

**PRESIDENTS,
VICE PRESIDENTS
&
DIRECTORS**

**Leadership Training
Wharton, TX
July 25, 2009**

Agenda

- **Welcome**
- **Presidents**
- **Vice Presidents**
- **Directors**
- **What good leaders do.**
- **The Ten Essential Ingredients of A successful Lions Club**
- **Leadership Skills**
- **Essential Information**
- **Questions & Answers**

PRESIDENTS

President's Responsibility

- Having been elected to the office of President of your Club, you are its **Chief Executive Officer** and will be expected to reside at all meetings of your club, and regular and special meetings of your Board of Directors. You are the **CORE** of the Lionism realm. **You will** determine whether or not your club will succeed or fail. **LEADERSHIP** is the key. As President you are expected to set the club's goals, provide the enthusiasm and leadership to reach those goals, and award those whom help you in that endeavor. You can achieve whatever you set out to do, You will find that when you ask "We need help to accomplish this specific task, will you **HELP?**", you will seldom if ever be refused. On the other hand, if you ask for volunteers from the floor, you will probably fail. Such is the life of a President. **LEAD BY EXAMPLE.....**
- It is also your duty to **appoint the administrative and activities committees.**
 - Talk with your members and determine which committees they want to serve and chair.
 - Have regular reports from the chairperson at your Board meeting. Report these updates to your members at meeting and via communications. (i.e. newsletters, etc). Remember not all members can attend meetings regularly.
 - Delegate and **follow up** with all club activities. **You cannot do it alone...**

President's Responsibility

- **Attend all club meetings, zone meetings and cabinet meeting, including the District Convention.** Very helpful to the officers in the club for learning how other clubs meet, programs, projects etc...
- If at all possible attend the USA/Canada Forum, State and International Conventions.
- **Monitor your Officers and Board of Directors to make sure they are performing at the level they should be.** Remember your legacy as President will be determined by the success your club's performance.
- Use your **Past Presidents** as a source.
- Have your secretary provide you with a copy of **ALL** reports submitted to International and the District.

President's Responsibility

- **Establish Goals** – Challenging , but achievable.
- **Be Positive and Enthusiastic** in all you say and do
- **Work on Club Calendar** – Special events (i.e. spouses night, Projects)
- **Ask Secretary and Vice Presidents** to help establish your committees
- **Make visitors welcome** – they are in your home
- **Use sponsors** to pep up lagging members
- **The New Club Officer form (PU 101) must be submitted by April 15** to the District and Lions International. Have the nominating committee begin work in January. Have your elections no later than the first meeting in April. You should have a total of 2 readings prior to this meeting.

President's Responsibility

- **Parliamentary Procedures.**
 - Know the Fundamentals of Parliamentary Law
 1. Justice and courtesy for all
 2. Do only one thing at a time
 3. The Majority rules
 4. The minority must be heard
 5. The purpose is to facilitate action, not obstruct it.
- Always have an Agenda for your Regular and Board Meeting and follow that agenda, but be flexible.
- Promote your Club – How is your club perceived in the community is essential to its success.
- **Have your secretary keep a running log of all the project hours your members work. This will add up and help you with the Governor's Contest, and Year-End reporting to International. More on the Governors Contest later.....**

President's Responsibility

- Clubs can write their own Constitution and By-Laws if they don't conflict with District, State and or International & is legal. If a club doesn't have their own by-laws they are governed by International as provided by the Standard Form Constitution & By-Laws provided by International. (i.e. dues structure)
- **Make sure your Officers/Directors are trained and have a knowledge of each of their responsibilities**
- Know your **delegate representation** at conventions.
 - Lions International – 1 for each 25 members. Each club is guaranteed at least 1 delegate.
 - District Conventions – 1 for each 10 members. Must be current with dues & debts to International (i.e. supplies)
 - If you have any questions about the status of your club, please call the Governor or Cabinet Secretary prior to the convention

President's Responsibility

- **Governor Visit – Protocol**
 - **No other program should be scheduled.**
 - Senior Cabinet member present should introduce the Governor.
 - International requires the Governor to meet with the Club Board of Directors.
 - Seat the Governor at the Head Table.
 - Governor to the right of the Podium facing the audience

Authority

- The club president has no absolute authority. **The presidents authority to act must come from directives from the board of directors, the club as a whole, the club's constitution and by-laws or the Standard Form Lions Club Constitution and By-Laws.**

President's Responsibility

- **Know your annual contributions to Lions District Governor's Humanitarian Projects**

– Texas Lions Camp	\$10.00	Per member
– Lions Eye Bank	6.00	Per member
– L.C.I.F.	1.50	Per member
– District 2-S4 Disaster Relief	.75	Per member
– Texas Lions Foundation	2.00	Per member
– Leader Dog for the Blind	1.50	Per member
– Lion World Services for the Blind	2.50	Per member
– Youth Programs	.60	Per member
– Lions eyeglasses recycle center	.15	Per member

TOTAL \$ 25.00 Per member

NOTE: This could change from year to year as the

Governor desires.

