



We Serve

DISTRICT 201Q3

President's Manual 2024 – 2025



Richard Williams

District Governor



Let's Roar

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DISTRICT GOVERNOR'S WELCOME

Welcome to you all. Thank you all for taking on an important club role this year. Together, we have twelve months to make a difference in how our organisation approaches the future, and you all have something to offer. Please participate, be brave and enjoy the year.

We hope this manual is a useful tool to help you through the year. But, please ask questions, and question what is happening.

Our theme this year has four aspects – **fun, future, fearlessness – LET'S ROAR**. Before discussing them, let's have a chat about what isn't there – serve. Serving underpins everything we do, it is our organisation's motto, so I see no need to repeat it in our theme.

Fun - if people are having fun, we are meeting a basic human need, and they hang around. If people see us having fun, they may join.

Future – the world is changing (and has already). We can't afford to offer a 1980s experience in 2024.

Fearlessness – making hard decisions is not easy, but is essential to our survival. Fearless does not mean ruthless, but sometimes we have to compassionately do the unpopular.

LET'S ROAR – we need to be seen and heard, so let's shout our achievements to the world, to show our pride in our organisation.



These concepts underpin two words I use regularly – sustainability (how can we ensure we will be here in 5,10, 20 years), and engagement (making people want to join, then want to stay).

We will continue to work towards our Big Audacious Mission target of 30,000 members by 2030. But membership is more than numbers in a graph – it is people to share the load and increase our impact.

As I write this, I have not seen International President Fabricio Oliveira's theme, but his messaging regularly talks about increasing membership (through supporting existing Clubs and building new ones), increasing support for global causes and supporting LCIF. I'll get more to you when I get it.

Remember to take care of yourself and please ring if you need a chat, a shoulder or sounding board. District Cabinet (including the District Action Team) is here to help. I look forward to working and chatting with you - So, let's kick some goals and have some laughs.

Debbie and I look forward to meeting and working with you this year.

Richard Williams
District Governor



Richard and Debbie



IP Fabricio Oliveira with Richard



District 201Q3 Five Year Strategy (2022-2026)



2024-25 District Goals DG Richard Williams

Five Year District Strategy

1. Broaden our impact by increasing the range of service activities we deliver
2. Help people grow into Lions.
3. Increase engagement in Clubs (current and new members) by enhancing the membership experience.
4. To achieve a more diverse membership to better reflect the demographic of the communities in which we live and enable our members to better serve
5. Increase the number of Lions and Leo clubs.
6. For clubs and members to have a better understanding of, and engagement with District and LI directions
7. Adapt to current trends in volunteering and fundraising.
8. To raise Lions internal and external profile by effectively using a variety of media formats.
9. Encourage clubs and their members to donate to LCIF and ALF

(1) We will assist Clubs target and increase their service footprint

(1) We will encourage all clubs to engage with at least five global causes

(2) We will provide and promote development opportunities

(5) We will understand how we can use each club type

(6,8) We will deliver at least 50 videos relating to Lions matters

(8) We will investigate effective media formats and make better use of them

(9) We will encourage clubs and individuals to support Lions Clubs International Foundation (LCIF) and Australian Lions Foundation (ALF)

(2,3,4) We will understand the existing diversity of our membership and how we can assist them to better serve

(3,4) We will assist and encourage clubs to foster a welcoming, service culture

(3,4) We will promote diversity in membership so we reflect our community

(5) We will charter one Lions Club and one Omega Leo Club, and create 2 club branches

(7) We will develop 3 position papers to inform our recruitment and fund raising

Introduction

Welcome to the role of Club President.

I hope you are looking forward to an exciting and rewarding year as Club President! It provides you a unique opportunity to help your club celebrate the past, manage the present and secure the future. Lions generally, and your club, have a proud record of service, and are a vital part of our community. We need to make sure we retain our relevance now and into the future.

You will succeed through your enthusiasm, vision, respect for others and good management. The successful President is a leader, a motivator, an innovator and an organiser. They empower their members to utilise their skills and encourage them to learn, serve and have fun. Be a good communicator, who clearly conveys what needs to be done and asks for help from members to achieve goals within reasonable timeframes. Remember – you do **not** have authority to do things without Club endorsement.

A key to your success is delegation – you do not need to do everything yourself and not all the ideas for Club's activities need to come from you. Nor do you need to micromanage.

Membership engagement is a key focus. Consider the positive impact of service in your local community, in support of District projects and internationally.

There are many resources to assist your planning, activities and to review progress. We update this manually annually (and sometimes more frequently). It is divided into Fact Sheets, each of which stand alone. They are a useful reference. When you delegate tasks, provide a copy of the relevant Fact Sheet. Please let us know if you think there are topics we could add.

