

LIONS CLUBS INTERNATIONAL



DISTRICT 201Q3

Club Officer Forum

Presidents' Manual

2019 - 2020

Donna Hedges

District Governor

“Shaping Our Future Together – We Serve”



Welcome Letter to Presidents	2
Profile of District Governor	3
International President	4
Introduction	5
Role of the Club President	6
A President's Year	7
Presidents' Fact Sheet Number 1 Take a breath	8
Presidents' Fact Sheet Number 6 Getting started	9
Presidents' Fact Sheet Number 7 Club Success	10
Presidents' Fact Sheet Number 11 Legal Stuff	11
Presidents' Fact Sheet Number 12 Admin Stuff	13
Presidents' Fact Sheet Number 13 Board of Directors	15
Presidents' Fact Sheet Number 16 Preparing for Club Meetings	17
Presidents' Fact Sheet Number 17 Running Club Meetings	20
Presidents' Fact Sheet Number 21 Service	22
Presidents' Fact Sheet Number 26 Membership	24
Presidents' Fact Sheet Number 27 Club Welfare	25
Presidents' Fact Sheet Number 28 Inducting a New Member	26
Presidents' Fact Sheet Number 29 Recognition	27
Presidents' Fact Sheet Number 36 Social Activities	28
Presidents' Fact Sheet Number 41 Leadership Development	29
Presidents' Fact Sheet Number 76 Attend Zone Meetings	31
Presidents' Fact Sheet Number 81 District Governor's Team Club Visit	32
Presidents' Fact Sheet Number 86 District Convention	33
Presidents' Fact Sheet Number 91 Annual General Meeting	34
Presidents' Fact Sheet Number 106 Club Elections	36
Presidents' Fact Sheet Number 111 Multiple District Convention	38
Presidents' Fact Sheet Number 117 Promoting Your Club	39
Presidents' Fact Sheet Number 121 After election - Admin	40
Presidents' Fact Sheet Number 131 Handing over to a new officer	41
Presidents' Fact Sheet Number 141 Learning Activities and Useful Info	42
Some Final Thoughts	46
Annexure A - District Awards	47
District 201 Q3 - Management Team - Contact Details	55



DISTRICT GOVERNOR'S WELCOME

Firstly, thank you for accepting the position of President for the 2019-2020 Lions' year. As the new year is fast approaching, it is important that we take time to prepare and plan for the next twelve months.

Attendance at the incoming club officer forums is strongly encouraged for all executive officers (president, secretary and treasurer) and for those who are taking on membership, leadership or service chair roles. The purpose of these forums is to learn more about your role, share ideas and hear up-to-date information on policy changes and new initiatives being implemented at the different levels of the organisation.

The club officer manuals are also provided as a resource, in addition to the many online materials that can be accessed via the LCI and Lions Australia websites. District cabinet officers are appointed to assist you in carrying out your role. Please make use of this resource if you need advice or information on any matters.

My theme for the year is **"Shaping Our Future Together – We Serve"**.

In responding to the changing needs of our communities or addressing the challenges we face such as ageing and declining membership, it is vital to work together with shared vision and goals. Together, we are responsible for shaping our future - tomorrow is the future we create today.

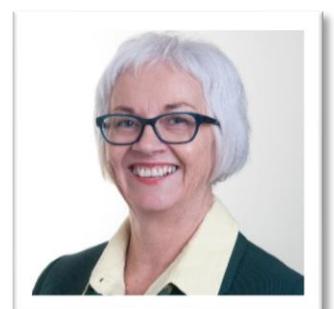
The goals for the district will centre around four key areas – Service, Membership, Leadership and Lions Clubs International Foundation (LCIF):

- Service – to champion the global service framework; to promote our district and national projects and foundations as well as service projects in our local communities; to look for new and innovative ways to serve and engage young people
- Membership – to increase our membership base and retain our existing members to enable us to expand our reach and serve more people
- Leadership – to support Lions to grow into lionism with opportunities to increase their knowledge and skills and provide leadership pathways
- LCIF – to raise awareness of the purpose and achievements of the foundation as well as raise funds to support the global service framework, disaster relief and other humanitarian projects.

I seek your support and assistance to achieve these goals so that it becomes a shared vision. Please share your plans and let us know what you need from District to achieve your goals. District and clubs need to work together, supporting each other.

I look forward to working with and for you throughout the year. Let's make it a great year.

Donna



DISTRICT GOVERNOR PROFILE – Donna Hedges

Donna was born and raised in Toowoomba, the eldest of four children to parents Joan and Dudley who still live in the family home of 65 years. After completing her schooling at Harristown State High, Donna attended the Kelvin Grove Teachers' College (now QUT) in Brisbane. Her career as a teacher and administrator spanned 40 years, teaching in locations across the state – from Goondiwindi and Allora to Innisfail, Townsville, Rockhampton and a number of schools in the Greater Brisbane region. Donna retired as a school principal in 2012.

Donna and Lion Kevin have been married for 47 years and have two adult children, Jason and Samantha, and eight grandchildren. Jason, an army officer, currently resides in Canberra and Samantha, an exercise physiologist lives on the Gold Coast.

Donna joined Lions in June 1999 with the Brisbane Bunya Lions Club. Over the past 20 years, she has served in various roles and committees both at club and district levels, including club president, secretary, club branch liaison, 2009 district convention secretary, cabinet secretary and member of the global membership team.

