

INTERNATIONAL ASSOCIATION OF
LIONS CLUBS



We Serve

DISTRICT A-12

POLICY MANUAL

Index

Lions Purposes	02
Lions Code of Ethics	03
Lions Protocol	04
Duties of Club President	08
Duties of Club Vice President	09
Duties of Club Board of Directors	10
Duties of the Club Secretary	10
Duties of the Club Treasurer	15
Duties of the Club Lion Tamer	16
Duties of the Club Tail Twister	16
Duties of the Club Membership Committee Chair	17
Duties of Committees under the President	18
Duties of Zone Chair	21
Duties of Region Chair	23
Duties of Vice District Governors	26
Duties of District A-12 Cabinet Secretary	28
Duties of District A-12 Cabinet Treasurer	29
Duties of Immediate Past District Governor	31
Club Meetings	32
Improving Club Attendance	35
Reception of Int. & District Guests	37
Club Financing & Budget	38
Club Programming & Activities Planning	44
Fund Raising	45
Club Supplies & Literature	47
Inter Club Visitation	47
Club Bulletin	48
Public Relations	49
Membership & Retention	50
Prospective Members	53
New Member Sponsor's Responsibilities	54
Attending Conventions	55
Hosting a District Convention	56
Zone Advisory Meetings	58
Effective Speaking Contest	58
Club Extension	60
Leo Club Advisor	61
District Leo Chair	62
Lioness Club Liaison	62
Lioness District Liaison	63
Past District Governors	63
Induction of New Members	64
Ceremony for Installation of Officers	68
Ceremony for Departed Lions	72

INTERNATIONAL PURPOSES

TO ORGANIZE charter and supervise service clubs to be known as Lions Clubs

TO CO-ORDINATE the activities and standardize the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

LIONS CODE OF ETHICS

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the rights or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS bear in mind my obligations as a citizen to my nation, my province and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

LIONS PROTOCOL

The following is the official protocol policy of The International Association of the Lions Clubs. Refer to LCI website for current information.

Only the principal speaker is required to acknowledge all dignitaries present.

A. ORDER OF PRECEDENCE

1. International President
2. Immediate Past International President
3. International Vice-Presidents (according to rank)
4. International Directors (a)
5. Past International Presidents (b)
6. Past International Director(s)
7. Chairperson, Council of Governors (a)
8. District Governors (a)
9. Association Executive Administrator
10. Association Secretary
11. Association Treasurer
12. Past Council Chairpersons(c)
13. Vice District Governors (a)
14. Past District Governors (c)
15. Multiple District Secretaries (volunteer) (a)
16. Multiple District Treasurers (volunteer) (a)
17. District Secretaries (a)
18. District Treasurers (a)
19. Region Chairpersons (a)
20. Zone Chairpersons(a)
21. District Chairpersons(a)
22. Club Presidents (a)
23. Immediate Past Club Presidents (a)
24. Club Secretaries (a)
25. Club Treasurers (a)
26. Past Club Presidents (c)
27. International Staff Representatives (a)
28. Multiple District Secretaries (staff) (a)
29. Multiple District Treasurers (staff) (a)

Explanation of Notes Used on previous page

(a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name. In the unlikely event that the two names are identical, the one with the longest Association Membership shall be given precedence.

(b) When more than one is present, the one who served most recently is given precedence, and so on.

(c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one past International Director who served during the same term is present, the criteria specified for (a) should be used.

GENERAL COMMENTS

When a Lion holds more than one title, the Lion shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

NON-LION DIGNITARIES

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then they should be seated directly to the right of the Chairperson. (see diagram).

HEAD TABLE SEATING

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1).

The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the Chairperson or presiding Officer (who would normally be the Club President, District Governor, Council Chairperson or International President).

(Audience)
Figure 1

7	5	3	1	2	4	6
---	---	---	---	---	---	---

As shown in figure 2, seating at the head table with a podium is essentially the same, except the meeting Chairperson or Presiding Officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

(Audience)
Figure 2

7	5	3	1	Podium	2	4	6	8
---	---	---	---	--------	---	---	---	---

When spouses are present, they should be seated to the member's left when on the left side of the table, and to the member's right when on the right side of the table

MASTER OF CEREMONIES AND MEETING SECRETARIES

At some events, the Master of Ceremonies (emcee) will be someone other than the Chairperson or presiding officer. In such cases, they should be seated in accordance with local customs, or at one end of the head table. If however, their place in the general order of precedence dictates a specific seat (e.g. is a Past International President at a District function), then that should rule. On rare occasions, there will be a meeting secretary, again, local customs should rule.

MULTI-HEAD TABLES

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

HEAD TABLE INTRODUCTIONS

Introduction of the head table should begin with the meeting Chairperson or Presiding Officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with their husband or wife (e.g., Past International Director John/Jane Doe and his wife/husband (Lion, if applicable) Jane/John).

NATIONAL ANTHEMS

When official representatives of the International Board (whether or not currently serving on the Board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

FLAGS

Place of Honour:

In an array of flags, the place of honour is always in the CENTRE if there are three flags displayed.

If there are a number of flags, other than three, the place of honour is on the LEFT.

The Canadian Flag is always displayed in the place of honour.

This is invariable and the position is not yielded as a courtesy or for any other reason.

Having placed the Canadian Flag in the place of honour, the other flags should be displayed in the following sequence:

National Flags
Provincial Flags
Organizational (i.e. Lions) Flags

N.B. Any reference to left and right is taken from the spectator's point of view, facing the Head Table.

DUTIES OF CLUB PRESIDENT

LION PRESIDENT...THIS IS YOUR YEAR!

Plan now and plan well. See to it your plans are carried out and above all be confident in your leadership and ability to set high standards for your club in the year ahead.

As President of your club, members will look to you to set the pattern for the year ahead. District and International Officers will look to you for co-operation and leadership pertaining to issues of administration of your club, district and International organization. You are the person who can make your club function and progress over the coming term and it is up to you to make your best effort to carry out all the duties and responsibilities that fall on the shoulders of the President. It would be very helpful to be able to rely upon a secretary with several years experience, however that is not always possible or for that matter practical.

You should inform yourself of all the duties of your office by the wealth of material available through literature, interclub visits and attendance at club functions and zone advisory meetings. Try to impress upon your Vice Presidents that their support is needed during your year in office and make sure they understand this will not only help you, but also the club and make their own term in office, when it arrives, much easier. If your training is not complete, then start now to read everything you can that is connected with Lionism and a major part of your problems will solve themselves.

Take advantage of the information in this manual, on the LCI website and the Lions Learning Weekend /Officer Training workshops.

Early in your Presidency, it is suggested that you discuss strategy and goals with your committee chairs to ensure a successful year.

By having the Vice Presidents present they will also be aware of exactly what is expected and they will be able to follow up and make certain each committee under their supervision, functions. It will also avoid any conflict or misunderstanding in the future as to the method in which the committees are to function.

Know your committee chairs and through your Vice Presidents make certain that they are progressing properly. If they have problems, discuss the issues at board meetings in detail. Help them, counsel them, encourage them, but make them work.

Imagine that each of your officers, directors and committee chairs were actually in your employ. You are paying them executive salaries to function successfully in their various departments. Money makes a difference, doesn't it? How long would you keep a person working as a manager or supervisor for a good salary, if he or she did not do a good job?

Remember, if they fail you, you fail, your club fails and your district fails. Your success is their success. So success on a committee level creates success at the club level and when clubs are successful then zones, regions and districts are successful too.

You must follow a laid down pattern of work methods, carefully planned by you and your board, then carefully explained by you to the committee chairs. They should then be encouraged and supervised to do the job successfully.

Make use of your Zone Chairperson, Region Chairperson, Vice District Governor and District Governor. They are always available to help you and your club

DUTIES OF CLUB VICE PRESIDENTS

The President and Vice Presidents should meet prior to the start of the Lions' year to consider which member(s) would be most successful in each committee chair. The proposed Chair should be contacted and asked to accept the position. Once the Lion has agreed, ask them for a list of names of members with whom they might wish to have on their committee. Each of these selected committee members should then be contacted.

Don't let a fellow club member find that they have been assigned to a committee when they read it in the club bulletin.

The division of the committees directly responsible to each Vice President is made in an approximate three way split.

After the Vice Presidents have thoroughly informed themselves of the functions of their committees, they should call a meeting at a convenient location and go over the duties of the committee chairs.

Whenever possible, invite "Spouses". Don't forget the importance of fellowship and remember that every committee chair needs the support of their partner to function properly.

The first meeting should be at the commencement of the Lions' year and should be followed up, where necessary, during the course of your term of office. Some committee chairs will require additional guidance and help. Be prepared to provide the help and assistance needed; after all, you are ultimately responsible for all the committees reporting to you.

Prior to the club meeting at which committees will be asked to report, the Vice Presidents should phone their respective committee chairs and ask if they have a report to make.

During the meeting the President should call upon each Vice President in order of their office; the Vice Presidents should then call upon their committee chairs to report to the club members.

Call only the committee chairs who have a report to make at this time.

Should the President be absent from a regular or board of directors meeting, the Vice Presidents should be prepared to step into the chair in order of their position e.g. 1st Vice President; if he were also absent then 2nd Vice President.

DUTIES OF BOARD OF DIRECTORS

What is the Board?

The Board of Directors is the governing body of the club. It is made up of the President, Immediate Past President, Secretary, Treasurer, the Vice Presidents, four (4) Directors (minimum), Membership Director, Lion Tamer, and Tail Twister. The Membership Director sits on the BOD and is elected according to LCI's rules for the Three Person Membership Committee.

Duties of the Board:

The Board of Directors is really the Club's Management Committee.

Chaired by the President, it formulates the club's policies.

It reviews and makes recommendations regarding the club budget and on the budgets/expenses submitted or proposed by the various committees e.g. Finance, Welfare, Social, etc. Club expenses should be authorized by the Board.

DUTIES OF CLUB SECRETARY

The Secretary is the recording officer of the Lions Club as well as the liaison officer between the Club and the District and between the Club and the International Association Headquarters. The official actions of the Secretary are under the direction and supervision of the Club President and the Board of Directors.

The Secretary is a member of the District Governor's Advisory Committee of the Zone (Zone Chairman's Advisory Committee) and therefore is a Member of the District Governor's organization.

Since forms and reporting procedures change, it is recommended that the Secretary refer to the LCI website for the most current information and take the opportunity of attending workshops at the Learning Weekends...advisable even for the more seasoned of Secretaries.

- Submit accurate Monthly Membership Report electronically to LCI.
- Keep the general Club records, including minutes of Club and Board Meetings, Committee Appointments, Officers' Lists, Member's Attendance records and a list of members, showing their classifications, addresses, telephone numbers and a record of credits they have toward awards such as attendance, chevrons and key awards.
- Submit such other reports and information as may be requested from time to time by the Board of Directors, the District Governor, District Officers, District "A" Office or Lions Clubs International.
- Make applications to Lions Clubs International for awards to which Members are entitled.
- Attend the District Governor's Advisory Meetings of the Zone in which the Club is located, as called by the Zone Chairperson.
- Attend the Region Rally and District Cabinet Meetings.
- Receive all correspondence and bring this to the attention of the President.
- Order Club Supplies as may be needed....supply of envelopes, letterhead paper, special forms for the Secretary's Book, special forms for awards, new membership kits, dinner badges, lapel buttons, etc.
- Notify all Members in sufficient time, of the time and place of each meeting.
- Contact the President prior to meetings, to discuss the items of business and correspondence that will arise at the meeting.
- Prepare with the President, the agenda for general meetings
- Send thank you letters to speakers, visitors, etc
- Send wreaths, flowers and get well cards in cases of death, hospitalization and sickness.

Recording of Club Minutes

The Secretary is the recording officer of the Lions Club. The Secretary is expected to keep neat, accurate minutes so that there will be a record of Club policy and activities.

The Minutes of club meetings may be recorded in the Special Minutes Sheets obtained from the LCI catalogue - one for regular meetings, another for Board of Directors meetings. Write legibly in ink (never pencil) and even better, have the minutes typewritten. This will give you a more permanent record.

Record all the happenings at the meeting that would be of future use or interest to the Club. A good rule is, if in doubt, put it down. Later on, as you gain experience in the position of Secretary, this decision will be easier.

When recording a motion during a meeting, it is important to record the name of the mover and seconder - do not use short forms or nicknames. e.g. moved by Lion John Jones, seconded by Lion Wilfred Noble that...

Make sure you record the motion as it has been tabled by the mover. In some Clubs they have forms on which motions are written and submitted in written form to the Secretary before they are read for voting. Although this method is not used in all Clubs it is an excellent one. It would eliminate any arguments or discussion at a later date.

At the meeting, the Secretary should take down the minutes in draft form and copy these at a later date into the Secretary's Book. Never allow too long between meeting time and the completion of the minutes in the record book.

The minutes of previous years should be kept in a safe place. They are the history of the club and should be protected at all costs.

In Summary:

1. Record the minutes legibly and accurately.
2. Have past minutes readily available at all times.
3. Keep the minutes in a safe place, both hard and soft copies.

Monthly, Quarterly, Annual Reports

Once again it is recommended that the Secretary refer to LCI and District instructions for the filing of required reports...MMR Monthly Membership Report, Monthly Club Activity Report, Quarterly District Activity Report, Annual Activity Report, PU-101 etc. Every Secretary is encouraged to promptly and accurately file these reports electronically. Any questions regarding these reports may be directed to the District Governor or the Cabinet Secretary-Treasurer.

