

# Club Officer Training

This course explains the roles of club officers. It provides an overview of each officer's primary responsibilities and offers insight into how officers work together to lead the club. The objectives for this course are for you to:

- Describe standard club leadership structure.
- Identify the duties and responsibilities of each club officer.
- Discuss the structure and responsibilities of the board of directors.

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## Introduction

CONGRATULATIONS! Serving as a club officer is a privilege and honor bestowed upon you by club members.

Through your election, your peers have recognized your leadership skills and potential to manage the club effectively. During your term as a club officer, you can take advantage of the many opportunities to learn and grow, which will lead to personal and professional development benefits that will last a lifetime.

This module contains helpful information to guide you through your term as a club officer. Feel free to explore or skip any topic based on your individual learning needs.

By the end of this course, you should be able to:

- Describe standard club leadership structure.
- Identify the duties and responsibilities of each club officer.
- Describe the structure and responsibilities of the board of directors.

Before you begin your tenure as a club officer, it is essential that you understand the structure of Lions Clubs International.

The information is conveyed as follows:

- A club is recommended to have 20 members or more.
- A zone consists of 4-8 clubs.
- A region (which is optional) has 10-16 clubs.
- A district ideally has at least 35 clubs with 1250 active members.
- Several districts in a given geographical area comprise a multiple district (or MD).
- Each Lions club is located in a Constitutional Area, which is represented by at least one International director.

Remember Lions Clubs International's mission and vision as you begin your work as club officer.

Quotes:

“TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.”

Lions Clubs International Mission Statement

“To be the global leader in community and humanitarian service.”

Lions Clubs International Vision Statement

In order for our mission and vision to become realities, our clubs need to serve many purposes.

Let’s do a quick knowledge check (quiz) with four questions on the Standard Form Club Constitution and By-Laws to review the purposes of a Lions club.

Knowledge Check 1: This is a yes or no question.

Question: The purpose of Lions clubs is to unite the members in the bonds of friendship, good fellowship and mutual understanding.

- Yes
- No

The correct answer is: Yes. This is a stated purpose of Lions clubs. Lions are committed to serving community needs. Building friendship, fellowship and mutual understanding are keys to building communities among Lions.

Knowledge Check 2: This is a yes or no question.

Question: The purpose of Lions clubs is:

to encourage service – minded people to serve their community without personal financial rewards

to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

- Yes
- No

The correct answer is: Yes. This is a stated purpose of Lions clubs. “We serve” is our motto.

Knowledge Check 3: This is a yes or no question.

Question: The purpose of Lions clubs is to take an active interest in the civic, cultural, social and moral welfare of the community.

- Yes
- No

The correct answer is: Yes. This is one of the stated purposes of Lions clubs. Serving and supporting our communities is why we are Lions.

Knowledge Check 4: This is a choose one question.

Question: Which one of the following is NOT a stated purpose of Lions clubs?

- To promote the principles of good government and good citizenship.
- To promote political leaders who support the mission of Lions clubs. (incorrect)
- To create and foster a spirit of understanding among the people of the world.
- To provide a forum for the open discussion of all matters of public interest.

The correct answer is: to promote political leaders who support the mission of Lions clubs.

You can review all 6 statements of purpose in Article II of the Standard Club Constitution.

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## **Club Organizational Structure**

In this section, you will explore the overall club leadership structure.

Each Lions club is comprised of a team of leaders that supports the activities of the club.

Let's review the board of directors.

The board of directors includes:

- Club president (Global Action Team chairperson)
- Immediate past president
- Vice president (leadership chairperson)
- Secretary
- Treasurer
- Lion Tamer (optional)
- Tail Twister (optional)
- Safety officer (optional)
- Club LCIF coordinator
- Program coordinator
- Marketing communications chairperson
- Service chairperson
- Membership chairperson
- Any other elected directors

Now let's read about the shared responsibilities of the board of directors.

**Club Business and Policy:** Consider and shape all new business and policy of the club prior to presentation and approval by the club members.

Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation.

**Expenditures:** Authorize all expenditures, while not creating any indebtedness of the club, nor authorizing disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.

**Club Officer Actions:** Have the power to modify, override or rescind the action of any officer of the club.

Surety: Appoint the surety for the bonding of any officer of the club.

Club Funds: Appoint, on recommendation of the finance committee, a bank or banks for the deposit of funds of the club. Maintain at least two (2) separate funds governed by generally accepted accounting practices.

Click [HERE](#) to access the Best Practice for Financial Transparency guide, which provides basic information for financial reporting, guidelines for reimbursement, the maintenance of bank accounts and conducting year-end audits.

Audit: Have the books, accounts and operations of the club audited annually.

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## **Club Officer Responsibilities**

In this section, you will explore the role each club officer plays within the larger leadership structure, starting with the club president.

**Club President:** The chief executive officer of the club who presides at all meetings of the board of directors and the club.

