



LIONS DISTRICT 2-E2 OFFICER TRAINING



**PRESIDENT AND FIRST VICE PRESIDENT
2021 - 2022**

PREPARE TO LEAD AND SUCCEED

This guide is designed to support you through two terms of service; not only as club president, but as club first vice president. It contains tools and resources to be successful, not only in your individual role a you serve, but also as the leader of a cohesive team of fellow club members and officers.

As club vice president it is important to understand the role of club president and all of its responsibilities well before you begin to serve as well as:

- ✓ Stand ready to fulfill the duties of club president if the president is unable to for any reason.
- ✓ Be ready to fulfill other duties as assigned by the president
- ✓ Possibly lead one or more committees during the year

The information in this guide is adapted from Lions Club International E-Book, which can be found on our 2-E2 Website: lions2e2.org under “Resources.” This training is to provide resources for Presidents and Vice Presidents in our District.



LET'S START WITH ACRONYMS

DG – District Governor

1st VDG – First Vice District Governor

2nd VDG – Second Vice District Governor

IPDG – Immediate Past District Governor

PDG – Past District Governor

GMT – Global Management Team

GLT – Global Leadership Team

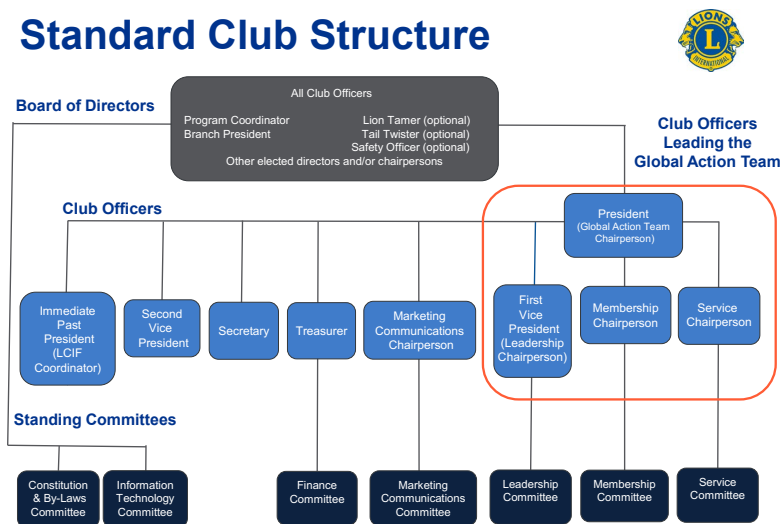
GST – Global Service Team

PID – Past International Director



CLUB PRESIDENT RESPONSIBILITIES

Standard Club Structure



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BECOME FAMILIAR WITH YOUR CLUB CONSTITUTION & BYLAWS



Our Constitution
and Bylaws



CREATE YOUR LIONS ACCOUNT!

<https://myapps.lionsclubs.org>

Self explanatory on this website!



STANDARD CLUB STRUCTURE – BOARD OF DIRECTORS

- Club President – presides over meetings and calls club to action to fulfill its program of service, coordinating efforts of board members and chairpersons to implement all activities of the club in both fellowship and service.
- Club First Vice President – steps in for the president when needed and as a catalyst to annually assess club activities and then implement new goals in the next fiscal year.
- Club Second and Third Vice Presidents – also stand ready to be in succession and serves as requested by the club president to lead specific committees or projects
- Club Secretary – keeps the history of club's official proceedings, accurate accounting of membership roster and assists in every communication effort to members. Secretaries serve as the communication liaison between club, district and LCI.
- Club Treasurer – serves as the main bookkeeper for the club financial accounts; but administrative and public funds (service activities). This includes the administration of membership dues, invoicing and collection, making deposits and recording expense receipts. The treasurer prepares, distributes and retains all financial reports and records.



