

# Multiple District 105 Lioness Clubs



## Section 2 President's Information

# NOTES FOR THE ASSISTANCE OF PRESIDENTS

## PRELIMINARY WORK

By the end of May, you will have agreed your Officer(s) and teams for the coming year and you will have a framework of organisation for your club. Consult the current President at all times to find out the strengths and weaknesses of your Club members, and talk to individual members to find out what they would like to do. A happy club works well together, so enlist the support of your members and gain their support for new ideas.

## BOARD OF DIRECTORS

In larger Clubs, you may decide to organise a Board of Directors to assist you (See General Section of Lioness Club Manual)

## DOCUMENT OF UNDERSTANDING

Although, it is the prerogative of every Club to institute its own rules, it is important that the President is familiar with the Document of Understanding, in order to ensure that the Club rules remain within the scope of this document.

## LIONS CLUBS

Liaison must be maintained with your Lions Club, particularly the President. This may be done direct or through your Lions Club Liaison Officer. Observe the courtesies of Lionism by attending Zone meetings and other Clubs events when invited. Do not operate in another Club's area, without speaking to them first.

## INSURANCE

In order to be covered by the Lions Clubs International Insurance it is imperative that your Lions Club is aware of the activities of your Club. A copy of all Lioness Club Business meetings must be sent to your sponsoring Lions Club to ensure you are covered by the Lions insurances for all your events.

**Lions Clubs must state that they have received your minutes by recording the fact in their own club minutes.**

## REPORTS

Your Club Secretary should complete a monthly Membership & Activities Report by the 1<sup>st</sup> of each month. An example of the report is included in the Secretary's section of the Manual. This summarises your Club activities under various headings and asks for an indication of the time spent on various Lions projects. It is important that you liaise with your Secretary to ensure the reports are completed and sent in on time as other officers for Lion and Lioness Newsletters/reports/publicity material/website etc can then use the information.

## COMMUNICATIONS

You are the link between your board if directors (if your club has one), the District Chairman (if your district has one), the Advisory Body and your club members. It is up to you to ensure that your members are kept up to date with what is happening in your district and the Multiple District.

Your **Secretary** should be:

- a) Sending the Club Minutes to the Lions Club Secretary and Liaison Officer
- b) Giving Agendas and Minutes to all members including those not present at the meeting, in contact with members at large, are sick or are failing to attend meetings.
- c) Submitting completed reports and forms to relevant officers as stated in the Secretaries section of the Manual.

- d) Liaising with the Club President to ensure that all deadlines are met at Club, District and Multiple District Level e.g. closing dates for Nominations and Resolutions, Submission of reports, Election of Club Officers
- e) Ensuring that all members are fully aware of District and Multiple District Lioness (and Lions) business including dates for meetings and Conventions etc.
- f) A club membership list should be completed and sent together with the monthly Membership and Activities Report on 1<sup>st</sup> July each year. An example of the form is included in the secretary's section of the manual.

Your **Treasurer** should be:

- a) Obtaining subscriptions from your members
- b) Issuing Membership Cards to those in good standing
- c) Advising the Club of non-payment of subscriptions and thereby the standing of membership
- d) Paying any annual amounts due e.g. Licences etc
- e) Preparing Verified Accounts by 31<sup>st</sup> December and forwarding these to the District Lion Treasurer, the Multiple District Lioness Treasurer, your Lions Club Liaison Officer and Lions Club Treasurer.
- f) Forwarding the Club's dues either to the Multiple District Lioness Treasurer and, where appropriate, the District Lioness and Lions Treasurer. Non-payment of subscriptions will preclude your club voting at the Annual Conference.
- g) Ensuring that the Club is given the opportunity to discuss and approve the level of subscriptions for the subsequent fiscal year.
- h) Ensuring the Club has considered documentation on the Charities Act and, where appropriate registered as a Registered Charity.

#### **GENERAL NOTES**

You may find it helpful to produce a Club Calendar, which includes all-important dates for the Club, District and Multiple District, including deadlines for reports, booking for Conference/conventions etc.

