



Lions Officer Training

Membership Chairperson

Lion Membership Chairperson Officer Training Agenda

Officer Duties Overview

Membership Chairperson Responsibilities

Two parts to Membership Chairperson's Responsibility

Membership Growth

Membership Development and Retention

Club Membership Chairman's Manual

Obtaining New Members

Prepare a Prospect List

Screen Prospects

Prepare the Sponsors

Win New Members

Sponsor's Responsibilities

Induction Ceremony – make it important

New Member's Orientation –

They need to understand Lions if you want them involved.

Developing and Retaining Members

Improving Your Club's Operations – How are your ratings?

Membership Award Programs

Worth Repeating – the 6 basic characteristics

Member Orientation Deck

Available as "Deck" and on CD disk

OFFICER DUTIES OVERVIEW

EXPECTATIONS AND REQUIREMENTS OF OFFICERS:

President

- Chief executive
- Leader of creative ideas
- Appoints all standing and special committees
- Presides over all regular and board meetings

Secretary

- Liaison between district and club
- Maintains all records and minutes
- Submits all required reports timely
- Makes application for any awards

Treasurer

- Receive all monies and make all deposits
- Pay all obligations in a timely manner
- Have all checks co-signed by a second officer
- Keep accurate records of receipts and disbursements

Membership Chair

- Encourage growth
- Implement orientation
- Encourage ways to reduce loss of membership
- Report to board of findings

OFFICERS AND RESPONSIBILITIES

President: He or she shall be the chief executive officer of this club; preside at all meetings of the board of directors and this club; issue the call for regular and special meeting of the board of directors and the club; appoint the standing and special committees of this club and cooperate with chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and be an active member of the district governor's advisory committee of the zone in which this club is located.

Immediate Past President: He or she and other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by this club.

Vice Presidents: If the president is unable to perform the duties of his or her office for any reason, the vice president next in rank shall occupy this position and perform the duties with the same authority as the president.

Secretary: He or she shall be under the supervision and direction of the president and the board of directors and shall act as the club liaison officer between the club and the district (single or sub-and multiple) in which the club is located, and the association. In fulfillment of this, he or she shall:

- Submit regular monthly and other reports to the international office of the association on blanks provided by it containing such information as may be called for therein and otherwise by the board of directors of the association:
- Submit to the district governor's cabinet such reports as it may require, including copies of regular monthly membership reports:
- Cooperate with and be an active member of the district governor's advisory committee of the zone in which this club is located:
- Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; classifications (if any); Addresses and telephone numbers of members; member's club accounts;
- Issue quarterly or semi-annual statements to each member for dues and other financial obligations owed it this club, collect and obtain a receipt therefore;
- Give bond for the faithful discharge of the office in such sum and with such surety as determined by the board of directors.

Treasurer: He or she shall:

- Receive all monies, from secretary and otherwise, and deposit the same in a bank or banks recommended by the Finance Committee and approved by the board of directors;
- Maintain two separate record keeping systems; Administrative and Activities;
- Pay out monies in payment of club obligations only on authority given by board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors;
- Have custody and keep and maintain general records of club receipts and disbursements;
- Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club;
- Give bond for the faithful discharge of the office in such sum and with sure surety as determined by the board of directors.
- Pay the monthly invoice from the international headquarters promptly (U.S. dollar draft, wire transfer or send a copy of deposit slip if payment made to one of association's non-U.S. bank accounts). Ten-digit club number or statement top should be included with all payments.

Lion Tamer: The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, songbooks and bulletin board. He or she shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. He or she shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at club and board meetings. He or she shall give special attention to assure that each new member sits with a different group at each meeting so that he or she can become better acquainted.

Tail Twister (optional): He or she shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from his or her decision in imposing the appropriate fine. No member shall be fined more than twice at any one meeting. The Tail Twister may not be fined except by the unanimous vote of all members present. All monies collected by the Tail Twister shall be immediately turned over to the treasurer and a receipt be given therefore.

