



The President's job is the pinnacle position in any Club. You are expected to be the at the center of all things that happen throughout the year. You are expected to maintain / increase the membership, keep the Club out of debt, maintain relationships with your local community, and maintain the links with the Lions organization You are the focal point of your Club and as such, it is your responsibility to ensure the Secretary and Treasurer and doing good jobs.

You must also remember that you are a member of the larger Lions organization and you need to maintain a relationship with the rest of the Lions world.



SURPRISE!!!!

You're President

For more information please contact your :

- Your District Governor**
- Your Vice District Governors**
- Your Cabinet Sec-Treasurer**
- Your Zone Chairperson**
- Your Global Leadership Team**
- Your Global Membership Team**



Lions Clubs International

WWW.LIONSCLUBS.ORG

Mission Statement

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

SURPRISE!!!!

You're President



Now, what are you going to do....?

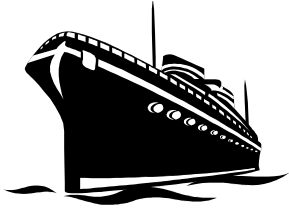
THE ONE MINUTE PRESIDENT



**A production of Lions District N-1
Global Leadership Team—2013**



The One Minute President



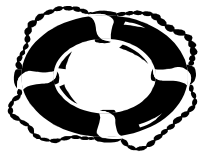
Charting the course....

As the Chief Executive of your Club you are an **important part of the connection** your Club has to the world. This year you will be interfacing with many groups in your community such as; other clubs and organizations, local businesses, the government (federal, provincial and local), and the public.

You will also be managing the connection between your Club and the rest of the Lions world personally and through the roles of Secretary and Treasurer. It is this connection that this pamphlet is all about.

It rests on your shoulders to make sure the **communications channels remain open** between your Club and Lions Clubs International, District N-1, your Zone and other Clubs. Even though your Secretary and Treasurer will be doing most of the work, it is ultimately your responsibility to see that it's done.

This pamphlet points to some of the important things you should know....



**Rescue your Club
from the void.**

PU101 FORM - This form advises Lions Clubs International, your District Governor, Vice District Governors and Zone Chairperson of the results of your elections. This form must be filled in (on paper or on the Website) and returned to the proper destinations **by May 15th**. Without this information, the connection between your Club and the Lions world is severed.

MEMBERSHIP REPORTS - This form advises Lions Clubs International, your District Governor, Vice District Governors and Zone Chairperson of changes in the membership of your Club. Without this information you could experience billing errors, missing Lions magazines, loss of voting privileges and loss of recognition. Membership reports are due (on paper by the 20th) on the Website **by the end of each month**. They are to be issued even if there is no change in your membership in the past month. Remember, that's every month, including July and August, even if you don't meet.

ACTIVITIES REPORTS - This information can be sent to Lions Clubs International, your District Governor, Vice District Governors and Zone Chairperson in many different ways. Although it is not required on a monthly basis (required at the end of the Lions year) it is a good idea to keep everyone informed of what your Club has been up to. The report can be filled in on the Website or done on paper. It is especially important to inform your District Governor and Zone Chairperson of your activities before their official visits.

DUES - You are required to send the payments for Lions Clubs International dues, District dues and orders from Club Supplies. It is expected that these bills will be brought to the earliest possible meeting and approved so that the payments can be sent **within 30 days of receipt of the bill**.

REPORTING - It is imperative that you keep your Club informed of its **financial health** and informed of all **correspondence**. These reports should be given at least **once a month**.

MEETING ATTENDANCE - As the President of your Club, you are a member of, and are expected to attend, your Zone meetings (3-4 a year as determined by the Zone Chairperson) and your District Cabinet meetings (4 times a year). These meetings are a valuable source of information to help make your job easier and more interesting.