Attendance

Good attendance is stressed by all Lions clubs. To be a good Lion a member must maintain good attendance. It is one of the Secretary's duties to keep the attendance record for the club and obtain attendance awards for the members.

Make-ups

If a Member is unable to attend a meeting he/she is able to have their attendance counted if they obtain a make up.

Club responsible for procedure.

Some clubs limit the number of make ups per year while other clubs allow unlimited make ups. Some methods of obtaining make ups are:

Attending a Board of Directors meeting

Attending a duly authorized Committee Meeting

Attending a meeting of another Lions Club

Attending a Zone or Region Rally

Visiting International Headquarters in Oak Brook Illinois.

A member, who due to illness or an emergency that prevents attendance at their club meeting, has their attendance granted without need of a make up.

Most clubs have an Attendance Committee or Membership Committee and it is advisable to turn any debatable issue over to one of these Committees for discussion. Be as flexible as possible in dealing with this issue; you don't want to offend a fellow Lion over a small attendance question.

Attendance Awards

Attendance awards are available from LCI for Lions who have had 12 months continuous perfect attendance.

Lions Clubs International also gives awards for continuous perfect attendance. These vary for length of service usually 5, 10, 15, 20 25, 30 years of service. Some of the awards will come automatically others require ordering. Interim year tabs (other than those in multiple five year periods) - 1 through 24 are items of merchandise available in the Official Supply Catalogue and may be purchased by the individual clubs.

Club Correspondence

The Secretary is the liaison officer between the club and other Lions clubs, International office, District office, District Officers, other Service Clubs and organizations, in fact any individual who is not a member of the club.

Correspondence Received

Open all mail as soon as it is received and read it carefully. If it is of an important nature it should be dealt with immediately.

In most cases you, as the Secretary, are able to handle this matter, but remember that the President is the club's Chief Officer and must be informed of all actions immediately. Prior to each club meeting, consult with the President about the correspondence. The President will decide what correspondence will be brought up at a regular meeting and/or the Board of Directors' Meeting.

After the correspondence has been dealt with, do not discard it. All correspondence received should be retained and filed for future reference. It is also a good idea to place a note on each piece of correspondence received, noting exactly what was done e.g. filed for reference, read at meeting on May 6 replied to on May 10, no action taken etc.

There are many different methods of filing. One simple method is to have a section for correspondence received with sub sections for correspondence from LCI, MD"A", District Governor, Region Chair, Zone Chair, other Lions Clubs and a general file for correspondence not included in the preceding.

Correspondence Sent

The Secretary will be called upon to write most of the letters sent out by the club. It is important that all replies are sent out on time and a carbon copy of each is retained in the Secretary's records. In most cases a single file containing a copy of letters sent would be sufficient but if the need arises a larger file similar to the correspondence received section could be set up.

Remember...

- OPEN ALL MAIL PROMPTLY
- ANSWER ALL MAIL PROMPTLY
- FILE ALL CORRESPONDENCE
- KEEP A COPY OF ALL CORRESPONDENCE SENT.

Club Files

Each Secretary should be equipped with a place to keep club correspondence and club records. If the club has not supplied a metal filing cabinet, a wooden box or substantial plastic tote will do. In this a Secretary can keep correspondence received, reports, etc. in folders.

Any filing system that may be set up should be simple but efficient. If you do not have any idea how to set up a system and do not want to devise a system of your own, contact someone who has some filing experience. The system should be such that correspondence, forms, reports, etc., can be obtained quickly and easily.

If a central location for club records is not available, it is imperative that all records and reports are transferred from the outgoing Secretary to the incoming Secretary. Don't have a situation where club records are "found" in someone's basement years later.

Membership Records

One of the important duties of the Secretary is to keep records of the membership of the club. There should be a record sheet for each member. On this form is recorded all personal information about the member... name, birth date, employment, address, phone numbers, sponsor, type of membership... new, transfer, reinstated, etc., date proposed, confirmed by the Board of Directors and initiated into the Club. On the sheet is a record of the member's service in various club offices and on committees and the awards received by the member for continued membership, perfect attendance and sponsorship of new members.

DUTIES OF THE CLUB TREASURER

- Receive all monies, from the Secretary, and others and deposit same in a bank or banks recommended by the Finance Committee and approved by the Board of Directors.
- Works in co-operation with Club Secretary regarding billing and collecting of dues.
- Pay out monies in payment of club obligations, only on the authority given by the Board of Directors. All cheques and vouchers are signed by the Treasurer and countersigned by one other Officer determined by the Board of Directors.
- Submits monthly financial reports to the Board of Directors and members of the club.

- Prepares financial statements for annual audit.
- Gives bond for the faithful discharge of the office in such sum and with such surety as determined by the Board of Directors.

DUTIES OF THE CLUB LION TAMER

The Lion Tamer has charge of and is responsible for the club's property and paraphernalia. A proper storage area should be provided for ensuring safe keeping. LOST property means unnecessary expenses to a club for replacement. The Lion Tamer places flags, gong, gavel, song books etc. in their proper place before each meeting and returns the same equipment to its proper storage place when the meeting is over. He distributes the bulletins, favours and literature as required at the meeting and acts as sergeant at arms.

A good club meeting necessitates a prompt beginning. The Lion Tamer can help by reaching the meeting place in sufficient time to set-up the required equipment and making sure that those present including guests are properly seated. This duty may require a check with the President and Program Chairman to determine who is to sit at the Head Table. Lions should be encouraged to sit with different people at each meeting. Special attention should be given to new members; make sure they sit with different groups so that they can become better acquainted with the whole membership and the membership better acquainted with them.

DUTIES OF THE CLUB TAIL TWISTER

The Tail Twister shall keep harmony, good fellowship, life and enthusiasm in the meeting; shall collect fines from the members; promote fun and laughter by the presentation of appropriate stunts and games. The Tail Twister may not be fined except by the unanimous vote of the members present. All monies collected by the Tail Twister shall be immediately turned over to the Treasurer and receipt taken thereof.

Ideas for Tail Twisters:

We believe that if a Lion is to take over the job of Tail Twister he or she should know exactly what is **NEW** and what is happening to the members of their Lions club. The following list suggests items about club members that might be of interest or relevant to fellow Lions:

1. Picture in paper
2. Holidays
3. Marriage
4. Golf and curling scores
5. New car
6. Anniversaries
7. Promotion at job
8. Business trips
9. Birth in family
10. Tales from fishing trips
11. New home
12. Important announcement

By finding out exactly what is happening in the life of all club members, the Tail Twister can fine each of the members accordingly. He or she will publicize their achievement and at the same time add to the club's revenue through the medium of fines. Be sure that you please the member when you fine them and that you do not insult them.

The time when the Tail Twister and assistant, the Lion Tamer, should be very active is from the moment when the Head Table sits down until the President is ready to start with his regular agenda. This time is usually during the meal.

The Tail Twister and Lion Tamer should make special arrangements to sit together at the end of the hall nearest the entrance and make arrangements with the caterer to keep their meal hot for them so they can eat after the other members have finished their meal.

The Tail Twister should be the member responsible for making sure that all Lions are properly amused and are made to feel relaxed at a Lions club meeting. He or she sets the stage for the rest of the meeting by giving the members sufficient time to relax, to talk, laugh and get to know each other. By the time the President starts the formal part of the meeting, the members are usually ready to settle down to some serious business.

Visiting other clubs and using your imagination will provide you with many other Tail Twister ideas.

DUTIES OF CLUB MEMBERSHIP DIRECTOR

The President of a Club should realize three very important factors in appointing the Director.

1. The Lion must be well-informed, active and enthusiastic.
2. It must be impressed on him that it is not a one man show.
3. The Membership Director is also a member of the club's Board of Directors.

There will be **THREE** Members including the Director on this Committee. The Director holds that post for **ONE** year then moves on, the other **TWO** move up and a new member is elected to the empty entry position. The term of service on this Committee is three years (from election until you finish in the third year as its Director).

It is the duty of this committee to formulate a plan for the year and more important to see that this plan is carried out effectively. The problems for this Committee may vary in each club but basically the job is the same, to interest the most successful or most influential members of their community in the work of Lionism.

We should not be principally concerned with their station in life, accumulation of worldly possessions or achievement of high academic degrees...while these attributes are desirable, they are not the main requisites for a good Lion. We should, however, concern ourselves with the knowledge of their character, abilities and personality. We should elevate our membership requirements to such standards that a new member will feel honoured that they were asked to become a Lion.

DUTIES OF COMMITTEES UNDER THE PRESIDENT'S APPOINTMENT

How Many Functioning Committees?

Lions Clubs International Club Standard Organization lists about twenty standing committees, split equally between administrative and activities committees. Under ideal circumstances all of these committees should be functional but in reality only a few clubs are in the position to be able to operate with all those committees operating independently. In this regard:

- a. Each club may tailor the number of committees to its own needs, focusing on committees which are relative to the club's administration and activities.
(The size of the club has a very important bearing.)

- b. Combine committees where it does not overload the Chair. A member could be a Chair of one committee and a member of another.
(It is recommended that such combinations should be committees of a like nature).
- c. Eliminate on a year to year basis any committee which you know won't be active.

What Makes a Committee Function?

- a. It is important that some thought be given to who should chair a particular committee. Consider peoples' interests and vocations. The key to success is selecting a candidate who has enthusiasm and some knowledge/experience of the committee.
- b. Talk over the appointment with your candidate. Discuss the position and duties and responsibilities of the committee in addition to providing them with appropriate material.

Don't Forget Special Project Committees

Another very important consideration, which you must make in appointing chairs is not to forget that you will require Project Chairs – e.g. Campaign Sightfirst II, Charter Anniversary etc.

The Small Club

At this point we possibly should elaborate on the small club problem of filling the necessary committees. Committees which are non-active or marginally active could be combined under one Chair.

Administrative

1. Attendance & Bulletin Editor
2. Lions Information & Constitution & By-Laws
3. Inter Club and Greeter
4. Finance and Convention
5. Membership Development and Retention
6. Programme and Publicity

Service Activities

1. Sight Conservation & Work with the Blind
2. Youth
3. Civic Improvement and Community Betterment
4. Health and Welfare & Safety

5. Diabetes Awareness, Camp Huronda & Lions Camp Dorset
6. Hearing Conservation

This is just to show an example of combining committees so that you have the fewest possible chairmen, with all the suggested committees covered. Special interests of the club may be added.

A Good Chairperson Has to Work

When asking someone to chair a committee, it would be a mistake to suggest that there is little work involved and little time required. On the other hand, while we do not want to relay the impression that a task is too difficult, most Lions and people like a job with a challenge.

Committee Reports to the Board of Directors

It is quite important that all active committees make regular reports to the board of directors. Brief written reports with financial details should be submitted at various times throughout the year and on the completion of a specific project. When finances are involved, it is essential that the Chair keeps an accurate accounting of receipts and disbursements which are forwarded to the treasurer for the annual audit.

Publicity as it affects Individual Chairs

Each Chair is directly responsible for the publicity required for his own committee. Use should be made of the Club's Bulletin and the club Publicity Chairman should be provided with details for radio and press releases, if required.

Chairs are responsible to the Board of Directors

All Chairs should realize that they are responsible to the Board of Directors. They should not make commitments or major decisions without approval of the Board. This is not to be construed as red tape. Common sense should prevail so that a Chair is given reasonable control over the operation of the Committee. He or she should call meetings at a convenient time & place throughout the year, to suit the need and assure the successful functioning of the Committee. Such a meeting constitutes an attendance make up which should be reported to the Secretary.

How many on a committee?... Who to select?

How many should you have on a committee? There is no hard and fast rule. You could assume that a basic committee would be composed of three. Under ideal circumstances, no member of the committee would serve on any another committee.

Very active committees in a large club could number six to even ten members. If you belong to a small club you again have an acute problem of being shy in numbers thus members are forced to serve on more than one committee, however a person should be the chair of only one committee. Both the President and Secretary should not be asked to serve as active members of a committee. The President of course would be considered an ex-officio member of all committees. Some Lions will have preferences and will more ably serve one committee than another. The President should make sure that no Lion is left out and that the "new members" are on committees to their liking.

BE SURE THAT A LIST OF YOUR COMMITTEE CHAIRS AND MEMBERS IS PUBLISHED EARLY IN YOUR CLUB BULLETIN AND REPEATED OFTEN.

Two committees that should report at every meeting

Your Lions Information and Inter-Club Visits Committee Chairs may have something to report at every meeting. The President would be wise in making this a semi-permanent item on the agenda. Talks should be brief, two or three minutes would be sufficient.

Information available

Lions Clubs International through its Supply Office has literature available and designed to help the Committee Members in every possible way. International and District Magazines have a storeroom of information that will be of assistance if Lions would only take time to inform themselves. And don't forget to check out the LCI website on a regular basis @ www.lionsclubs.org

DUTIES OF DISTRICT A-12 ZONE CHAIR

QUALIFICATIONS:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, **and** a member of the board of directors of a Lions club for no less than two (2) **additional** years.

