

**LIONS CLUBS INTERNATIONAL  
DISTRICT 201 Q4**



**LIONESS CLUB LIAISON OFFICER**

Revised by Lion Don Knopke May 2019

## How is the Lioness Liaison Officer selected?

Each Lions Club sponsoring a Lioness Club must appoint a Lion Member as the Club Lioness Liaison, after consultation with the Lioness Club.

As the Lioness Liaison Officer, this Lion will be the Lioness Club's staunchest supporter, so it is important to select the right Lion for this position.

## The Role of the Lioness Liaison Officer

The role of the Lioness Liaison Officer will vary slightly with each Lioness Club. In some cases, the Liaison Officer may work quite closely with the Lioness Club. However, most Lioness Clubs are more independent in carrying out the activities of their Club. In such cases, the Liaison Officer will not be required to do as much assisting.

The Lioness Liaison Officer will serve the vital function of keeping a channel of communication open between the Lions Club and the Lioness Club, and will ensure that the two Clubs are kept fully informed of each other's service projects and activities so that they are never working at cross purposes.

The Lioness Liaison Officer should carry requests for assistance from one club to the other.

## How often does the Lioness Liaison Officer attend Lioness Club Meetings?

A Lioness Liaison Officer is not expected to attend Lioness Club meetings regularly, but should keep in touch with the Lioness Club President, and should be available to attend the Lioness Club meetings when and if requested by the Lioness Club.

However, in order for a Liaison Officer to fulfil this important role, and truly understand the Lioness Club and be of assistance to the Lioness Club, an occasional attendance (say once quarterly) at the Lioness Club meetings should be encouraged.

## Main Duties

- **maintain** an open channel of communication between the Lions Club and the Lioness Club
- **carry** requests for assistance from one club to the other
- **promote** the involvement of the Lioness Club in the activities of Lionism
- **assist** the Lionesses achieve acknowledgement for their efforts – both by the approval of the sponsor Lions Club and by assisting them achieve
- **public recognition** through the news/social media
- **foster a healthy rapport** between the Lions Club and the Lioness Club
- **be ready to assist** when requested, but never try to dominate the activities of the Lioness Club

## Communicator

The Liaison Officer has to maintain an open channel of communication between the two clubs, keeping each informed of the other's programs and handling requests for assistance from one to the other.

- A communicator - not a dictator...
- The vital link between both Clubs.
- Knowledge of planned activities.

- Understanding that the service projects of both Lions and Lioness Clubs should never compete with one another
- Communication through the Liaison Officer will eliminate any counter-productive situation

### **Motivator**

- The Liaison Officer should be enthusiastic and encouraging, and should encourage the Lioness Club Members to undertake projects that will offer them challenge as well as satisfaction upon completion.
- Help the Lionesses feel needed and involved in the humanitarian cause of Lionism and generate enthusiasm amongst members
- Encourage Lioness Club to undertake projects
- Build self-confidence of the Lioness Members
- Encourage involvement of Lioness Members in leadership training and information days
- Recognise successful completion of well-planned service projects
- Promote Lioness involvement in Lion activities
- Lead your Lions Club in applauding contributions of your Lioness Club
- Suggest joint meetings or social functions to foster good relations between the clubs

### **Adviser**

The Liaison Officer should be available to assist in an advisory capacity on any matter, when requested especially in areas re Lions Clubs International and Constitutional Matters.

- Be available as and when requested to offer advice
- If requested, offer information on Lions Clubs International, Multiple District and District
- Encourage pride in the Lions heritage and an understanding of the organisation's achievements
- Keep the Lioness Club informed on all matters re Lionism

### **Supporter**

The Liaison Officer should be the Lioness Club's staunchest supporter, and should encourage the Lionesses to use their many talents

- Be certain that the sponsor Lions Club and the community in general, become aware of the Lioness Club's accomplishments.
- Respect the unique perspective the Lioness Club can offer your Club and community
- Acknowledge the achievements of the Lioness Club
- Encourage support of Lions Clubs in lioness projects
- Foster social activities between both clubs

### **Assistant**

The Liaison Officer is available to help when requested.

This can be either in the form of advice or as an active co-worker on a project

### **When requested, be available:**

- to assist the Lioness Club

- to offer guidance or advice
- to physically assist at a service project
- to be present at a Club function or activity
- Recognise the independence of the Lioness Club

**The Liaison Officer must never dominate the function of the Lioness Club**

**Major Responsibilities**

- ... **To maintain** an open channel of communication between the Lions and Lioness Clubs
- ... **To request** assistance of both clubs on the other's behalf
- ... **To help** the Lioness Club achieve recognition
- ... **To create** a healthy rapport between the two clubs.
- ... **To assist** the Lioness Club without dominating their activities
- ... **To keep** in touch with Lioness Club President
- ... Allow the Lioness Members to operate their own Club independently

**As Liaison Officer**

- Applaud their talents
- Accept their concerns
- Support their efforts.

**Remember**

**Lioness Clubs** are subject to the supervision of their Sponsor Lions Club, although they are permitted to operate quite independently.

**The District Chairman** should be informed of the names and contact details of Liaison Officers, so they may keep in contact should a problem arise in the Lioness Club, when they should work together to resolve the issue.

**Should there** be a problem between the Lioness Club and its Liaison Officer or Sponsor Club, the District Lioness Chairman is instrumental in attempting to settle their differences. The District Governor should be called in as a last resort.

