects and hear entertaining and informative guest speakers.

It may also be the opportunity for a road trip / short holiday.

As President, you (or the Club Secretary) have some administration matters to attend to.

- Receive the email with details of the closing date for Notices of Motion and nominations for District and Vice District Governors and District Convention host and take necessary action
- Encourage people to attend and lead by example. Lions and Leos will learn a lot, build networks and your Club will benefit from the information and relationships that attendees gain.
- Complete the **Nomination Form for Delegates/Alternates** (only for Lions Clubs). The District Convention is the **AGM** for the District and your Club is entitled to vote on matters presented for discussion and decision. The Cabinet Secretary will advise how many delegates you may nominate. The formula is set by the District Constitution
- You can also nominate **alternates**, who may vote if your delegate does not attend a session.
- **Remembrance Ceremony Form** – All clubs are asked to list members and partners who have passed away since the last convention report, so they can be recognised in the memorial service.
- At District Convention, your delegates will be voting for the District Governor Elect and Vice District Governors Elect for the following year.

Candidates will send you their resume and other information. The Club can acquaint themselves with the candidates and inform the delegates how they would like them to vote\*.

- You can discuss the **Notices of Motion** to be voted on at Convention at a Club meeting to inform your delegates how the Club feels about the motions\*.

\* Delegates are not bound to the Club's recommendations, as they will receive further information during the debate on the floor of Convention.

Many of the motions are procedural, but there are always a couple that impact the direction of the District.

The Cabinet Secretary will send the Delegate Nomination form, the Remembrance Ceremony Form (both with instructions and due dates), candidate resumes and Notices of Motion to all Clubs in time for Clubs to complete and return them.



## President's Fact Sheet 64 - Annual General Meeting

### *(Procedures to be adopted by Incorporated Lions Clubs)*

The Associations Incorporation Act 1981 stipulates that all incorporated organisations must hold an Annual General Meeting and our standard Club Constitution says that the AGM must be held within **180 days** (Rule 16, Section E) of the end of the financial year (Rule 18).

Each year, the **Office of Fair Trading** will send out an annual report form for your Club. A Club Officer must complete this form, attach the **Minutes of the Annual General Meeting**—and the **audited financial statements**, and return them to the Office of Fair Trading by 31 December.

The Lions Club Management Committee determines the method of calling the Annual General Meeting, but the Secretary must give at least **14 days' notice in writing** and must state the business to be conducted at the meeting.

At the Annual General Meeting, it is necessary that a quorum be established. [Refer Rule 16, Section F (1) and (2)] detailed below:

5. The quorum for a general meeting is at least the number of members elected or appointed to the management committee (Board of Directors) at the close of the association's last general meeting, plus 1.
6. However, if all members of the association are members of the management committee (Board of Directors), the quorum is the total number of members, less 1.

It is important that correct Annual General Meeting procedures are adopted by incorporated Lions Clubs. The following **agenda** should be followed:

- 1) Meeting opened (time)
- 2) Attendance
- 3) Apologies
- 4) Confirm that the minutes of the previous AGM are a true & correct record of that meeting.
- 5) The Annual Report by the retiring President is to be adopted.  
Club members may move that the President's report (which was presented at the Installation Night) be taken as read, before adopting the report.
- 6) A report may be presented by any other retiring Officers.  
(If any are presented, such reports to be adopted).
- 7) The Audited Financial Accounts for the previous year are presented for approval and adopted.
- 8) Confirm the election of the Board of Directors (with the names listed in the minutes).
- 9) An Auditor be appointed.
- 10) General Business
- 11) Meeting closed (time).

◆ **Suggested wording for motions to be moved, seconded and carried:**

**MOTION ONE** That the minutes of the Annual General Meeting held on ....., as circulated, are a true and correct record of that meeting.

Moved by Lion \_\_\_\_\_

Seconded by Lion \_\_\_\_\_ and Carried.

**MOTION TWO** That the retiring President's Report, which was circulated prior to the meeting, be taken as read.

Moved by Lion \_\_\_\_\_

Seconded by Lion \_\_\_\_\_ and Carried.