In addition should possess;

- (i) Good communication skills
- (ii) Good leadership skills/ability to motivate
- (iii) General knowledge of Lionism & protocol
- (iv) Demonstrated enthusiasm

NOTE: Club officer positions may not have been served concurrently

Under the direction of the District Governor and the supervision of the Region Chair, duties may include:

1. Attend an officer training session prior to taking office and obtain records from predecessor
2. Become familiar with the reimbursement of expenses and rules of audit
3. Attend all scheduled meetings of the District
4. Participate as a voting member of the District Cabinet
5. Provide a written report at the District Cabinet meetings on the zone activities
6. Work in partnership with Members of Cabinet for the betterment of Lionism
7. Maintain accurate records and retain correspondence which will be provided to your successor
8. Promote and motivate Lions to accept a leadership role at the District level- your successor
9. Schedule, under DG guidelines, a visit to each club in the zone and
 - ✓ Advise club in writing of visit and follow-up with a phone call a few days prior to visit
 - ✓ Be prepared to speak for 10-15 minutes (include topics requested by DG)
 - ✓ Provide a brief biography (written), if requested
 - ✓ Be prepared with some knowledge of club activities, weaknesses & strengths
 - ✓ Recognize successes, offer congratulations
 - ✓ Be prepared to induct new members or install new officers
 - ✓ Be prepared to toast (LCI, Ladies, Partners, Queen) if requested
 - ✓ Encourage participation in zone, region, and district events
 - ✓ Promote a club orientation programme and the exchange of ideas
 - ✓ At the direction of the DG, address administration issues, with appropriate officer
 - ✓ Complete the required paperwork in a timely manner
10. Advise Region Chair and District Governor of issues/concerns- poor attendance, lack of fundraising and service activities, discord within the club
11. In partnership with the DG & Region Chair, suggest and implement methods to assist problem clubs

12. In partnership with the DG, Membership & Extension Chairs & Region Chair, suggest and implement the formation of new clubs
13. Schedule and chair three District Governor's Zone Advisory meetings during the year e.g. Oct/Nov, Jan, March/April and plan as follows:
 - ✓ Select dates and request host clubs prior to the publication of the district directory
 - ✓ Attempt to coordinate date with the host club meeting night for maximum attendance
 - ✓ Invite no more than 3 guest speakers (usually Cabinet Chairs) allowing them 10-15 minutes each. Be flexible in setting your programme
 - ✓ Cover the cost of meals for guest speakers by adding \$1.00 per plate for attendees.
 - ✓ Send a written invitation to each Lions & Lioness club in the zone approximately 6 weeks in advance, stating agenda, club reporting procedures, cost, RSVP etc
 - ✓ Follow-up with a phone call to all clubs from whom you have not had a response
 - ✓ Prior to the meeting assign a Lion to take attendance and collect for meals
 - ✓ Prior to the meeting assign a Lion to record the minutes
 - ✓ Become familiar with and observe proper protocol
 - ✓ Complete and disburse required paperwork in a timely manner
14. Be familiar with and adhere to the District Communication procedures for serious illness, death, or disaster
15. Attend region rallies, club anniversaries, new club charter nights, and funeral services
16. Participate in the District A-12 Convention programme as requested
17. Read and adhere to instructions, agenda, and dress code in convention booklet
18. Encourage the full quota of voting delegates at the District, MD"A" & International Conventions
19. If requested, approve and forward to the DG the Club President Excellence award application
20. Further the Purposes and Objects of our Association

21. Perform any other functions that may be required by the International Board of Directors through the Zone Chairman's manual and other directives

DUTIES OF DISTRICT A-12 REGION CHAIR

QUALIFICATIONS:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson, as president of a Lions club for a full term or major portion thereof, **and** a member of the board of directors of a Lions club for no less than two (2) **additional** years.

In addition should possess;

- (v) Good communication skills
- (vi) Good leadership skills/ability to motivate
- (vii) General knowledge of Lionism & protocol
- (viii) Demonstrated enthusiasm

NOTE: Club officer positions may not have been served concurrently

Under the direction of the District Governor, duties may include:

1. Attend an officer training session prior to taking office and obtain records from predecessor
2. Become familiar with any region awards and the criteria for winning
3. Become familiar with the reimbursement of expenses and rules of audit
4. Attend all scheduled meetings of the District
5. Participate as a voting member of the District Cabinet
6. Provide a written report at the District Cabinet meetings on the region activities
7. Obtain and read reports from designated Cabinet Chairs unable to attend cabinet meeting
8. Work in partnership with Members of Cabinet for the betterment of Lionism
9. Maintain accurate records and retain correspondence which will be provided to your successor

10. Promote and motivate Lions to accept a leadership role at the District level- your successor
11. Participated in the preparation of the District budget, and attend the changeover meeting
12. Be an active member of the District MERL team and be responsible for Orientation in his/her Region
13. Schedule, under DG and MERL team direction and in co-operation with the Zone Chair, a visit or visits, as required to clubs in the region that require assistance in any aspect of Lionism.
 - ✓ Be prepared with some knowledge of club activities, weaknesses & strengths
 - ✓ Recognize successes; offer congratulations
 - ✓ Be prepared to induct new members or install new officers
 - ✓ Encourage participation in zone, region, and district events, particularly learning opportunities such as the Learning Weekend or similar seminars
 - ✓ Promote a club orientation programme and the exchange of ideas
 - ✓ Address administrative issues, with appropriate officer
 - ✓ Complete the required paperwork in a timely manner
14. Advise District Governor and the MERL team of issues/concerns- poor attendance, lack of fundraising and service activities, discord within the club, and assist the club to create a plan(s) to overcome the issues of concern
15. In partnership with the DG & Zone Chair, suggest and implement methods to assist problem clubs
16. In partnership with the DG, Membership Chair & Zone Chair, suggest and implement the formation of new clubs
17. In cooperation with other Region Chairs, schedule and co-chair the Region Rally (may be joint) and plan as follows:
 - ✓ Select date (not less than 30 days prior to convention) and request a host club prior to the publication of the district directory
 - ✓ Attempt to coordinate date to optimize attendance
 - ✓ Be flexible in setting your programme, allowing sufficient time for nominations and speeches from candidates

- ✓ Cover the cost of meals for guests by adding \$1.00 per plate for attendees.
 - ✓ Send a written invitation to each Lions & Lioness club in the region approximately 6-8 weeks in advance, stating agenda, cost, RSVP etc
 - ✓ Follow-up with a phone call to all clubs from whom you have not had a response
 - ✓ Prior to the rally assign Lions to take attendance and collect for meals
 - ✓ Prior to the meeting assign a Lion to record the minutes
 - ✓ Tally attendance for applicable awards
 - ✓ Become familiar with and observe proper protocol
 - ✓ Complete and disburse required paperwork in a timely manner
18. Be familiar with and adhere to the District Communication procedures for serious illness, death, or disaster
 19. If not already documented, establish guidelines at the rally for the disbursement of region funds- awards, floral tributes, memorial donations...how much \$? to whom ?
 20. Attend zone meetings, club anniversaries, new club charter nights, and funeral services
 21. As a member of the District Convention Committee attend convention meetings
 22. Participate in the District A-12 Convention programme as requested
 23. Read and adhere to the instructions, agenda and dress code in the convention booklet
 22. Chair a Region Rally at District A-12 Convention, presenting applicable awards
 23. In co-operation with the other Region Chairs purchase a suitable gift (maximum \$500) from Region funds, for the District Governor, to be presented at convention
 24. Encourage the full quota of voting delegates at the District, MD"A" & International Conventions
 25. If requested, approve and forward to the DG, the Club President Excellence award application
 26. Further the Purposes and Objects of our Association
 27. Perform any other functions that may be required by the International Board of Directors through the Region Chairman's manual and other directives

DUTIES OF DISTRICT A-12 FIRST VICE DISTRICT GOVERNOR

QUALIFICATIONS:

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Have served or will have served at the time he/she takes office as first or second vice district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet for a full term or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

The first vice district governor, subject to the supervision and direction of the district governor, shall be chief administrative assistant to the district governor. His/her specific responsibilities shall be to:

- (1) Further the purposes of this association.
- (2) Play an active role in membership development including extension of new clubs and leadership development within district.
- (3) Become familiar with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office.
- (4) Perform such administrative duties as may be assigned by the district governor.
- (5) Perform such other functions and acts as may be required for him/her by the International Board of Directors and other directives,
- (6) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor.
- (7) Participate in council of governors meetings as appropriate.
- (8) Participate in the preparation of the district budget.
- (9) Engage actively in all matters to be continued during the next year.
- (10) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

DUTIES OF DISTRICT A-12 SECOND VICE DISTRICT GOVERNOR

QUALIFICATIONS: (as First Vice District Governor)

The second vice district governor is subject to the supervision and direction of the district governor. His/her specific responsibilities shall be to:

- (1) Further the purposes of this association.
- (2) Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
- (3) Perform such duties as assigned by the district governor, including assisting the district retention chairperson.
- (4) Perform such other functions and act as required by the policy of the association.
- (5) Actively participate in all cabinet meetings and conduct all meetings in the absence of the district governor and the first vice district governor.
- (6) Participate in the preparation of the district budget.
- (7) Actively engage in all matters to be continued during the following year.
- (8) At the request of the district governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

DISTRICT A-12 CABINET SECRETARY JOB DESCRIPTION

(May be combined with the District A-12 Treasurer duties)

QUALIFICATIONS:

- Sound knowledge of Lionism & protocol
- Computer skills
- Good communication skills
- Basic knowledge of accounting principles
- General knowledge of Constitution & By-Laws of A-12, MDA & LCI

Under the supervision and the direction of the District Governor, duties may include:

01. The Secretary will be **one** of three signing authorities for District A-12.
02. The Secretary, with the other signing authorities, may obtain professional financial advice when deemed necessary.
03. The Secretary shall assist the District Governor in compiling information for the District Directory.

04. The Secretary shall assist the District Governor in ordering District stationery.
05. The Secretary shall order name badges for cabinet officers and chairs as required.
06. The Secretary, Treasurer, IPDG, VDG's, and the RC's shall assist the District Governor in the preparation of an annual budget for District A-12, estimating receipts and expenditures, for consideration of the district cabinet at the 1st cabinet meeting, after the International Convention.
07. The Secretary shall send a letter to each club requesting a club decision for the support of the Governor's project and maintain an accurate record of responses.
08. The Secretary shall prepare and send out written invitations to cabinet meetings to all clubs within the specified timeframe.
09. The Secretary shall be responsible for all arrangements for Cabinet meetings-
 - confirmation of attendance
 - ordering sufficient meals from caterer
 - head table set-up
 - room set-up
 - district paraphernalia (flags etc)
 - distribution of agenda & financial statements
 - mail boxes
10. The Secretary shall record the proceedings of each Cabinet meeting and distribute copies of the minutes to all members of cabinet and LCI in a timely manner.
12. The Secretary shall send a letter to each club notifying of the upcoming District Governor's official visit.
13. The Secretary shall order supplies/awards from LCI at the request of the District Governor.
14. The Secretary shall record the proceedings of the A-12 Convention and distribute copies of the minutes to all Cabinet members and LCI in a timely manner.
15. The Secretary shall assume duties that are usually performed by a secretary and pertaining to this office.

DUTIES OF DISTRICT A-12 CABINET TREASURER

(May be combined with the District A-12 Secretary duties)

QUALIFICATIONS:

- General knowledge of Lionism
- Computer skills
- Good communication skills
- Basic knowledge of accounting principles
- Bondable (at discretion of district cabinet)

Under the supervision and the direction of the District Governor, duties may include:

01. The Treasurer will have the responsibility for all receipts and disbursements for the following:

- a) District A-12 Administration account
- b) Regions 8, 21, 36 monies
- c) Governor's Project monies
- d) LCIF monies
- e) Lions Quest monies
- f) Lioness District Project monies (if applicable)
- g) Effective Speaking monies
- h) Any other monies designated by district cabinet

02. The Treasurer will be **one** of three signing authorities for District A-12.

03. The Treasurer with the other signing authorities may obtain professional financial advice when deemed necessary.

04. The Treasurer shall obtain the necessary documents from the outgoing treasurer, to change the signing authorities at the existing bank, or take the necessary steps to open an appropriate account at the bank selected by the District Governor.

05. The Treasurer, in co-operation with the Secretary, IPDG, VDG's and RC's assist the District Governor shall prepare an annual budget for District A-12, estimating receipts and expenditures, for consideration of the district cabinet at the 1st cabinet meeting after the International Convention.

06. The Treasurer shall keep accurate records and books of accounts which shall at all times, be open to inspection by the District Governor, district cabinet or any club in the district.

07. The Treasurer shall deposit all funds in a recognized financial institution as determined by the District Governor and disburse funds at the direction of the District Governor and cabinet.

08. The Treasurer shall prepare and mail invoices to each club for annual dues and region assessments.

09. The Treasurer shall prepare an interim balance sheet for presentation at each cabinet meeting and be prepared for any discussion that may arise.

10. The Treasurer shall at the cabinet meetings arrange for the collection of meal monies from those in attendance and the payment to the caterer upon receipt of an invoice.

11. The Treasurer shall, at the end of the Lions' year, furnish the books to the appointed auditor.

12. The Treasurer shall ensure that the changeover of financial records and funds to the new treasurer is a prompt and smooth transition.

