

THEY ELECTED ME TO BE IN CHARGE. NOW, WHAT DO I DO, & HOW DO EVEN I GET STARTED?

TO BE AN EFFECTIVE LEADER, YOU NEED:

1. Early research & planning
2. Getting help from others
3. Execution
4. Feedback, evaluation & documentation

GETTING STARTED BEFORE YOU ARE ELECTED:

1. Start making up a calendar of events for what you know so far. Include:
 - a. Membership meetings
 - b. Board meetings
 - c. District, Multiple District, & Zone events & projects
 - d. Major community projects
 - e. Social events, i.e. summer bar-b-que, Christmas Party, Installation
 - f. Nominations & Elections
 - g. Board meeting agenda items for each month, including chair selected by, budget approved, & final report.
2. Identify & contact people you want to serve on your Board of Directors or run projects, & visit them. Make sure you have a good mix of people on your team that includes newer Lions, less active Lions, and some of the "old guard".
 - a. Tell them you are trying to get an early start & do a lot of preplanning.
 - b. Show them the calendar you have prepared.
 - c. Ask them how well they think the club is doing, & what suggestions they have.
 - d. Tell them you hope they are willing to be part of the team, and discuss the positions in the club on projects or as an officer where you think they will have a positive impact. Discuss with them if helping out the Zone or District should be considered.
 - e. Remember that our By-Laws & Constitution require the officers of the club be elected, not appointed. Your selection of Vice Presidents is the most important. Do what it takes to see that the Lions elected as Vice Presidents are those that will best help your club reach its' objectives, and will be the best choices to take over leadership of the Club after your term is up. Try to not select Vice Presidents who have served as President in the past. Make sure that yourself & some your selected team members are appointed to serve on the nominations committee.

SOON AFTER ELECTIONS:

1. Meet with the current Club President to inform them you will be holding some organizing meetings with the new elected Board of Directors. Be sure to state that you are not trying to take over anything before your term of office begins, but that you want to have a coordinated transition, & hope they will participate as a valuable member of the new team. Give them a copy of the calendar you have prepared, and discuss the various aspects of the Club; seeking

advice. Discuss a project you think they should consider running during the next year. Seek their advice.

2. Invite the new Board Members and any other club members who are willing to attend to a preplanning meeting for the next year that will be mostly be an evaluation and strategy session where tentative plans will be made, but not put into place until the new term of office starts in July. Tell everyone that nothing is off the table; that we really want to talk about how we can take the Club to a new level. Create a list of topics to discuss, and ask some of the participants to research a subject & lead the discussion on those topics. Prepare an agenda of subjects to discuss, send it out before the meeting, & ask everyone to plan on a longer session than normal. You may want to set this up for a Saturday morning & have lunch brought in at the end. Be sure to include discussion about your Club's participation in meetings and projects promoted by the District, Multiple District, Zone, & Lions International.
3. At the meeting, do away with formalities & get into the session quickly, since it is a work session. Follow your agenda, but make sure no motions are passed, which will only be allowed after your term of office starts. Encourage all participants to say what they really think on each issue, but ask everyone to keep things positive.
4. At the meeting, present the goal to achieve the Club Excellence Award, and review the requirements. Rather than send out the Club Excellence member surveys for the members to fill out & return, ask those present to divide up the membership roster, and gather the survey information by interviewing each member personally. Look at the published survey questions, & add or delete questions that better fit what your club needs to know from each member. Ask everyone to tell the membership about the preplanning work going on as to setting a goal to take the Club to a new level. Give each Club member a copy of the calendar. Remind each Club member that dues billings will be sent out before the semiannual dues are due to Lions Clubs International, & tell them you hope that will commit to continuing their membership another year.
5. Ask that the survey information be written up by the person conducting the interview, and set a deadline goal to have the contacts made and results sent in to the new Secretary by an agreed upon date.
6. Consider handing out this document to some or all of your Board Members, or even to everyone in your Club to let them see the suggested guideline you are consider following. Ask them to review it & comment.

CONTACT THE NEW DISTRICT GOVERNOR ELECT:

1. Let the new governor know the results of the Club elections, & that you look forward to working with them next year.
2. Tell them you will make sure the election results are submitted to LCI with the next WMMR.
3. Tell them you are sending them a copy of you club's roster that includes all the new officers.
4. Request a date for the District Governor to be the guest speaker at one of your events.
5. Ask if they have a theme or slogan for their year as Governor.
6. Ask what changes they are considering for the next year from the District.