Membership Director: The membership director shall be the chairman of the membership committee and a member of the club's board of director shall:

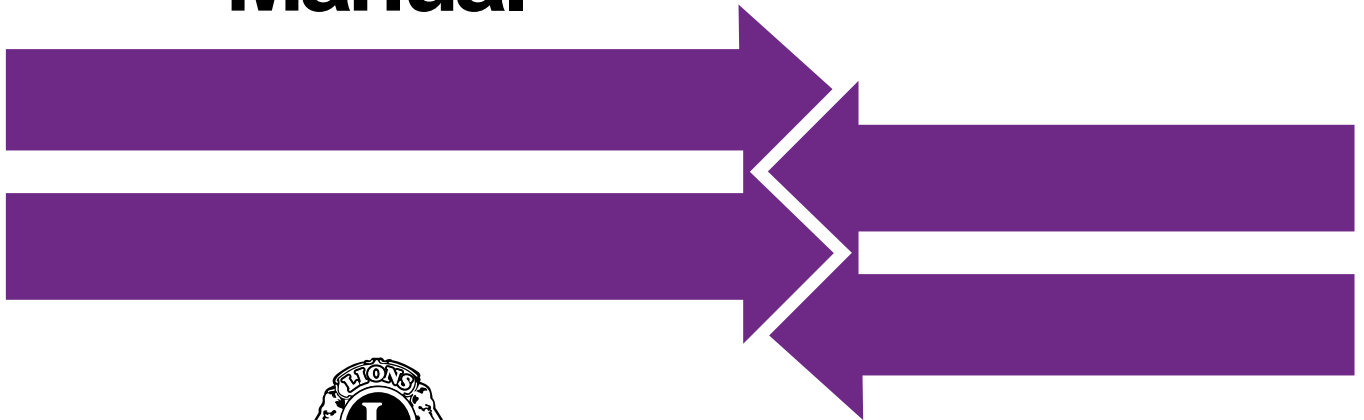
- Develop a growth program specifically for the club and present it to the board of directors for approval.
- Encourage members to bring in new quality members.
- Ensure proper recruitment procedures.
- Prepare and implement orientation sessions.
- Report to the board of director's ways to reduce the loss of members.
- Coordinate with other club committees to fulfill these responsibilities.
- Serve as a member of the zone level membership committee.

Board of Directors: Members of the board of directors include the president, immediate past president, the vice presidents, secretary, treasurer, Lion tamer, tail twister, membership director, and all elected directors.

They shall:

- Constitute the executive board of this club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special meeting.
- Authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- Modify, override or rescind the action of any officer of this club.
- Have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- Appoint, on recommendation of the Finance Committee, a bank or banks for the deposit of the funds of this club.
- Appoint the surety for the bonding of any officer of this club.
- Not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
- Name and appoint, subject to approval of the club membership, the delegates and alternates of this club to district (single or sub-and multiple) and international conventions.
- Maintain at least two separate record-keeping systems. The first for administrative monies such as dues, tail twister fines and other internally raised club funds. A second shall be established for activity or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Article VIII, Section E (7) of the Standard Form Lions Club Constitution and Bylaws.

Club Membership Chairman's Manual



We Serve

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Orientation Guide

An Essential Reference for Planning
and Conducting Effective New Member Orientations



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The Importance of New Member Orientation

The importance of a proper, thorough new member orientation cannot be emphasized enough. Imagine belonging to an organization and having only a vague idea of its goals, the responsibilities of membership, its programs, history or traditions. Would you feel like you belonged? Would you be motivated and committed to help the organization reach its goals? Of course not! You'd likely be wondering why you joined the organization at all.

The information provided during orientation provides a foundation for members. It helps them understand how the club functions, what their role will be and also gives them the big picture of the association. When new members are properly informed, they are more likely to feel comfortable with the club and become actively involved in club activities right away. A properly instructed member is also one who is most likely to remain in Lions through the years.

Consider inviting your seasoned members to attend new member orientation as a refresher. It can help renew their enthusiasm.

What Makes an Orientation Effective?