President's Responsibility

- **New Member Orientations.**
 - **MUST**
 - Discuss
 - International
 - World's largest Service Organization
 - Number of members
 - Number of clubs
 - Headquarters – Oak Brook, Illinois
 - State
 - Consist of 16 districts
 - 16 Governors
 - 16 Governors + Council Chair make up the States ruling body – the Council of Governors.
 - State Office – Kerrville, Texas

President's Responsibility

- **New Member Orientations. (cont)**
 - Explain how the state is formed (2-S4)
 - Texas was # 2
 - Texas is spelled out in the different districts
 - District
 - District Organization (Hierarchy)
 - District Projects
 - Eye Bank
 - Disaster relief
 - Regions
 - Zones

President's Responsibility

- New Member Orientations. (cont)
 - Club
 - Membership Roster
 - Officers and Board of Directors
 - Committees and Projects
 - Dues Structure
 - Humanitarian Projects
 - Budgets (Service and Administrative)

VICE PRESIDENTS

Vice President's Responsibility

- **Vice Presidents, 1st, 2nd and 3rd.** (Optional)
- Shall if the president is **unable** to perform the duties of the president's office for any reason, the **vice president** next in rank shall occupy this position and perform the duties with the **same authority** as the president.
- At other times you may be asked to fill in for the President when he/she is not available
- Each vice president shall, under the direction of the president **oversee** the functions of such committees of the club as the president shall designate.
- **Vice Presidents** provide the administrative function inside the club. They are responsible for supervision of committee action. Some clubs make one of the VP's a committee chairman for a major activity. In either case, it is not their responsibility to do the job, **but** see that committee members carry out the functions and sometimes lead the way. Make the desires of the club known in enough detail so that members understand what is required of them.
- **In addition**, to supervision committees, the 1st VP should prepare themselves for the President's job when the time comes. This includes observing, and deciding in your own mind how you want to handle similar situation. Ask the President to permit you to preside over a meeting once in a while – the practice will help. Public speaking practice is a great help requirement for a good President. Learning to be heard, with or with or without a microphone, is one the hardest things to master

Vice President's Responsibility

- **Many clubs** ask the 3rd VP to be the program chair, other clubs may divide the time between the 3 VP's. If this is so, see that you have a program for every meeting. Please **inform you bulletin editor** of your scheduled programs so they can be communicated to **ALL** members. Keeping a member prepared to give a program is a good way to solve the problem of "**no shows**" and they do happen. Vary the program content and include Lionism in the schedule at least once every month or two. The **Cabinet officers** and committee chairs are always prepared to present their subject. **Use them.**

DIRECTORS

Directors

- **Directors are the REPRESENTATIVES** of the individual members of the club, and are charged with the responsibility to see that the **CLUB INTEGRITY** and all the club members interests are complied with. **Directors** are also charged with **OVERSEEING club officers** to ensure they are exercising their individual **responsibilities & maintaining the highest standards of Lionism.**
- They **must keep aware of the issues facing the community** so that they can bring these needs to the attention of the **Board of Directors** (***President, Immediate Past President, VP's, Secretary, Treasurer, Lion Tamer, Tail Twister, Membership Director and all elected Directors***). It is easy, in our fast-moving world, to skip over problems that the Club could solve and thus deprive the community of a good service.
- Your position is important because you will assist in formulating and executing the policies of your club
- All new business is considered and shaped by the Board Of Directors
- What the board of directors **can and cannot do by itself** is set forth in the Standard Form Lions Club Constitution and By-Laws
- **YOU, AS DIRECTORS ARE IMPORTANT!**

WHAT GOOD LEADERS DO!

What do Good Leaders Do

1. Your club will be the mirror of you. **ITS LEADER.**
2. A shared interest, not a self interest; remember that if you direct (lead) your Club to follow the goals and objectives, you will gain respect, and loyal cooperation.
3. **Do not demand.** **ASK**, get a commitment and **then follow-up** for results; authority is bestowed; authority is earned.
4. Lead with **ENTHUSIASM.**
5. Lead by **EXAMPLE.** Your attitude and behavior should be emulated by the Lions you lead.
6. Provide **CHALLENGING**, meaningful work for your Lions, Delegate to spread the blessing of involvement. **Remember you can not do it ALL yourself.**
7. **COMMUNICATE** your expectations – provide authority to accomplish goals.