DUTIES OF DISTRICT A-12 IMMEDIATE PAST DISTRICT GOVERNOR

Under the direction of the District Governor, duties may include:

1. Chair the Honorary Committee and call meetings as required
2. Chair LCIF, setting goals for the district
3. Participate in the preparation of the District budget
4. Attend all scheduled meetings of the District
5. Participate as a voting member of the District Cabinet
6. Provide a written report at the District Cabinet meetings
7. Provide counsel to the District Governor
8. Advise District Governor of issues/concerns- poor attendance, lack of fundraising and service activities, discord within the club
9. Work in partnership with Members of Cabinet for the betterment of Lionism
10. Promote and motivate Lions to accept a leadership role at the District level
11. Be familiar with and adhere to the District Communication procedures for serious illness, death, or disaster

12. Be prepared to conduct/participate in a Lion's funeral service
13. Attend zone meetings, region rallies, club anniversaries, new club charter nights, and funeral services
14. Chair District Convention Committee
15. Participate in the District A-12 Convention programme as required
16. Read and adhere to the instructions, agenda and dress code in the convention booklet
17. Encourage the full quota of voting delegates at the District, MD"A" & International Conventions
18. Further the Purposes and Objects of our Association

CLUB MEETINGS

Dinner Meetings:

See pages 4 - 7 for information on Lions' Protocol

The general format of the meeting is, more or less, uniform:

- * Call to Order
- * O Canada
- * Toast to the Queen
- * Lions Invocation / Lions Grace
- * Meal
- * President's Remarks
- * Introduction of the Head Table
- * Roll Call
- * Sing Song (optional)
- * Raffle
- * Guest Speaker or Visiting Dignitary
- * Lions Business Report (if necessary)

By the time of your meeting, you will be fully aware of the plans for the evening and you, are responsible for completing your agenda.

• Call to Order

Above all, when your meetings are called for a specific time, be prompt and open your meeting at the prescribed time. Your club members will soon learn and will be ready to start on time.

- **O' Canada – The Queen – Lions Invocation – Lions Grace**

Nothing needs to be said here except that one should treat this portion of the program with respect. Don't forget to ask the selected Lions in advance.

- **The Meal**

The meal itself is extremely important and as much variety as possible should be planned. The Head Table should always remember that they are served first and they may be finishing dessert when members are still eating their main course. Fill the lull in your programme with a sing song, raffle, business or the Tail Twister. The secret is to keep the meeting rolling.

- **Introduction of the Head Table**

This can be performed by the President or someone designated, however the Lion should be prepared and be aware of protocol. The Head Table, apart from visiting dignitaries and guest speaker, should be composed of Lions to whom something has happened...a birthday, a birth or for some reason other than just being a Lion at a normal meeting.

- **Head Table Seating**

Refer to Lions Protocol on page 6...

- **Roll Call**

After the Head Table has been introduced, the individual Lions roll call can actually add to your programme if given proper impetus. The Club President should retain order at all times or the Attendance Chairperson should start the roll call and follow the line around the room and exercise his/her prerogative by holding up the next Lion until order is restored.

- **Sing Song**

The sing song can be short and used to best advantage in the agenda timing and to keep the meeting lively. It makes for good fellowship and at the same time gives the President, a short breather before getting into the formal part of the agenda.

- **Raffle**

A great many clubs conduct a raffle during the meeting and this is usually done during the sing song. The purpose of the raffle is to raise money for the club administrative account and in the majority of cases is used for convention funds. The raffle itself can be amusing with an inexpensive prize. In any case, do not charge excessive amounts for each ticket. The club can best determine whether or not raffles are popular or appropriate with your members.

- **Booster**

Although not specifically mentioned in the above format, this programme item can add to your meeting. A boost is simply a short, prepared talk by a Lion about their business; two or three minutes at most. In essence it is brief, and at the same time serves the purpose of introducing the individual to the members. Generally the comments are confined to personal business. The Lion boosting as a rule contributes an inexpensive gift that can be drawn for without cost to the general membership.

- **Guest Speaker**

So far in the programme we have concerned ourselves with the generalities and the good fellowship of our meeting. We now come to the more serious part of the meeting and it should be noted that the Guest Speaker or principal Visiting Dignitary is first and foremost in this part of the programme. Your guest has come to your club at your invitation and because you want to hear what they have to say. He or she has given freely of their personal time and effort and should therefore be introduced by a member, who has obtained all the pertinent information about them. They should be given THE COMPLETE AND UNDIVIDED ATTENTION OF THE AUDIENCE. They should be thanked by a Lion member who is prepared and not a last minute choice to perform this duty.

- **Lion Business Reports**

During the Dinner meeting, it is recommended that committee reports be held until the business meeting, unless it is necessary to report. You, as President, should request the committee chairs prepare reports in advance as there is nothing so futile as to call on a Lion at the last minute for a report for which they are not fully prepared.

All Lions giving reports must stand when addressing the Chair or the club.

Business / Board of Directors Meeting:

Meetings of the Board of Directors should be held once a month including the summer months when regular club meetings may not be held. These meetings should be special, separate meetings and not held hurriedly after a regular club meeting. These meetings are vital to the life and activity of the club. Club business issues should be discussed and dealt with at the Board of Directors meeting with recommendations being brought forth for approval at regular club meetings.

For all board meetings a proper Agenda should be prepared in advance of the meeting by the President and the Secretary.

The following is a suggested Agenda:

1. President's Remarks
2. Reading of Minutes of previous Meeting
3. Business arising from the Minutes
4. Secretary's report of non-attendance, roster changes etc
5. Treasurer's report
6. Communications, correspondence etc.
7. Reports from Vice Presidents on Committees under their supervision
e.g. Membership, Welfare, Social
8. Discussion on matters effecting Club policies, e.g. fund raising activities, meeting programmes, etc.
9. New business
10. Adjournment

It is important that every Director be present at each meeting of the Board. Past Presidents are also ex-officio Members of the Board and while with the exception of the Immediate Past President, they have no vote, their views and advice can be helpful to the Board. Every club member should be welcomed at a Board of Directors meeting and permitted to join in discussions, however only the Board Members may make motions and vote on issues.

It is helpful if the Bulletin editor attends Board meetings in order to be in a position to comment/report on club activities.

It is recommended that discussions of the Board on matters of policy and other items of interest be passed on to the members for their information, The Board of Directors should make recommendations to the club on certain issues which may then be supported or vetoed by the membership.

The club elects the Members of the Board in the confidence that it will function efficiently and it is up to the Board to show itself worthy of that confidence. An active, enthusiastic Board means an active, enthusiastic club.

We must always bear in mind that the Board of Directors is the training ground for leadership within the club.

IMPROVING CLUB ATTENDANCE

There are various methods to improve Club Attendance. Contests, of course, are one excellent idea, but before any thought is given to set the wheels in motion for such a venture, one must remember that if the program is successful, and to remain successful, you must be able to offer meetings, which will not only retain their interest, but also wet their appetite for more of the same.

We cannot emphasize too strongly, that meetings must be scheduled, run on a pre-determined time, not allowed to drag, must be lively, humorous at times and above all, conducted in a friendly manner so that one of the basic aims of Lionism - good fellowship - will be enjoyed by all.

When you are certain that you can offer meetings of this type, then we would suggest that you set up a contest similar or the same as the following and make certain that all involved in running this event, fulfil their part as outlined.

- a) Divide the club roster into teams of 8 members, each including a Captain.
- b) Choose as the Captain a member who usually has a poor attendance record. (This will improve his/her poor attendance since the job is for a full year).
- c) The Attendance Captain should hold a closed meeting at home with the Captains in order to explain to them in detail the program for the year and their importance to the overall success of the plan.
- d) Each Captain should be given a detailed list of all members on each team giving telephone numbers, address, etc.
- e) It is part of the program that the partners in service of the team with the highest attendance for the season will be presented with a gift.
- f) A letter of explanation of the plan is to be mailed to all the members' partners in service, thus creating interest on the part of those partners at home in seeing to it that the Lion member attends the meetings. The gifts should be given out at a special evening. (Refer to the Lions Catalogue of Supplies for suitable gifts).
- g) Do not mention attendance throughout the year at regular meetings because usually you are speaking to the wrong members.

h) Your attendance program for the season should be thoroughly explained at a general meeting of the club and in the bulletin, at the beginning of the season - then all you can do is await the results.

i) At the end of the season, an official invitation card should be sent out, without informing the general membership, to all spouses and should read as follows:
"Your Lion partner is pleased to invite you to be a guest at the next Lions Meeting on..." etc.

j) The percentage of all teams and members should appear in the bulletin as it can be quite an incentive. Your club contest could be worked out on a physical attendance record, or an attendance according to Lions International rules of "make-up".

NOTE: This idea / system has been tried and proven to be exceptional at increasing / improving attendance.

RECEPTION OF INTERNATIONAL & DISTRICT OFFICERS

What should be done by the club and its members in regard to the reception, entertainment and other obligations, upon the occasion of an official visit from an International Officer, District Governor, Region Chairperson or Zone Chairperson? This question is frequently asked by Club Presidents, Program Chairmen and others. Every club should plan carefully for such visits. It should be a real highlight in your club's year. Hopefully, the following suggestions will be helpful in making this an occasion to be remembered, by both your guest and your club.

1. It is definitely understood that the Guest is the ONLY SPEAKER. Sufficient time should be allotted for their address.
2. Give the Guest Speaker the preferred spot on the agenda with only introduction of guests and words of welcome prior to their address. (Impromptu speeches, entertainment, etc. should follow.)
3. If required, arrange for a small delegation to meet the visitor at the airport or train station or hotel.
4. Provide a complimentary room at the hotel.
5. If the Visitor arrives early and has a few hours to spend, show the points of interest or take a tour of main industries, etc... In other words, fulfil the part of a good host to best advantage.

6. Provide complimentary tickets for luncheons or dinners.
7. See the guest meets as many of your general membership as possible prior to dinner. Be sure the guest is properly introduced by a member of your club who has taken the trouble to get the biographical background, especially the experience in Lionism.
8. Have a member express the thanks of the club at the conclusion of the address and as a general rule, a gift that will be a memento of the visit.
9. Arrange to have a meeting of the club's Board of Directors either immediately preceding or following the luncheon or dinner meeting. This is important as the visiting official generally wishes to meet the members of the executive for the purpose of discussing with them club operations and matters concerning the welfare of the club as a whole.
10. A few days after the visit, follow up with a letter of appreciation.

CLUB FINANCING AND BUDGET

The financial affairs of a Lions Club are guided by the President assisted by the Secretary, the Treasurer, the Finance Committee and the Directors.

- Good club financing does not just happen, it is the result of careful planning, sound judgement and continual attention. This planning should start before you become President of your club. The year starts on July 1st and a Finance Chair and Committee should be appointed and take responsibility by that date. In general the duties of the Finance Committee are to advise the Board of Directors and the Officers of your club in financial matters.
- The Finance Committee will prepare a financial budget for the year and submit it to the Board of Directors for approval. Once approved, the budget forms the financial plan for the club and while situations will develop during the year which will require some departure from the budget, the overall effect of such departure must be carefully considered before being approved. It is desirable to prepare the budget in two parts. One for each of the six month periods, July 1st to December 31st and January 1st to June 30th, then the sum of the two will form the budget for the year. In addition to the administrative budget, a separate budget will be required for activities.

- It is the duty of the Finance Committee to see that the budget is adhered to. The Chair of the Finance Committee should attend the Board of Directors meetings regularly. It is the responsibility of the President and the Board of Directors to see that no liabilities are incurred that have not been provided for in the budget. To assist in this responsibility the Chair of the Finance Committee acts as a watchdog.
- The Finance Committee should supervise and if necessary assist the Secretary and Treasurer in the preparation of:
 - a) Monthly reports of finances to the Board of Directors
 - b) Quarterly reports of finances to the club.
- The Finance Committee should assist the Board of Directors and the Activities Committee in the preparation of financial money raising activities.
- This Committee will recommend the bank or bank accounts to be used for deposits of the club funds and that there be two separate accounts for club administration and activity funds. They will recommend authorization of signing officers for cheques, the bonding of club officials responsible for handling club funds and the books of the club audited at least annually.

The Budget

As already mentioned, the first duty of the Finance Committee is to prepare a Budget for the year for the Administrative and the Activities accounts. The Chair of the Finance Committee should obtain certain material and information for guidance. Among these items are the following:

- Last year's financial statements. It is not necessary to wait until the financial statements for the previous year have been audited. The Treasurer's statement will serve the purpose and will enable a much earlier presentation of the budget.
- Last year's budget. This will serve as a guide and by comparison with the Treasurer's report will indicate what variations from the budget were encountered last year.
- The Chair should have a discussion with the President in order to have the benefit of knowledge of any special plans which the President may have for the Club during the year.
- The Chair should obtain information from each Administrative Committee, which involves the disbursement of funds.

- The Activities Committees should submit their plans to the Financial Committee for revenues and disbursements to be undertaken during the year.

Administrative Fund Budget

The main source of Administrative funds will be the club's annual dues paid by the members. The setting of annual dues is the responsibility of each club and the amount of dues, as well as other charges to members such as entrance fees and transfer fees, should be stated in the club's By-Laws. Careful consideration should be given to the amount of the club member's annual dues. It has been found that where annual dues are set too low, difficulties can be expected.

Entrance fees will also be stated in the By-Laws, and it is recommended that these fees should be greater than the fees charged by Lions Clubs International for new members.

Other sources of Administrative Funds will be the Tail Twister's fines, profits from social functions conducted by the club for its members and interest on investments on surplus Administration funds.

In general terms, the expenditures of the Administrative Fund may be divided into the following groups:

1. Payments to International Association of Lions Clubs:

These include the per capita dues to International and payable at the rate of 50% semi-annually (July 1 & Jan 1). The per capita dues include your subscription to the Lions Magazine, per capita charge to offset the costs of Lions Clubs International Convention and other Administrative and extension costs incurred by Lions Clubs International. Also payable to Lions Clubs International are Entrance Fees for new members that are pro-rated during the year and Re-instatement and Transfer Fees.

