**District N-2**

**Global Leadership Team Program**

 



**President’s School**

**2016-17**

**Updated by**

**GLT District Coordinator Lion Bob Lyle PCC**

**“Quality Leadership The Key to Our Success”**

**1**

**PRESIDENT’S SCHOOL**

**LEADERSHIP ROLE:**  **2**

You are the Chief Executive Officer of the club who presides at all regular, directors and special meetings of the club. Should you be unable to attend a meeting ask one of the vice-presidents to preside. It is important to prepare the vice-president who is going to chair the meeting so he/she is aware of things to come before the meeting. Under your leadership, the Board of Directors establishes budgets, formulates policy, deals with membership matters and gives general direction to the club.

**DO SOONER THAN LATER: 3**

1. Establish your committees.
2. Have a meeting with the incoming board of directors.
3. Establish administrative and activities budgets.
4. In consultation with the directors establish reasonable goals.
5. Develop a calendar of events for the year.
6. Familiarize yourself with the information sent from international.
7. Start planning for your year so you keep one step ahead.

**REMEMBER: “GOOD LEADERS ARE GOOD PLANNERS.” 4**

**CLUB STRUCTURE: 5**

BOARD OF DIRECTORS: Past President; President; 3 Vice-Presidents; Secretary; Treasurer; Lion Tamer; Tail Twister; Membership Chairman; 2 one year Directors; 2 second year Directors. **GENERALLY 14 MEMBERS ON BOARD. SOME CLUBS HAVE MORE THAN TWO DIRECTORS EACH YEAR.**

The directors meet a minimum of once each month.

Sets policy; establishes budgets; monitors expenditures; sets overall direction of club; establishes goals; approves expenditures; deals with all membership matters; accepts recommendations from various committees.

Each member of the board has specific responsibilities. Let that individual do his/her job; however, monitor their performance and give advice/feedback.

Delegate responsibility to each of the three vice-presidents for certain club committees.

**ROLE OF THE BOARD OF DIRECTORS 6**

**The Board of Directors is to:**

1. Set policy;
2. Establish budgets;
3. Monitor expenditures;
4. Set overall direction of club;
5. Establish goals;
6. Approve expenditures;
7. Deal with all membership matters;
8. Accept committee recommendations**.**

**Delegation: 7**

Delegate responsibility to each of the three vice-presidents for certain

Club committees.

**COMMITTEES: 8-9**

1. Form the committees early (before your year actually begins).
2. Ask members to provide information about the committees on which they would like to serve.
3. Let all members know on which committees they will serve.
4. Mix new and experienced members on the committees.
5. Use talent and experience wisely.
6. Select reliable chairmen.
7. Include all members on committees.
8. Have written/verbal reports at meetings.
9. Have budget, or working parameters, for each committee.

**TYPES OF COMMITTEES: 10**

**Standing Committee:** is **a**ppointed to serve a specific role for a specified period of time (usually one year).

**Ad Hoc Committee:** Appointed to carry out a specific task for a limited period of time. Committee dissolved after the task has been completed (charter night committee).

**Committee of the Whole:** To deal with sensitive or confidential matters. Open only to club members. No minutes are taken, only a record of motions made while in COMMITTEE OF

THE WHOLE. No action can be taken while in committee of the whole. Vice-president acts as chairman and reports recommendations to the regular meeting. This gives the club an opportunity to discuss sensitive, or confidential, issues in private.

**Membership Committee: 11**

LCI recommends the following club members but a club can structure the way that best fits their needs.

The committee is made up of Last Year’s Membership Chairperson, Next year’s potential Membership Chairperson, and any club members interested in new member recruitment or member satisfaction.

The Chairperson is on board of Directors.