What do Good Leaders Do

1. INDIVIDUALIZE – your supervision – show confidence.
2. Provide SUPPORT.
3. **Follow up.**
4. Obtain feedback, accountable results. However be careful what you ask for, and be prepared to accept negative comments.
5. BE OPEN, establish trust.
6. **“Pat on the Back”** – a simple thank you.....
7. Individualize your RECOGNITION to a Lion, when it is earned.
8. Leadership is an empowerment. You do this by **releasing** the information and knowledge. **Secrets** want provide good leadership.
9. Communicating Effectively
 1. Keeping your members up to date on club news, issues, etc and helping them work through challenges will be an important part of your year.

LEADERSHIP SKILLS

Leadership Skills

- **Being a Leader**
 - The good leader:
 - Motivates
 - Encourages
 - Delegates
 - Rewards
 - Is Objective
 - Gets the Facts
 - Takes action on the facts
- **Traits of a Good Leader**
 - Courage
 - Decisiveness
 - Dependability
 - Judgment
 - Sensibility
 - Loyalty
 - Enthusiasm
 - Endurance
 - Initiative
 - Sensitivity

Leadership Skills

- **Motivational Communication**

- **Phrases like:**

- I like that!
 - Go ahead....try it.
 - This is going to be fun
 - How can I help?
 - I agree
 - That's a great idea
 - How can we make it work?

- **Avoid phrases like:**

- The problem with that idea is....
 - It's not in our budget
 - We've tried that before
 - It'll never work
 - Why start anything new
 - It is not a bad idea but....

Leadership Skills

- **Dealing with Difficult Members**

- Talking for the sake of being heard.
- Conducting side conversations
- Challenging attempts to move the members and or Officers towards decisions..
- Waving off or negating all suggestions or new ideas from others.
- The urging of the Club to take action before a problem is clearly identified.
- Listen, do not debate.
- Talk privately with members who continuously exhibit disruptive behavior.
- Turn negative behaviors into positive contributions.

Membership Information

Membership Information

1. **Understand Membership Issues:**

1. Have a attendance Make up Policy and communicate to all members
2. Order you perfect attendance pins early so you can hand them out at your awards dinner/Installation Dinner.
3. Know the different types of membership. This will help members who are not able to attend meeting regularly because of specific circumstances.

1. **Active Members**

2. **Members at Large** – Membership at-large can be granted by the club board of directors, and only to club members who have moved from the community, or be cause of health or other legitimate reason are unable to attend club meetings regularly, but desire to retain membership in the club . This classification should be used only for very good reason, and must be reviewed each six months by the board of directors. A Li on-at-large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, including district and international dues

Membership Information

1. Understand Membership Issues (Continued)

3. Life Members – 20 + years active membership and outstanding service to the club and or community. Same as active

4. ASSOCIATE MEMBER A member who holds active membership in one Lions club, but maintains a residence or is employed in another community may find it convenient to be an Associate member in a second club. Such status is subject to approval of the board of directors of the second club , and is reviewed annually. The club conferring such status may impose club dues to cover bulletin and/or other overheads, but international and district dues are only paid to the club of active membership. Associate members are not eligible to hold office, but may be eligible to vote on local club matters.

Membership Information

1. **Understand Membership Issues (Continued)**

5. **PRIVILEGED MEMBER** A club member who has remained a Lion for fifteen or more years, and because of illness, infirmity, advanced age or other legitimate reason (as determined by the club board of directors), must relinquish his or her active status may be classified as a privileged member. This member shall pay such dues as the local club may charge, including district and international dues. He or she shall have the right to vote and be entitled to all other privileges of membership, except the right to hold club, district or international office

Membership Information

1. Understand Membership Issues (Continued)

6. Affiliate Lion Member Category An *Affiliate Member* is a quality individual of the community who currently is not able to fully participate as an *Active Member*, but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred at the invitation of the club's board of directors. An Affiliate Member may vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district, multiple district or international conventions. He/she shall not be eligible to hold club, district, or international office, nor district, multiple district or international committee assignments. An affiliate member is required to pay district, international and such dues as the club may charge. This is a full membership category alike active membership, and is different from the *At-Large Member* category which is a short term transitional category that must be reviewed by the club's Board of Directors every six months.

Larry Stewart

Phone – 713-207-5719

lestewart1949@hotmail.com

QUESTIONS