

**LIONS CLUBS INTERNATIONAL
DISTRICT 201 Q4**



Lioness Club President

Revised by Lion Don Knopke May 2019

Duties of the Club President

- Chairman of the Board of Directors
- Ex-officio member of all standing and Special Committees with the exception of the Nominations Committee.
- Presides over Regular Club, Board of Directors and Special Meetings
- Ensures the Club operates in harmony with the Sponsor Lions Club
- Advises the Sponsor Lions Club of the Lioness Club's activities
- In co-operation with the Lioness Secretary, prepares an Agenda for all Regular Club and Board of Directors Meetings
- Ensures that the Lioness Club upholds the Lions International Objects and Code of Ethics
- Ensures the Lioness Club operates within the formally adopted Constitution and Policy Minutes
- Familiarise oneself and the other Lioness Office Bearers with the Lioness Club Officers Handbook
- Be aware of the duties of both the Lioness Secretary and the Lioness Treasurer
- Be fully aware of the duties and responsibility of Club Officers and Lioness Club Committees
- Work closely with Lioness Secretary, and be aware of content of inward and outwards correspondence.
- Be organized

Monthly Report

Sign the monthly report form before mailing, or view it before emailing. If you haven't sighted it by the 25th of the month, contact your secretary with a reminder

Ensure that the report is lodged by the 28th of each month.

Responsibilities

- Set aims and objectives for the Club
- Delegate tasks to other Lioness Club Members
- Attend the District Incoming Officers Seminar
- Ensure the development of an active service program
- Ensure Club elections are conducted according to Policy Minutes
- With the Secretary, Treasurer and Membership Chairman represent the Club at the Zone and Area Meetings
- Represent the Club when invited to Community functions and events
- Call Special Meeting of the Club and Board of Directors as required
- Review material received from Multiple District Lioness Committee, District and Cabinet Officers

- disseminate information to Club Members
- Choose members to co-ordinate the Club's Committees, and report back to Club Meetings
- Involve all Club Members
- Encourage good fellowship amongst Members
- Keep all members informed
- Prepare regular reports for inclusion in the Club Bulletin/Newsletter
- Encourage inter-club visitations with other Lioness Clubs
- Prepare and present an Annual Report to the Club Membership
- Review Presidential responsibilities with the Incoming President
- Transfer all to Incoming President all files and pertinent information re on-going Club activities

Leadership Qualities

- Sincerity - be yourself
- Enthusiasm
- Be firm - but not overbearing or passive
- Lead by example
- Understand and be aware of the differing needs of your Members
- Exercise time management. Start on time, finish on time
- Motivate Members to work effectively and harmoniously
- Build good teamwork and lots of fun and fellowship
- Recognise Members - give praise for a job well done
- Unite the varied talents and interests of the Members
- Keep Members informed and active
- Involve all Members in the decision-making
- Set realistic goals
- Invite and welcome new ideas
- Foster Team Spirit

The Lioness Club Growth & Development

- Attract new Members with new ideas
- New Member Policy
- Impressive Induction Ceremony
- Make all Members feel wanted and welcome
- Involve New Members
- Renew the enthusiasm of long standing Members
- Regular communication with all Members
- Information sharing
- Encourage Members' participation in all aspects of the Club.
- Good Social Program - Lots of fun

Lioness Motto ‘We Serve Too’

- Lioness Membership offers an opportunity to join the largest Service Club Organisation in the world - Lions Clubs International
- Interaction, co-operation and harmony between Lions, Lioness, Leos and our Partners, make up the united Lions Family.
- Remember We are not rivals in service.
- We are all equal - serving with the same ideals and pride to provide

Liaison with District

- Maintain regular contact with
- Lions Club Liaison Officer
- Lioness Chairman
- Zone Chairman
- Region Chairman
- Attend Zone Chairman’s Meetings. President, Secretary, Treasurer and Membership Chairman
- Attend Incoming Officers’ Seminar