**Role of the Membership Committee: 12**

1. A very important committee.
2. All membership applications go to this committee.
3. The committee screens the applications and makes recommendations to the board of directors. The directors then approve, or reject, the application.
4. If approved by the board, the individual is invited to become a member.
5. Organize a proper induction ceremony as soon as possible.
6. Ensure a membership kit is available. Get a zone, or district, officer to do the induction, Make it an impressive and important ceremony.
7. Organize a proper orientation for all new members.
8. Deals with all other membership matters and recommends to the board. Eg: Transfers; member-at-large; associate members; honorary members, etc.
9. Meet with all Lions who are in poor attendance and/or in arrears with dues.
10. Work closely with the retention committee, if the club has one.

**MEMBER CATEGORIES 13**Appendix A Pg. 11-12

**COMMITTEE REPORTS: 14-15**

1. Committees should give reports at meetings.
2. Highlights, recommendations and cost implications should be recorded in the minutes.
3. Reports should be, in writing, if possible.
4. Have a motion that the report be received.
5. If a project, or activity, has been completed have a motion to adopt the report.
6. Deal with recommendations that come from the report. If there are financial implications, refer to the finance committee, or board of directors.
7. Treasurer’s monthly report is received. An audited financial statement is adopted.
8. Well-presented and to the point reports can greatly facilitate the work of a Lions Club.
9. Decide which committee reports tom the directors and which reports to the regular meeting. **DON’T HAVE DUPLICATE REPORTS.**

**MAJOR REASONS WHY LIONS LEAVE LIONISM: 16**

Long and boring meetings

Politics and cliques

Lack of fellowship

Lack of sense of belonging

**WHAT CAN YOU DO? 17**

**PROPER PLANNING & PREPERATION: 18**

**FUN AND FELLOWSHIP: 19 - 20**

* 1. Promote fun and fellowship.
  2. Encourage attendance at zone and cabinet meetings, etc.

Have an active social committee that organizes social activities for the members and family members.

1. Use the Tail Twister to promote fun and develop a good spirit. There are good materials available from International. Have him/her do some fun things.
2. Welcome all visitors to your club and make them feel welcome. Use past presidents as greeters.
3. Have the program committee arrange interesting speakers and activities at meetings.
4. Do some unique things that will ensure members will want to attend meetings.
5. Remember that a major cause that Lions leave a club is long and boring meetings. As president, you can do something to ensure your meetings are not long and boring, but interesting, fun and productive.

**ADMINISTRATION:**

1. Work closely with the secretary to prepare an agenda, update records, sort correspondence, etc. Keep well informed and on top of things.
2. Be familiar with items to come before the meeting.
3. Hold director meetings regular. The directors can do much to facilitate business at the regular meeting. Let the director’s deal with those matters that are to be dealt with by the directors.  **DON’T DUPLICATE THINGS.**
4. Ensure there are well developed and researched recommendations.
5. See that correspondence is referred to the directors, a committee, or regular meeting.
6. Have minutes in the club bulletin/newsletter, circulated before meeting, sent by group e-mail, etc. It’s very deadly to have the secretary read long minutes at the meeting.
7. Likewise for correspondence. It’s equally deadly to have all correspondence read. Highlight it, refer it to a committee, put it on the bulletin board, but don’t read it word for word.
8. Have an active publicity/public relations committee.
9. Maintain a good rapport with the media, other organizations, politicians, etc.
10. Know what is going in the “M” and Activities reports. You should sign, or initial, them only after reading them.
11. Be sure that the secretary submits all reports and forms on time. Don’t assume that all this will be done automatically.

**MEETING MANAGEMENT 21**

1. Prepare agenda.
2. Input from others.
3. Organize with approximate times and responsibilities.
4. Distribute prior to the meeting.
5. Include important information.

**SIGNS IF INADEQUATE PREPARATION 22**

1. Recurring items.
2. Continual “emergency” items.
3. Emotionally charged meetings that leave members angry or upset.
4. Confusing information.
5. Asking for reports without prior notice**.**

**COMPONENTS OF EFFECTIVE MEETINGS: 23-24**

**INFORMATION:** **25**

**Meetings become boring when we spend excessive time dealing with matters members:**

Already know.

Could have known if you had sent them an email, put it in a newsletter, or posted the information on a club website.