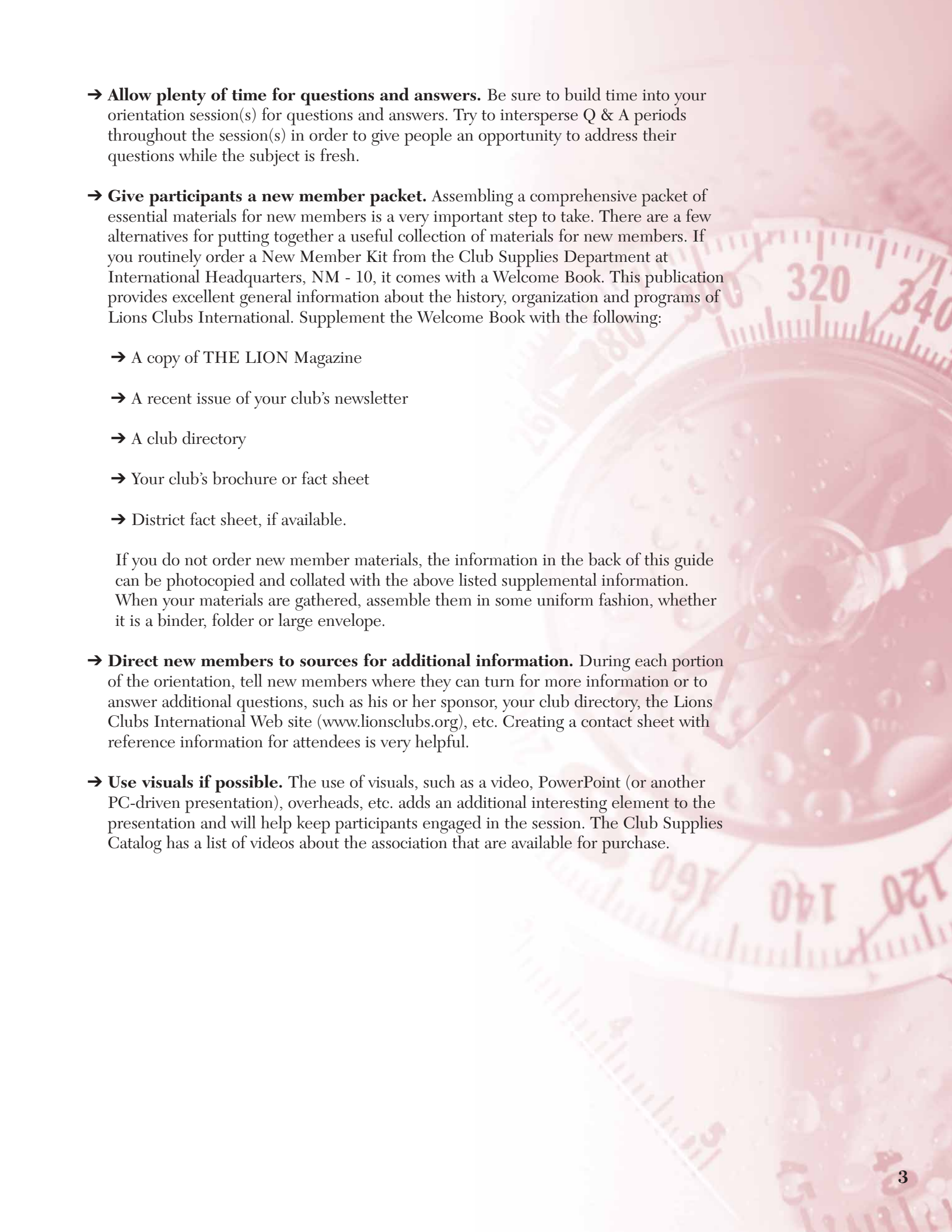
Successful orientations do more than simply impart information; they also inspire and motivate new members to be the best Lions they can be. While there are different methods for conducting an orientation, there are several elements common to all effective orientations:

- **Conduct the orientation promptly.** Whether you have one new member or five, ideally, a new member orientation should take place within one month of the member's induction.
- **Present a manageable amount of information.** You don't want to overwhelm your new members by giving them too much information to process. Highlight key information verbally during the presentation, and refer members to the proper person or source to gather additional details.
- **Limit the length of each session.** Whether you decide to hold the orientation in a few sessions or just one, be respectful of your new member's time, and ability to absorb a great deal of information by limiting sessions to no longer than 2 hours.
- **Keep the pace lively and interesting.** Break up session segments with question and answer periods. Plan a few short breaks during each session. If using visual aids, intersperse them throughout the session(s).