7. Ask who they are going to ask to serve as your Zone Chair.
8. Tell the Governor you are going to challenge your club to achieve the Club Excellence Award.
9. If any of the District meetings or projects lack information as to the details, ask about those details. If some are not available yet, ask when the information will be available so you can publish & promote it.
10. Ask what your club can do to help the District. Are there any requests?
11. The new Governor may know some of your Club members, but most likely they would be limited to those that attend District events. Let the new Governor know about any of your members that should be considered for a District office or committee.

SOMETIME IN APRIL:

1. Call a meeting with your Vice Presidents to review the Club Excellence survey results. Determine what follow up & research is needed before presenting the survey results to the new Board of Directors.
2. Let the current Club President know any special concerns that resulted from the survey.
3. Let the current Club President know of any members who may not renew for another year so steps can be taken to try to retain their membership. Ask the current President to drop any members that definitely will not renew, so that loss is not posted against your year.

SOMETIME IN MAY:

1. Call another preplanning meeting for all Board Members and other interested members. Review the survey result forms & discuss what was learned from the membership. Discuss changes to existing projects, new project ideas, how meetings are conducted; anything that can help.
2. Make assignments & form tentative committees to further investigate ideas that are discussed.
3. Last discuss Lions International's recommendation that each Club conduct a Community Needs Assessment, & ask support for conducting an assessment.

COMMUNITY NEEDS ASSESSMENT:

1. The words Community Needs Assessment are quite self explanatory. You need to send teams out into the community to see if programming offered by the Club is meeting the real needs of the community.
2. Prior to the meeting, inform you Vice Presidents that you want to conduct an assessment, and request their support.
3. Make a list of people and/or organizations to survey. This should include government officials, business leaders, community institutions, other groups offering community service (including other service clubs), those you are already partnering with on projects, etc.
4. You can go out in teams of two, or as individuals. Two Lions can be more effective, but you can see more people in the same time with individual contacts.
5. If a member already has contact with someone you want to survey, send someone else. They need the experience, & then you will have more than one person with a relationship with them.

6. Your initial approach should include that you are from the local Lions Club, & we need just a few minutes of your time. Then tell them that each year when we get new officers, we want to conduct a Community Needs Assessment to make sure we are running programming that meets the community needs. (They will probably be pleased that you are not initially asking for a donation or for a new member.)
7. Ask them what they know about Lions and about the Club in the community. Most everyone you talk to will know something, but sometimes they will not know much. Respond that you are a group of community minded individuals, men & women, that get together to conduct service projects that benefit the community. We do this while meeting other people in the community, and always have a good time serving others.
8. Since most people know about Lions, they will tell you about how a Lions project has helped them or someone they know. Let them talk about it. Usually the information is usually quite positive.
9. When they tell you about the projects you run that they know about, you can fill in the blanks briefly with a few of the other programs the club conducts.
10. Tell about the areas of focus from Lions International, especially eyesight.
11. If they are a business, & you have a project that could use business support, tell them about that need, & ask if someone can contact them later for things such as a door prize, sponsorship, or in kind donation.
12. If you have a brochure on your club or on Lions International, do not give it to them yet. If you do, they will start reading it, & greatly decrease how much they are listening to you.
13. Ask them what are the needs in our community that are not being met, even if it is something larger than your Club can handle. Ask for any suggestions or project they have for you.
14. Show them you are interested enough to take notes of their responses.
15. Look for opportunities where the Club could partner with other organizations to meet needs. Partnerships on projects are a very good way to expand the scope of projects, increase visibility to the public, and the contacts are good sources of new members.
16. Tell them you have interesting guest speakers at your membership meetings, & ask them if they or someone they know should be invited to present their information.
17. Try this if you feel the interview has gone well. "Your organization is not represented with a member in our club, & you may want to consider yourself or someone from your staff joining our club. It doesn't really cost much. We pay a one-time fee of \$35, & dues are about \$6 a month. If we have a meal at any of our functions, then there is a low charge for that." You can use a little humor by saying something like, "We get to pay dues money, then come work for free."
18. Ask who else would be good to talk to in the community to get the best project ideas.
19. Try to complete everything in 10 to 20 minutes. As you leave, give them the brochures on Lions you may have and ask to exchange business cards. Business cards for Lions can be printed on card stock directly off the LCI website. Thank them, & leave.
20. If there is anything from the interview you need to follow up with, make sure it gets done.
21. Write up a report on each interview, & submit it back to the new Club Secretary.
22. Notice that these same steps are what you should take when extending a new club.