She is a graduate of both the Emerging and Advanced Lions Leadership Institutes and has completed the Guiding Lion training. Donna has received a number of awards in recognition of her commitment to Lions.

For over ten years, Donna held the position of secretary of the Lions Medical Research Foundation and is now an Ambassador for the Foundation. Donna has been involved with the LEOs since 1995 and is currently the LEO Advisor for the Mitchelton State High School LEO Club.

Donna has given freely of her time to volunteering in the communities in which she has lived, whether it be at a school, a church youth group, sporting clubs her children were involved in or with local community events and organisations. Last year, Donna volunteered at the Gold Coast Commonwealth Games and was also a baton bearer for the Queen's Baton Relay.

In her spare time, besides Lions, Donna enjoys going to the gym, and playing a most important role in life – being a grandmother to her 8 grandchildren.



INTERNATIONAL PRESIDENT – Dr Jung-Yul Choi

The International President for 2019-2020 is Dr Jung-Yul Choi from the Republic of Korea. He is a member of the Busan Jae-il Lions Club and has been a member for over 40 years. His career and life have been defined by the work ethic instilled in him as a child, along with the passion to bridge differences, connect people and embrace diversity to create harmony for all.

International President Choi's theme and key messages for the year will be:

“We Serve – Through Diversity”

[Diversity bridges all divides -- Diversify our Service and our Clubs – Paying It Forward, the domino of good]

Global priorities for the year:

- Speciality clubs allow people to join a community focused on common pursuits and interests – growing membership and helping our organization do even greater good
- Members of all ages – our members should represent every culture, background and generation. This year, we can strengthen our clubs by inviting young people and seniors to join us in service. This multi-generational approach is critical to unifying people, leveraging skills and experience and making clubs a welcoming place for all.
- Global Causes – our global causes give Lions around the world new opportunities to expand their service and make an even bigger difference in their communities
- Service Journey – Learn, Discover, Act, Celebrate – these are the four phases of a new set of resources for Lions to increase their service impact
- Supporting our Foundation – Campaign 100 is a three-year effort to raise \$US300 million – as we enter the second year of the campaign, we are encouraging everyone to give what they can.



Introduction

Being a Club President in Lions is an honour and a varied and sometimes challenging role.

Your year as President can be exciting and rewarding. There are many resources available to assist. Refer to the MD201 or LCI websites. There are details of these throughout this manual. Club members and District Officers remain a primary source of support for the President (and all club officers).

If you are a new President, do not be concerned if you think you lack experience. Understand that every job in Lionism is a learning experience. Make use of the experience you have gained in Lions, in your job, in other organisations and in your family. It can also be the steppingstone to your next role, in Lions or elsewhere.

Success will be achieved through your enthusiasm and dedication to the position, and from the reaction of Club members to your leadership. The successful President is a leader, a motivator, an innovator and an organiser. They empower their members and encourage them to serve and have fun.

Be a good communicator, who can clearly convey what needs to be done and ask for the help of the members to achieve goals.

The success of the Club depends upon your preparation and planning - and such preparation will make the role so much easier. 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 to be a success, and not all the ideas for your Club's activities need to come from you.

Duties of the Club President – The Club Constitution

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

- he/she shall be the chief executive officer of this 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
- appoint the standing and special committees of this club and cooperate with chairpersons to effect regular functioning and reporting of such committees
- see that regular elections are duly called, noticed and held
- 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

Here are some points to consider...

As a President you should:

- encourage each member to know and be proud that they are a **'LION'**
“Loving Individual Offering Needed Service”
- 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 can grow, succeed and be heard
- ensure the Club is visible in the community
- encourage members to participate and grow into Lionism by judicious delegation of tasks and responsibility, attending learning activities run or promoted by the Global Leadership Team or available on-line from LCI
- take steps to ensure the ongoing survival of the Club by keeping it relevant
- celebrate successes
- ensure members are aware of what is happening within the Club, Zone, District, Nationally and Internationally
- try to resolve disputes outside the meeting rather than challenge members in public, unless the issue is very significant. However, private discussions will normally result in major issues being resolved without causing dissension between members
- respect people.

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 smartest or wisest.

A President's Year

Here are some key events and milestones, so that you are well prepared.

Fact Sheets stand alone, and you may encourage others to read specific ones if you are delegating tasks to them.

When	What	Fact Sheet Numbers
April	Take a breath, sit back and think about the year	1
May June	Prepare for the year - Intro	6,7
May June	Prepare for the year - Understand your role in administering the club	11,12,13
May June	Prepare for the year - Meetings	16. 17
May June	Prepare for the year - Service	21
May June	Prepare for the year - Members	26, 27, 28, 29
May June	Prepare for the year - Social aspects	36
May June	Prepare for the year - Leadership	41
May June	With the treasurer, prepare a 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	16
July	Strategies to encourage and increase leadership in the club	
July	Ensure previous Treasurer has organised audit in preparation for AGM	
July (and others)	Attend Zone Meeting	76
July- Dec	District Governor Team visit	81
August	Admin for District Convention	86
October	Annual General Meeting	91
December	Christmas celebration	
February	Where next for you?	
March	Club Elections	106
March	Admin for MD201 Convention	111
March	March to May Membership Months	116, 117
April	After election admin	121
April	With new President, create a changeover committee	
June	Handover to the new Board	131
June	Prepare Changeover speech	
	Supporting information	141

You will notice that a lot happens before you take office. The calendar does not include service project dates or community celebrations and commemorations.