**MOTION THREE** That the Annual Report presented by the retiring President be adopted.

Moved by Lion \_\_\_\_\_

Seconded by Lion \_\_\_\_\_ and Carried.

**MOTION FOUR** That the Annual Report presented by any retiring Chairs be adopted.

Moved by Lion \_\_\_\_\_

Seconded by Lion \_\_\_\_\_ and Carried.

**MOTION FIVE** That the report and Statements of Income, Expenditure, Assets and Liabilities affecting the transactions and property of the Club, duly Audited and Certified, for the preceding financial year (1 July 2021 to 30 June 2022) be adopted; and that the Club Secretary lodge a copy of same with the Office of Fair Trading in the approved form under Section 11 of the Associations Incorporation Regulation 1999, as amended within one month of this meeting.

Moved by Lion \_\_\_\_\_

Seconded by Lion \_\_\_\_\_ and Carried.

**MOTION SIX** That the appointment of Club Officers who were duly elected to the Management Committee at the Lions General Meeting held on ..... be ratified. These officers will hold their respective appointments until 30 June 2023. *(Such officers to be named in the Minutes)*

Moved by Lion \_\_\_\_\_

Seconded by Lion \_\_\_\_\_ and Carried.

**MOTION SEVEN** That ..... be appointed Auditor for the 2022 – 2023 Financial Year with the approval of the Office of Fair Trading.

Moved by Lion \_\_\_\_\_

Seconded by Lion \_\_\_\_\_ and Carried.

*(Note: The Auditor cannot be a member of the Management Committee).*

## President's Fact Sheet 65 - Club Elections

The Club's **Constitution and By Laws** defines the procedure for the election of the Officers of a Lions Club. Club Officers should refer to their Constitution for advice on scheduling and requirements for the elections.

National Office (via Cabinet Secretary) will provide scheduling to publish the Multiple District Directory. (To be **completed by 15 April**). Please ensure all contact details are current.

### Nominations Committee

The Club President is responsible for the appointment of a Nominations Sub-Committee, preferably during December/January of each year.

This committee comprises a small number of experienced Lions, preferably under the Chairmanship of a past President. The task of the committee is to select at least one member of the Club to stand for each of the positions for the forthcoming year.

The committee may encourage newer members to stand for office and provide information about the roles. A clear distinction should be made between 'Club office' as defined by the Club Constitution and appointments that are the prerogative of the Club President, following his/her formal election – the nomination committee should only deal with elected positions.

The committee should select the best member available for each position, remembering that there are excellent facilities for training, together with information support by way of both **District** and **on-line manuals** etc. for President, Secretary, Treasurer and the Global Action Team

### Nominations Committee Report

Prior to the date of the Nominations Meeting, the Nominations Committee should provide the President with a Nominations Report, submitting **at least** one name for each position. The Club Nominations Meeting should be held during **February/March**.

The Nominations Committee should not control the appointment of office bearers for the coming year and it should be made clear to Club members that alternative nominations are welcome.

### Nominations Meeting

The Club Board sets the date, time and venue for the Election Meeting.

The Club Secretary must give fourteen days formal written (email is acceptable) notice of the venue, date and time of the Nominations Meeting to each member in good standing.

The notice may include a reminder that any member in good standing is entitled to submit nominations for any or all positions, subject to those nominated being in good standing and agreeing to serve.

(Note: The Constitution is clear that the names are to be submitted at the nomination meeting, not before).

## Election Meeting

Following the nominations meeting, an election meeting must be held, to comply with MD201 reporting requirements and in accordance with the Club Constitution.

The Secretary must give a minimum of **14 days written notice** (including the time and venue of the meeting, and the names of people nominated for each position).

Further nominations cannot be accepted at the Election Meeting, other than in the circumstances outlined in Rule 14 Section C of the Standard Club Form constitution. (If there is no nomination for a position at the Nomination Meeting, please refer to the Constitution or your Zone Chair for guidance).