**Meetings:** The president issues the call for regular meetings and special meetings of the board of directors and the club.

**Committees:** The president appoints the standing and special committees of the club while cooperating with chairpersons to ensure regular functioning and reporting of such committees.

**Leadership:** The president sees that officers are elected as provided for by the constitution and by-laws, and participates as an active member of the district governor's advisory committee of the zone in which this club is located.

**Immediate Past President:** The immediate past president assists and gives guidance to the current club president as needed. He or she may also serve as the LCIF coordinator for the club.

The immediate past president:

- Serves as club LCIF coordinator as a secondary responsibility unless he/she is unable to serve and another club member is appointed.
- Mentors club presidents and vice presidents.

**Club First Vice President:** The club first vice president, as part of the Global Action Team, serves as the leadership chairperson. If the president is unable to perform his/her duties for any reason, the vice president next in rank shall occupy his/her position and perform his/her duties with the same authority as the president.

The club first vice president shall, under the direction of the president, oversee the functioning of such committees of the club as the president designates. He/she also participates as an active member of the district governor's advisory committee of the zone in which the club is located.

**Club Secretary:** The secretary is under the direction of the president and the board of directors. He/she is also the liaison between the club, district and the association. Responsibilities include:

- Has custody of and maintains general records of the club, including minutes of the club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members' club accounts
- Submits regular monthly membership reports, service activity reports and other reports specified by the association; submits reports upon request to the district governor's cabinet
- Engages as an active member of the district governor's advisory committee of the zone in which the club is located
- Gives bond for the faithful discharge of the office in the sum and with surety as determined by the board of directors
- Delivers in a timely manner, at the end of their term, the general records of the club, to the successor

**Club Treasurer:** Pays the club's obligations authorized by the 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.

- Arranges for issuance, in cooperation with the secretary, of quarterly or semi-annual statements to each member for dues and other financial obligations owed to the club
- Has custody of and maintains general records of club receipts and disbursements
- Prepares and submits monthly and semi-annual financial reports to the board of directors of the club
- Gives bond for the faithful discharge of the office in the sum and with surety as determined by the board of directors
- Delivers in a timely manner, at the end of the term, the financial accounts, funds and records of the club, to the successor

**Membership Chairperson:** Serve as a key member of the club's Global Action Team.

- Collaborate with the district membership coordinator, district leaders, members of the club's membership committee and others to develop annual membership goals and action plans to recruit new members and to increase membership satisfaction among current club members. Present the plan to the club's board of directors for approval and support.
- Collaborate with the club service chairperson as well as other club committees to promote membership opportunities.
- Understand the different membership types and programs offered and promote membership programs to club members.

- Ensure each new member is provided an effective membership orientation and is provided opportunities to be engaged in club activities that are meaningful to the new member.
- Attend the district governor's advisory committee meeting of the zone in which this club is located when appropriate.
- Participate in Global Membership Team meetings held by the district.
- Represent the club in welcoming all new service-minded people in the community served by the club.

Service Chairperson: Serve as a key member of the club's Global Action Team.

- Report service activities through MyLion throughout the year.
- Collaborate with club leaders to set club service goals that address the needs of the community and align with membership and leadership goals of the club.
- Develop action plans to meet the service goals of the club.
- Develop and lead committees to implement the service plan.
- Engage Leos and young people in the community in the club's service.
- Encourage each member's participation in club service activities.
- Serve as a club resource regarding community needs, best practices and initiatives of Lions International and LCIF.
- Participate in the district governor's advisory committee meeting (zone meeting) when appropriate.

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## Summary

The following provides a brief summary of the club officer responsibilities:

1. President:
  - a. Issues calls for regular and special meetings of the board of directors and club
  - b. Ensures officers are elected in accordance with the constitution and by-laws
  - c. Serves as Global Action Team chairperson
2. Service Chairperson:
  - a. Submits regular service activity reports
  - b. Ensures that club activities address community needs
3. Treasurer:
  - a. Maintains general records of club receipts and disbursements
  - b. Prepares and submits monthly and semi-annual financial reports to the board
4. Secretary:
  - a. Maintains general club records, including meeting minutes and attendance
  - b. Submits regular monthly membership reports

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## Conclusion

Congratulations! You've completed the club officer training module. Your next step will be to complete training specific to your club officer role. Screen reader versions of all the club officer courses are available.

You have completed the Club Officer Training module!

You can continue your education through the Lions Learning Center, which offers a variety of online modules to assist members with leadership development. Screen reader versions of all courses in the Lions Learning Center are available.

If you have questions about the topics discussed in this module, please email us at [clubofficers@lionsclubs.org](mailto:clubofficers@lionsclubs.org).

To receive completion credit for this module, or if you have problem navigating through this module, please contact [eLearning@lionsclubs.org](mailto:eLearning@lionsclubs.org).

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