Presidents' Fact Sheet Number 1 – Take a breath

Congratulations – in a couple of months 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 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, relationship, 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 Lions knowledge, see **Fact Sheet 141** for various links.

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 these (and other questions) over, and see what answers emerge. They will help you through the planning phase of your Presidency.

The answers may change as you think through the questions. 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.

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** (see Annexure 1) 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 intend 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.

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.

Presidents' Fact Sheet Number 7 - **Club Success**

Excellence in club operations leads to member 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 @ <http://members.lionsclubs.org/EN/lions/strengthen-membership/club-excellence-process/index.php>

- **Club Quality Initiative** is a fun, 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 clubs identify ways to expand their 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, minimum annual dues to cover International, Multiple District and District dues and such other expenses as are necessary for Club administration.
- Submit such regular reports to the association's office as may be called for by the International Board of Directors.
- Abide by the constitution, by-laws and the policy of the International Board of Directors.
- Attempt to resolve all disputes arising at the Club level according to the Club Dispute Resolution Procedure set out, from time to time, in the policy of the International Board of Directors

Constitutional & Legal Requirements

Due to differing state legislation, Lions districts in most Australian states now issue a version of the Standard Form Constitution which incorporates the specific legal requirements of each state relating to Incorporation and other matters.

It is strongly recommended that Lions Clubs adopt the Constitution applicable to their State. **District 201Q3** has prepared a separate 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 <https://201q3.lions.org.au/resources>

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.

The more important constitutional and legal requirements for Lions Clubs are outlined in Chapter 4 of the *Club Administration Manual*, - <http://lionsclubs.org.au/club-administration-manual>

Observe safety practices at all times 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 sanction provided by the Office of Fair Trading under the Collection Act to raise or collect money on an ongoing basis from the public.

Clubs should confirm that they have been issued with the sanction 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/

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

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

Policy Minutes

Each club needs to maintain a current set of Policy Minutes.

Policy minutes reflect the **day to day operational** and **management** aspects of the club.

They address issues such as:

- regular project activity
- catering procedures
- security
- participation in District activity
- member reimbursement
- changeover function
- social activities;
- budgets
- meeting dates, times, dress standards, venues
- fee structure
- support for community activities
- club equipment
- security & safety
- Code of Conduct
- Child Protection Strategy

The Club Policy Minutes are **reviewed annually** and **adopted** at the first Board meeting in each Lions year, usually July. They may be amended at any time during the year.

District Constitution and By-Laws Chair (PDG Norm Alcock) is available to guide and assist clubs in formulating Policy Minutes.

Please remember - The Club President has no absolute authority. The President's authority to act must come from directives from the board of directors, the club's constitution and by-laws, or the Standard Form Lions Club Constitution & By-Laws. Any decisions must be ratified by a general meeting of the club.

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

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.

Recognition

It is important to recognize active members, so they continue their involvement. See Fact Sheet No 29 for more details.

Reporting & Forms

PLEASE NOTE – WE EXPECT LCI TO ANNOUNCE CHANGES TO REPORTING BETWEEN NOW AND THE INTERNATIONAL CONVENTION. WE WILL ENSURE ALL CLUBS HAVE DETAILS OF THE CHANGES AS THEY COME TO HAND.

Here is the current situation: LCI have provided a single log in, that will take you to (relevantly) MyLCI and MyLion. We expect that, from 1 July 2019, service activity reporting will be done on MyLion, and membership reporting will continue to be done on MyLCI

Knowing what we do and how many of us there are is important to allow LCI and Lions Australia to promote our achievements and reach, 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 our electronic reporting systems

Once LCI are aware of your position as the Club President (and your Club Secretary), you will receive an email message 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 26th of the month.
- Monthly reporting ensures accurate statement billing, magazine and 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 as they occur. 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 inspires Lions with success stories and provides a record of the year’s activities. Club Secretaries report their club’s service activities online.

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 the finance accounts, regularly provides financial reports and banks monies within two days of receipt.
- Ensure that 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 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.

Other stuff

- 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).

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

- (a) The members of the Board of Directors / Management Committee shall be the President, Immediate Past President, Vice Presidents, Secretary, Treasurer, Lion Tamer (optional), Tail Twister (optional), Membership Director, Branch Coordinator (if applicable and so designated), and all other Directors / Officers elected to the Board.
- (b) Regular meetings of the Board of Directors shall be held monthly at such time and place as the Board shall determine.
- (c) 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.
- (d) 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 the 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 the 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 (e.g. Leos, Lionesses 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 Clubs 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 authorize, 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 Section above.

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.

Firstly, create a Club Calendar with all important dates - Club meetings, board meetings etc.

Then add the many predetermined programme items, such as District Convention, District Governor's visit, Zone Chair's visits, zone meetings, partners' nights. This will give you an idea of which meetings require an entertainment or education 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 meetings.
- Provide a detailed status report of each club project (without being too detailed and drawn out) and encourage members to get involved.

Meeting entertainment

- The key to successful meetings is variety. Try to have both entertaining and educational meetings. Have fun and you will find that many problems disappear.
- Whilst many Clubs now welcome partners at all meetings, it is important to offer Lions' partners several specific opportunities to visit the Club
- Ensure that all members are involved with meeting duties on a rotational basis. This creates an interest amongst the membership.
- Organise at least one meeting a year at which an opportunity is given for members to praise and constructively criticise their own 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. See Fact Sheet Number 7 for tools to assist you do this.
- 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 and ensure variety.