## Notification of Elected Officers

Following the election meeting, the Club Secretary must immediately notify the details of the elected officers for the ensuing Lions year (commencing on 1 July) to the Cabinet Secretary, using MyLCI and the completion of the PU101 form by 15 April each year.

The Cabinet Secretary may extract the data from MyLCI to produce a spreadsheet with Club and Officer details to be sent to National Office for the printing of the Multiple District Directory.

## MANAGING V/S LEADING TEAM

Managers focus on	Leaders focus on
<ul style="list-style-type: none"><li>• Goals and objectives</li><li>• Telling how and when</li><li>• Shorter range</li><li>• System, resources and structure</li><li>• Autocracy</li><li>• Restraining</li><li>• Maintaining</li><li>• Conforming</li><li>• Imitating</li><li>• Administrating</li><li>• Controlling</li><li>• Procedures</li><li>• Consistency</li><li>• Bottom line</li></ul>	<ul style="list-style-type: none"><li>• Vision</li><li>• Selling what and why</li><li>• Longer range</li><li>• People and human nature</li><li>• Democracy</li><li>• Enabling</li><li>• Developing</li><li>• Challenging</li><li>• Originating</li><li>• Innovating</li><li>• Directing</li><li>• Policy</li><li>• Flexibility</li><li>• Horizon</li></ul>

## President's Fact Sheet 66 - Multiple District Convention

Multiple District Convention is a great opportunity to network with Lions from across Australia and beyond, find out more about Lions projects, hear entertaining and informative guest speakers and watch the national finals of Youth of the Year and Leo of the Year.

As President, you (or the Club Secretary) have some administration matters to undertake.

1. Encourage people to attend. Consider attending yourself. Lions and Leos will learn a lot, build networks and friendships and your Club will benefit from information gained during Convention.
2. Complete the Nomination Form for Delegates/Alternates (only for Lions Clubs). The Multiple District Convention is the **AGM** for the Multiple District and your Club is entitled to vote on matters presented for discussion and decisions.

Your Delegates vote on behalf of your Club. The Cabinet Secretary will advise the number of delegates your Club is entitled to

3. You can nominate alternates, who may vote if your delegate does not attend a session.
4. Complete the Remembrance Ceremony Form – all Club members and partners who have passed away since the last Convention report, so they can be recognised in the memorial service.
5. You can discuss the Notices of Motion to be voted on at Convention at a Club meeting, to inform the delegates how the club feels about the motions.

Many of the motions are procedural, but there are always a couple that impact the direction of Multiple District and it is useful for all members to be aware of them and have their say.

Delegates are not bound to the Club's recommendations, as they will gain further information during the debate on the floor of Convention.

The Cabinet Secretary will send the Delegate Nomination form, (both with instructions and due dates) and the Notices of Motion to all Clubs in time for the Clubs to complete and return them.



## President's Fact Sheet 71 - Promoting Your Club

How your Club is perceived in the community is vital to its success.

Developing and implementing a comprehensive **public relations programme** helps ensure that community members recognize and support your Club. Public relations involve all forms of communication – written, verbal and non-verbal. It includes writing news releases, distributing promotional flyers, displaying road signs and promotional banners and interacting with a wide range of people in your area.

Equally important are actions often taken for granted, such as wearing a Lions lapel pin and marching in a parade.

Your PR programme will encompass both ongoing Club publicity and promoting special events, such as fundraising and service activities.

Good public relations will foster community support, as people want to belong to a successful and reliable organization. By actively promoting your Club and its worthwhile activities, you will be projecting a positive image in the community.

Equally important is internal communication. Many Clubs find that preparing a **Club Directory** and publishing their own **newsletter** helps keep their members informed.

A communication tool that connects with a broad audience is the Club **Website**. The site can reach your audiences - both internal and external. A website is useful to make Club information and activities known to members. Use it for your Club calendar, membership information, meeting details etc.