2. Payments to District "A":

The annual per-capita District "A" dues covers District "A" Convention Fund District "A" Promotion and Expansion and District "A" Administration
The District "A" per capita dues are payable on September 1st. each year, based on the membership of your club at the preceding June 30th.

3. Payments to District A-12:

Based on the number of members on your monthly report as of the previous June 30th, this is payable in September. This amount is to cover the cost of the operation of your District. e.g. stationery, directory, postage, newsletters, flowers etc.

4. Your local Club Administrative Requirements:

Included in this group you will find the following:

Printing, postage, telephone, fees, meals, cost of speakers, entertainment at club meetings, club supplies, club bulletins, printing, paper, miscellaneous disbursements.

5. Delegate Expenses:

This is an area where many clubs fail to give due consideration.

Each club should be represented at the International Convention, the Multiple District Convention, the District Convention, the Zone Advisory Meetings etc by Presidents, First Vice Presidents and Secretaries. The expenses of the delegates from your club attending these various meetings should be provided for in your budget. Otherwise when the time comes one of three things happen...your club is not adequately represented, an unexpected strain is placed on club funds or undue expense is borne by individual members of your club.

Activities Fund Budget

Due to the wide variety of activities taken on by various clubs, this cannot be dealt with in any great detail. It will be necessary to anticipate the revenues carried on by your club to raise funds, as well as any new planned fund raisers.

Out of these funds the Club will meet the following expenses:

1. Payments to projects that are annually supported by the Club.
2. Special funding requirements for the year.
3. A reserve for worthy causes not anticipated at the beginning of the year.

Money raising events for activity purposes should stand on their own feet. That means that the expense of raising the money is the first charge against the monies raised.

No part of publicly raised money can be used for club administrative purposes, as confirmed by the Legal Department at LCI.

An individual budget should be prepared for each activity before it is started and this budget should be approved by the Board of Directors.

It is very important that all accounts arising out of money raising activities should be settled promptly in order to preserve the credit of the club and its' good name in your community.

Liability Insurance is provided by Lions International for Lions Clubs activities. It is recommended that each Club should assess their own particular situation and obtain additional coverage as required. Clubs should also acquire adequate Fire Insurance on their assets and Liquor Liability Coverage as appropriate.

General

Club dues should be payable in advance, quarterly, semi-annually or annually. A club that is lax in its collection of member's dues will have an unnecessarily high turnover of members.

Many clubs now bill their members in advance for meals, as well as dues. This also helps attendance as the members feel that they are paying for their meals anyway so why not come and get their full money's worth.

The Club Secretary or Treasurer or other Club Officers or members, who are handling club monies should be bonded. This is not a reflection on the integrity of the members concerned; it is just good sound business.

The Club Budget and Why

The words "preparation of a budget" seem to strike fear in the hearts of most people connected with a business, or other organization. Yet a budget, properly prepared, is one of the most important tools of management both in forecasting the financial operations of an organization and controlling these operations during any fiscal year.

The preparation of a budget must, of necessity, combine the determined results of past fiscal years and a shrewd and fairly reliable forecast of what is likely to happen in the year the budget is being prepared.

The drawing up of a budget is usually the responsibility of the Club Treasurer or the Chair of the Finance Committee. However it cannot be prepared without the help and co-operation of the Chairs of various other club committees.

The first step is to estimate the club's income for the year. This estimate will be based on the number of members presently in the club and the predicted net increase in membership from information supplied by the Chair of the Membership Committee. From a similar source it will be possible to predict the amount that will be collected in the year from initiation fees. Other sources of income will be from fines, raffle, social activities, etc. The experience of past years will be useful to guide in forecasting income from these latter items.

Having established the estimated total income, it is then necessary to compare this with the estimated expenses of operating the club for the year under review.

Certain items of expense are fixed and readily determined. These include the rental of club office or premises, the Auditor, District and International Dues, the cost of telephone, etc... Other expenses will not be so easily determined but will have to be

arrived at by combining past years' costs together with information supplied by the committee chairs as to their plans for the coming year.

An example of this would be to ask the Speakers' Committee Chair for an estimate of the cost of entertainment and the Publicity Chair for advertising and newspaper publicity anticipated costs. Once all the expenses have been estimated then the comparison of expenses and income will show whether or not the club is forecasting an operating profit or loss for the year. A forecast loss may result in having to trim certain estimated expenses, for, if this is not possible, it may necessitate an increase in membership fees. On the other hand, a forecast profit may allow for expenditures and activities which would not otherwise be possible to undertake. Once the budget is prepared and finalized, it should then be presented to the club's Board of Directors for approval. When finally approved, it should not be filed away but should then remain to serve the purpose for which it was prepared...control of expenditures. The Directors should constantly be comparing expenditures with the amount allowed for in the budget and stay within the budget allowance as closely as possible.

The above remarks apply to the club's Administrative Account but the same remarks apply in preparation of a budget for the club's Activities Account.

To sum up, the budget takes the form of an Income and Expenditures Statement except that it contains estimated figures prepared at the beginning of the year rather than actual figures arrived at the end of the year.

A sample Budget Form is shown below for a Club's Administrative Account:

LIONS CLUB OF _____: ADMINISTRATION ACCOUNT

INCOME AND EXPENDITURE BUDGET FOR YEAR ENDING JUNE 30 ??

INCOME:

Membership Fees (40.00 x 40)	1,600.00
Initiation Fees (25.00 x 6)	150.00
Proceeds from fines, raffles & Social activities	500.00
Annual Dance	350.00
Strawberry Tea	150.00
Anniversary Dinner & Dance	<u>150.00</u>
	2,900.00

EXPENDITURES:

Postage, printing, stationary	300.00
Roster & Bulletin	400.00

Insurance	30.00
Gifts & Flowers	100.00
Badges	50.00
Speakers	50.00
Publicity	50.00
Convention Allowance	300.00
Entertainment	150.00

DUES:

International:

\$15.00 U.S. = 18.75 CDN	18.75	
Multiple District A:	10.00	
District A-12	2.00	
40 x 30.75 =		1,230.00

Initiation to International		
Fee \$15.00 US = \$18.75 Cdn x 6	112.00	
Birthday Gifts & Sundries	<u>100.00</u>	<u>2,875.50</u>

NET PROFIT FOR YEAR 24.50

CLUB PROGRAMMING & ACTIVITIES PLANNING

What is your Club going to do in the way of fund-raising activities? You have to make money to take care of your Activities Budget so what form of money-raising activities are you planning to adopt? As it is customary to have an estimated budget for your Activities program, this is the time when the club officers and Board of Directors, should sit down and decide the best way to raise funds.

Begin by listing the many worthwhile Activities projects to which you would like to contribute or organize...help some local institution, an unfortunate individual, a sight related campaign, a disabled children's project, a youth improvement program, a safety program or one of a million other things. Now you must decide which projects are most important to your community and your Club then plan as closely as possible how you can raise the money to finance these projects.

The Ways and Means Committee is charged with deciding on a program of one or two money-raising activities during the year that it hopes will raise the required amount to take care of the Activities programme.

You can see Committees must work very closely together and should set their plans and their objectives mutually. When decisions have been made, these should be submitted to the Board of Directors in detail to be considered very carefully and

approved or altered to their satisfaction. Once the Board of Directors has approved the program and the Budget, the Chairpersons can go into action and start right away to get their activities moving.

It is important that Fund Raising Committees goes into action before any other Committee. Every co-operation should be given these Committees, not only by the President, but by all Officers, Directors and the club as a whole.

When this happens you will find that the members of the club will take more interest in their club and in Lionism.

Lions who chair fund raising activities, should be capable, dynamic and able to enthuse the rest of your club. Make sure that these programs are given all the necessary publicity at your club meetings and that enough time is given to the Chairperson to get the information across properly.

We are in this organization to help others and if we do not take an active part in money-raising campaigns within our club, to help our club, to help our Activities Committee to do its job, then we are sadly lacking in the true spirit and meaning of Lionism. Many of the older clubs which have had years of experience, have hit upon one or two fund-raising activities that have proved to be dependable and successful. These clubs have fewer problems in raising money than the newer clubs that may not have found the key to what works in their community. It is to these new clubs that we strongly suggest they compare notes and find out which money-raising activities have been the most successful and which ones have been the most frustrating. By comparing circumstances with all the other clubs we can learn a great deal about our club and many things that will benefit it.

FUND RAISING

Perhaps the most important activity in any club must be "FUND RAISING". Before any club decides on a fund-raising activity, it is strongly recommended that the club become incorporated for liability purposes. In addition all members should complete the Smart Serve programme if serving liquor at any event.

No club can possibly survive without some means of income. Many clubs have put forth a great deal of time and effort in preparation of a good active Activities budget only to have it discarded because the actual financial means were not available to put the Activities budget into operation. Far too many clubs are anxious to spend the money they do not have and perhaps a little lax when it comes to laying plans to raise money.

The subject has been discussed by thousands of service clubs and on thousands of occasions, all with but one common goal: "How are we going to raise the money?" The ideal situation, of course is very simple, a small outlay to finance the project with as little

effort as possible from the members bringing in as much profit as is necessary to satisfy your Activities budget.

It is not the intent to suggest any one fund-raising venture that you might put into operation with guaranteed success, but rather, to discuss the organizational plans and set up which would apply for any venture of your choosing.

It is generally agreed that the public as a whole is more receptive to some method that provides them with some sort of return for their money and many clubs have now decided against the sale of raffle tickets because of this. However, many clubs find raffle tickets exceptionally lucrative in providing funds for their coffers.

In order for any fund raising venture to be launched in a club, it should first be given the stamp of approval of the Ways and Means Committee and if possible, the Finance Committee. In many clubs, the Ways and Means Committee actually engineers and promotes the activity to the eventual presentation to the Board of Directors. The Board of Directors should then scrutinize the method, looking for any possible loop holes and also providing the Committee with possible ideas to improve the venture, for it should normally follow that members of the Board of Directors would have greater experience from which to draw.

Having received the approval of the Board you should now be in a position to place your project into operation. The Chairperson should be chosen with care and consideration. If you do not have a person with some business experience and a level head, you may find your project terminating with a deficit rather than a profit.

Any fund-raising venture requires the thoughts and decisions of several Lions. No venture should be conducted solely by a Chairperson. Most successful fund raising activities have been so proven because of the second most important person on the Committee - TREASURER. This does not necessarily mean the Club Treasurer should perform the same duty on every Committee, but rather that someone should be chosen from the membership who is experienced with finance - someone with bank experience is ideal. Many clubs have experienced at some time or another, a fund raising venture that did not show a profit until many months had elapsed after the conclusion of the project.

The collection of funds during and at the immediate conclusion of the project is perhaps as important as the necessary maintenance of a proper set of books showing all disbursements and receipts.

Do not allow your receipts to remain in your member's pockets. Make a strict rule on this and follow up to see that it is obeyed.

The actual size of any fund-raising Committee will, of course, depend on the size of the project. It is always a definite advantage to appoint a Committee Secretary to take minutes of all meetings held. Now that we have the three most important Members of

the Committee, others can be added as necessary. Many clubs overlook the actual potential derived from these Committee meetings. Many of those lukewarm Lions from whom we never hear too much, are revived by the feeling of being an important part of the club and a wealth of new blood is discovered.

It is very wise policy to investigate the paying of Sales Tax. In certain areas of our district, most clubs have, in one way or another, the blessing of authorities. However, others have reported that it was necessary to remit the tax. Suffice to say that a reasonable amount of your anticipated profit could conceivably be taken from you for this reason.

Do not overlook your greatest ally in any fund-raising project... PUBLICITY. It is always an advantage if you are able to tell the public when you approach them for funds that the proceeds will be used for the Public Library, children with special needs, or some other specific purpose. You will find that the public will receive you more willingly and give more co-operation if they are able to visualize the end result. The public should be notified in one way or another of the actual welfare work completed from the funds. If you conduct a draw, it is always good policy to publicly announce the winner.

Whatever the method of your money-raising project, don't overlook the power or potential of each and every member in your club. You may discover that Joe Doe sold the least amount of Christmas cakes but was the top seller of raffle tickets. Never forget that each and every member in your club has obligated himself and expressed the desire to accept our Code of Ethics and help their fellow citizens.

When planning an event that will need the support of the public on a particular date (dance, carnival, etc.) always find out if another organization has anything planned that would conflict with your date (s). This is necessary for two reasons - the first being that you would not have the same crowd from which to draw attendance and secondly we need to maintain good relations with other organizations and they, in turn, will co-operate with us when scheduling activities of their own.

There is another point we should keep in mind when planning an event where admission is charged and that is the Ontario Hospitality tax. This is not to be confused with the Sales Tax previously mentioned but is a separate tax charged when entertainment is provided. Some clubs have not experienced any difficulties with the authorities in this regard but others, on the night of the event, have had an Inspector from the Provincial Government present credentials and ask to have the serial numbers from the tickets being sold, sit in the booth with our ticket sellers and when the evening sales are completed take 10% of the gross sales.

It is recommended that a copy of the booklet "HOW TO RAISE MONEY FOR LIONS CLUB ACTIVITIES" be ordered from Lions Clubs International. This booklet gives a general breakdown on the planning required, the Committees needed and the work involved to make a fund-raising activity the success it should be.