It is important to deal with the information component in an efficient and effective manner.

**DISCUSS/DECIDE: 26**

This component has**:**

1. New items to be considered
2. Discussion is required
3. A decision is required
4. Time to consider item

This component includes both “What do we do?” and “How do we do it**?”**

**RECOGNIZE: 27**

* 1. Make recognition an important part of your life.
  2. Think about how you can recognize your club members.

**BENEFITS OF EFFECTIVE MEETINGS: 28-29-30-31**

* + 1. Keeps the club running smoothly.
    2. Provides avenue of communication.
    3. Keeps the club healthy.
    4. Attracts guests as potential members.

Research shows that many Lions drop out within the first three years and cite long and boring meetings as a major cause. Conducting enjoyable and productive meetings requires a lot of planning, preparation and hard work.

**VARIOUS ROLES OF A PRESIDENT: 32-33**

Appendix B Pg. 12-14

**ZONE ADVISORY COMMITTEE: 34**

Zone Chairman; Club Presidents and Club Secretaries; Meets at least three times each year. These are the voting delegates at a zone meeting.

**CABINET MEETING VOTING DELEGATES: 35**

DG, CST, VDG, PDG’; zone chairmen; district chairmen, club presidents and secretaries.

**VOTING AT DISTRICT & MD CONVENTIONS: 36**

* + 1. 1 voting delegate per 10 members, or major portion.
    2. List to CST.
    3. Member in good standing.
    4. Member for a year and a day**.**

**ROLE AT ZONE AND DISTRICT: 37**

* 1. Attend Zone Meetings (Prepare report).
  2. Attend Cabinet Meetings & District Convention.
  3. Keep DG, VDG and ZC informed.
  4. Work with district chairmen.

**MD N ORGANIZATION: 38**

N-1 New Brunswick & PEI, 3 Maine clubs

N-2 Nova Scotia

N-3 Western Newfoundland & Labrador

N-4 Eastern Newfoundland

**GLOBAL MEMBERSHIP AND LEADERSHIP TEAMS: 39-40-41-42-43-44**

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**CLUB EXCELLENCE PROCESS: 45-46**

Appendix E pages 17

**FAMILY MEMBERSHIP PLAN: 47**

Who does Lions Clubs International consider to be a family? For the purpose of the Family Dues Structure, “family” includes all members in and/or joining the same club living in the same household related by birth, marriage or other legal means, including such common family relations as parents, children, spouses, aunts and uncles, cousins, grandparents and in laws.

What is the reduced dues rate? The first family member, either being a current or newly inducted member, shall pay full annual dues (US$39) and any applicable entrance fee. Up to four more subsequent qualifying family members over the age of majority in the same household shall pay one-half of the standard annual dues (US$19.50) and no association entrance fees. For newly chartered clubs, the first family member shall pay the full charter fee (US$30) and full annual dues. Subsequent qualifying members shall pay half the annual dues (US$19.50) and no additional charter fees.

**AWARDS:** **48**

Awards are very important to Lions, so ensure that those who qualify for awards receive them. Many a Lion has resigned because he /she did not receive an award they felt they deserved.

1. Make members aware of the various awards of Lionism.
2. Ensure that the secretary orders the proper award earned by members.
3. Have the awards presented at a dinner meeting, charter night, closing banquet, etc. Make this a positive experience for the member(s).
4. Members should be proud of their awards, so make it an important part of your responsibilities to see that this is done properly.