A **Facebook** page allows you to get your current activities into members' and community minds immediately. Facebook is a great way to promote your Club. If your members 'like' the page and like or comment on the posts on the page, that post will go out to their friends. Some Clubs use a closed Facebook page to arrange and manage their activities.

You may also explore PR opportunities that are available through social media such as **YouTube**, **Twitter**, **Flickr** and **Instagram**. You can share your news, videos and photos with captions.

Be creative - a photo of person in a suit handing a cheque to another person in a suit is unlikely to pique their interest. A photo of a small group of people doing something interesting will be more successful. Write the article for the newspaper as best you can – make it as easy as possible for the newspaper.

The District has a **Marketing Chair** who can assist, or coordinate, PR activities with your Club's Marketing and Communications Chair.



### Club Officer Report

Each year following the election of the Club officers, Clubs report their new officers to District and Multiple District to the Cabinet Secretary and to International Headquarters on MyLCI by 15 April.

Once new officers are reported, those officers will begin to receive correspondence and have appropriate access to MyLCI and MyLion.

If you have any officer change during the year, please record it on MyLCI and tell the Cabinet Secretary. It is essential that contact details are up to date.

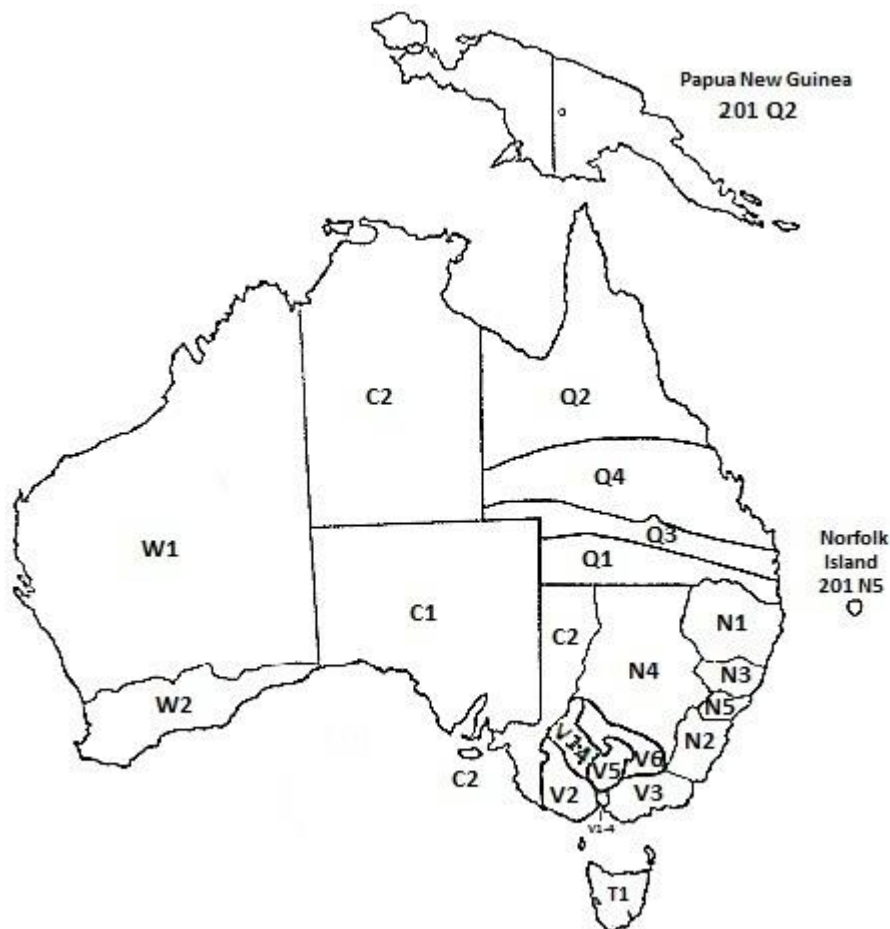
### Lions Australia Directory

The National Office will provide details about scheduling to meet the operational needs with respect to publishing the **Multiple District Directory**.