Guest speakers may include...

- ❖ District Committee Chairpersons – Learn about the status of your district’s important projects to encourage club support.
- ❖ Other District portfolio holders (e.g. Global Membership, Leadership or Service Team Chair, Grants Coordinator). A list of portfolio holders and contact details are in the Multiple District Directory.
- ❖ Local Community Leaders – such as a mayor, member of government, police or fire chief, school superintendent, 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 bureau.
- ❖ 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, blindness 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 are a good way to 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 the 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 your club can 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 provide good 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, blue or risqué jokes or stories must not be used at any Lions meeting.
- Tail Twisting should be given a definite time limit on the programme. Some Tail Twisters fine every member – which is ok, however there is a need to keep the Twisting upbeat and timely. 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 one 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.

Presidents' Fact Sheet Number 17 - 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. Contrary to the opinion of some Clubs in MD201, 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 a Meeting

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 in introducing official guests.
- be aware of the business to be transacted
- control the meeting so it flows but is not 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 (see <http://lionsclubs.org.au/wp-content/uploads/2014/05/Club-Administration-Manual-Chapter-5-The-Club-President1.pdf> - para 5.21).

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 duly recorded in the Minutes.
- Clarify the meaning of a motion from the chair 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, if it is not obvious, 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 down 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 that he/she has an agenda prepared for each meeting, which should contain 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 to 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

Lions clubs make local communities better places. People in your community know that they can count on your club to pitch in. Lions work on a diverse array of community service activity projects and each club is responsible for the quality of that service.

Considerations for choosing service activities fall into four 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, sight and environment
3. Activities that support causes and programmes run by Lions Australia eg Youth of the Year, Lions Biggest Barbecue
4. Everything else!

Selecting Service Activities

Most clubs achieve a balance between local, national and international service activities – the percentages in the balance is up to the Club. 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 leaders will then establish a work structure – deciding how the project will be done, and who will do what.

Monitoring Service Projects

- Communicate – keep in touch with project team members
- Communicate – keep the Club informed
- Review progress 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 get the project done – and done well!

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 – as a club officer, recognition from you 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 the 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 all projects sponsored by the Club.

Major Fund-Raising Activity

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

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

Presidents' Fact Sheet Number 26 - Membership

Primary responsibility for membership rests with the Membership Officer, and the Global Action Team Manual contains more comprehensive information.

However, as the ongoing sustainability and survival of our Club is in your hands, here are the key principles from that manual...

Overview



Retention/Engagement

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?

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

New Members

We are continually 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 persons in the community will already 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** may send to your Membership Officer the details of a person who has contacted Lions Australia and stated they are interested in joining our organisation. Currently, we convert a small percentage to members. 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.

Presidents' Fact Sheet Number 27 – Club Welfare

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

An important aspect of the President's task 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 see <http://201q3.lions.org.au/resources> for information about the District Escalation Procedure and Multiple District Code of Conduct and Club Grievance Procedure.

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

Each year, set aside a meeting to review how people feel about your Club – see Fact Sheet 7 for Lions tools to assist.

Presidents' Fact Sheet Number 28 - **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 that this happens is to ensure that what is said and done is well prepared.

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 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 (a Google search will show there is more than one on the internet) are readily available from District Officers, or the LCI website (e.g.) <https://www.lionsclubs.org/resources/EN/pdfs/me22.pdf>

These form a good basis for your planning. Remember that 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** is available for members who complete certain functions in their first 12 months of membership. For full details, see Annexure 1. It provides guidance to some of the activities you may encourage them to try.

Presidents' Fact Sheet Number 29 - **Recognition**

Recognition can be defined as 'acknowledgement with a show of appreciation'. It is important that club officers let members know their service is noticed and valued.

Lions Clubs International has an extensive formal 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, naming a club event in their honour; 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. Here are some options...

- **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 buying to recognise excellent service. While not all are intended as awards (members and others can buy them for themselves), they can all operate as an award from the Club.

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 choose to hold an appreciation dinner for all community residents who helped their club. It is a good opportunity to say "thanks" to everyone.

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

Presidents' Fact Sheet Number 36 - **Social Activities**

It is important to promote social activities.

- Good fellowship promotes efficiency and good 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 organisation of social functions. Remember to ensure that the cost of such activities does 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 2nd and 4th Tuesday, they also do something on the 5th Tuesday).
- Social activities don't 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.

Global Leadership Team (GLT) - Introduction

The Global Leadership Team is one of three teams in the 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 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 sections provide support tools that 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, responsibility for leadership development falls to 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

Q3 District conducts orientation programmes for club members and officers. These programmes benefit skill development and personal growth.

Contact your Zone Chairperson, or your Region's member of the District Global Leadership Team (GLT) for details.

Training resources presenting the responsibilities of the Club President, the Secretary and the Treasurer are available in the Leadership Resource Centre on the LCI Web site at <http://www.lionsclubs.org/EN/member-center/leadership-development/news-train-club-officers.php>

For more details of the content see **Fact Sheet 141**. The Leadership Division at International Headquarters manages these resources.

Manuals provided at **Club Officer Forums** are available at...

<http://201q3.lions.org.au/resources>

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 actively on committees and/or service projects and providing opportunities for leadership experience.

While you can't be everything to everybody, you will find helpful modules in the Lions Leadership Resource Centre...

<http://www.lionsclubs.org/EN/member-center/leadership-development/index.php>.