**CONSTITUTION, BY-LAWS AND POLICY MANUAL: 49**

|  |  |
| --- | --- |
|  | Make sure you know the contents of the Standard Club Constitution and By-Laws  This is available on the LCI website.(go to member center, then resources, then legal) |
|  | Ensure that your club functions according to the Constitution and By-Laws. |
|  | If you have questions, contact a district officer. |
|  | Each club should have its own Policy Manual and operating procedures. This can eliminate much unnecessary discussion at meetings. |
|  | Make sure each member has a copy of the Policy Manual. |
|  | Appoint a Constitution, By-Laws and Policy Manual chairman who is knowledgeable, or willing to take the time to learn. |

**GENERAL RESPONSIBILITIES: 50-51**

1. Work with the finance committee in the preparation of two budgets. Each club **MUST** have an administrative and activities budget.
2. Assist the program/social committee to have interesting and enjoyable programs. **PLAN THESE FOR THE YEAR.**
3. Ensure the financial records are properly audited.
4. Make sure incoming officers are properly installed.
5. Keep well on top of club activities/projects and participate in as many as possible.
6. As a member of the zone advisory committee, attend all zone meetings.
7. As a member of the district governor’s advisory committee, attend all cabinet meetings.
8. Ensure that your club is properly represented at conventions (one representative for every 10 members, or major portion thereof).
9. Support zone, district, MD and international programs and activities.
10. You are an ex-officio member of all committees; however, you don’t have a vote and you do not count in determining a quorum unless there are some provisions in the club by-laws.

**VOTING PROCEDURES: 52-53**

* 1. Normally by a yea-nay vote.
  2. If controversial, use a show of hands, or voting cards.
  3. In extreme situations, or for sensitive matters, some clubs use a secret ballot.
  4. In the case of a tie vote, the presiding officer casts the deciding vote. This can sometimes cause a problem, so be careful how you handle the situation. A tie vote is a lost vote.
  5. Those who abstain should declare their intentions before the vote.

* 1. A member can ask for a recorded vote; those for and those against.
  2. Only members of the board can vote at director’s meetings.
  3. Only committee members may vote at a committee meeting.
  4. All active, privileged, life members, in good standing can vote at the club, zone, District, etc. levels. Associate and affiliate members may vote at the club level. Honorary and members-at -large are not entitled to vote at any level.

**THE SECRETARY: 54**

REMEMBER, THE SECRETARY IS YOUR RIGHT HAND LION; HOWEVER, THE BUCK STOPS WITH YOU. AS PRESIDENT, YOU ARE SOLELY RESPONSIBLE FOR HOW WELL YOUR CLUB OPERATES.

**CLUB SECRETARY TRAINING MATERIALS: 55**

**LEADERSHIP DEVELOPMENT WEBINARS: 56**

# APPENDICES: 57-58

**APPENDIX “A”**

INCLUDES A COMPLETE BREAKDOWN OF THE VARIOUS TYPES OF MEMBERS AND THEIR VOTING PRIVILEGES.

**APPENDIX “B”**

CONTAINS INFORMATION ABOUT THE ROLE OF PRESIDENT.

**APPENDIX “C”**

PROVIDES INFORMATION ABOUT PARLIAMENTARY PROCEDURE, QUORUM, ETC.

**APPENDIX “D”**

GIVES A SAMPLE AGENDA FOR A DINNER MEETING.

**APPENDIX “E”**

GLOBAL MEMBERSHIP AND LEADERSHIP TEAMS**.**

**APPENDIX “F”**

USING MyLCI FOR FILING REPORTS.

**APPENDIX “A”**

# MEMBERSHIP CATEGORIES

|  |  |  |
| --- | --- | --- |
| **TYPE HOLD PAYS ATTENDANCE**  **OFFICE VOTE DUES**  **REQUIRED** | | |
|  |  |  |
| Active | YES | YES YES YES |
| Member-at-Large | NO | NO YES NO |
| Honorary | NO | NO \*NO NO |
| Privileged | NO | YES YES NO |
| Life Member | YES | YES \*\*NO \*\*\*\* YES |
| Associate | NO | CLUB \*\*\*NO NO |
| Affiliate | NO | CLUB YES NO |

\* Club pays District and International dues.

\*\* No International dues. Club assessed District dues.

\*\*\* No District or International dues. Club may charge dues.

\*\*\*\* Must meet all obligations for privileges of active member.

**MEMBER-AT-LARGE** status is approved by the Board of Directors for a maximum of 6 months to a lion who has moved from the community, or because of health or other legitimate reasons is unable to attend regular meetings. To be reviewed every 6 months by the Board of Directors.