About this Guide

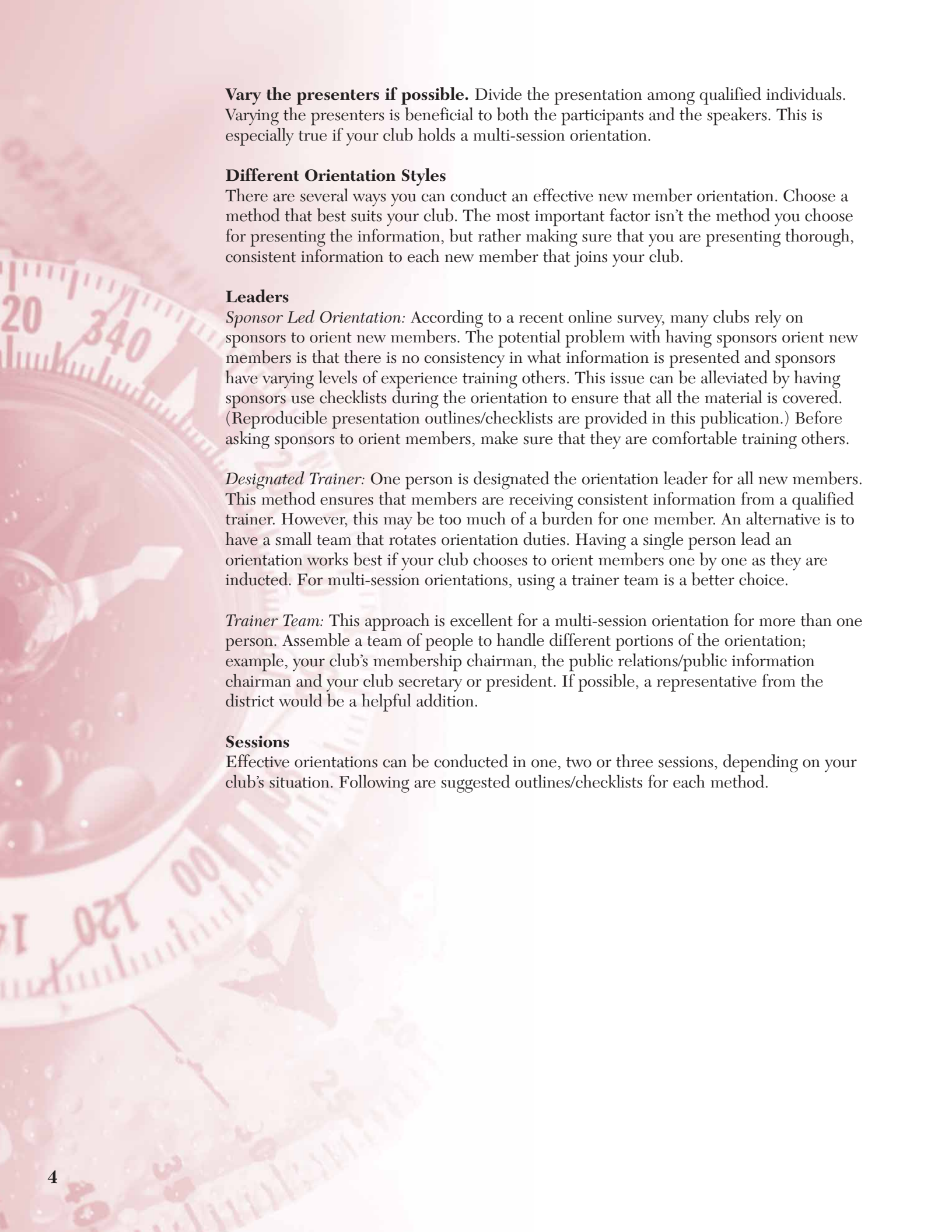
Effective New Member Orientations is divided into two sections. The first section is designed to give the trainer(s) tips and suggestions for conducting a successful new member orientation. The second section provides needed reference material for the orientation, and is also a reproducible workbook for the new member.