CLUB SUPPLIES AND LITERATURE

The Secretary of the club and all the members should know that there is a "Catalogue of Supplies for Lions". This Catalogue is issued annually by Lions Clubs International in Oak Brook, and a copy goes to every Club Secretary.

In this catalogue are illustrated all sorts of equipment, supplies and gifts, plus plaques, signs and clothing. All items carry the Lions Emblem.

INTER CLUB VISITATIONS

Some Clubs are not sold on this activity, which is unfortunate, because there are untold benefits to be reaped; benefits such as new ideas during the meetings, new ideas concerning fund-raising activities and the wonderful feeling of fellowship that comes from meeting fellow Lions who are leaders in their own communities. Enthusiasm developed from these visits is important and may be compared to that enjoyed at Region Rallies and Conventions. This is beneficial to all Clubs and should be fostered.

CLUB BULLETIN

A Lions Club bulletin is an efficient medium for keeping the club members informed of your club activities. The choice of an editor is an important one and should be done carefully. Every bulletin editor wants the publication to be effective. It is largely a matter of properly balancing the information going into the bulletin. In designing and printing the bulletin, neatness, legibility, convenience of size and attractive appearance will contribute to the success of your publication.

THE FORMAT of your bulletin should include complete Club, Zone, Region and District names; the names, address and phone numbers of the President, Secretary and Bulletin Editor and of all District officers. Attendance make-up information, place and time of meetings, and finally the Club Roster/ Membership Count.

The Editor's Content should include the following:

1. Program, time, date, place.
2. Report of local club activities and action by the Board of Directors.
3. Coming events at club, region, district and international levels.
4. Information relative to membership development and retention.

5. Report of previous meetings.
6. Constructive editorials.
7. Personal news of members.
8. Continuous receipt of bulletin.
9. General information as it concerns your district and Lions International.
10. Your District Governor's comments.

Humour enlivens your bulletin as it is in so many other phases of life, however humour in poor taste will never add to the reputation of your bulletin.
Remember...a bulletin helps make a good club.

Club President, Secretary, Committee Chairmen and every Lion in every club should use the club bulletin to announce items of interest and requests for support of various projects. Your bulletin editor will be delighted to include any item of club concern and your help and support will be appreciated by the Lion who has taken on the chore of editing the bulletin.

The District A-12 Bulletin Contest Categories are as follows:

Winner Best Editorial	PDG Ted Beddington Trophy
Runner up Best Editorial	PDG Frank Vezeau Trophy
Winner Best 2 page Bulletin	PDDG Jim Burns Trophy
Runner up Best 2 page Bulletin	Jack Ross Trophy
Winner Best Bi-monthly 40 & over	John & Judy Hoff Trophy
Runner up Best Bi-monthly 40 & over	Dave & Nancy Durant Trophy
Winner Best Bi-monthly 39 & under	RC Ron & Dody Desjardins Trophy
Runner up Best Bi-monthly 39 & under	PDG Harold Keiser Trophy
Winner Best Monthly 40 & over	Don Hocken Trophy
Runner up Best Monthly 40 & over	PDG Jim Quinn Trophy
Winner Best Monthly 39 & under	Fritz Debruyn Trophy
Runner up Best Monthly 39 & under	Wasaga Beach Lions Trophy
Winner Best Overall Bulletin	Carm Gowan Trophy
Runner up Best Overall Bulletin	Bob Frost Memorial Trophy

PUBLIC RELATIONS

Public Relations is communication!

It is promoting the “We Serve” philosophy that Lions around the world demonstrate every day.

If we expect the public and our local communities to support our events and fundraisers, it is essential that we publicize our accomplishments and pay tribute to those who have helped us along the way.

A successful active club will be full of PR men and women who will spread the word, however that isn't enough. Explore every avenue...

1. Local newspapers (invite the editor to a meeting or ask to join).
2. Radio- up coming events, public service announcements
3. Local cable TV- interviews on upcoming events, broadcast LCI videos.
4. Information booths – shopping malls, flea markets, home shows
5. Local Business- eyeglass collection depot, mint sales, food bank drop off.
6. Local school programmes – Lions' Quest, Peace Poster Contest, Effective Speaking Contest.
7. Local Government – welcome signs entering town, adopt-a-highway, community calendars, Lions Day declaration.
8. Web sites

A wealth of information is available from LCI in the form of CDs, tapes, videos, and brochures, some of which are provided at no cost to the club. An updated listing of all publications is available annually from LCI.

MEMBERSHIP DEVELOPMENT AND RETENTION

We, in Lionism have a problem - the problem of Membership Development and Retention.

1. More ex-Lions walk the streets of this world than there are Lions in the current membership roll.
2. For the past several years, for every twenty Lions initiated into Lionism, eighteen dropped out of the Association.
3. Saying it another way, to retain just one new member, we must add five to our rolls. Through surveys many causes for this situation have been found; we can summarize them by one word: FAILURE
 - failure to screen prospective members thoroughly
 - failure of the sponsor to act
 - failure of the club to induct new members properly
 - failure of all of us to create understanding of the service objective of Lionism

Through constant effort, improvement can be and has been made. We know of certain Districts that have made marked progress. We can tell you that a successful program requires the leadership of the District Governor and his appointed Membership Development and Retention Cabinet Chairs.

These dedicated Chairs working with the Membership Program and through the Region, Zone and Club Membership Committees will work toward resolution of the problem.

The plan needs the co-operation of the entire Governor's cabinet. It demands constant and repeated emphasis at all levels.... yes, at all District, Regional and Zone levels, but most of all it must be worked on at the Club, at regular meetings, in the Bulletin, at Board meetings.

The challenge to you is simply this - there must be a plan to assist your individual club; a plan that will provide a balance sheet in the **BLACK** at the end of this fiscal year. It must end up with a profit, a real profit of greater community service.

The first step in your plan is to use the Club SELF EVALUATION FORM. The use of this survey form gives each club the opportunity to list its own assets and liabilities, to discern its strengths and weaknesses. From its use each club can see for itself as its individual members see it. A real recognition of needs can be obtained: the plan to attack problem areas can grow out of this recognition.

That plan, to be successful must include one for Membership Development and Retention. Whatever the details of the program are, it should include these five basics rules:

1. Selection

Before any prospective member is approached, they should be screened thoroughly. The Sponsor should fill out a Proposal for Membership Form. The Membership Committee should investigate before presenting its recommendations to the Board of Directors for approval.

2. Application

Only after Board Approval should the Sponsor approach the Prospect with an Application. At this stage, we must be fair to the Prospect. They should know that this is a SERVICE CLUB, not an "eat and retreat" social activity. They should know how much it will actually cost them, in money and time. Give them all the facts. Then let them make their decision.

3. Initiation

All too often the new member is inducted in a slipshod haphazard manner. All too frequently he or she receives a pin without knowing its significance. Use an impressive Initiation Ceremony. Make them realize again that they have **chosen** to become a member of the world's largest service organization.

4. Indoctrination

Once initiated, our new member must be assimilated. They must become part of the group. Remember they know nothing about Lions Clubs International, about your District, about your club. They need to know the accomplishments of all. Your Lions Information Committee must supply them with this knowledge if they are to become a REAL MEMBER. The expression may be trite, but it is still appropriate.. "Lions are made, not born."

5. Participation

An inactive Lion soon becomes a lost Lion. Our records are full of evidence to support this statement. Put the new member to work on an active Committee in a group project. Keep them working, and in all probability will become a great asset to your club.

It is readily recognized that among our members, there is a general lack of knowledge about Lionism. Having said that, it is also recognized that the clubs in our district are serving our communities well. However, many of our members do not realize that they are part of a world wide organization that depends on each one of us to fulfil our obligations and serve those less fortunate.

Every Lion should be familiar with the history, structure, programmes and activities of Lions Clubs International and their own club. Hopefully this knowledge will generate enthusiasm and ideas, and spark an interest in Lionism beyond the club boundaries. There is much to be gained by interclub visits, attending zone, region and cabinet meetings and conventions.

Well-informed Lions are more likely to become active members, sponsor new members in their club and recognize opportunities for service.

All active members are encouraged to keep their eyes open for good prospective members.

Membership Retention

The following nine points constitute the crux of the trouble we are faced with in Membership Retention:

1. Good Presidential Leadership
2. Well informed Club
3. Convention Minded Club
4. Visiting Club
5. Properly financed Club
6. Well conducted meetings
7. Planned programs
8. Good activities
9. Social functions

Why should clubs increase membership?

1. To take care of the turnover in membership
2. To provide material for future leadership
3. New members bring new ideas, fresh viewpoints, more talents.
4. Growing clubs are strong clubs
5. Strong clubs are needed to meet growing service needs
6. A growing progressive club has prestige to get things done.

PROSPECTIVE NEW MEMBERS

Criteria for quality Lions club members:

- Responsible citizen
- Good moral character
- Willing to serve
- Excellent reputation
- Demonstrates initiative
- Positive attitude
- Leadership potential

Each club should have developed its' own procedures in reviewing prospective members, however there are some commonalities:

1. Membership is by invitation only. Preparation is key to asking a friend, neighbour or business associate if they are interested in learning about your club and Lionism. Ensure that you have a basic knowledge of the history, structure and activities of the Association which will allow you to answer questions.

2. As a sponsor you are attesting to the qualities of the candidate

3. Before proposing a candidate for membership, the sponsor should ensure the prospective member understands fully the obligations of membership in terms of time, participation and money. Don't forget to emphasize the rewards and heart warming experiences of service in your community.

Be prepared to answer questions...

- What does your club do in the community?
- How does your club raise money for these activities?
- How many meetings will they be called on to attend?
- What additional time is required of a Lion in your club?
- How much money will it cost to belong to Lions?

This information may be conveyed by:

- visiting the candidate at home
- inviting the candidate to a dinner meeting as a guest
- hosting a prospective members night with an orientation session

Have printed materials, CDs, videos, club photo albums, scrap books, Lion magazines etc for their perusal.

4. Complete a Proposal for Membership and submit to your Membership Committee for approval by the Board of Directors and general membership of the club.

5. When the candidate is accepted for membership, collect the applicable fees and dues and set the date for a meaningful induction.

6. If the candidate is not accepted for membership, ensure that the reason for denial is valid and not based on personal feelings or biases.

NEW MEMBER SPONSOR'S RESPONSIBILITIES

Sponsoring a new member means helping the club maintain its vitality with new outlooks and new enthusiasm. However, sponsorship of a new member also has demands:

- Make him/her feel welcome.
- Introduce him/her to all club members.
- Be certain he/she knows the post each Officer holds.
- Call and offer to accompany him/her prior to the first few meetings.
- Make sure that he/she receives a current "New Member Kit".
- Coach him/her on the club's Constitution and By-laws.
- Remind Officers to provide him/her with assignments that enable him/her to immediately become an active Lion.
- Arrange for orientation sessions on Lionism.
- Be ready to answer any questions he/she may have on the operation of the club, as well as on any other subject of Lionism.
- Encourage him/her to let you know of any existing problems and offer possible solutions.
- Assist him/her in developing their Lionistic potential.

ATTENDING CONVENTIONS

No one will deny the fact that Lionism is big business. Just as big business corporations hold Annual Meetings of their shareholders to approve decisions, adopt policies and elect officers in what is believed to be the best interest of the company and its shareholders, so it is in Lionism. The delegates from your club at conventions are the best insurance that we have to protect our interests and our rights.

Each Club President hopes, no doubt, that their year will be one of progress and success from every point of view. They shouldn't fail to include the necessity of

participating in the International, Multiple District and District Conventions by its allowable quota of delegates, because Lions assembled in Convention, constitute the deliberative body of Lionism at all levels.

It is at an International Convention that policies governing the individual clubs and the Association are formulated and adopted. It is at this Convention that the President, Vice-Presidents and Directors of our great Association are elected, where your vote and mine determine the kind of individuals we should have in office to keep this Association in the vanguard of service club work.

It is at an International Convention that a Lion learns what Lionism really means and what a powerful influence it is for good in the world; where we learn how Lionism has reached out and touched the lives of people from whom we are widely separated in distance, race, colour and creed but nonetheless worthy of the ever helping hand of Lionism.

The educational value to a Lion attending an International Convention cannot be overemphasized! It is at an International Convention that a Lion receives the impression and the inspiration to return to their own Club with a strong desire to contribute something more to the community and to their fellow citizens.

It is not always possible, due to travel distance, time limitations and other reasons for a club to send its full quota of delegates to an International Convention. Multiple District "A" and District A-12 Conventions, however, are, as a rule, relatively close to home so a special effort should be made to support them to the fullest.

Conventions provide opportunities to visit with Lions from next door or around the world, learn about their projects, hear and talk to an International Officer, see displays from vendors and Lions supported groups e.g. CNIB, Canadian Diabetes Association etc.

Those fortunate to attend conventions should be prepared to share their experiences and enthusiasm with the other club members and encourage greater attendance at future conventions.

HOSTING DISTRICT CONVENTIONS

Refer to the District A-12 Constitution & By-laws

- By-Laws Article I District Convention
- Exhibit A Rules of Procedure

The purpose of the convention is to provide a venue for electing district officers, voting on resolutions, holding region rallies, presenting reports, recognizing and honouring our members, and enjoying fun and fellowship.

The Convention shall be known as “District A-12 Convention”, however other names may be used in conjunction with the official name.

The Host Convention Committee shall select a Chair who will work in co-operation with the District Convention Honorary Chair, the Immediate Past District Governor.