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

You should make efforts to 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.

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> offers all Lions the opportunity to sharpen their knowledge of Lions fundamentals and leadership skills through online, interactive courses.

Available through the Leadership Resource 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.

Webinars are interactive, online trainings sessions that use the Internet to connect the participants and instructors.

Lions Leadership Institutes are 2 ½ day residential workshops that provide information, practice and networking opportunities. Your GLT Coordinator or Region Team Member will advise when they are held, and what the attendance requirements are.

A variety of topics is addressed through LCI's webinars each year.

Check the Leadership Resource Centre on the LCI web site to determine which webinars will be beneficial to you and to the members of your club. <http://www.lionsclubs.org/EN/member-center/leadership-development/development-programmes/webinars.php>

Presidents' Fact Sheet Number 76 - **Attend Zone Meetings**

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

Ideally, the **President, Secretary and Membership Chair** participate. In some cases, it is appropriate that the Treasurer is also present. Any member of the Club may attend, and Lions, Leo and Lioness Clubs are invited.

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 such meetings involves reports on Club status and activities from each President (some Zones ask for a written report, and the President picks one activity to verbally report on). It is a good 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.

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 First Vice District Governor.

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

Presidents' Fact Sheet Number 81 - **District Governor's Team Club Visit**

A member of the District Governor' Team (the District Governor or one of the Vice District Governors) will visit each club in the District to evaluate the operations of clubs and discuss Lions business matters.

Clubs are encouraged to use this visit to strengthen their 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.

Should you require it, 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 certain activities in their first 12 months of membership (see Annexure 1) and/or make any other presentations during his / her visit.

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

- normal **protocols** should be observed with these visits.
- please ensure the District Governor or representative and their partner are properly 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 inform the District Governor about major activities.

Presidents' Fact Sheet Number 86 - District Convention

District Convention is a great opportunity to network with Lions from across the District, find out 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 deal with.

- Encourage people to attend and lead by example. Lions, Leos, and Lionesses will learn a lot, build networks and your Club will benefit from the information attendees bring back.
- Complete the **Nomination Form for Delegates/Alternates** (only for Lions Clubs, not Leos or Lioness 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.
- 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 may acquaint themselves with the candidates and inform the delegates how they would like them to vote*.

- You may 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*.

* Delegates are not bound to the Club's recommendations, as they will get 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 our District.

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

(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:

- (a) 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.
- (b) 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 one (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. The 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 given, 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 (and the names are to be listed in the Minutes).
- 9) An Auditor be appointed.
- 10) General Business
- 11) Meeting closed (time)

Suggested wording for motions which need 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 2018 to 30 June 2019) 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 2020.
(Such officers to be named in the Minutes)

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION SEVEN That be appointed Auditor for the 2019 – 2020 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).

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 constitutions 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 14 April**).

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 manuals etc. for President, Secretary Treasurer and 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 at all stages it should be made clear to Club members that alternative nominations are welcome.

Nominations Meeting

The Club Board sets the date, time and venue of 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. That 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

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 1st July) to the Cabinet Secretary, using the Lions **PU101 form** and on MyLCI or other LCI website.

The Cabinet Secretary will provide copies of the PU 101 and the dates for submission.

Presidents' Fact Sheet Number 111 - **Multiple District Convention**

Multiple District Convention is a great opportunity to network with Lions from across Australia, 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, Leos, and Lionesses will learn a lot, build networks and your Club will benefit from information attendees gain during Convention.
2. Complete the Nomination Form for Delegates/Alternates (only for Lions Clubs, not Leos or Lioness 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. If your Club is in good standing and you have fewer than 15 members, you are entitled to one delegate, 15 - 24 members 2 delegates, 25 - 34: 3, and so on.
3. You can nominate alternates, who may vote if your delegate does not attend a session.
4. Complete the 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.
5. You may care to 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 our Multiple District and so 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 get 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 by email and Australia Post to all Clubs in time for the Clubs to complete and return them.

Presidents' Fact Sheet Number 117 - **Promoting Your Club**

How your club is perceived in the community is essential to its success.

Developing and implementing a comprehensive public relations programme helps ensure that community members support your club. Public relations involve all forms of communication – written, verbal and non-verbal. It includes writing news releases and distributing promotional flyers.

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 help foster community support, as people want to belong to a successful and reliable organization. By actively promoting your club and its worthwhile activities, you'll be projecting a positive image in the community.

Equally important is internal communication. Many clubs worldwide find that preparing a club directory and publishing their own newsletter help keep their members informed.

Another communications tool that is becoming essential 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. It is static, so 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 good opportunity to promote your club. If your members 'like' the page, and like or comment on the posts on the page, that post will get out their friends. Some Clubs use a closed Facebook page to arrange and manage their activities.

You may also care to 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. But a photo of a small group of people doing something interesting may. 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.

Club Officer Report (PU-101)

Each year following the election of the club officers, clubs report their new officers to District via the Cabinet Secretary by 15 April (paper form which may be submitted by email) and to International Headquarters by 15 May. (Please complete the report for new officers on MyLCI).

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

Clubs need to report any officer changes that occur during the year. 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 the PU-101 and the WMMR on-line.

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 do 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 up to date and correctly filed?
- Are any 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 job entails and what is required of them
- Let them know what worked for you and what didn't, but reinforce they should do 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 as they will have help along the way.
- Encourage them to attend the Club Officer Forum, and access relevant on-line material

If you are taking on a role

We are often nervous about taking on a leadership role. If we can be brave enough to do so, we 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 job we take on. Listen to advice, but do it your way.

