

## Leo Club Officers Overview

These handouts were created by the 2019-2020 Leo Club Advisory Panel Retention Committee to give short overviews and resources for each Leo club officer position.

## Leo Club President

*The club president is a Leo elected by fellow club members. He or she represents the club, ensures everyone fulfills their commitments and helps foster club fellowship.*

### President Responsibilities could include but are not limited to:

- Presides at all club and board meetings
- Chooses club committee chairpersons in consultation with club's board
- Works with the Treasurer and Finance Committee to:
  - Prepare administrative and activities budgets
  - Select banking institution and petty cash reimbursement guidelines
  - Establish club dues based on the amount needed to maintain the financial health of the club
- Maintains regular communication to members to keep club up to date with club news and activities
- Handles all inquiries and correspondence promptly
- Helps select service projects
- Recruits new members
- Attends Parent club meetings and Lion council or district meetings
- Reviews monthly membership and activity reports
- Plans effective transition of the next club officers and leadership teams
- Plans the annual member installation meeting
- Applies for club awards

### Communication

- Gives advance notice of meeting dates and times
- Prepares a meeting agenda and distributes it in advance
- Acknowledges and thanks those that assisted the club and/or fulfilled their commitments.

### Resources

- Leo Club Advisor
- Fellow Lions and Leos, Past Presidents, and fellow Lions

### Tools

- File storage (Google Drive, Dropbox) to maintain club records
- Platform used to host online web meetings (Skype, Zoom, GoToMeeting, Discord)
- Platform used to schedule meetings, allows you to vote on times (Doodle)
- Instant messaging/Communication (Slack)

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## Leo Club Vice President

*The club vice president is elected by fellow club members and assists the President with their duties.*

### Responsibilities

- Assists the president throughout the year with meetings and documentation
- Assumes the duties of President if the elected president cannot complete the term or if the President is not available
- Aids in creating a cohesive and positive community within the club
- Acts as a second point of contact for Leos, Lions and interested community members
- Oversee any service or planning committees created
- Attend events with the President as support
- Is aware of all events, initiatives, and ideas within the club, and ensures smooth completion of these goals

### Communication

- Handles correspondence if the president is unable to attend a meeting

### Resources

- Leo Club Advisor
- Fellow Lions and Leos, Past Presidents, and fellow Lions

### Tools

- File storage (Google Drive, Dropbox)
- Platform used to host online web meetings (Skype, GoToMeeting, Discord)
- Platform used to schedule meetings, allows you to vote on times (Doodle)
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### **Leo Club Secretary**

*The club secretary is an elected club officer whose role, as the key communication point of the club, is very important to the present and future success of a club. The club secretary is also a member of the club's board of directors.*

#### **Responsibilities**

- Maintains all member records of the club and keeps their information up to date
- Reports monthly membership reports in MyLCI and service reports in My Lion
- If applicable, reports on club statistics to district and multiple district
- Notifies members of club meeting time and location
- Records attendance, schedules make-up meetings and received awards
- Records minutes during club meetings
- Works with the club treasurer to assist with collection of club dues

#### **Communication**

- Agenda to be prepared in advance and distributed to members prior to the meeting
- Sends the minutes from previous meeting together with the president's remarks
- Distributes the correspondences from Leo and Lion's district, multiple districts, international and community partners
- Collects officers' reports

#### **Resources**

- Leo Club Advisor
- Fellow Lions and Leos, Past Presidents, and fellow Lions

#### **Tools**

- File storage (Google Drive, Dropbox)
- Platform used to host online web meetings (Skype, GoToMeeting, Discord)
- Platform used to schedule meetings, allows you to vote on times (Doodle)
- Instant messaging/Communication (Slack)
- Platform used for promotion (Canva, MailChimp)

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## Leo Club Treasurer

*The club treasurer is an integral part of the leadership team, working to support the club president as he or she leads the club in service activities that help support your local community.*

### Responsibilities

- Reviews the club's past budgets and treasurer operations
- Sets up a Finance Committee with the President and other members to:
  - Prepare the administrative and activities budgets
  - Select banking institution and petty cash reimbursement guidelines
  - Establish club dues based on the amount needed to maintain the financial health of the club
- Confirms location of bank accounts and obtains necessary signatures
- Sets up and manages filing system for audit trail of paid items and deposit records (receipts, invoices, etc.)
- Maintains club's yearly budget for both club's administrative and activities needs
- Makes payments on behalf of the club
- Attends all club and board meetings and provides financial reports to board of directors
- Works with club secretary to confirm membership information for billing purposes
- Sets annual member dues and works with club secretary to prepare invoices
- At the end of the year plans for an effective transition
- Prepares year-end financial statement and budget comparison
- If necessary, has books audited

### Communication

- Send board budget overview
- Communicates monthly statement of accounts to the board and members
- Sends audited accounts to the members and to the sponsoring Lions club / district

### Resources :

- Leo Club Advisor
- Fellow Lions and Leos, Past Presidents, and fellow Lions

### Tools

- File storage (Google Drive, Dropbox)
- Platform used to host online web meetings (Skype, GoToMeeting, Discord)
- Platform used to schedule meetings, allows you to vote on times (Doodle)
- Instant messaging/Communication (Slack)
- Platform that can be used for accounting (Google Sheet / Excel)
- Platform used for payments (Venmo, PayPal)

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## Leo Club Advisor

*Leo club advisors guide Leos in managing club activities and developing effective community service projects. Advisors also foster the development of Leos by creating an environment for exchange and connecting Leos with community leaders.*

### Responsibilities:

- Oversees the ongoing development of the Leo club members
- Promotes Leo club activities to the Sponsoring Lions club and public
- Attends each Leo club and board of directors meeting
- Serves as the liaison between the sponsoring Lions club and the Leo club
- Ensures new Leos receive orientation and new member materials
- Recognizes Leos for their achievements and applies for club awards
- Encourages graduating Leos to continue their Lions journey as Leo-Lions, student members or traditional Lions

### Communication

- Reports the Leo club advisor, the Leo club officers and Leo members on MyLCI
- Passes information to the Leo Cub about the Lions Club activities and to the Lions club about Leo Club activities
- Acknowledges Leos work in the club and those who have fulfilled their commitments

### Resources

- Fellow Lions and Leos, Past Presidents, and fellow Lions
- Past Leo Advisors

### Tools

- File storage (Google Drive, Dropbox)
- Platform used to host online web meetings (Skype / GoToMeeting / Discord)
- Platform used to schedule meetings, allows you to vote on times (Doodle)
- Instant messaging/Communication (Slack)