BEFORE INSTALLATION OF NEW OFFICERS:

1. Call a meeting with your Vice Presidents to review the Community Needs Assessment survey results. Determine what follow up & research is needed before presenting the survey results to the new Board of Directors.
2. Divide up each project and project idea between yourself & the Vice Presidents. Try to keep your projects to a minimum.
3. Try to keep a balance when dividing up the projects so each Vice President has both community and administrative projects, and no one has too much or too little to do at various times of the year.
4. Ask each Vice President to find project chairs for their projects and/or form committees to investigate the new project ideas that came from the membership and community surveys.
5. Make assignments to gather more information on new project ideas, changes or expansion of existing projects,
6. Make assignments to gather more information on areas where the Club could partner and help another group with their project.
7. Appoint a non Board Member to be your Programming Chair. Their job will be to secure quality guest speakers for Membership Meetings & from these contacts, look for additional service projects the Board can consider. Let them know that their job is critical making sure all Lions membership meetings are a good use of everyone's time. We want to get our members to invite new people to attend the meetings, & their efforts will give us a big opportunity to increase our membership and Lions experience.
8. Prepare information to present to the Club at Installation that outlines the steps taken to make the next Lions year great, & allows the club to be taken to the next level.
9. Deliver your remarks at Installation with enthusiasm, thanking all those who have worked hard to help plan a great Lions year. Also give thanks to the outgoing administration & to those who have helped you prepare for this responsibility.

YOUR FIRST OFFICIAL BOARD MEETING IN JULY

1. Prepare an agenda, & have it sent out ahead of the meeting.
2. Use Roberts Rules of Order to keep the meeting moving & give every individual Board Member a chance for their ideas to be heard. Ask the Board to pass a motion to approve the agenda.
3. Publish, explain, & hand out the project assignment list. Have this as one of the first agenda items. Also, hand out the revised calendar of events.
4. Start with the 1st Vice President & put on the agenda the projects and potential projects that need to be dealt with in July. Try to let the 1st Vice President lead the discussion. Let the VPs know to be prepared for this. Ask them to prepare written information to hand out so less time at the meeting will be needed. Entertain motions from the Board for any action that needs Board approval.
5. Next, repeat the process with the 2nd Vice President.
6. For each project, announce Board Meeting dates for approval of the project chair, project plans & budget, & final report.

7. Finish up with yourself, & have the agenda show the items you will present. After your projects are discussed, present any administrative changes you want the Club to consider, including approval of the Programming Chair. Be sure to discuss changes to the membership meetings that will make them a better experience for everyone.
8. Let the Board know that you commit to make every Membership Meeting a positive experience for everyone attending, and a good use of their time.
9. Ask the Board to approve a motion to approve the administrative changes you propose.
10. Let the Board Members know that the District Governor will most likely return from being installed at International Convention with new requests for projects from the new LCI President.
11. Ask the Club Secretary to publish the minutes of the meeting, & send them out to the Board for review of changes, corrections, or additions. That way everyone will be reminded of what was agreed to, & time will not have to be spent at the next Board Meeting reading them.

YOUR FIRST OFFICIAL MEMBERSHIP MEETING IN JULY

1. Inform the Club of what the new Board had been doing and accomplishing.
2. Hand out the list of project assignments and the calendar.
3. Turn parts of the meeting over to each VP to explain what they are doing with the projects and new project ideas assigned to them. Encourage the VPs to turn over the time to the project chairs for them to present the information. Also encourage information about the projects be printed & handed out to keep the meeting shorter.
4. Club members will want to talk about many of the projects, & you can let that happen to some extent, but if what is being discussed is mostly committee action, encourage the member to join the committee for the project & present their ideas when the committee meets. You don't want the meeting to run over on time.
5. When it is your turn, begin by thanking the many Lions who are working hard to make Lions a great experience for all.
6. Introduce the new Programming Chair. Tell the membership that you commit to make every Membership Meeting a positive experience for everyone attending, and a good use of their time. Have the Programming Chair announce the guest speakers they have already lined up, and some they are working on.