STANDARD CLUB STRUCTURE – BOARD OF DIRECTORS

- Club Membership Chairperson – leads the charge in recruiting new members, orienting them into involvement opportunities and nurturing relationships between established members and new members.
- Club Service Chairperson – coordinates all of the service activities chosen by the club as its program of works.
- 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 President – serves as a welcoming host for all new prospective members and greets members and visitors at each meeting.
- Leo Advisor – provides 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.
- LCIF Club Coordinator – educates club members of the many projects provided by LCIF and encourages members to become involved and directly support the efforts of LCIF.



STANDARD CLUB STRUCTURE – BOD - OPTIONAL

- Lion Tamer – takes care of the club paraphernalia and assists to prepare for each meeting as a sergeant-at-arms.
- Lion Tail Twister – promotes the fun and good fellowship at meetings and social gatherings.
- Club Administrator – may not be formally recognized by LCI as a club officer or director, but functions to provide administrative assistance only. This position supports the club president or secretary with admin tasks completed through MyLCI/MyLion. Together and in consultation, the president and secretary may assign this administrative role if deemed beneficial for effective club operations.

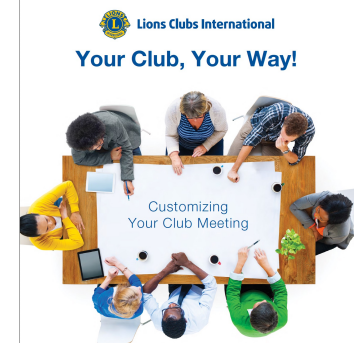


LEAD YOUR CLUB FORWARD WITH A PLAN

As club first vice president, one of your most important tasks is to lead your club forward into the next fiscal year and explore yet unrealized potential after your club members review together its activities and accomplishments. There are several tools available:

- Club Quality Initiative – Great starting point for a review of previous accomplishments and future plans.
- Your Club, Your Way! – Offers ideas for ways your club can customize your meetings for an enjoyable membership experience.
- The LCI Presidential Theme – Service From The Heart – Great information to get ideas on moving your club forward this year.

These tools are available on the LCI website “Resources” – downloadable, printable!



YOUR FIRST 30 DAYS

ATTEND CLUB OFFICER TRAINING OFFERED BY YOUR DISTRICT:

If you or your Board Members have not already made this a priority, lots of resources are at your fingertips! The training offered through your district is designed to assist your entire team of club leaders to provide effective leadership and learn the basic skills of effective club operations.

- ✓ Go directly to the Lions Club International Website and search under “Resources” – lionsclubs.org
- ✓ Easier way – Go directly to District 2-E2 Website and search under “Resources” – lions2e2.org

E-Books from LCI – Power Point Training complimenting the E-Books – You Tube Videos

Power Point Presentations Highlighting – 2E2 Entities – Communication Tools – and More!

FEEL FREE TO USE THESE TOOLS FOR “IN HOUSE” TRAININGS.

YOU NEVER KNOW WHAT MIGHT TRIGGER YOUR BOARD OF DIRECTOR’S INSPIRATION!



YOUR ATTENDANCE IS IMPORTANT!



- Monthly Meetings:
- Club Meetings
 - Board of Directors Meetings
 - Service Activities
 - Assigned Committee Meetings
- Quarterly Meetings:
- Zone Meetings
 - District Leadership Meetings
- Annual Events:
- Lions Social Gatherings
 - Charity Fundraisers
 - Election Meetings
 - District & State Conventions



COMPLETE STRATEGIC PLANNING AND MAKE A PLAN

Once your club elections are complete and directors and officers have been determined, begin to plan for the next fiscal year. If your club has not previously completed any type of planning exercise, the following guides may be helpful:

- Club Quality Initiative
- SWOT (Identifying - Strengths, Weaknesses, Opportunities, Threats)
- Goal Setting
- Your Club, Your Way

Check with your GLT Manager, District Zone Chair, Communications Director for assistance if needed!



NEED ASSISTANCE? WE ARE HERE FOR YOU!

DISTRICT 2-E2

GLT

Global Leadership Team Mgr.