**HONORARY** member status is conferred upon a non-Lion community member who has made outstanding contributions to the community. Club pays entrance fee and dues.

**PRIVILEGED** status can be given to a Lion with 15 years, or more, years of service who, because of illness, infirmities, advanced age, or some other legitimate reasons must relinquish active service

**LIFE MEMBER** status is for any Lion who has 20, or more, years of outstanding service, or any member who is critically ill, or any member who has 15, or more, years of service and is at least 70 years old. The club pays $300(US) to International in lieu of future International dues. Most clubs pay the District dues fort Life Members. Must be approved by Lions Clubs International

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**ASSOCIATE** member status is for a Lion who holds primary membership in another club, but maintains residence, or is employed, in the community served by this Lions Club. To be reviewed yearly. Not included on M Report.

**AFFILIATE** A quality individual of the community who is unable to fully participate as an Active member but who desires to support the club and its service activities and be affiliated with the club.

**THE BOARD OF DIRECTORS MAKES ALL MEMBERSHIP DECISIONS BASED ON RECOMMENDATIONS FROM THE MEMBERSHIP COMMITTEE.**

# APPENDIX “B”

**THE VARIOUS ROLES OF A CLUB PRESIDENT**

**INTRODUCTION:** During his/her year a club president must be prepared to assume a number of different roles. The role assumed spends upon the specific set of circumstances that exist within the club at that time. Situational leadership calls for a leader to adjust his/her leadership style to fit the specific situation. No one role will fit all situations with are encountered by a club president. Flexibility is the key word. A club president who is inflexible faces the prospect of a very difficult year. What follows is an explanation of four different roles a club president will be expected to assume at some time during his/her year.

1. **THE WEATHERMAN:**  It is the president’s responsibility to ensure a positive and productive **climate** is developed and maintained in a Lions Club. The **environment** needs to be warm, friendly and a place where each member can learn and grow as a caring individual. They must also feel that they are making a valuable contribution to their club.

Such a climate requires plenty of recognition, thanks and praise for the members and very little, if any, criticism. When a critical comment is required, it needs to be done privately and **NEVER** in front of the other members.

Good interpersonal skills are key to maintaining a positive and productive climate.

1. **THE MOTIVATOR:**  The president, during his/her, year is the keeper of “the vision” for the club. The “vision” is that place of achievement and recognition in which the club’s members want to be seen by the community. It is, therefore, the president’s role to ensure each member is individually motivated to contribute what he/she can to the overall benefit of the club in community service. People feel positive about doing something when they can see a direct benefit resulting from their action, be this personally in learning something new, or being part of the decision making process, or receiving appreciation and recognition in front of their peers, or seeing how what they do benefits others. It is the president’s job to make this happen in his/her club.
2. **THE MEETING MANAGER:**  Nothing destroys a group more quickly than long, tiresome and boring meetings where little gets done and frustrations are most obvious. As the chairman of the meetings the president has a very specific responsibility to **manage the meeting process** and to be neutral on the meeting content.

The skills needed to be an accomplished meeting manager are learned skills that can be acquired through appropriate training.

1. **THE DOCTOR/PSYCHIATRIST:** The members will let the club know when a problem arises within the community, but when a personal problem arises in the life of one of the members, the president may be the last to know. Such a personal problem can have a significant detrimental effect on the club.

A critical role of the president is to be aware of and on top of such problems before they can become disasters. The first step is building a trust level with all club members so they know they can approach the president with concerns that they know will be held in confidence. Whether, or not, to inform other members of member’s personal problems is at the discretion of the person who has the problem.

A second step is to be in regular contact with your members outside the actual club meetings or club activity. Telephone them when special events, both good and bad, happen in their families. At other times just ask “how is everything going with you.”

If a member misses a meeting, seems to be out of sorts, or isn’t participating in his/her usual way, make a point of quietly and unobtrusively finding out what is wrong. Then you can see what can be done to get them back on track.