Facilities

The Host Committee will provide at no cost to the A-12 cabinet, regions, zones or clubs, facilities which include a registration area, a main hall for the Friday social, opening ceremonies, memorial service, Governor’s Banquet, and closing luncheon, and separate rooms/areas for region rallies, voting and Leos, Lioness if required.

Hotel rooms

The Host Committee must provide sufficient hotel/motel rooms at a reasonable cost for the delegates attending the convention. An adequate number of rooms in the headquarters hotel should be held for the District Cabinet, elected officers, chairs, and special guests.

Costs

The Host Committee shall charge a reasonable cost for convention registration, which is approved by district cabinet. Registration is required to attend or participate in any functions, excluding the parade.

The District Governor and partner and the International Guest and partner are guests of the Host Committee. All accommodation, registration, convention function tickets, transportation, meals etc are complimentary.

Governor’s Banquet

The Host Committee is responsible for:

- Suitable catering for dinner.
- Music during dinner and entertainment/dancing after, if required.
- A gift for the International Guest, preferably representative of the area.
- Good quality sound system

Convention Pin & Programme

The Host Committee will make arrangements to design and produce a suitable Convention pin for sale/distribution at convention.

A Convention programme will be printed and provided to all registrants. Sale of advertising space in the programme is permissible.

Convention Draw

The Host Committee may conduct a convention draw, the proceeds of which will help to offset the convention expenses.

Parade

If the Host Committee determines that a parade is to be held, notification must be provided to all clubs by January 31st, indicating the cost of entry, start time, classifications, parade route, with all necessary forms.

The Host Committee will provide 3 non-Lions or Lioness as parade judges. A suitable location and reviewing stand will be made available.

Parade registrants, other than those entered by a Lions, Lioness or Leo club of A-12 will not be eligible to compete for district prizes/trophies. Commercial entries and individual entries by Lions or Lions clubs outside of A-12 may only participate at the discretion of the Host Committee and the District Governor.

District Governor

The District Governor is responsible for

- appointing the protocol couple and any additional arrangements for the International Guest
- head table seating and number of guests (limited by the venue)
- providing the schedule of events and agendas
- reviewing the cost of function tickets and events in consultation with the Host Committee

Extra-Curricular Activities

Permission from the Host Committee is required for any activities not scheduled in the convention programme...performance by bands, singing groups, cook-outs, giveaways, other forms of entertainment, solicitation of funds or support by speeches etc.

Financial Report

The Host Committee will provide to the District A-12 Cabinet a financial report pertaining to the convention before the close of the current Lions fiscal year in which the convention is held.

ZONE ADVISORY MEETINGS

Within a geographic area, individual clubs are recognized and arranged into what is referred to as a zone within a region and our district.

The President and Secretary of each club in the zone form what is called the District Governor's Advisory Committee.

Presided over by the Zone Chair, three meetings, hosted by various clubs in the zone, are scheduled...Sept/Oct, Jan/Feb, March/April.

The President and Secretary of each club are expected to attend with a good representation of members. A brief verbal and written report detailing each club's activities since the last zone meeting is expected.

District Chairs may be invited to make a presentation with Q&A to follow.

Any zone business will also be discussed with voting members being the President and Secretary of each club.

In the Zone Advisory Committee meetings you will become familiar with methods and procedures aimed at how to conduct and keep in working order your own Club and Directors meetings. You will learn more about your duties and privileges and the duties and operations of your various Committees.

EFFECTIVE SPEAKING COMPETITION

Purpose of the Contest

To provide an opportunity for competitive effective speaking and to stimulate self-expression and independent thinking. Students participating in this contest have an opportunity to take part in Canada's largest effective speaking contest in both English and French languages.

Eligible Contestants

- The contest is open to students enrolled in public or private schools.
- No first place winner of a previous Multiple District final contest is allowed to compete in future contests in the same category.
- A Lions/Lioness club may sponsor students in each grade division within each language category who in turn may compete in the zone, regional and district competitions, even though the area school serves several communities, each having a Lions club.
- Students in an area where there is no Lions club who wish to compete may be sponsored by the nearest Lions club.
- No contestant may compete in more than one grade division or language category in one year.

Contest

The contest consists of three grade divisions within each of the English and French categories.

Junior	-Grades 6, 7, 8
Intermediate	-Grades 9, 10
Senior	-Grades 11, 12

Contestants may not compete in a lower grade division, however they may compete in a higher grade division provided they do so at the club, zone, regional and district levels prior to the Multiple District "A" contest.

The Club President shall appoint a member as the Effective Speaking Club Contest Chair. It is the responsibility of the Club Chair to contact all eligible schools in the community, conduct the contest with assistance from the club members, and advise the District Chair of the names of the winners for each category.

Prizes, hall accommodation and all other expenses of the local contest shall be paid by the sponsoring club, in addition to the expenses for winners proceeding to the next level of competition in District A-12.

A contestant attending the Multiple "A" Effective Speaking competition must be accompanied by a Lion member of the District A-12 and a parent or guardian. District A-12 shall be responsible for paying all expenses of the authorized contestant.

Multiple District "A" Rules of Audit will apply to expenses of the District A-12 Effective Speaking Chair.

Funding

The District A-12 Effective Speaking chair shall solicit voluntary contributions from all Lions and Lioness clubs in the district to offset the cost of District and Multiple District contests. The funds will provide prizes, trophies, incidental expenses and Rules of Audit.

Awards

Each individual Lion/Lioness club should set the club contest prize structure, in consultation with the District A-12 Effective Speaking Chair.

The Zone, Regional and District contest prize structure is determined by the District Chair with approval of District Cabinet for any changes from the previous years.

The Multiple District "A" contest awards certificates, trophies, and cash prizes ranging from \$50.00 -\$1000.00 as determined by category and placement.

The Multiple District "A" Final contest winners will be the guests at the annual Convention, at which time they will deliver their prepared speech to the assembled delegates.

Contest Target Dates (Suggested)

- Initial information from the District Chair to all clubs by September 30th.
- Club Chair to confirm participation to District Chair within 30 days.
- Club Chair to contact local schools no later than October 30th.
- Club contests to be completed in February, prior to dates set for Regional speak-offs.
- Regional speak-offs (generally March) and District finals (early April) are set by the District Chair and confirmed in the initial communication.
- Multiple District "A" finals are usually scheduled for the first weekend in May.

CLUB EXTENSION

In order to make progress, a Club must add new members to stay active. The same principle applies to your District. We must always be looking for new opportunities to spread the fellowship and benefits of Lionism in new places. We ask the incoming officers of your Club to look about, and if you feel that one or more communities in your area would be interested in the formation of a Lions Club, then contact the District Extension chair.

The duties of a sponsoring club are to help organize the new club, arranging to get a nucleus of ten to twenty people from the selected community to meet with members of the sponsoring club along with the Chair of the Extension Committee and/or the District Governor.

When the club is organized, the sponsoring club will help arrange the Charter Night and have their members attend in large numbers.

The President of the sponsoring club usually acts as Chair for the Charter Night.

After the club has been chartered, the sponsoring club in cooperation with the two Certified Guiding Lions will actively assist the new club in every possible way by attending all Board meetings for one year and advising the new club in proper procedures, until the club is firmly established.

LEO CLUB ADVISOR

LEADERSHIP...EXPERIENCE...OPPORTUNITY

Leo clubs are an activity of Lions clubs and cannot exist without the approval of a Lions club sponsor.

A Leo Club Advisor, a member of the sponsoring Lions club, is appointed to serve as a liaison between the two clubs. This position should be filled with a Lion who enjoys working with young people and can establish a good rapport with them.

The role of the advisor includes that of motivator, educator, counsellor, and role model. Qualities of a successful Leo Club Advisor are:

A	available
D	dependable
V	virtuous
I	imaginative
S	supportive
O	organized
R	responsible

Goals

1. To assist Leos in developing their leadership skills
2. To recognize Leo community service opportunities
3. To guide members toward the completion of these projects

Responsibilities

1. Be familiar with the Leo Club Officers' handbook (Leo-16), Leo Club Advisor's handbook (Leo-62) and the standard Leo Club Constitution & By-laws (Leo-5).
2. Attend each leo club meeting and Board of Director meeting.
3. Maintain good communication between the Lions and Leo clubs.
4. Transmit requests for assistance from one group to another.
5. Encourage Leo involvement in Lions club activities whenever possible.
6. Be aware of the numerous Leo/Leo club awards available from LCI.
7. Assist Leos to receive acknowledgement/recognition from their sponsoring Lions club as well as the local media.
8. Pay particular attention to and give guidance on the financial status of the club.
9. Ensure the Leo secretary submits all reports as required.
10. Be a good role model, remembering our Code of Ethics and Lions' Objects.

DISTRICT LEO CHAIRPERSON

The District Leo Chair, appointed by the District Governor, acts as a liaison between the District Cabinet and the Leo Club Advisors.

Responsibilities

1. Publicize and promote the Leo Club programme.
2. Conduct leadership development workshops for Leo Club Advisors and Leo Club officers.
3. Maintain good communication.
4. Co-ordinate Leo functions at District Convention.
5. Prepare and submit reports as required.
6. Recommend Leo/Leo clubs for recognition and awards.

LIONESSE CLUB LIAISON

A Lioness club is an activity of a Lions club and cannot exist without the approval of a Lions club sponsor.

Goals

1. To assist Lioness members in developing their leadership skills.
2. To counsel the Lioness club on recognizing and responding to service opportunities.
3. To assist the Lioness club in gaining recognition/publicity for their service projects.

Responsibilities

1. Attend each Lioness meeting.
2. Maintain good communication between the two clubs.
3. Distribute communications from MDA and LCI if applicable.
4. Transmit requests for assistance from one club to the other.
5. Encourage Lioness to attend leadership and Officer training workshops.
6. Encourage the Lions club to recognize and honour Lioness/Lioness club service contributions.

LIONESSE DISTRICT LIAISON

The Lioness District Liaison is appointed by the District Governor and acts as the liaison between the District cabinet and the Lioness Clubs and Club Liaisons.

Responsibilities

1. Provides opportunities for leadership and officer training workshops.

2. Organizes district social gatherings for the purpose of discussion and exchange of ideas.
3. Encourages Lioness clubs to participate with lions clubs in fundraising activities.
4. Recognizes and honours Lioness/Lioness clubs accomplishments.
5. Publicizes and promotes Lioness clubs.

PAST DISTRICT GOVERNORS

We have, in our Past District Governors, a great wealth of experience. Your club may benefit from their knowledge, leadership, ideas and problem solving skills. Inviting a Past District Governor to a club orientation session or prospective member night would be a tremendous resource. They are only a phone call or email away.

The District Governor's Honorary Committee is composed of past International Officers who are members in good standing of clubs in good standing within the District. This committee meets when and as called upon by the District Governor. It acts under the direction of the District Governor in the promotion of harmony throughout the District. The Chairperson of this committee is the Immediate Past District Governor.

INDUCTION CEREMONIES

The following are two induction ceremonies that could be used when inducting new Members into your Lions Club.

First Suggested Ceremony

"We are about to begin the initiation ceremony which will welcome (new member) to the fellowship of the Lions Club of This is a most important occasion for this (these) new Member(s) and for the Club, and I sincerely request your undivided attention during the ceremony. Please withhold any applause or demonstration until completed.

I will now call the name(s) of the new member(s) and their sponsor(s). As the names are called will the sponsor(s) and candidate(s) please come to the front of the room.

(Here the M.C. calls the name(s) as followssponsored by Lion).
(Make sure that all candidates and sponsors are standing in front of the Membership.)

"On behalf of the Officers and Members of the Lions Club of, I express to you our pleasure and pride for your presence at this meeting. You have been invited to

become a Member of our fellowship, and we are all happy and proud that you have decided to accept Membership in this Club and Lions International.

Membership in a Lions Club is a privilege. You are about to become a member of the world's largest service club organization. A brotherhood of service-minded people in clubs in countries or geographical locations in the world. Invitation into this world wide fellowship is an honour which is greater because you did not seek it. Your sponsor presented your name, the Membership Committee recommended you and the Board of Directors approved you. All of us believe that you will be a good Lion, and that your membership will be beneficial to our club and to Lions International."

HAVE THE FOLLOWING READ :

Code of Ethics
Lions Purposes

"You were informed of the ethics and objects of our Association, and of the work which Lionism is doing. I must impress upon each of you, here and now, that the privilege of Lions Membership also entails definite obligations. Lions International is not a fraternal, social or political organization. It is a group of people banded together to do things that you and I cannot do as individuals. It is a medium through which people of good will can serve their fellow man.

The motto of this great International Organization and of our own Club is "**WE SERVE**" and as you progress in Lionism you will discover the great satisfaction that comes from a share in our effort".

"You have seen how Lions Clubs serve their communities and their neighbours who are blind, sick, stricken and handicapped. This great humanitarian work would not be possible unless people are willing to give their time and effort to the cause. Any Member here will tell you frankly that this requires hard work. Work to which you will be assigned and which all of us will expect you to do. Lionism is a co-operative effort in which every Member shares the load so that the load of other less fortunate people will not be so heavy."

"I can also tell you that the rewards of Lions Membership are great. You will enjoy the fellowship of some of the finest people in this community. You will learn about your neighbour's problems and lighten your own by sharing theirs. You will be warmed by the thanks of the people you help. You will be thanked by the people of the community you serve. You will learn the fun of working with other Members. You will see the problems of the community and as a Lion be asked to assume leadership in their solution.