PDG Suzi Schneider

lionsuzi@gmail.com

Communications Director

Lion Deb Cashen

colleyvilleliondeb@gmail.com

2-e2 ZONE CHAIRS

ZONE 1 – Lion Charlie Brown

ZONE 2 – Lion Elizabeth Dierdorf

ZONE 3 – Lion Doug Chapman

ZONE 4 – Lion John Perkins

ZONE 5 – Lion Phil Beckman

ZONE 6 – Lion Denny Hilleren

ZONE 7 – Lion Mike Lueckenhoff

ZONE 8 – Lion Kylan Hoss

ZONE 9 – Lion Michelle Greco

DISTRICT 2-E2 WEBSITE

lions2e2.org

Your District Website is there for your information, for your ease in finding information, for your use!

***Get familiar with your Go-To-Website as soon after the first week in July as possible.**

**Information on the website cannot be updated until LCI releases the information. It will be updated as soon as possible!*



DISTRICT 2-E2 ZONES

ZONES	CLUBS
1- Lion Charlie Brown	Denison, Gainesville, Sherman Evening, Sherman Noon and Whitesboro
2 – Lion Elizabeth Dierdorf	Denton, Denton Hi-Noon, Denton Triangle, Justin, Krum and Sanger
3 – Lion Doug Chapman	Argyle, McKinney, McKinney Morning Pride, Princeton and The Colony
4 – Lion John Perkins	Azle, Boyd, Bridgeport, Decatur, Northwest Tarrant, Saginaw and Springtown
5 – Lion Phil Beckman	Flower Mound Irving Indian Centennial, Flower Mound New Century, Bartonville, Grapevine, Highland Village, and Lake Cities
6 – Lion Denny Hilleren	Colleyville, Keller, Mid Cities Family, North East Richland, North East Tarrant, Southlake, Fort Worth Founders and Fort Worth Southwest
7 – Lion Mike Lueckenhoff	Everman, Fort Worth Forest Hill, Fort Worth Handley Meadowbrook, Fort Worth Riverside, Fort Worth Southeast, Arlington, Mansfield and Pantego
8- Lion Kylan Hoss	Alvarado, Burleson, Cleburne, Glen Rose, Godley, Granbury and Grandview
9 – Lion Michelle Greco	Aledo, Benbrook, Crowley, River Oaks, Weatherford Evening, Weatherford Noon and White Settlement



CLUB ELECTIONS

Elections are held at the beginning of the fourth quarter (April).

As club president, you are responsible for the work of the nominations committee, preparations for the election documents with the assistance of the club secretary and managing the election process as per the policies and procedures outlined in your club constitution and bylaws.

The nominations committee will provide the president with names of those who have been nominated for officer and other director positions. The secretary prepares the ballots for elections as per policy. (See “Exhibit 8” in the Standard Club Constitution and Bylaws.



CONSTITUTIONAL AREA-WIDE EVENTS

The Lions Clubs International Calendar of Events contains upcoming events and important award application deadlines along with information on global service initiatives.

It can be found on this website:

<https://www.lionsclubs.org/en/resources-for-members/lions-events-calendar>

May 2021

Strengthen Membership Month

May

- [First Vice District Governor/District Governor-Elect Seminar](#) (Days 1-3) – Weekly Virtual Meetings

May 1

- GAT District Funding submissions due
- Application deadline for consideration in August 2021 by the LCIF Board of Trustees and the SightFirst Advisory Committees for **Childhood Cancer, Diabetes, Hunger, Matching, Lions Quest and SightFirst grants** (Final submission deadline subject to finalization of the board and committee meeting dates. Contact LCIF for confirmation.)