**SUMMARY:** Leadership as club president is not just about chairing meetings and getting members to do things. A good leader is always aware of the importance of a positive and nurturing climate where each member can feel good about his/her contributions. The effective leader uses his/her skills to have each member be motivated to contribute to the overall efforts of the club. It is very important to know the members individually so you can know what motivates them.

To be effective, club presidents should be expected to have training in interpersonal relations, motivation, delegation, meeting management and situational leadership. This training will assist the presidents to better perform the various roles they will need to assume during their year as president.

# APPENDIX “C” PARLIAMENTARY PROCEDURE

Only a brief summary is being presented here. For a more detailed description, please purchase **ROBERT’S RULES OF ORDER** at a bookstore, or from the Canadian Supply Office of Lions Clubs International. The use of proper procedures will eliminate many needless discussions and arguments.

**MOTIONS:**

Every decision should be made by a motion and properly recorded in the minutes, listing the mover, seconder and the disposition of the motion (carried; defeated; referred; etc.)

Motion to be on the floor before discussion takes place.

Limit the number of times each member can speak to the motion.

The mover has the opportunity to open and close discussion on the motion.

Never entertain negative motions. Eg: I move that the recommendation NOT be accepted should be: I move that the recommendation be rejected. Make a motion to file or table the motion.

**TYPES OF MOTIONS:**

**Passed, or defeated motions:** A majority vote is required. May be debated. If withdrawn, with the approval of the mover and seconder, the motion is **NOT RECORDED** in the minutes.

**Motion to amend:** Motion to amend a motion needs to be moved and seconded. If amendment is passed, then the motion, as amended, is put. If the amendment is defeated, then the original motion is put. An amendment can’t change the intent of the original motion. It may be debated. Requires a majority vote. The purpose of an amendment is to **ADD, DELETE OR CHANGE** words in the main motion.

**Motion to refer:** A motion may be made to refer a motion on the floor to the directors or a committee. It takes precedence over the original motion and may be made at any time. Requires a majority vote and it may be debated.

**Motion to defer:** This motion, if passed, postpones a decision to a future time. Requires a majority vote and can be debated only as to the time of deferral. Takes precedence over the original motion. Provides a cooling off period, or to make way for more pressing business.

**Motion to table:** A motion can be tabled and considered at a future time. Requires a majority vote and can’t be debated. May be removed from the table, by motion, and then considered by the club.

**Motion to reconsider:** A motion to reconsider a previous motion may be made. The motion to reconsider must be made by a member who voted in favour of the original motion. It may be done at the same meeting, or if to be done at a subsequent meeting, there must be a notice of motion. A majority vote is required. It may be debated and must include any amendments to the main motion.

**Motion to rescind:** This motion cancels the original motion and amendments. Requires a **TWO-THIRDS** vote or, if a notice of motion was given, a simple majority is required.

**MOTIONS REQUIRING A TWO-THIRDS VOTE:**

To annul, amend, repeal or rescind any part of the by-laws, constitution or policy manual. NOTICE OF MOTION IS REQUIRED.

To close nominations.

To expel form membership. Requires a NOTICE AND HEARING.

To depose from office. Requires a NOTICE

To discharge a committee. Requires a NOTICE.

To rescind a motion if NOTICE has not been given.

**POINT OF ORDER:** May be made by any member at any time. Takes precedence over all other business. It usually happens when an individual wants to question a decision of the chairman. Requires only a mover, must not be debated and requires no vote.

**QUORUM:** Unless specified defined in club policy, a quorum is usually the presence of a **MAJORITY** of the members in good standing at any meeting of the club. If the club has 30 members, a quorum would be 16. If there are 14 directors, a quorum would be 8.

Committee membership should be in odd numbers: Eg: 5, 7, 9, etc.

