



A-16
Club Officers Training

Presidents and
Vice-Presidents

Your District A-16 Presenters
DGE Glenn Conduit
1VDG E Barry MacDonald
GLT Tim Cheung

OVERVIEW

- **Welcome – Tim**
- **Remarks from DG – Debbie**
- **Remarks Team A16 – 2VDGE Carolyn**
 - **1VDGE Barry**
 - **DGE Glenn**
- **Presidents and Vice-Presidents**
- **Closing - Tim**





Some Guidelines for GoToMeeting:

1. Please mute yourself when not speaking
2. Speak when the current speaker is finished or comes to a pause
3. Avoid two people speaking at the same time. The audio will be jammed and we will not hear any of you speaking.
4. You can “Raise Your Hand” physically for your turn on questions/comments



Some Guidelines for GoToMeeting:

5. Be aware of background noise at your location
6. Remember if you're on a phone we can't see you
7. Use 'chat box' to ask questions
8. If on video be aware of your image and 'background'

DG TEAM REMARKS

District Governor: Debbie Dawson

2VDGE Carolyn Stephenson

1VDGE Barry MacDonald

DGE Glenn Conduit



VISITATION FORMAT

- Virtual Reality – online
- By Request – DG/1VDG/2VDG – your choice!
- Requests by June 30th to CS Eleanor Colwell



AGENDA

- Congratulations!
- Who's here and Expectations?
- Our New Reality
- Team Model
- Review P/VP e-Book
- Review Protocol Guide
- Effective Club Meetings
- Supporting Your DG Team
- What Did We Miss & Questions



WHO'S HERE



OBJECTIVE

- At the end of this session you will have information that will help you have a successful year.



OUR NEW REALITY 1

- Doing it differently
 - social distancing
 - online meetings
 - service challenges
 - fundraising challenges



OUR NEW REALITY 2

- Doing it differently
 - focus on retention
 - recruitment through service
 - thinking outside the box



DISTRICT TEAM APPROACH

Club

2nd Vp – Club President – 1st VP

Region

Zone Chair – Region Chair – Zone Chair

District

2VDG – District Governor – 1VDG



SUCCESSION PLANNING

- Starts Day 1
- Preparing Your 1stVP to Lead
- Identifying Future Leaders
- Providing Leadership Opportunities
- District Training
- Lions Learning and Lions University



COMMUNICATION PATHWAYS

Club Members \leftrightarrow Club President

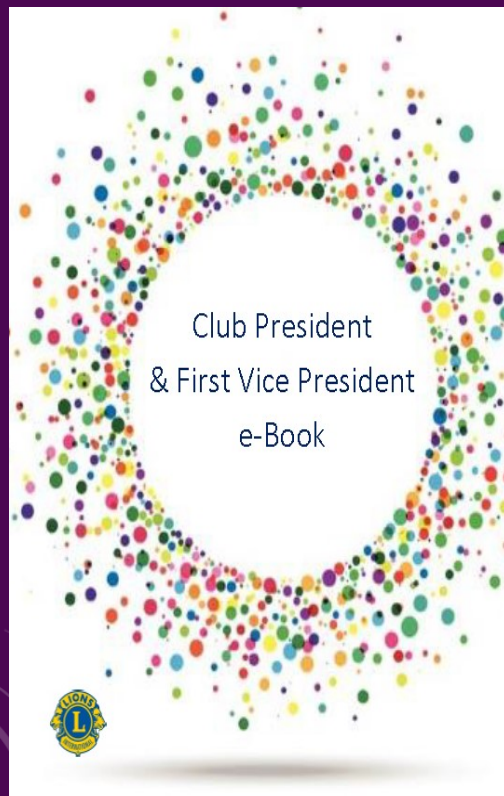
Club President \leftrightarrow Zone Chair/Committee Chair

Zone Chair \leftrightarrow Region Chair

Region Chair \leftrightarrow VDG's/DG (depending on issue)



CLUB PRESIDENT & 1ST VP E-BOOK



- [Club Membership Chairperson](#) - The club membership chairperson leads the charge in recruiting new members, orienting them into involvement opportunities with the club and nurturing relationships between established members and new members.
- [Club Service Chairperson](#) - The club service chairperson coordinates all of the service activities chosen by the club as its program of works.
- [Club Marketing Communications Chairperson](#) - The club marketing communications chairperson keeps all of the activities of a club in the public eye and promotes the club and its service to the community.
- [Immediate Past Club President](#) - This officer serves as a welcoming host for all new prospective members and greets members and visitors at each meeting.
- [Branch Club Liaison](#) - If your club has a branch club, it is your obligation to appoint a branch club liaison to support the branch activities and keep parent club leaders informed.
- [Leo Advisor](#) - To provide effective guidance, sponsoring Lions clubs appoint a Lion to serve as the Leo club advisor. This Lion should be someone who enjoys working with youth and engaging others in service.
- [Lion Tamer \(optional\)](#) - This position takes care of the club paraphernalia and assists to prepare for each meeting as a sergeant-at-arms.
- [Lion Tail Twister \(optional\)](#) - This position promotes the fun and good fellowship at meetings.
- [LCIF Club Coordinator](#) - This position educates club members of the many projects provided by LCIF and encourages members to become involved and directly support the efforts of LCIF.