This is done by the Cabinet Secretary and Club Secretary using the information from MyLCI.

If this date is not met, it is impossible to guarantee that the correct Club details will appear in the Multiple District Directory, nor will the materials and correspondence for the new Lions year be correctly routed.

Clubs order their Lions Australia Directories from the **Club Supplies shop**.



## How to hand over to a new officer

You have nearly finished your term and soon someone else will undertake this job. Thank you for your service. Please assist your successor to find their feet, with a smooth transition.

Whatever your role, there will be some items to consider:

- Is all paperwork/records up to date and correctly filed?
- Are assets listed, clean and in good order?
- What work is in progress and needs to be attended to?

Ask yourself –

- Do I leave this role in good shape?
- What would I have liked to have known when I started this role?

Before the new year starts, have a conversation with your successor.

- Explain what the role entails.
- Let them know what worked for you and what didn't, but reinforce they should undertake the role in a way that suits them.
- What are their key relationships?
- Answer any questions that may arise – now and in the future.
- Reassure them that they can handle the job and they will have help along the way.
- Encourage them to attend the **Club Officer Forum** and access relevant on-line materials.

## If you are taking on a role

You may be nervous about taking on a leadership role. You can achieve so much along the way. Things like confidence, public speaking ability, writing, mixing and speaking with strangers, project management and administrative skills.

We all start out new to any position and the more help and support we are given, the more we will enjoy the role. Listen to advice but do it your way.

Participate in a Club Officer Forum – the Cabinet Secretary will let your Club know when they are held.

John Bingham - a hero to slow marathoners everywhere, said '*The miracle isn't that I finished. The miracle is that I had the courage to start.*'

You have made the hardest decision – you are at the starting line. Remember to finish well.





**President's Fact Sheet 74**  
**Online Learning Activities and Other Useful Information**

Here are a sample of resources available.

**1. The Lions Learning Centre (LLC)** helps develop leadership skills through online learning courses. Courses are categorized by key skills: **Leadership, Managing Others, Achieving Results** and **Communication**.

<http://members.lionsclubs.org/EN/resources/leadership-resource-center/lions-learning-center/index.php>

These courses typically take 30 to 60 minutes to complete.

You can *save and return* to complete a course.

Your **training record** is updated as you complete each course. You can download a copy.

◆ Go to **MyLion > Learn > Online Training - Lions Learning Centre**.

Choose from the **Content Library**, which includes...

<ul style="list-style-type: none"> <li>◆ Club President Learning Path</li> <li>◆ Club Secretary Learning Path</li> <li>◆ Club Treasurer Learning Path</li> <li>◆ Action Planning to Achieve District Goals</li> <li>◆ Club Officer Training</li> <li>◆ Club President Responsibilities</li> <li>◆ Club Secretary responsibilities</li> <li>◆ Club Treasurer Responsibilities</li> <li>◆ LCIF</li> <li>◆ Most Frequently Asked Policy Questions</li> <li>◆ New Club Development</li> <li>◆ Selecting Your Team</li> <li>◆ Team Motivation</li> <li>◆ Servant Leadership</li> <li>◆ Succession Planning</li> <li>◆ The Global Action Team</li> <li>◆ The Service Journey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Coaching</li> <li>◆ Conflict resolution</li> <li>◆ Decision Making</li> <li>◆ Delegation</li> <li>◆ Effective Listening</li> <li>◆ Effective Teams</li> <li>◆ Goal Setting</li> <li>◆ Introduction to Live Virtual Training</li> <li>◆ Introduction to SWOT Analysis</li> <li>◆ Meeting Management</li> <li>◆ Mentoring</li> <li>◆ Promoting Innovation</li> <li>◆ Public Speaking</li> <li>◆ Time Management</li> <li>◆ Working Together in a Mutually Respectful Environment</li> </ul>
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## OTHER SOURCES OF USEFUL INFORMATION

### 2. LCI Member Resources

<https://www.lionsclubs.org/en/resources-for-members/resource-center>

There is a whole range of resources available:

- Different categories – Club Administration, Leadership Development, Membership Development etc
- Types of Resources – Presentations, Brochures, Guides, Videos etc
- Catered for Different Audiences – Clubs, District, Members
- Training information for Club officers, icebreakers and recognition hints, links to Lions Mentoring Program.
- Tips and ideas on planning projects

[Take some time to browse the LCI website to view some of these useful resources]

### 3. Also refer to the Lions Australia website ([www.lionsclubs.org.au](http://www.lionsclubs.org.au)):

- Resources - Lions Clubs Resources - Lions Clubs Australia
- ✓ MD 201 Club Administration Manual (available on request from the National Office)
- ✓ Information Booklet for New Members (available through Club Supplies)
- ✓ Details of Lions Australia projects (e.g.: Youth of the Year, Lions Childhood Cancer Research Foundation).
- ✓ Lion Magazine
- ✓ Videos – Australian content

### 3. District website – ([www.lionsq3.org.au](http://www.lionsq3.org.au))

- Club Officer Manuals
- The District newsletter
- Standard Club Constitution & District Constitution
- Q3 Child & Youth Risk Management Strategy (Child Safe Policy)

### District 201Q3 Information

District Officers and experienced Lions are here to help you. Just ask!

District Cabinet contact details are in the Lions Australia Multiple District Directory and details for the **District Management Team** are at the end of this manual.

- Website [Home - District 201 Q3 \(lionsq3.org.au\)](http://Home - District 201 Q3 (lionsq3.org.au))
- Facebook Page <https://www.facebook.com/Lions201Q3>
- District Newsletter <http://201q3.lions.org.au/newsletter>.  
If you want a copy to your in-box, please contact the Cabinet Secretary.
- Sign up for **Announce** – the District's messaging system.

## Some Final Thoughts

- ✚ At the end of your term of office, report on the conduct of the Club's affairs for the year.
- ✚ Build your Club in every way possible. Be an example to others and a credit to the community, the District and Lions Clubs International.
- ✚ As a leader, you have a sound knowledge of the community, the Club and the Association. Use this knowledge to target projects and build connections.
- ✚ The greatest achievements are reached through quality planning and a team effort, with effective delegation.
- ✚ Getting to know members will assist with building a team and the achievement of goals in fellowship and service.
- ✚ Making members feel valued is essential to building a year of success. Members undertake important tasks when they see the value of the tasks. Ensure that everyone is clear on the planning, completion date and reasons for the activity.
- ✚ 'Do it now!' Write down the tasks to be done and number them in order of importance. Begin at number one and stay with it until it is completed. Review priorities as you go. Celebrate successful results.
- ✚ Use a diary. A diary can be an administrator's most powerful tool. It will reduce the incidence of forgotten projects and Club commitments and assist in maintaining priorities when time is short.
- ✚ Share your Club's achievements with others. Focus on how your Club has continued to prosper during your time as President.
- ✚ Recognize the support of partners and other community members.
- ✚ This Manual is prepared as a reference point. It is reviewed on an annual basis and is as accurate as possible at the time of publication. Any feedback will be appreciated.
- ✚ **We wish you a most successful, fulfilling year of leadership and service.**



## PERPETUAL DISTRICT AWARDS / TROPHIES

Each year, Clubs and individuals are given recognition by way of Awards.

❖ **DISTRICT 201Q3 CLUB OF THE YEAR**

Presented to the Club which performs best across a wide spectrum of Club activities during the year. Information is gained from monthly Membership and monthly Activity Reports, District Chairs and other District records – refer to the next page for allocation of points.

❖ **DISTRICT 201Q3 CLUB PRESIDENT OF THE YEAR**

Presented to the Club President who has demonstrated high leadership qualities and achieved the President's objectives for the year.

❖ **DISTRICT 201Q3 CLUB SECRETARY OF THE YEAR**

Presented to the Club Secretary who has shown conscientious attention to all reports and prompt reply to correspondence, as well as performing his/her duties at the highest level.