A President's Checklist may also be helpful containing reminders/suggestions of useful duties, time-scales, names and contact numbers relevant to your own club.

**NOTE:** At the end of your term of office it is your responsibility to hand over this club manual to the incoming president.

# CONDUCT OF MEETINGS

These notes are intended as a guide only as every Club will differ and it is up to the President to run the meetings in a way, which suits the Club.

However, there are certain things, which should be done in order to gain the maximum benefit from your club and fellow Lionesses:

1. Prepare an agenda prior to the meeting and work from it, allowing for some flexibility, as absolute rigidity can be counter-productive. A suggested agenda is included for your reference **under the section of Information Sheets** and can be adapted to suit the individual needs of your club.
2. Welcome everyone to the meeting including your own Club Members.
3. Introduce guests individually so that everyone knows who they are and why they are present.
4. Consider the room layout for your meetings and ensure that everyone is included in the main body of the meeting (including guests) giving everyone the opportunity to participate and be heard.
5. Contact any speakers prior to the meeting and confirm how long they wish to speak for and where they will be included in the agenda.
6. Include a break in the agenda after your guests have spoken. This will give them the opportunity to leave if they wish.
7. Encourage the Lioness Multiple District Officers and Lions District Officers to attend your meetings so that you can participate in the various programmes (e.g. Peace Poster, TACADE, and Message in a Bottle)
8. Control the meeting and ensure there is only one meeting-taking place. Do not allow members to have their own meetings going on at the same time! (Encourage your tail twister to help in this by fining people for holding their own meetings)
9. Make the meetings fun! Remember 'some you lead, some you drive, and some you coax!
10. Encourage every member of the Club, to contribute, bearing in mind their talents and home and work responsibilities.

**Ideas for some of the above can be found as Information sheets on the Lioness website [www.lionessclub.org](http://www.lionessclub.org)**

# Initiation of New Members

Every prospective member requires a Sponsoring Lioness. If they do not personally know an existing member, assign someone immediately to be their Sponsor. The sponsor is responsible for advising and encouraging the potential member by sitting with them and making them feel at ease. It is important that newcomers are made welcome and are given the background to Lionism but be careful they are not overwhelmed with too much information in one go.

Before a new member can be inducted they are required to attend a number of meetings/activities. Club rules vary on the number and type of meetings/activities, which have to be attended, but in most Clubs they can be inducted on their third business meeting providing there are no objections from other members to them becoming a Lioness. The Proposal for Membership Form (included in the Secretary's Section of the Manual) should be completed prior to the induction ceremony-taking place.

When a new member is inducted the Ceremony can be as impressive or 'low key' as the Club wishes, however it is expected that some degree of formality is observed on this important occasion.

The new member and Sponsoring Lioness should stand together with the President.

Some Clubs are very formal reading out the Lions Objects and/or Ethics or more appropriately the Lioness Clubs Mission Statement, whilst others are less formal.

**A suggested form of wording for the induction is detailed below:**

## **President**

Since you have expressed a desire to become a member of this Club, I now ask that you confirm acceptance.

## **President and repeated by proposed member**

I accept membership in the \_\_\_\_\_ Lioness Club, knowing that it allows me to participate in the functions of the Club. To the best of my ability I will abide by the Code of Ethics, attend meetings regularly, accept assignments as are given to me and contribute to the programme of the Club, District and Lions Family.

## **President**

You are now a member of the \_\_\_\_\_ Lioness Club and your Sponsor will place upon your lapel the Lioness emblem, which signifies this membership.

**Sponsor pins badge to lapel.**

## **President**

Lioness \_\_\_\_\_ (name) wear that badge constantly with pride. Let me congratulate you and welcome you into the largest service organisation in the world – the Lions Family. I now present you with your official Certificate of Membership and a New Member Pack. We are proud and happy to have you as a member of our Club and I would ask everyone to applaud our newest member.