

LEADERSHIP TRAINING

PRESIDENT'S CHECKLIST

WHAT YOU SHOULD KNOW FIRST

- Presidents' Manual
- Club Officers' Duties (found in Constitution)
- Constitution & By Laws
- Available Int'l Resources/Publications www.lionsclubs.org
 - Healthy Club Initiative Toolbox
 - Improving Club Meetings
- Protocol
- Robert's Rules of Order

THINGS TO DO

- Plan Your Year/Setting Goals
 - What is the most important thing I want to happen to my fellow Lions?
 - Know your Club
 - Review Club & prioritize fundraisers/projects/look for ways to improve.
 - Consult with treasurer re: finances available.
- Know Club finances
 - Accounts: Administrative v. Activities
 - Preparing Annual Budget
 - End of year Audit
- Committee Assignments: look for desire; dependability
 - Explain expectations of chairman/committee
 - Motivating and understanding members
- Board of Directors' Meeting
 - Be prepared; begin on time and end on time
 - Follow an Agenda
 - Know Parliamentary Procedure
 - Be assertive and tactful
- Attend Zone Meetings and present report

LEADERSHIP SKILLS

- Motivating Lions
- Building fellowship/team
- Delegation
- Problem Solving

END OF YOUR YEAR

- Nominating Committee
- Appreciation/Installation Dinner
- President Excellence Award
- Secretary Excellence Award