❖ **DISTRICT 201Q3 CLUB TREASURER OF THE YEAR**

Presented to the Club Treasurer who has shown promptness in paying all club dues and accounts, and who carried out his/her duties efficiently and in the correct manner.

❖ **DISTRICT 201Q3 ZONE CHAIR OF THE YEAR**

Presented to the Zone Chair who has performed his/her duties to the highest standards.

❖ **DISTRICT 201Q3 CLUB MEMBERSHIP GROWTH AWARD**

Presented to the Club with the highest percentage membership growth.

❖ **DISTRICT 201Q3 CLUB SERVICE AWARD**

Presented to the Club with the best service activity. Photographs, press clippings and any other reports **must** be provided to the Global Service Team (GST) Coordinator by 31 July 2020 to allow adequate time for judging.

❖ **DISTRICT 201Q3 CLUB BULLETIN AWARD**

Presented to the Club that has kept their members informed and provided a record of past happenings. This will be judged on layout, information, photographs and general news items promoting Lions. Clubs need to forward their newsletters/bulletins to the Assistant Cabinet Secretary and Marketing Chair.

❖ **DISTRICT 201Q3 CLUB PUBLIC RELATIONS**

Presented to the Club that produces the best published story of the year.

## DISTRICT 201Q3 CLUB OF THE YEAR

This competition is designed to identify and reward the Club within our District which performs best across a wide spectrum of Club activities during the year. Information is gained from monthly Membership and monthly Activity Reports, District Chairs and other District records.

- Members inducted during the year active at 30 June 2024 30 each
- Reinstated or transfer-in members accepted 20 each
- Dropped members (excluding transfer-out & deceased) minus 20 each
- Increase in "Under 40" Membership 10 each
- Monthly Membership Reporting on MyLCI by due date 10 per month
- 24 Service Activities Reported on MyLion 5 per activity (max 120)
- Completion of three (3) "Global Causes" projects 30
- Bonus points if projects completed in all five of the Global Causes 20
- Contribution to LCIF 30
- Semi-Annual District, MD and LCI dues paid by due date 80 per billing
- Late submission of dues minus 80 per billing
- Sponsorship and the chartering of a new Club 200
- Sponsorship of a new Leo Club 50
- Sponsorship of a new Club Branch 50
- Club participation in Christmas Cakes Sales 30
- Increase in Christmas Cake Sales over last year's sales 20
- Club participation in Lion Mint Sales 30
- Increase in Lion Mint Sales over last year's sales 20
- Undertake and complete Club Quality Initiative Program 30
- Club participation in the Youth of the Year 30
- Club participation in the Youth Exchange Program (tbc) 30
- Club participation in the Peace Poster Competition 30
- Club participation in the Children of Courage Awards 30
- Attendance at Club Officer Information Days 2023 25 per member
- Attendance at District run Leadership Workshops/Seminars 20 per member
- Attendance at District, Multiple District or International Convention 20 per member  
(maximum 100 points per convention)
- Attendance at Zone Advisory Meetings 20 per member
- Contribution of articles for the District Newsletter 20 per article
- Club Bulletin forwarded to District Newsletter Editor and Marketing Chair 10 per bulletin
- Club has an article in non-Lions media 20 per article
- Club has 20 Club-related posts on their Facebook Page 30
- Interclub visits made by at least three members 30 per club visit
- Completion of Lions Institute Course or Guiding Lion 20 per member
- Completion of on-line course through Lions Learning Centre 10 per member

## DISTRICT GOVERNOR'S A1 MEMBERSHIP AWARD

This Award is available to new Lions, Leo, and Lioness members who meet the following criteria in their **FIRST TWELVE MONTHS** of Service.

A framed certificate and an A1 lapel pin are presented to each recipient of this award at a regular Club meeting by a member of the District Governor's Team, a Zone Chair or Region Coordinator or Lions member appointed by the District Governor.

Depending on when the criteria is achieved, the award may also be presented during the District Convention or District Changeover, by the current District Governor or Immediate Past District Governor.