Lioness Clubs Monthly Report

By 28th of the month

Distribution

Copy	Cabinet Secretary	
Copy	Lioness Chair	-
Copy	Zone Chairman	-
Copy	Sponsor Lions Club	
Signed Copy	Lioness File	

M.D. 201 Lioness Committee – Material

- Lioness Club Officers Handbook Forwarded each year to Club Secretary and available on MD website
- Proposal for Membership Form Copy from Lioness Club Handbook..
- Lioness Club Monthly Report Form Forwarded each year to individual Clubs and there is a Copy in Lioness Club Handbook and on MD website
- MD Lioness Clubs ‘Yes we Can’ Booklet
- Can we de-mystify & simplify Correct Meeting Procedure for our Lioness Clubs? Available from District Chairman or MD Lioness Committee

- **M.D. 201 Lioness Clubs Material**
- Lioness Transfer Member Form Copy from Lioness Handbook
- The Fannie Tresise Premier Project Award Application Form
 - Forwarded at commencement of each year with other material and distributed to individual Clubs
 - Annual Competition to recognize the Best Project conducted by a Lioness Club within Multiple District 201.

Merchandise

Many Items are in short supply or have been discontinued, check with MD Lioness committee if items are not listed on the Lions Shop website

Member Induction Ceremony

- Induction Ceremony for New Member is very important
- Ensure New Member's Kit, Lioness Badge and completed signed Certificate of Membership are ready and on hand
- Conduct the Ceremony with decorum
- Make it an unforgettable experience for the New
- Lioness and involve the Members of the Club
- Ask the Lioness Members to reflect on the words of the Ceremony
- Warmly welcome the New Member.

Six Steps to a Strong Lioness Club

- A major service activity
- A major fund-raising activity
- Strong public relations
- Well organized enjoyable meetings
- Good fellowship and fun
- Strong membership & retention program

Overview of Club Administration

- Be familiar with the duties of both the Club Secretary and the Club Treasurer
- Note the requirements of District & your sponsoring Club
- Be aware of the contents of both the Inwards/Outwards Correspondence
- Peruse the Monthly Report Form, sign a hard copy for your records.
- Sign the Minutes of all meetings when approved

Incorporation

- As a project of the Sponsor Lions Club, the Lioness Club is covered by the Incorporation of their Sponsor Club
- To comply with the requirements of the Department of Fair Trading the Lions Club Incorporation the annual returns must be furnished by the Lions Club.
- Books of Account and Statements of both the Lions and Lioness Clubs must be audited annually by an approved auditor
- A Lioness Club has two options
 - Lioness Club Books of Account, Statements and supporting documentation may be forwarded to the Sponsor Lions Club for auditing in conjunction with their Books of Account etc.
 - Or alternatively, the Lioness Club may have their Books of Account, Statements and supporting documentation audited separately by an Accountant, but must then forward the Auditor's Certificate etc. to the Sponsor Lions Club for the Lions Club Auditor.
- To meet the requirements of the Incorporation Act the Sponsor Lions Club must submit copies of the audited accounts of both the Lions and Lioness Clubs with the Annual Return to the Department of Fair Trading.

Constitutional

- Lioness Clubs are encouraged to operate in accordance with the Multiple District 201 Standard Lioness Club Constitution.
 - This Constitution has been produced specifically for Lioness Clubs in Australia.
Copy in the Lioness Club Officer Handbook
- A Quorum is the presence in person of a majority of Members in good standing and is necessary for any Regular or Special Meeting of the Club.
 - In good standing means all Members who have fulfilled their financial obligations to the Club.

Important constitutional update.

Please ensure that your constitution has a clause covering internet banking and electronic funds transfer.

Suggested changes if necessary are shown in red below.

38 Funds and accounts

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.

(5) If a payment is made by cheque, the cheque must be signed by any 2 of the following—

(a) the president;

(b) the secretary;

(c) the treasurer;

(d) any other member of the association who has been authorised by the management committee(board) to sign cheques issued by the association.

(6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.