Club members and District Officers are the primary source of support for the President (and all Club officers). The District, MD201 and LCI websites contain a wealth of information. There are details of these throughout this manual.

There are a couple of big changes this year, with the introduction of the Lions Portal and new reporting requirements to the ATO and Office of Fair Trading. The latter are covered at Fact Sheets 64 and 64A, while it is too early as we go to print to provide too much detail about the former. We'll make sure you know what is happening!

You will hear me speak of fun, future and fearlessness – let's roar. We need to make sure people are enjoying Lions, that we consider where we are going, we don't hide from the tough decisions, and we tell the world (and ourselves) what we have been doing and how great we are - then we will achieve the other two words that I speak of - service and sustainability.

I wish you a good year, and hope that you enjoy it. Getting things done through people is rewarding! Hope to catch up regularly in the next twelve months

Lion Richard Williams – District Governor

Duties of the Club President – The Club Constitution

The District 201Q3 Lions Clubs Standard Form Club Constitution states the duties of the Club President shall:

- Serve as the chief executive officer of the Club.
- Preside at meetings of the Board of Directors and your Club.
- Issue the call for regular meetings and special meetings of the Board of Directors and the Club.
- Chair the Club Global Action Team and ensure the following:
 - Ensure the election of qualified Lion leaders for the position of club service chairperson, club membership chairperson and club vice president, who will serve as the leadership chairperson.
 - Ensure regular meetings to discuss and advance initiatives established by the Global Action Team.
 - Collaborate with the district Global Action Team and other club presidents to further initiatives focused on expanding humanitarian service, leadership development and membership growth.
- In collaboration with the club officers and committee chairpersons, implement a plan for membership growth, community engagement, operational improvement and the fulfillment of humanitarian services as presented and approved by the club's board of directors.
- Appoint the standing and special committees of the Club and cooperate with chairpersons to effect regular functioning and reporting of such committees.
- See that regular elections are duly called, noticed and held.
- Ensure the club is operating in accordance with local laws.
- Ensure proper administration of club operations by ensuring that all club officers and members adhere to the club's Constitution and By-Laws and the International Constitution and By-Laws.
- Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure if needed.
- Be an active member of, the District Governor's Advisory Committee of the zone in which your Club is located.
- Serve as a mentor to vice presidents to ensure the continuance of effective leadership.

Role of the Club President

As a President please:

- listen
- encourage each member to be proud that they are a Lion
- empower the Board of Directors, Club committees and Club members. Having delegated responsibility, trust the people you have delegated duties to.
- ensure the Club and its members act legally and in the best interest of the Club.
- provide an environment where members are heard and valued.
- ensure the Club is visible in the community.
- encourage members to participate and grow into Lionism by judicious delegation of tasks and responsibilities, attending learning activities run or promoted by the District Leadership Team or on-line on the Lion Portal
- ensure the ongoing survival of the Club by keeping it relevant.
- celebrate successes, both individual and team.
- ensure members are aware of what is happening within the Club, Zone, District, Nationally and Internationally.
- try to resolve disputes outside meetings, rather than challenge members in public, unless the issue is very significant. Private discussions normally result in issues being resolved without causing dissension between members.
- show respect.

As a President, please do NOT:

- do everything yourself.
- insist on getting your own way (all decisions must be made, or ratified, at a general meeting)
- be afraid of change.
- make commitments you can't keep.
- be indecisive.
- shoot the messenger.
- assume you are the most experienced or wisest.



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A President's Year

Here are some **key events** and **milestones**.

Preparing your **Club calendar** in detail is an excellent planning and communication aid.

❖ **Fact Sheets** (as per Table of Contents) stand alone.

Encourage members to read specific ones when you are delegating tasks.

When?	What?	Fact Sheet Numbers
April	Take a breath, sit back and think about the year	1
May June	Prepare for the year - Intro	2, 3
May June	Prepare for the year - Understand your role in administering the club	11-14
May June	Prepare for the year - Meetings	21-23
May June	Prepare for the year - Service	32-33
May June	Prepare for the year - Members	41-44
May June	Prepare for the year - Social aspects	45
May June	Prepare for the year - Leadership	51
May June	With the Treasurer, prepare an annual budget	53
May June	Create committees and appoint committee chairs	55
Changeover	Prepare a speech that sets out your plans, inspires members and acknowledges predecessors	
July	Put in place your meeting ideas	22
July	Strategies to encourage and increase leadership in the Club	51
July	Ensure the previous Treasurer has organised an auditor/verifier in preparation for the AGM	
July (and others)	Attend Zone Meetings	61
July - Dec	District Governor Team visit	62
August	Admin for District Convention	63
October	Annual General Meeting	64
December	Christmas celebration	
February	Where next for you?	
March	Club Elections	65
March	Admin for MD201 Convention	66
March	March to May Membership Months	41
April	After election admin	72
April	With new President, create a changeover committee	
June	Handover to the new Board	73
June	Prepare Changeover speech, including thank yous	
	Supporting information	74

A lot of activity happens before you take office. Remember to include **service project** dates, **community celebrations** and **commemorations**.