### Criteria

- Read and review material contained in the Lions New Membership kit.
- Attend a board meeting of the Club.
- Participate in at least two of the following events or initiatives:
  - District Convention
  - National Convention
  - ANZI Pacific Area Forum
  - Lions Awareness Program Workshop
  - District led New Member Orientation Workshop
  - Lions Mentoring Program or other Lions training/learning opportunity.
- Attend at least three (3) Club projects/fundraising events.
- Complete at least one online course through the Lions Learning Center
- Visit another Lions Club.
- Attend Club social functions.
- Attend the Club's regular meetings.
- Invite one or more guests to a regular Club meeting.

**Please promote this Award to new members and encourage them to work towards its achievement. Make a point of encouraging the new member's sponsor or mentor to help them achieve this award.**

The application form below is to be completed and certified by the Club President and Secretary and either posted or e-mailed to the Cabinet Secretary for approval by the District Governor.



**APPLICATION FORM  
DISTRICT GOVERNOR'S A1 MEMBERSHIP AWARD**

NAME OF APPLICANT

.....  
CLUB

.....  
DATE OF INDUCTION

.....  
DATE OF COMPLETION OF ALL CRITERIA

We certify that the above member has achieved the Criteria established for this award:

CLUB PRESIDENT

.....  
(NAME)

(Signature)

(DATE)

CLUB SECRETARY

.....  
(NAME)

(Signature)

(DATE)

**APPROVED**  
DISTRICT GOVERNOR

.....  
(NAME)

(Signature)

(DATE)

## DISTRICT GOVERNORS' SERVICE AWARDS

On the recommendation of the Club President, the District Governor will confer Distinguished Service Awards and Excellence in Service Awards (up to a maximum of two Awards for a Club of less than 20 members, and up to three for a club of 20 or more) for Lions, Lionesses, Leos, Lions partners or members of the public. The Awards shall be presented by the District Governor Team during their official visit to the Club.

- At least one award must be an Excellence in Service Award.
- At the District Governor's discretion, they may also present awards at any time during the year.
- The award is a certificate

### DISTINGUISHED SERVICE AWARD

This Award was first introduced into our District by the late PDG John Herman in 1997/98. It recognizes a Lion, Leo, Lioness, Lions Partner or a member of the general public for the good work they do in their community or for their service to Lions. The service may include, but is not limited to, fund raising, administration, service work, promotion.

### EXCELLENCE IN SERVICE

This Award was introduced by PDG Beverley Bates in 2010/11.

It recognizes:

- a Lion, Lioness, Leo, Lions Partner or a member of the general public for the exemplary humanitarian service work they perform in the Community. The service work performed must be totally non-fundraising, hands on service. **OR:**
- Clubs who instigate Signature Service Projects in their communities. These must be totally non-fundraising, hands on and preferably of an on-going nature.

### APPLICATION PROCESS

Application Forms for these Awards are available from the Cabinet Secretary and this manual. Please complete the application and send it to the Cabinet Secretary for approval by the District Governor, prior to the official club visit by the District Governor or Vice District Governor.

**Include a brief outline on the history of the recipient, to ensure a more personalized presentation.**

Whether the nominee is a member of a Club or from the general public, it is an opportunity to approach the media in your area and have your Club promoted. These awards are worthy of consideration for those who are helping to create better outcomes for our Clubs and our communities under our motto "**We Serve**" and deserve the support of all Club Presidents.



**NOMINATION FORM**  
**DISTINGUISHED SERVICE AWARD or**  
**EXCELLENCE IN SERVICE AWARD**  
[Circle which award is applicable]

Name of Recipient .....

Sponsoring Club .....

Reason for nomination .....

.....

.....

◆ Is the recipient a member of the Lions family? Yes / No

If no, please provide brief detail of recipient's role or position.

◆ Has Awardee been recognized with other Awards for this service? Yes / No .....

If so, please indicate...

.....  
Club President

.....  
Date

.....  
Approved by District Governor

.....  
Date