May 4

- Executive Committee meeting (Virtual)

May 14-16

- Advanced Lions Leadership Institutes in Atlanta, GA, USA

May 15

- Officer Reporting Form (PU101) filings due
- New Voices final nominations due for fourth quarter recognition

May 18-25

- LCIF Board of Trustees and Lions Quest Advisory Committee meetings (Virtual)

May 28-30



RECOGNIZING AND CELEBRATING SUCCESS

Awards – A comprehensive guide and links to awards: <https://www.lionsclubs.org/en/search-results?keys=awards>

Club Excellence Award
Ceremony for Installation of Officers
Chevron Award Program
Membership Key Awards
Zone and Region Awards
Humanitarian Award Winners
Presidential Awards Initiatives
Young Leaders in Service Award
District Team Excellence Awards
Centennial Membership Awards Achievers
And ----- **Many, Many More**

The conclusion of the fiscal year is a good time to honor those club leaders that have served as outstanding leaders of the club in its effort to reach its goals.

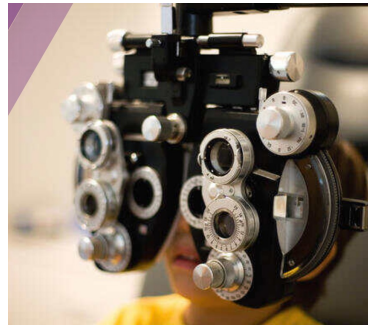
There are many, many awards described on the URL listed above. Take the time to look through these awards at the beginning of your fiscal year so you can keep your members in mind as you work together as a team during the year.

Everyone appreciates recognition for their contributions!



LIONS CLUB INTERNATIONAL FOUNDATION

As the official charitable organization of LCI, a leading humanitarian organization, LCIF supports Lions' compassionate works by providing grant funding for their local and global humanitarian efforts. Make sure you are familiar with LCI's Global Causes!



**VISION
HUNGER
ENVIRONMENT
DIABETES
CHILD CANCER**



LCIF CONT'D.

The Melvin Jones Fellowship (MJF) is the backbone of our foundation. Presented to those who donate US\$1,000 to LCIF or to people for whom a donation was made by others, it's a tremendous contribution to humanity and to the legacy of our founder, Melvin Jones.

Contributions for the MJF can be made by individuals (including non-Lions), clubs or districts. Donations may be in one sum or in installments. Melvin Jones Fellows receive a special lapel pin, a plaque and a congratulatory letter.



The Fellowship of Lions

- There are more than 440,000 MJF recipients worldwide
- There are more than 89,000 PMJF recipients worldwide
- 100% of MJFs are invited to the annual luncheon held at our international convention*

**ticket purchase required*



LCIF CONT'D.

Disaster Preparedness Grants

Disaster Preparedness Grants support districts interested in partnering with local authorities and other community organizations to plan and prepare for future relief efforts. Lions' district governors may submit proposals for Disaster Preparedness Grants. Grants are awarded for up to US\$10,000.



Community Recovery Grants

Community Recovery Grants aid districts interested in supporting short-term cleanup and repair efforts in situations where other organizations have already addressed immediate needs. Lions' district governors may submit proposals for Community Recovery Grants. Grants awarded provide up to US\$20,000.



Emergency Grants

Emergency Grants provide up to US\$10,000 for districts impacted by a natural disaster. Lions' district governors may apply for Emergency Grants to help meet immediate needs such as food, water, clothing, and medical supplies. LCIF awards nearly US\$2 million in emergency grant funding each year.

To apply for an Emergency grant, complete the [LCIF Emergency grant online application](#) (available in English only). For a PDF of the application, please select the button below.



Major Catastrophe Grants

Major Catastrophe Grants are awarded for long-term reconstruction projects due to disasters that occur on a much larger scale. Major Catastrophe Grants are awarded at the discretion of the international president and the LCIF chairperson and cannot be applied for by a district. These grants provide significant funds for catastrophes with major international impact, such as the recent earthquakes in Mexico, the 2016 earthquake in Italy, and Hurricane Harvey (USA).

<https://www.lionsclubs.org/en/start-our-approach/grant-types/disaster-grants>



LCIF CONT'D.