(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

(8) If a payment is made by electronic funds transfer, the payment must be approved by any 2 of the following—

(a) the president;

(b) the secretary;

(c) the treasurer;

(d) any other member of the association who has been authorised by the management committee (board) to approve payments made by the association.

(9) However, 1 of the persons who approves the payment must be the president, the secretary or the treasurer

Special Meetings

May be called at any time by the president upon written request of no less than 25% of club members in good standing call may be verbal or in writing, but must clearly state the purpose of the meeting

Special Meeting of the Board of Directors

May be called at any time by the president upon written request by any 3 members of the board of directors may be verbal or in writing, but must clearly state the purpose of the meeting

Clarification of Motions

Always clarify the meaning of the Motion

Ensure the wording of the Motion is specific

Ensure the Motion is correct

Record the Proposer and Secunder of the Motion

Record whether the Motion was won or lost

Complex Motions should be in writing

Be impartial

Social Activities

- Important to promote social activities among the members
- Good fellowship and fun will promote good results and efficiency and success.
- Social functions and choice of program can be as important as some of the club's activities.
- Human relations are important, care about, and get to know your members
- Your skills as a leader and as a communicator will determine how effectively your objectives are realized.

Quality Leadership

- A good definition is the knack of getting other people to follow you and for them to readily respond to do the things you require them to do
- Lead by example, and never expect one to do something you would not do.

Nominations Committee

- In January appoint a nominations committee
- The chairman should if possible be a past lioness president or experienced lioness member
- The current club president is not to be part of this committee
- The Secretary must notify all financial members in writing ten days prior to nomination meeting advising date, venue and time.
- Give two weeks' prior notice in writing to all financial members advising election meeting date, venue and time
- Alternative or further nominations for any or all of the positions may be submitted to the nominations meeting by any financial member

Lioness Liaison Officer

- Lions clubs sponsoring a Lioness club must appoint a lioness liaison officer
- The liaison officer should have the ability to communicate with men and women and should be well versed in the Lioness program
- After consultation with Lioness club, the sponsor Lions club nominates Lion interested in serving in this position.
- The Liaison officer is then appointed by mutual agreement with the Lioness club and Lions club Supports and promotes the lioness club
- Maintains open line of communication between Lions and Lioness clubs. It must be a two-way channel of communication
Kkeeps both clubs fully informed of each other's projects and activities
- Maintain harmony and good relations between the Lions and Lioness clubs

Lions Insurance

Full details of the Lions Insurance Program and cover are published in the current edition of the Multiple District 201 Lions Directory.

To protect our Insurance cover

- Apologies must be registered with the Secretary prior to a Meeting and must not be accepted from the floor under any circumstances
- Each project must be authorized by a specific Motion of a Club Meeting and must be recorded in the Minutes
- A project attendance record must be maintained showing all Lioness Members (and non-Members) who have participated.
- The participation of 'voluntary workers' in a project must be specifically authorized by a Lioness Club Officer before insurance cover takes effect.
- Persons below the age of 15 years should not be used as 'voluntary workers'
- Motor vehicles or trailers are not covered for on road operation - they must be separately insured.
- Any activity which is 'not legal' is not insured.
- Any project requiring skilled qualifications to perform the task must have a person with the appropriate qualifications and skills directing operations.
- Failure to comply with established requirements could negate the insurance cover
- Adequate safety precautions and procedures must be practised at all times.
- Appoint a Club Safety Officer
 - For comprehensive information re Safety Officer Refer to Chapter 9 – Multiple District 201 Club Administration Manual.
- If in doubt re Insurance cover, always check with the District Insurance Chairman or Lions Insurance Broker before commencing the project or activity.

Lioness President

When Your Year Is Over

- Prepare full Report on Membership, Projects & Activities for your Year of Office.
- Look back with satisfaction at the Club's achievements.
- Ensure that all Club Records are complete.
- Ensure that the Club's Books of Accounts have been finalized and submitted for audit
- Discuss the present position of the Club with the Incoming President.
- Acknowledge tasks that may not have been completed.

Remember - good Leaders encourage and prepare other good Leaders to succeed them