Throughout this publication you will find opportunities to personalize the material. As a trainer, the more you can do to make the material relevant to local realities, the more effective the orientation session(s) will be.

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- **Allow plenty of time for questions and answers.** Be sure to build time into your orientation session(s) for questions and answers. Try to intersperse Q & A periods throughout the session(s) in order to give people an opportunity to address their questions while the subject is fresh.
 - **Give participants a new member packet.** Assembling a comprehensive packet of essential materials for new members is a very important step to take. There are a few alternatives for putting together a useful collection of materials for new members. If you routinely order a New Member Kit from the Club Supplies Department at International Headquarters, NM - 10, it comes with a Welcome Book. This publication provides excellent general information about the history, organization and programs of Lions Clubs International. Supplement the Welcome Book with the following:
 - A copy of THE LION Magazine
 - A recent issue of your club's newsletter
 - A club directory
 - Your club's brochure or fact sheet
 - District fact sheet, if available.

If you do not order new member materials, the information in the back of this guide can be photocopied and collated with the above listed supplemental information. When your materials are gathered, assemble them in some uniform fashion, whether it is a binder, folder or large envelope.

- **Direct new members to sources for additional information.** During each portion of the orientation, tell new members where they can turn for more information or to answer additional questions, such as his or her sponsor, your club directory, the Lions Clubs International Web site (www.lionsclubs.org), etc. Creating a contact sheet with reference information for attendees is very helpful.
- **Use visuals if possible.** The use of visuals, such as a video, PowerPoint (or another PC-driven presentation), overheads, etc. adds an additional interesting element to the presentation and will help keep participants engaged in the session. The Club Supplies Catalog has a list of videos about the association that are available for purchase.



Vary the presenters if possible. Divide the presentation among qualified individuals. Varying the presenters is beneficial to both the participants and the speakers. This is especially true if your club holds a multi-session orientation.

Different Orientation Styles

There are several ways you can conduct an effective new member orientation. Choose a method that best suits your club. The most important factor isn't the method you choose for presenting the information, but rather making sure that you are presenting thorough, consistent information to each new member that joins your club.

Leaders

Sponsor Led Orientation: According to a recent online survey, many clubs rely on sponsors to orient new members. The potential problem with having sponsors orient new members is that there is no consistency in what information is presented and sponsors have varying levels of experience training others. This issue can be alleviated by having sponsors use checklists during the orientation to ensure that all the material is covered. (Reproducible presentation outlines/checklists are provided in this publication.) Before asking sponsors to orient members, make sure that they are comfortable training others.

Designated Trainer: One person is designated the orientation leader for all new members. This method ensures that members are receiving consistent information from a qualified trainer. However, this may be too much of a burden for one member. An alternative is to have a small team that rotates orientation duties. Having a single person lead an orientation works best if your club chooses to orient members one by one as they are inducted. For multi-session orientations, using a trainer team is a better choice.

Trainer Team: This approach is excellent for a multi-session orientation for more than one person. Assemble a team of people to handle different portions of the orientation; example, your club's membership chairman, the public relations/public information chairman and your club secretary or president. If possible, a representative from the district would be a helpful addition.

Sessions

Effective orientations can be conducted in one, two or three sessions, depending on your club's situation. Following are suggested outlines/checklists for each method.

Lions Member Orientation



Who are the Lions?

1.4 million members

45,502 clubs

738 districts

190 countries worldwide



How did it all begin?

June 7, 1917

**Chicago area businessman
Melvin Jones organized the first
Lions meeting.**



How did it all begin?