LCIF GRANTS AND LIONS!

LCIF GRANT RECIPIENTS

LCIF Grant funds were given to ten Clubs in District 2-E2. All have agreed to follow all guidelines and requirements from LCIF. The Lions are

excited for the opportunity to put on their Lions vest, go shopping, and distribute the items to those most in need. We all should be proud and support these clubs and their members. **Congratulations to Azle, Bridgeport, Decatur, Glen Rose, McKinney Morning Pride, Northwest Tarrant, River Oaks, Saginaw, Sherman Evening, and Springtown.**



NW Tarrant and River Oaks Lions Club delivering food provided by the LCIF Grants

LCIF has a new grant program to empower service at the club and district level. Through the **District and Club Community Impact Grant** program, 15 percent of unrestricted contributions to LCIF are transformed into grants that fund local projects on a club and/or district level.

During the 2020 – 2021 Lions Year Eleven District 2-E2 Clubs donned their vests and went shopping to help those in our communities during the February Deep Freeze!



POLICIES AND PROCESSES



Your first resource to find information about Club Policies and Processes is the “President/Vice President E-Book found on the lions2e2.org website under “Resources.

Club Changes (Mergers or Name Changes)

Governing Documents and Policies

Keeping Your Club in Good Standing (Financial Suspension Policy, Club Reactivation Report, Best Practices in Financial Transparency)

Legalities and Technicalities (Use of Funds, General Liability Insurance, Certificates of Insurance, Supplemental Insurance, Lions Trademark Overview, and LCI and LCIF Privacy Policy)

Amendments to Your Constitution and Bylaws



PROMOTING HARMONY AMONG LIONS

Preventing and Resolving Disputes

The purpose of Lions Dispute Resolution Procedures (DRP) is to provide a mechanism for resolving disputes within the Lions organization without the need for a formal evidentiary hearing. To achieve this goal, the International Board of Directors have adopted the rules of procedure for hearing complaints, disputes or claims arising from the International Constitution and By-Laws, International Board Policy or matters arising at the club or district (single, sub- and multiple) level. It is an obligation of membership to pursue all complaints, disputes or claims in accordance with the International Constitution and By-Laws and policies and procedures adopted by the International Board of Directors. Accordingly, the International Board of Directors have adopted the Club Dispute Resolution Procedure, District Dispute Resolution Procedure and the Multiple District Dispute Resolution Procedure as the acceptable DRP policies to resolve Lions issues at the club, district and multiple district levels.

Dispute Resolution Guidelines - The guidelines are intended to assist Lions members, clubs and districts (single, sub- and multiple) in following the Club, District and Multiple District Dispute Resolution Procedures when conflicts cannot be resolved through informal processes.

Club Dispute Resolution Procedure - This procedure is designed for use to resolve issues within a club.

District Dispute Resolution Procedure - This procedure is designed for issues between clubs or between club(s) and the district administration in relation to the district's constitution, by-laws and policies.

- **Multiple District Resolution Process** - This procedure is designed for disputes relative to issues between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration.
- **Constitutional Complaints Procedures** - This procedure is used to resolve issues concerning the interpretation, breach of, or application of The International Association of Lions Clubs' Constitution and By-Laws or any International Board Policy.



IN CONCLUSION

Your Support Team

DG Stan Hall

1st VDG Vince Rosen

2nd VDG Woody Matthews

Secretary Sean Bryan

Treasurer Don Noblit

Immediate PDG & GMT Mary Alice Layland

Zone Chairs

GLT Suzi Schneider

GST Deb Lewis

Communications Director Deb Cashen

As stated, this District 2-E2 Training was designed to provide Resources to the Officers of our clubs. These resources are readily available if you know where to look for them. Both the District and LCI websites are designed to provide support for those who courageously stepped forward to promote Lionism!

We thank you and greatly appreciate your dedication to LCI, District 2-E2 and especially your clubs.

We have a team available to assist you!

Please call on us!

We are here for you!