Attend 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.

<p>Presidents' Fact Sheet Number 141</p> <p>Online Learning Activities and Other Useful Information</p>
--

These are just a sample of the resources available. Explore the LCI, Lions Australia and District 201Q3 websites, and the District 201Q3 Facebook page, from the Q3 Portal - <https://www.lionsq3.org.au>

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

These courses typically take 30 to 60 minutes to complete. You will need your Lions ID Number to log in

www.lionsclubs.org/EN/member-center/leadership-development/lions-learning-center/index.php

Leadership

Course	Description
Introduction to Lions Leadership	Defines leadership and shows varied leadership styles and how they can be used. You will assess your leadership style. Five practices of exemplary world leaders are explained and applied. Through matching activities and quizzes, you can check your learning and use it in Lions situations. You will create a personal leadership development plan.
Writing Your Personal Mission Statement	Prepare to embark on a journey of self-discovery! Through a series of introspective activities, you will craft your personal mission statement and learn how to integrate it into your everyday life. You'll also be provided with a model for putting "first things first" and preventing less important tasks from consuming the majority of your time.
Creativity	Take this course to refresh your creative skills, practicing creativity through activities during the course. Learn by example how other Lions have used their creativity to plan new projects, support a new Lions club, create new ideas, and foster a positive club environment.
Promoting Innovation	Sustainable growth and effective service require new ideas and actions. This course provides tips on stimulating creativity and creating an environment that supports innovation in your club.
Managing Change	You will learn how to become a change leader by taking this course. Through activities, you will recognize the roles in the change implementation process and the way different people react to change and adopt change. You will use checklists to assess resistance and develop a plan to implement a change that is needed.

Communication

Effective Listening	As a speaker, you expect your audience's undivided attention. As an audience member, do you give your undivided attention to the speaker? In this course you will learn to be an effective listener. Through engaging activities, you will learn about listening styles, the positive outcomes of listening effectively, and the skills needed to be an effective listener in everyday life.
Public Speaking	This course presents how to prepare a speech and how to deliver a speech effectively. Included in the course are practical tips and checklists, as well as examples. Depending on your experience, you can use this course to review or to learn a new leadership skill- public speaking.
Public Relations	This course defines public relations and presents the benefits for Lions clubs. You'll learn what makes an event newsworthy and how to communicate key messages about Lions clubs. You will create an elevator speech and a public relations plan. You will discover the numerous public relations resources that you can use.

Managing Others

Course	Description
Coaching	In this course you will learn the meaning of coaching and the benefits of coaching for Lions and the communities. Through examples and activities, you will see the common characteristics of effective coaches. The course provides a simple five-step coaching process for your use.
Conflict Resolution	Conflict is a part of everyday life. In this course we look at the causes of conflict and at a variety of strategies that can be used to resolve conflict. We will learn our own basic style of conflict management and the situations where a different style may be more appropriate. Finally, we will study the collaborative approach to conflict resolution and be introduced to a seven-step process for resolving conflict where everyone is a winner in the end.
Delegation	This course illustrates the definition of delegation and the benefits of delegation. After assessing your level of delegation, the steps of successful delegation are presented as well as the challenges. Course activities and practical worksheets will help you increase your use of delegation.
Effective Teams	This course will help you understand the characteristics of effective teams, the stages of team development, how leaders can support teams, and how to use good decision-making methods. You'll find assessment tools to evaluate your team, tips for team leaders, and interesting activities to motivate and energize your Lions teams.
Member Motivation	In this course, Professor Kazantis introduces you to theories of human motivation. Lion Michael explains how these theories relate to examples of meeting member needs and motivating club members. You will be challenged to use this information in your personal plan to motivate members.
Valuing Member Diversity	To address the changing face of volunteerism, this course examines the concept of diversity as it applies to our association. It emphasizes how diversity benefits Lions clubs, explores how to recruit and retain diverse members, and challenges the learner to support a culture of pluralism.

Achieving Results

Setting Goals	Many people do not achieve their goals because they do not establish effective goals. In this course, you will learn how to do just that. You will complete the process of defining goals, writing an action plan, and then managing your goals for the best results. By the end of the course you will be on the path to achievement.
Decision Making	Do you want to improve your decision making? This course presents the steps of decision-making, a range of decision-making styles, and ways to increase group acceptance. In addition, several techniques are illustrated that you can use in making your decision, such as Pareto rule, force field analysis, decision tree, stepladder technique, and grid analysis comparison.
Managing Meetings	As you follow Lion David on a series of club visits, this course presents the three phases of good meeting management, effective meeting preparation procedures, and meeting facilitation. You learn how to manage group behaviour and to follow-up between meetings. You will use practical worksheets and checklists to achieve effective meeting management in your club.
Providing Community Service	Lions have a strong commitment to the community, and each club strives to provide meaningful service. In this course you will find tools and techniques to help you assess community needs, select worthwhile projects, plan projects for success, and promote your club's service to the community.