October 1917

**The Lions first convention was held
in Dallas, TX with 22 clubs
participating**



Helen Keller's Challenge

1925

**Lions become
"Knights of the blind in the
crusade against darkness"**



The Lions Emblem



The Lions Slogan

**Liberty
Intelligence
Our
Nation's
Safety**



The Lions Motto

We Serve



Mission

To create and foster a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.



International Service Activities



- Sight First
- Standard Grants
- International Assistance Grants
- Major Catastrophe Grants
- Emergency Grants
- Core 4 Grants

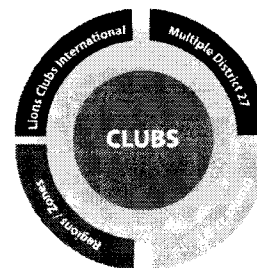


International Service Activities

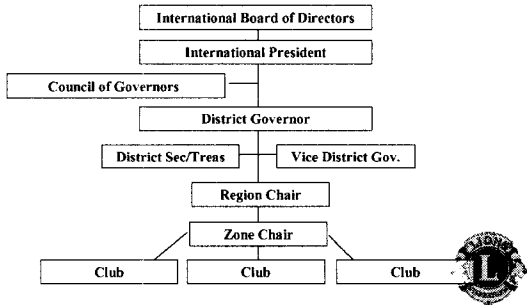
- Peace Poster Contest
- International Youth Camps
- International Youth Exchange
- Lions Youth Outreach
 - Quest for Life Skills Program
 - Drug Awareness
 - The Future is Ours... So now what?
 - Children @ Risk Focus on Street Children
 - Scouts & Lions
- Leo Clubs



Organization at a glance




Organizational Chart




Meetings

- International Board Meeting
 - Multiple District Council of Governor's Meeting
 - District Cabinet Meeting
 - Zone Meeting
 - Club Board of Directors Meeting
 - Club Meeting
- 

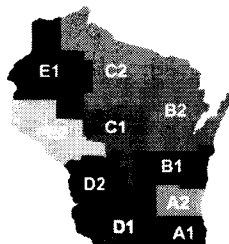
Conventions

- International Convention
 - Multiple District Convention
 - District Convention
- 

Leadership Training


- USA/Canada Lions Leadership Forum
 - Lions Leadership Institutes
 - District Leadership Training
- 

Multiple District 27



Wisconsin Lions Foundation

WLF facilitates and implements statewide projects that help Lions help others in their local communities

- Summer Camp
 - Eyeglass Recycling
 - Children's Vision Screening
 - Hearing
 - Diabetes Awareness
 - Youth
- 

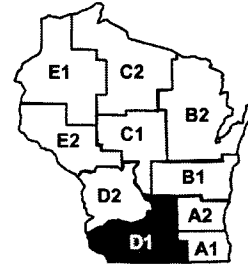
Lions Eye Bank of Wisconsin

The eye bank provides corneas from donated eyes for transplant & research

	2002	
<u>Donations</u>	<u>Transplants</u>	<u>Research</u>
1031	690	341



Multiple District 27 – D1



27D1 Service Projects

- Affiliate Clubs
- Children's Vision Screening
- Diabetes Awareness
- District CARE / LCIF
- Eyeglass Recycling
- Hearing Conservation
- Leader Dog
- LEHP Program
- Leo Clubs
- Lions Eye bank of Wisconsin
- Mission to Mexico
- Sight Conservation
- Wisconsin Lions Foundation
- Youth Exchange
- Youth Outreach



Annual Dues

Lions International	
Administrative Fund	\$23.00
Convention Fund	.50
Lions Magazine	4.75
	\$28.25
MD 27	10.50
District 27D1	5.50
	\$40.50



Member's Commitment

Give freely of your time and energy whenever possible.

Attend club meetings when possible

Be available for committee assignments

Be knowledgeable about the aims and objectives of Lions

Support your club officers



Quality Members

Innovation: the key to our future

International President T.S. Lee's Theme