# APPENDIX “D” MEETING AGENDA

This is a sample agenda for a dinner meeting. For a regular business meeting, the following can be omitted. See those with an \*:

1. O Canada\*
2. Lion’s Invocation
3. Lion’s Pledge
4. Lion’s Toast\*
5. Toast to Queen\*
6. Lion’s Roar\*
7. Introduction of Head Table\*
8. Introduction of Guests
9. Guest Speaker, Program, Presentations, etc.\*
10. Minutes of Business Meeting (for approval)
11. Business Arising from Minutes
12. Director’s Minutes (for information only)
13. Recommendations from Directors
14. Correspondence
15. Committee Reports (including financial report)
16. Old Business (not in business arising)
17. New Business
18. Presentation of Gongs
19. Adjournment

**THIS IS ONLY A SAMPLE.**  **IT IS VERY IMPORTANT THAT YOU HAVE AN AGENDA TO FOLLOW. DEVELOP THESE WITH THE CLUB SECRETARY. MANY CLUBS ASK, AT THE BEGINNING OF THE MEETING, IF ANY MEMBER HAS AN ITEM TO BE ADDED TO THE AGENDA.**

# APPENDIX “E” GLOBAL MEMBERSHIP & LEADERSHIP TEAMS

## GLOBAL MEMBERSHIP AND LEADERSHIP TEAMS

1) A Global Membership Team consisting of a coordinator, two members and

the 1st Vice District Governor.

Coordinator: Lion Frank Hartman, Parrsboro Lions Club

Team members: Lion Tracey Ashe, Lawrencetown & District Lions Club,

Wayne Sears Middleton & District Lions club, Debbie McGinley

Milford Lions club, John MacDonald Lawrencetown & District

Lions club, Gary Langille Mahone Bay Lions club and 1st VDG

Lion Claire Brunelle Antigonish Lions club.

## 

The Global Membership Team is responsible for the following:

Membership growth & new clubs come together

Focuses on forming new clubs & growing existing ones

## Fosters healthy clubs to improve low retention

Rebuilds struggling clubs

2) A Global Leadership Team consisting of a coordinator, two team members and the 2nd vice district governor.

Coordinator: PCC Bob Lyle, Kingston Lions Club

Members: Lion Rhonda Trickett- EPCB Lions Club

Lion Bill Bruhm Bridgewater Lions Club

Lion Sharon Rafuse Chester Basin-New Ross-Chester

Lion Paul Burgess Windsor & District Lions Club

Special Advisor: PDG Charles Uhlman- Mahone Bay Area Lions Club

There will be a comparable structure at the multiple district level, MD N

## CLUB EXCELLENCE PROCESS (CEP)

The Club Excellence Process (CEP) is a [four step workshop process](http://www.lionsclubs.org/EN/common/pdfs/CEP_Workshop_4step.pdf) (PDF) designed to help Lions clubs improve in areas of their choosing. Participating clubs in a CEP Workshop discuss service, communication, growth and involvement. Workshops are led by a trained facilitator and each participant will receive a CEP Participant Workbook. During the workshop participants complete two surveys: “Community Needs Assessment” and “How are Your Ratings”.

## Healthy Club Toolbox

**Information includes:**

1. Club management
2. Member development
3. Member invitation
4. Service activities
5. Public Relations

**Membership Programs Department:**

**(630) 571-5466 ext.390;**

**E-mail: memberprog@lionsclubs.org.**

**MyLCI WEBSITE INSTRUCTIONS: 59-60-61-62**

Refer to Appendix F on pages 17 to 21.

**APPENDIX “F” USING MyLCI FOR FILING REPORTS**

# MyLCI Applying for a Password Welcome to the LCI Logon Page

New User/ Click here to register now

Put in member number, codes and click on submit

Application form opens up for completion

Select USERNAME, PASSWORD

And questions for future reference

Click on submit

Your PASSWORD should be sent to you by e-mail.

Store your PASSWORD and USERNAME in a safe place.

# Using MyLCI to File and Access Reports Go To Welcome to the LCI Logon Page

**Put in USERNAME and Password and click on submit. The MyLCI homepage opens up. On upper toolbar (left) click on My Lions Club and the following dropdown menu appears.**

Members: This is where you add, drop, transfer a member into your club, reinstate (a member who has been out less than one year), etc. members. You can also change member’s information. If there are no changes click on No Activity This Month.