"Above all, you will find in your Lions Club a medium through which you as good citizen and a good neighbour, can express to others the goodwill which is in your heart."

"Each of you knows what Lionism is trying to do in the service of mankind. Each of you knows what is expected of you in the service of Lionism. I now ask you , do (each of) you desire to become a Member of the Lions Club of?"

(Light Candles (if available))
(Pause for answer from each candidate)

"Since you have expressed a desire to affiliate with this Club, and with Lions International, I now ask that you repeat after me;
"I do hereby accept Membership ... in the Lions Club of knowing that such Membership ... obligates me to participate ... in all functions of the Club ... to the best of my ability. I will abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given to me, and contribute my share ..., to the program of my Club ..., my District ..., and Lions International."

You are now Members of the Lions Club of
Your sponsor will now place upon your left lapel the Lion Emblem that signifies this Membership.

(Sponsor places pin on left lapel of new member)

Fellow Lion,(s) wear that emblem constantly, with pride. Let me congratulate you and welcome you into the greatest of all service organizations Lions International.

On behalf of the Club, I now present you with this new Member Kit. It contains your official certificate of Membership and such other material, that will help you get off to a good start in your life as a Lion."

And now, from all Lions in this room who are proud and happy to have you as (a) Member(s) of the Lions Club of How do we greet our newest member(s)?"

SUGGESTED CEREMONY # 2

We come to an important part of our meeting - the Induction of a new Member. Will Lion come forward with (ask sponsor to introduce candidate New Member). You, have been invited into Membership in the Lions Club of

The Club Membership Committee and its Board of Directors believe that you will make a good Lion, but with this honour go many obligations. You are not joining a fraternal, social or political club. Membership in a service club involves many responsibilities that you should be prepared to accept willingly. If you are not so prepared, you should not become a member of a Lions Club. If our Lions Club is to serve our community, our youth, our aged, our blind and those less fortunate than

ourselves, we must have only those members willing to work - willing to devote time and talents to this worthy cause. You must SERVE to be a Lion.

I mean by service that you, through your club, will be called upon to assist in many worthwhile projects designed to benefit your community - to help someone in your community. You will participate in fund-raising activities to finance these undertakings. Then, of course, you will be asked to serve on Committees and to make your contribution through the many activities of your club."

"These are the ways in which you will serve as a Lion. You are expected to give freely of your time and to participate in all club undertakings. No Lions club is interested in just adding names to its roll. You will be expected to regularly attend meetings of your club. Attendance is always stressed and you should now reserve, the club meeting day for that purpose. Give Lionism the preference when conflicts of dates arise. If you do this I can assure you that you will find fellowship as you have never experienced before. You will also experience the satisfaction of helping those less fortunate than yourself. Frequently this satisfaction is denied us as we can never do individually those things in which we participate as members of a Lions club."

I have briefly recounted some of the things expected of Lions members and I have tried to stress the fact that much is expected of you as a Lion. Having heard this and knowing generally what is expected of you, do you desire to become a Member of the Lions Club?

Since you have indicated a desire to actively affiliate with the Lions Club of, I ask that you repeat after me this pledge:" (Ask the Club to stand).

PLEDGE: "I, do hereby accept membership in the Lions Club of Knowing full well ... that such Membership ... places me under an obligationto participate in all Club functions I therefore pledge of my ability and will accept willingly ... such assignments as are necessary ... to accomplish this. I will regularly attend Club meetings ... and support the Club Officers at all times.

TO THE SPONSOR

"And to you Lion, do you promise to do all in your power to assist and help to carry out their pledge faithfully and conscientiously?" (Ask Members to be seated)

"Your sponsor will place upon your left lapel the Lions Pin which signifies this Membership." (Hand the new Member the Code of Ethics, etc.).

Let me be the first to congratulate you and welcome you into the greatest of all Service Clubs - Lions Clubs International.

CEREMONY FOR INSTALLATION OF OFFICERS

It is an honour and a privilege for me to be invited to install the officers of this club for the coming fiscal year.

Secretary_____have the names of the incoming officers been filed in the Office of Lions Clubs International?

Although each Officer will receive information and suggestions that should help in carrying out the various duties, I would like to briefly outline the duties so that all of us may know what is expected.

Lion Tamer

Lion_____You have been elected to serve as Lion Tamer and as such you will be in charge of and responsible for the club's property. It is your duty to see that the flags, gong, club banner and other paraphernalia are properly displayed at every meeting. You are to assist in welcoming members and guests and ensure that places are provided at dinner and business meetings.

Will you perform these duties to the best of your ability?

TailTwister

Lion_____You have been elected to serve as TailTwister and as such you will maintain harmony and good fellowship and fun at all meetings. Using sound judgement, you shall impose and collect fines at each meeting. Much of the success and fun at meetings will depend upon your resourcefulness and creativity.

Will you perform these duties to the best of your ability?

Directors

Lions_____

You still have one year to serve as a Director and

Lions_____

You have been elected to serve as a Director for two years.

With the other officers you form what is called the Board of Directors. You, along with the other elected officers should work together as a team formulating and executing the policies and resolutions of this club. All new business should be considered by the

Board of Directors first and then recommendations made to the general membership. You are expected to attend all regular and any special meeting of the board.

Will you, as Directors perform these duties to the best of your ability?

Membership

Lions _____

Lion _____ You have been elected to serve as the Membership Director and as such will be a voting member of the Board of Directors. What I have stated to the one and two year directors also applies to you. In addition you will be responsible for:

- The development of a growth programme
- regular encouragement at meetings to invite new quality members
- The preparation and implementation of orientation sessions
- Serving as a member of the Zone level membership committee

Lion _____ You have been elected to serve as Vice Chair of the Membership Committee and

Lion _____ You have been elected to serve as a committee member

It is the responsibility to assist the Chair in the preparation and execution of his duties and as a team member assist in highlighting the importance of membership at the club level.

Will each of you as Membership Committee Members perform these duties to the best of your ability?

Vice Presidents

Lion 3rd VP _____

Lion 2nd VP _____

Lion 1st VP _____

You have been elected to serve as Vice-Presidents. What I have just said about the duties of Directors also applies to you. In addition, you, in order of your office and presence, will substitute for the President in his absence from any Club or Board of Directors meeting. With the direction of the President, you will oversee and become a team member of any committees the President may designate.

Will each of you, as Vice-President, perform your duties to the best of your abilities?

Treasurer

Lion _____ You have been elected to serve as Treasurer and as such you will be custodian of all club funds. You, with the Finance Committee should prepare a budget for Board and member approval. You will disburse funds only at the direction of the Board of Directors and will deposit all monies in a financial institution designated by the board. You shall collect from the members all monies due the club and present the financial status to the board and general membership on a monthly basis. You shall arrange for an audit of the books at the conclusion of the fiscal year.

Will you as Treasurer, perform your duties to the best of your ability?

Secretary

Lion _____ You have been elected to serve your club as Secretary. Performing your duties efficiently will help ensure the success of the club. You are the liaison between your club and the district, MDA and Lions International. It is critical that all communications be referred to the Board of Directors and the club. Of equal importance is the prompt and accurate submission of the monthly MMR to the District Governor and Lions Clubs International.

You shall keep the general club records that include the minutes of meetings, attendance and member records.

You are a member of the District Governor's Zone Advisory Committee and as such should attend all Zone Advisory meetings.

Will you, as Secretary, perform such duties to the best of your ability?

President

Lion _____ You have been elected to the Office of President. You are the club's Chief executive Officer and as such will be expected to preside at all meetings of your club. It is your responsibility to appoint the administrative and activities committees and with your Vice Presidents give the necessary leadership to allow them to function smoothly.

You are a member of the District Governor's Zone Advisory Committee and as such are expected to attend all Zone Advisory meetings.

Early planning is important in order to continue to build the club and achieve the club's goals.

Will you as President perform your duties to the best of your ability?

Immediate Past President

Lion _____ You will be the Immediate Past President of this club. It is your responsibility to provide assistance and support to enable the President to perform his duties so that the club will continue to live by our motto "We Serve".

Will you as Immediate Past President perform your duties to the best of your ability?

To the Executive

The policies and achievements of this Lions club will depend largely upon the actions of the Board of Directors of which you are members. On your honour as Lions, do you individually and collectively, promise to stand by this club, live with it, work with it throughout the coming year and take the time to perform your duties properly?

To the Club Membership

Please stand

These Lions, who have been entrusted by you with the club responsibilities, have signified their intentions to exert their personal best efforts to make this Lions Club the kind of organization it should be.

To be successful, you as an individual member must be prepared to give your support and commitment to the President and other elected officers, bearing in mind that you collectively elected these officers. Will you pledge to support them actively at all times?

It is now my great pleasure to declare these Lions duly installed into the respective offices to which they have been elected.

Immediate Past President to President

I hand this gavel to you as a symbol of leadership and a token of the club's esteem and confidence in you.

On behalf of the membership, I want to assure you of their readiness to follow your leadership during your term of office.

Now, Lion _____ it is my pleasure to congratulate you and to extend my best wishes to you for a most successful year. extend my very best wishes to you and this splendid Club, for a most successful year under your leadership.

DECEASED MEMBER OF THE LIONS FAMILY

To enable us to show respect for a departed fellow Lion/Lioness, it is essential that the Lions/Lioness club follow the district communication procedure as described in the district directory.

If requested by the family, a Lions Service should be arranged and the details as to time and place communicated as quickly as possible.

If it is the wish of the club to hold a private Lions Service, it is suggested that the district communication procedure still be followed. This will allow timely expressions of sympathy to be conveyed to the family.

The Lions Service is the responsibility of the Lions/Lioness club in organizing and selecting participants and the roles they will assume. Assistance from district officers may be requested.

MEMORIAL SERVICE

MEMBERS OF THE LIONS FAMILY, PLEASE STAND

Good afternoon/evening, I am _____ and will be conducting the Lions service for Lion _____

Names of family members _____ , I appreciate being asked to be here today.

District Officers, present and past, fellow Lions, Lioness, and friends, we will begin our service by reading a portion of the Lions Code of Ethics which Lion _____ held true for so many years.

“To hold friendship as an end, not as a means; to hold that true friendship exists not on account of the service performed, by one to another, but that true friendship demands nothing, but accepts service in the spirit in which it is given.”

(PAUSE) YOU MAYBE SEATED

A poem by Wallace West

The measure of a person is:
Not - how did he die?
But - how did he live?
Not - what did he gain?

But - what did he give?

These are the units to measure the worth of a person, as a person, regardless of birth.

In 1912, almost 100 years ago, Woodrow Wilson wrote:

“There is no cause half so sacred as the cause of a people. There is no idea so uplifting as the idea of the service of humanity”

Fellow Lions and Lioness, it is fitting and proper that we who have enjoyed the fellowship of Lion _____ should mark his/her passing together.

Lion _____ is no longer with us, in the physical sense, and we lift our hearts in thanksgiving for the privilege of sharing part of this earthly life with him/her – and for the inspiration which he/she has left with us – to serve humanity.

I will now call on Lion _____ to tell us about Lion _____ service to his community and Lions International.

OTHERS WISHING TO SPEAK –

Don't grieve for me, for now I'm free
I'm following the path God laid for me.
I took his hand when I heard him call

I turned my back and left it all.

I could not stay another day

To laugh, to love, to work or play.

Tasks undone must stay that way.

I found that peace at close of day.

If my parting has left a void

then fill it with remembered joy.

A friendship shared, a laugh, a kiss,

ah, yes these things I too will miss.

Be not burdened with times of sorrow

I wish you the sunshine of tomorrow.

My life's been full, I've savoured much,

good friends, good times,

a loved one's touch,

Perhaps my time seemed all too brief,

don't lengthen it now with undue grief.

Lift up your hearts and share with me

God wanted me now:

He set me free.

We will miss him/her at our meetings and his/her assistance in our service and fund-raising programs.

We acknowledge the obligations that he/she leaves with us and pledge that we will carry on, each of us with greater zeal, so that those things he/she would have helped us to do will not be left undone.

We wish to express once more, the respect that we felt for Lion .

To Lion family, and his/her loved ones, we sincerely offer our heartfelt sympathy. We hope that you will find strength and comfort from your family, your friends and the Lions community at this time of sorrow.

PAUSE . . .

Lionism has lengthened the shadow of many people.

People who stood tall to assist the blind,

People who stood taller because they helped a child,

People who reached for the stars with their dreams,

and through Lionism, fulfilled their plans and projects.

Not necessarily big, as measured by size, fame, or fortune, but big, as human values are measured.

For over 90 years Lions have impressed their communities, their nations and the world, and have left us a golden legacy, a proud heritage, that we must pledge ourselves anew to carry on.

LIONS FAMILY, PLEASE STAND

The glow from the candle is but a small symbol of the light which Lion Edwin caused to shine in the hearts and lives of his fellow human beings. I charge you, my fellow Lions, not to allow the flame of the candle to grow dim. Instead, we must kindle it, so its glow will be ever brighter and that it may be seen from afar.

We give thanks for the opportunity to have known Lion _____ .
We trust that his/her spirit might live on through our words and deeds.

During the years _____ was a Lion, he/she received much recognition – but the greatest is the one you give today – acknowledgement from his/her Lions' Family that he was loved and respected.

To his/her family, our sincerest thanks for allowing us to have this Lions' service and also for sharing Lion _____ with us for so many years.

This concludes our Lions Service.

PLEASE BE SEATED