Move Your Club Forward Each Year with a Plan

As club first vice president, one of your most important tasks is lead your club forward into the next fiscal year after an annual review of the club's activities, accomplishments and explore potential yet unrealized. There are several tools designed to assist your club, no matter how simple or sophisticated your operation.

- [Club Quality Initiative](#) - The Club Quality Initiative (CQI) is a fun, interactive process that brings members together to look at what your club is today and what it will be tomorrow. This serves as a great starting point for a review of previous accomplishments and dreams for the future.
- [Blueprint for a Stronger Club](#) - This tool guides a club through the process of developing and implementing a plan of action for its goals.



PROTOCOL GUIDE

PROTOCOL GUIDE FOR DISTRICT A-16 LIONS

Preamble

Protocol in Lionism describes the customs & established rules of socially acceptable behaviour, proper etiquette, courteous & respectful manners & how we dress at our various meetings & in public. As representatives of Lions Clubs International it is important Lions members always act as up standing members of the community & dress appropriately for the occasion. In summary Protocol determines what we say, how we act, what we wear, the proper way things are done & showing respect to our fellow Lions & guests. You will find following established Protocol at Lions Meetings will make them an enjoyable experience for everyone.

Club Dinner Meetings

The Head Table- Looking towards the audience the basic rule is the President is seated to the left of the podium & the Secretary is seated to the immediate left of the President & then the Treasurer. The guest speaker is seated to the right of the President. Other head table guests would be the guest speaker introducer, seated next to the guest speaker, & one other person to the right of the introducer to balance the head table.

Introductions- Usually the Head Table is introduced by the Club President who should request that applause be held until all are introduced & that those being introduced stand when their name is called & remain standing until all of the Head Table is introduced. If other guests are present at the Meeting they should also be formally introduced either by their host or by the President.

Anthem, Toast & Grace- Everyone rising, the Canadian national anthem, O' Canada, is to be sung followed by a toast to Canada's head of state, Queen Elizabeth. This is to be done with the words 'a toast to the Queen' by the President & responded to by each person extending a glass with the words 'The Queen' & drinking a toast without clinking glasses. This is to be followed by the Lions Grace or an appropriate invocation.

Greeting Members & Guests- The Immediate Past President & other Past Presidents can make good greeters. In any event at least one club member is to be assigned to greet all club members (especially new members) & guests & ensure they are not left standing or sitting alone.

Speaking- When giving a report or otherwise speaking by a member, always stand & address the President & speak clearly.

Dress Code- It is expected the dress code for Dinner Meetings will portray a positive image & a favourable impression of your Club in the community i.e. Lions regalia, business casual, business dress etc.

Communications- Contact your guest speaker several days before your meeting to confirm the date, location & time expected to arrive & the time the dinner is served. Also, reiterate the time allotted to their presentation including questions & answers. As well, inform them of the appropriate dress at your meetings i.e. business casual, business dress etc. & ask if they have any technical requirements & any dietary restrictions.



EFFECTIVE CLUB MEETINGS

- Online or Face to Face
- Prepare, Prepare, Prepare
- Agenda – 2 Versions
- Arrive Early
- Greeters



SPEAKING TIPS

- Preparation & Practice
- Use Notes – Don't Read Them
- Speak To The Audience – Not At Them
- Gestures (even when online)
- Eye contact (check your onscreen image)
- How you look matters
- Enunciation, Tone, Volume & Pace



ZONE/JOINT ZONE & CABINET MEETINGS

- Attendance at Zone/Joint Zone and Cabinet Meetings



REWARDS & RECOGNITION

- Why?
- Who?
- When?
- How?



SUPPORTING YOUR DISTRICT GOVERNORS TEAM

- District Projects & Initiatives
- Attendance At:
 - Training Sessions
 - Joint Zone Meetings
 - District Convention
- Invite Us!



CLUB EXCELLENCE AWARD

- A Guide To A Well Run Club
- Start Early



WHAT DID WE MISS?

- Questions & Comments





THANK YOU !