OTHER SOURCES OF USEFUL INFORMATION

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

Lions Resource Centre - Training information for club officers, icebreakers and recognition hints, links to Lions Mentoring Program.

www.lionsclubs.org/EN/about-lions/mission-and-history/index.php

History of Lions

- Lions Clubs Facts
- Melvin Jones Biography
- Helen Keller Speech

www.lionsclubs.org/EN/member-center/planning-projects/index.php

Tips and ideas on planning projects

- | | |
|--|--|
| <ul style="list-style-type: none">• Sight and hearing• Youth• Lions Services for Children• Environmental and Community Services | <ul style="list-style-type: none">• Disaster preparedness and relief• Diabetes• Missions• International Relations |
|--|--|

Also refer to the Lions Australia leadership site (www.lionsclubs.org.au):

- President (including President and Vice-President e-book <https://temp.lionsclubs.org/EN/pdfs/ebook/DA-CPFVPEB.pdf>)
- Secretary
- Treasurer
- MD 201 Club Administration Manual (Downloadable)
- Information Booklet for New Members (Downloadable)
- Details of Lions Australia projects (e.g.: Youth of the Year, Lions Childhood Cancer Research Foundation)

These publications can assist both for preparation for your year as President and during the year itself. Valuable information can be found in the following:

LCI Website (www.lionsclubs.org)

- The Club President's News Sheet from Lions Clubs International
- Newswire from LCI
- Membership Manuals

Lions Australia website = (www.lionsclubs.org.au)

- The MD201 Club Administration Manual
- 'The Lion' Magazine (Australia & Papua New Guinea Edition)

District website – (www.lionsq3.org.au)

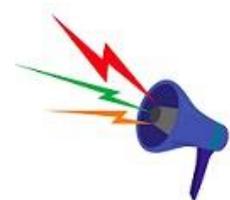
- The District newsletter
- Club Officer Manuals

District 201Q3 Information

District Officers and experienced Lions everywhere are there to help you.

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

- Website <http://201q3.lions.org.au/>
- Facebook Page <https://www.facebook.com/Lions201Q3>
- District Newsletter <http://201q3.lions.org.au/newsletter>. If you want a copy to your inbox, please contact the Cabinet Secretary
- Sign up for **Announce** – the District's messaging system. Look for the symbol on the bottom right of the website home page.



Some Final Thoughts

- ☺ At the end of your term of office, Presidents are asked report on the conduct of the Club's affairs during 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 will be equipped with knowledge of the community, the Club and the Association. Use this knowledge to target projects.
- ☺ The greatest achievements are reached through a team effort, using effective delegation.
- ☺ Getting to know members will assist with building a team and the achievement of goals in fellowship and service.
- ☺ Making members feel needed is essential to build a year of success. Good members take on important tasks, if they see the importance of those 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. Recheck 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. But above all, remember to DO IT NOW!
- ☺ Share your club's achievements with others. Focus on how your club has continued to grow 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.

Annexure A

DISTRICT AWARDS (Competition period 1 July 2019 to 30 June 2020)

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

District 201Q3 Lions Club of the Year Trophy

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 Chairmen and other District records.

Individual points apply as below	POINTS
Members inducted during the year active at 30 June 2020	30 each
Reinstated or transfer-in members accepted	20 each
Dropped members (excluding transfer-out & deceased)	minus 20 each
Increase in Women's Membership by minimum of 3	30
Increase in "Under 40" Membership	10 each
Monthly Membership Reporting on MyLCI by due date	10 per month
Service Activity Reporting on MyLion monthly by due date	10 per month
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
Completion of three (3) "Global Causes" projects	30
Bonus points if projects completed in all five of the Global Causes	20
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	30
Club participation in the Peace Poster Competition	30
Club participation in the Fire Poster Competition	30
Club participation in the Children of Courage Awards	30
Club participation in the Lions Quest Program	30
Attendance at Club Officer Information Days 2019	25 per member
Attendance at Lions Awareness Program	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
Interclub visitations 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

PERPETUAL DISTRICT AWARDS / TROPHIES

- ❖ **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 Chairmen and other District records – refer to previous page which outlines allocation of points.
- ❖ **DISTRICT 201Q3 CLUB PRESIDENT OF THE YEAR**
Presented to the Club President who has demonstrated high leadership qualities throughout the year 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 CHAIRMAN OF THE YEAR**
Presented to the Zone Chairman who has performed his/her duties to the highest of 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 Coordinator Chair 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 of a Lionistic nature. All clubs 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 LIONESSE CLUB OF THE YEAR AWARD**
Presented to the Lioness Club that has performed outstanding community service activities as recognized by the District Lioness Chair.
- ❖ **DISTRICT 201Q3 LIONESSE MEMBERSHIP AWARD**
Presented to the Lioness Club with the highest percentage membership growth.

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 or Region Chair or senior Lions member appointed by the District Governor.

Depending on the timing of achieving the criteria for this Award, it 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.
- Attend a Zone Meeting, and at least two of the following events or initiatives:
 - a District Convention,
 - a National Convention,
 - an ANZI Pacific Area Forum,
 - a Lions Awareness Program Seminar, or
 - participate in the Lions Mentoring Program.
- Attend a Club project/fundraising event.
- Visit another Lions Club.
- Attend Club social functions.
- Attend the Club's **regular** meetings.
- Invite guests to a **regular** Lions Club meeting.

Please promote this Award to new members and encourage them to work towards achieving this Award. 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 yourself and the Club Secretary and either posted or scanned and 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 GOVERNOR'S DISTINGUISHED SERVICE AWARDS

This Award was first introduced into our District by the late PDG John Herman in 1997/98. It has proven very popular with Clubs as a way of recognizing 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 President of each Club selects a suitable candidate who has served the community with distinction over a period of time. The award is a certificate and a pin.

