



# **Section 5**

## **Club Officer Guidelines**

# Guidelines for Club Officers

## Tail Twister

- It is the duty of the Tail Twister to attend Club and Directors meetings.
- To promote harmony, fellowship and friendship among club members.
- Generate enthusiasm at meetings through appropriate stunts and games.
- Impose minimal fines on members.
- Direct fines to the treasurer for banking.

Fining members is a key element of successful tail twisting. Fines are for fun and must be kept to a minimum amount. A good tail twister fines all members ensuring that no-one is forgotten. Fining everyone happily in the meeting also entertains.

## Lioness Tamer

- It is the duty of the Tamer to attend Club and Directors meetings.
- Assume responsibility for any club property and paraphernalia including flags, banners, gong, gavel, etc.
- Arrange banners before club meetings and return them to correct storage after meeting.
- To maintain all property in good order.
- To distribute bulletins and literature during the meetings as required.

## Greeter

- It is the duty of the Greeter to attend all Club and Directors meetings.
- To welcome guests to the meetings.
- To record guests in the visitors book and offer refreshments.
- To ensure the meeting attendees are appropriately seated.

## Almoner

- It is the duty of the Almoner to send cards, flowers and gifts to members for special occasions.
- To hold a budget as agreed with receipts given to treasurer.
- To inform MD Almoner of deaths or special occasions of members
- To carry out welfare visits to members.
- To apply for the Lioness coffin drape if required.

## **PUBLIC RELATIONS OFFICER**

### **General**

- Be responsible for all the PR activities of the Club
- Keep the Club President and the Club members informed of your activities
- Provide any displays needed by the Club for any event such as a new members day

### **Responsibilities**

- Always use the corporate image in all Publications / Communications. *Logos can be found on the MD Lioness Website.*
- Always show a positive image of the organisation and take the opportunity to encourage new members
- Always include a contact number and or address in all communications. 0845 phone numbers can be requested from Lioness MD Headquarters.
- Communicate by letter, e-mail or face book with the local press / radio / TV prior to any event to inform them of the activity and to request a photographer. After the event send a report preferably including the success of the activity and a photograph if no press photographer was present. *Examples of Press releases are in the information sheet section of the website.*
- Try to take a camera to each event and if you cannot attend delegate the job to another club member.
- Send information of your club activities to the following:--
  - MD Lioness PR Officer for the Lion Magazine
  - MD Lioness Newsletter Officer for the bi-monthly newsletter
  - MD Lioness IT Officer for the MD Lioness website
  - District Lions PR Officer for the Lions District newsletter
  - District Lions Website Officer for the activities page of the Lions District website
  - Lioness Club Website Officer if your Club has their own website
  - Sponsoring Lions Club
  - Club Scrapbook Officer
- Communicate with local businesses / chamber of commerce and local council regarding events undertaken by you Lioness Club
- Ensure Publicity material is available at each Lioness event, check that the Club always has a supply of Publicity Leaflets for the MD Lioness Supplies Officer
- Oversee the Club Activities for Lioness Awareness Week.
- Attend appropriate training courses if possible
- Keep in touch with the Lions District PR Officer and the MD Lioness PR Officer
- Keep a record of all your contacts and press releases especially to pass onto the next Club PR officer

## HEALTH & SAFETY OFFICER

### General

- To be responsible for the Procedures for the Health & Safety of Club Activities

### Responsibilities

- Check that minutes of Club meetings have been sent to your sponsoring Lions Club prior to an event and that the receipt of the minutes are recorded in the Lions Minutes
- Prior to an event liaise with any agency involved in the event such as church hall, hotel, restaurant, local council in town / village.
- Complete a Health & Safety Checklist and Risk assessment for each activity of the Lioness Club and keep these in a file, send them to your sponsoring Lions club. Small events -- 7 days prior to the event, large events -- 30 days prior to the event. *Forms for H & S checklist and Risk assessment can be found on the MD Lioness Website.*
- Liaise with Fundraising Chairman, Regalia Officer etc.
- Check events for Health and safety issues and act upon them either by making the situation safe or reporting to the relevant person.  
If in private homes check car parking and that the exits are clear and accessible.
- At the beginning of any event, however small, be responsible for drawing people's attention to Health & Safety issues.
- Be aware of the Lions road safety document via the MD Lions website.
- At events involving food check that the adequate number of people has active Food Hygiene certificates.
- Advise club members that if they are carrying Club materials in their vehicle that they have for charity purposes on their vehicle insurance.
- At regular events involving vulnerable persons check that the relevant club members have valid CRB checks.
- Attend appropriate training courses if possible.
- Keep in touch with the Lions District Health & Safety Officer and the MD Lioness Health & Safety Officer
- Keep a record of all your activities so that these can be passed on to any future Health & Safety Officer.