

Lions Club Duties of Office

President This position is the chief executive officer and is expected to preside at all meetings of your club, and regular and special meetings of your board of directors. As president is your duty to appoint the administrative and activities committees, in accordance with the Lions International Club Standard Organization Plan, and to act as an ex-officio member of each of these committees. With your vice-presidents, you shall see to it that these committees function.

You are also, with the club secretary, an active member of the district governor's advisory committee and as such you will attend the quarterly advisory committee meetings of your zone.

Keep in mind that at the end of your term of office you will be called to give an account of your stewardship. Your record of achievement will then be history. This record in years to come will be compared with the records of other presidents. Your club members will best decide your success. You must plan and take steps to continue to build your club in every way possible so that it may be an example to other clubs, and a credit to the community, the district and to Lions Clubs International.

Vice-presidents This position is important because you will assist in formulating and executing the policies of the club. All new business is considered and shaped by this board of directors. You will faithfully attend the regular and special meetings of the board, and give unselfishly of your time and effort to advance your club and Lions Clubs International. In addition, you, in order of your office and presence, will substitute for the president when absent from any club or board of directors meeting. Your position is more than an honorary one. In a Lions club, the vice-presidents shall, under direction of the president, oversee the functioning of such committees as the president may designate.

Treasurer This position is the custodian of all club funds. Naturally you will deposit all monies received in such bank or banks as are designated by the board of directors. You will assist the finance committee in preparing a budget and such financial statements as may be necessary. You will disburse funds only upon direction of the board of directors. You will give bond for the faithful performance of your duties; this is for your own protection and in keeping with recognized and accepted business procedure.

Secretary. This is one of the most important offices in the club. The success of your club will be determined largely by the efficiency with which you perform the duties of your office. You are the president's right hand. Under the president's direction and that of the board of directors, you are the liaison officer between your club and Lions Clubs International and between your club and your district governor's organization. You will receive many communications from both. Through you, in the post of corresponding officer, it will be your duty to see that all communications are properly referred to your board of directors or your club as circumstances require or justify. Among your duties as provided in the Lions Clubs International Constitution and By-laws, you shall submit regular Monthly Membership Reports to Lions Clubs International, with copies to our district governor and vice district governor. You shall keep the general club records,

including minutes of club and board meetings, committee appointments, officers' list, attendance records, list of key members and list of members showing their classifications, addresses and telephone numbers. You shall collect from the members, and others, all monies due the club, turning such funds over to the treasurer, taking proper receipt.

You shall furnish a financial statement to the board of directors monthly, to the club quarterly, and to Lions Clubs International semi-annually. As part of your monthly report to the board, you shall include the names of all members who are in arrears in payment of dues and those who have absented themselves beyond the attendance requirement provided in the Constitution and By-laws, you are also an active member of the district governor's advisory committee and as such you will attend the quarterly advisory committee meetings of your zone. You will receive pertinent information from Lions Clubs International intended to aid you in properly performing the duties of your office.

Lion Tamer. Is in charge of and responsible for the club's property. You will see to it that the flags, gong, gavel and badge boards are properly placed, that the standard organization chart is displayed conspicuously at every meeting; and that all materials are properly distributed. You are to assist the past presidents as the official greeters, always welcome and introduce all guests and see that places are provided for all.

Tail Twister. As such you shall maintain harmony, and encourage good feelings, life and enthusiasm in the meetings. You shall impose and collect the fines at the meetings (and shall use your best judgment when doing so). Much of the success of the meetings will depend upon your resourcefulness in promoting fellowship, fun and laughter, making the members forget, for a time at least, their business and any worries they may have. Thus you will break down any reserve which might exist, and draw the members together in closer friendship.

Board of Directors This position is important because you will assist in formulating and executing the policies of the club. All new business is considered and shaped by this board of directors. You will faithfully attend the regular and special meetings of the board, and give unselfishly of your time and effort to advance your club and Lions Clubs International. The policies and the achievements of this Lions club will depend largely upon the actions of the board of directors of which you are members. You shall authorize all expenditures. You are cautioned not to create any indebtedness beyond the income of the club, nor disburse funds for purposes that are non-essential to the objects of the club.

Membership Director. You will lead the Membership Committee, and help them to develop and implement a growth program as approved by the club's board of directors. You will regularly report to the club and encourage and assist members in bringing qualified members into the club, always using proper recruitment methods. In addition, you will work with the club's leadership in insuring that membership losses are kept at a minimum. You will also serve as a member of the zone level membership committee and cooperate generally with programs at the district level.

Club Membership. It must be remembered that the only way in which the officers can successfully carry on is for them to receive the fullest support of every individual member. As an individual, when requested by your president to serve on a committee, to perform some duty in Lions or to support your club in any way in which it will need your support.