## EG: TO ADD A MEMBER

My Lions Club menu, select Members. If you do NOT have any membership changes to report for the month, click the Report No Changes for Month drop down arrow and select the month you are reporting on. You will then receive a confirmation message and you’re done!

If you DO have membership changes to report, such as a new member, \* click the Add Member drop down arrow and select either New Member or Prior Member of this Club.

If we select New Member, \* the Add Member page is displayed. What you are seeing now is only showing the top half of the page. From here you would tab from field to field to fill out the information. If the software finds any errors, a message will be displayed in red below the entry field.

The bottom portion of the Add Member page displays where you will enter the new member’s mailing address. \* Once you select the country for the member, the rest of the address entry fields will be displayed. After entering the complete address, a preview of a mailing label will be displayed. If you find that mailing label is not properly formatted, you can go back and re-enter the mailing address. With Lions in 206 countries and geographical locations we want to ensure that each member’s mailing address is correctly formatted for their area.

Club Information: The basic information regarding your club is here and can easily be updated.

Officers: Club officers shown here. This is where you do your PU 101 electronically as well as change officers during the year.

Statements/Dues’ Club balances with LCI, as well as dues status included here.

Service Activities; these are your club’s service activities such as eyeglass collection, building a ramp; senior’s lunch, etc. It is recommended these be done monthly rather than at the end of the year.

Signature Service Activities: A signature activity is one that take place on a regular basis (radio bingo, senior lunches, etc.) Once listed additional information can be added as required. EG: number of Lions, money raised, etc.

Service Activity Goals; Some clubs create service activity goals at the beginning of the year.

Reports: The following reports are available by clicking on the report names.

Family Unit Report

Club Attendance Sheet

Club Roster

Club Monthly Reporting History

Monthly Membership Report - Detail

Lions Club Contact List

Lions District Officer Contact List

Club Roster of Membership Data

Lions Club Officer Report for Current Year  Lions Club Officer Report for Next Year

On the upper right hand side of the page you will see SUPPORT CENTER. Click on that and the following drop down menu appears.

# MyLCI Support Center

Resources

[Training Area](https://mylci.lionsclubs.org/TrainingRedirect)

[Create a free Web site for your District](http://www.lionsclubs.org/EN/member-center/managing-a-district/e-district-house.php)

How Do I …

[Remove tasks from my task list?](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

[See the clubs in my district?](http://extranet.lionsclubs.org/common/docs/District/NavigationPlusFAQ_EN.pdf)

[See the officers in my multiple district?](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

[Use the MyLCI web site?](http://extranet.lionsclubs.org/common/docs/District/NavigationPlusFAQ_EN.pdf)

[Change my contact information](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

Please note the training area is available to you. It is relevant to your club so you can practice performing functions without affecting the member data in the training site. It is well worth your while to practice on this site before doing your July 2 reporting.

# MyLCI Filing PU 101 Electronically

1. Go to [www.liomsclubs.org](http://www.liomsclubs.org/)
2. Upper toolbar-click on MyLCI
3. Welcome to login page- put in username and password-click submit.
4. Home Page opens-click on MyLionsClub on upper blue toolbar.
5. On drop down menu click on officers.
6. Click (on Select Term) then click on (next year).
7. List of Positions-select position
8. Click on add officer
9. Select member from list-click on name
10. Click on save
11. Go back to officers and start process again

# MyLCI E-mail Your PU 101 to DG & VDGs

1. Click on reports on the dropdown menu; A list of reports shows up, Click on the last one (Lions Club Officer report next year),That opens your PU 101,

If it is correct you can save and send from one of the toolbars; I use the black oval toolbar that shows up at the bottom of the form when you move your cursor down the page,

1. Click on the save icon and save to your documents;

You then have a copy for yourself and you can send it to the DG and VDGs as an e-mail with the PU 101 attachment.