EXCELLENCE IN SERVICE AWARDS

INDIVIDUAL

This is a way of recognizing a Lion, Leo, Lioness, 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 non-fundraising, hands on service**. The Award is a pin and a framed certificate.

CLUB

The second section of the Award is to recognize Clubs who instigate Service Projects in their communities. Again, these **must be** non-fundraising, hands on and preferably of an on-going nature. The award is a framed certificate.

APPLICATION PROCESS

Application Forms for these Awards are available from the District Website, the Cabinet Secretary and are included in this manual. These should be signed off and forwarded to the Cabinet Secretary for approval by the District Governor prior to the official club visit by the District Governor or Vice Governor.

If a member of the general public is selected, the same criteria applies, and an invitation is to be issued for the recipient to be present for presentation of the Award.

A brief outline on the history of the recipient would be appreciated by the District Governor or Vice District Governor. This will ensure a more personalised 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.

**DISTRICT GOVERNOR'S AWARD
APPLICATION FORM FOR AN INDIVIDUAL**

DISTINGUISHED SERVICE AWARD or EXCELLENCE IN SERVICE AWARD

[Circle which award is applicable]

Name of Recipient

Sponsoring Club

Details of Humanitarian Service Work Performed

.....
.....
.....
.....
.....

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 recognised with other Awards? Yes / No

If so, please indicate

.....
.....

Signature/ Region Chair/Cabinet Secretary

.....
Approved by District Governor

Date

**DISTRICT GOVERNOR'S
EXCELLENCE IN SERVICE AWARD**

Club Application Form

Name of Club

Name of Project

Total number of Lions Involved in Project

Details of Humanitarian Service Work performed

.....
.....
.....
.....
.....

Is this Project to be on-going? Yes / No

If so, please indicate

.....

.....
Signature/ Region Chair/Zone Chair/Cabinet Secretary

.....
Approved by District Governor

Date



2018-2019 CLUB EXCELLENCE AWARD APPLICATION

Club must be chartered prior to January 1 of the fiscal year to qualify.

Application Date _____

Club Number _____

Club Name _____

Member Number _____

2018-2019 Club President's Name _____

2018-2019 Club President's Email Address _____

<p>1. MEMBERSHIP</p> <p><input type="checkbox"/> Achieved a Net Growth of: _____ *</p> <p>OR</p> <p><input type="checkbox"/> Chartered new Lions club or Club Branch: Name of club or branch: _____</p> <p>AND</p> <p><input type="checkbox"/> Supported member retention by increasing member satisfaction</p> <p>Outline strategy: _____</p> <p>_____</p> <p><i>*Based on June 30 cumulative membership report</i></p>	<p>2. SERVICE</p> <p><input type="checkbox"/> Started a new service project. Consider one of our Global Causes!</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>OR</p> <p><input type="checkbox"/> Organized a new Leo Club</p> <p>AND</p> <p><input type="checkbox"/> Contributed to LCIF</p>
<p>3. ORGANIZATIONAL EXCELLENCE</p> <p><input type="checkbox"/> Club is in Good Standing: Not in Status Quo or Financial Suspension. District dues paid and no unpaid balance with LCI greater than US\$50 outstanding 90 days or more.</p> <p>AND</p> <p><input type="checkbox"/> Key Officers participate in one or more of the following leadership training events:</p> <p><input type="checkbox"/> District <input type="checkbox"/> Multiple District</p> <p><input type="checkbox"/> International <input type="checkbox"/> Webinars</p> <p><input type="checkbox"/> Lions Learning Center <input type="checkbox"/> Club Quality Initiative</p> <p>AND</p> <p><input type="checkbox"/> Improved club operations</p> <p>Improvements Include: _____</p> <p>_____</p>	<p>4. MARKETING AND COMMUNICATION</p> <p><input type="checkbox"/> The club has publicized its service activities through local media or social media as noted below:</p> <p>_____</p> <p>_____</p> <p>OR</p> <p><input type="checkbox"/> The club utilized social media to promote club activities and reported to Lions Clubs International as noted below:</p> <p>_____</p> <p>_____</p>

Date _____ 2018-2019 District Governor's Signature* _____ District _____ Member Number _____

Due by: August 31, 2019
Send to: clubexcellenceaward@lionsclubs.org or fax to (830) 468-6919
Awards Mailed to: 2019-2020 District Governors

*If sent from district governor's registered email, it qualifies as signature on applications submitted electronically.
Disqualified clubs have 12 months from original due date to request a review.

DA-1.EN 4/18

<p style="text-align: center;">DISTRICT 201 Q3 2019 - 2020 MANAGEMENT TEAM - CONTACT DETAILS</p>
--

District Governor	Donna Hedges (Lion Kevin)
1st Vice District Governor	David Orton (Lion Cheryl)
2 nd Vice District Governor	Steve Hood (Lion Sharon)
Immediate Past District Governor	IPDG Carmel Goldsworthy (PDG Bob)
Cabinet Secretary	Richard Williams (Lion Debbie)
Cabinet Treasurer	PDG Arthur Witheyman (Lion/Lioness Cynthia)
Constitution By-Laws Chair	PDG Norm Alcock (Lioness Liz)
Assistant Cabinet Secretary	Barbara Matthews (Lion Stuart)
District Mailing Address	Lions District 201Q3 PO Box 5899 Stafford Heights Qld 4053