President's Fact Sheet 1 – Take a breath

Congratulations – in less than a month you will be President. You will have lots of thoughts running around in your head.

- ◆ There is a Zen saying – ‘Don’t just do something, sit there’.

Before setting off and changing the world, stop for a moment and reflect on what lies ahead. Consider where you and the Club are at. What do you bring to the role?

Experience as a Vice President is excellent preparation for the role of President, as is spending a year as Secretary or Treasurer. All these positions require a degree of skill; but even more worthwhile is the knowledge and experience gained.

The leadership, relationships, knowledge and experience that you have developed in the workplace, in other organisations and in your family will help you lead your Club.

- Are there parts of the role that you are unsure of?
- Are there skills that you think you may not have – that you need to develop or delegate? More importantly, what can YOU bring to the role and the Club?

If you would like to develop your leadership or Lion's knowledge, check out the Lions Learning Center (LLC) for online and interactive courses. LLC can be accessed from the “Learn” menu on the Lion Portal. Do you have a mentor or associate to support and encourage your efforts?

What about your Club?

- What does it do well?
- How are relationships between members?
- What activities are getting tired?
- What is working well in meetings?
- How are you connected to your community, your Zone, your District?
- Do you need more members?
- Do you have enough people interested in leadership?
- Are members engaged?
- Do you need to adjust the demographics of your membership? Is there a part of your geographic area that you could target for members (or a Club Branch)?
- Do you have an interesting and varied social, service and fund-raising programme?
- Are meetings well run, interesting and entertaining?
- Is your Club fun to be part of?

Mull over these (and other questions) and see what answers emerge. They will help you through the planning phase of your Presidency. Working through the questions may give you a clearer picture of how you can help the Club and the direction in which to move it.

President's Fact Sheet 2 – Getting Started

Considerations in the months leading up to taking office...

- Use the many resources to learn more about your Club, its members and the international association.
- Ask your predecessor for the opportunity to chair one or two meetings.
- Review the requirements of the **Club Excellence Award** and **Lions Club of the Year** before setting your goals.
- Work with your leadership team to create a strategic plan outlining your Club's goals for the year and how you plan to reach them.
- Develop a plan with an emphasis on four core aspects - **Club operations, service, leadership development** and **membership (including social activities)**.
- With the Secretary and Treasurer elect, plan a **programme** and a **budget** for the year. Include ongoing commitments by existing or previous Club boards.
- Ensure every member of the Club will have a job. The load does not have to be shared equally, but it is important to involve every member.
- In consultation with the Vice Presidents, appoint chairpersons for your Club activities and assign members to committees. Experience shows that a member who is actively engaged in Club activities will continue to be a Club member.
- Share the plan with others so that every member will feel a part of your team with clear objectives in mind. Review progress at regular timeframes e.g.: 3 months.

It is important that your planning does not interfere with your predecessor's activities and plans for their year - you must allow them to finish before you take over.



President's Fact Sheet 3 - Club Success

Our aim is to have 30000 people to help us do local projects, develop youth leadership, raise money. come up with ideas, run the club and call friend.

As a leader, you can ensure that the Club meeting and overall Club experience is meaningful and rewarding.

Whether it is how the meetings are hosted or how effectively service activities are managed, every event or communication is part of the overall member experience. It is also important to know how your community feels about your Club, and enhance the membership experience. .

The Global Membership Approach sets out a process to help you make your club the best it can be. There are four steps, which are more fully described at : [Global Membership Approach | Lions Clubs International](#)

Build a team –

- Take time to identify who will assist you to enhance your club – the Club Service Chair, Membership Chair and First Vice President are a good start.
- Work with them to understand the GMA Get them on board,
- Develop a strategy and timeline to engage the club
-

Build a vision

- Provide Club members with the information they need to contribute to the process
- Conduct a SWOT analysis of your club – what are your strengths (so you can leverage them), what are your weaknesses (so you can manage them), what are your opportunities (so you can take advantage of them) and what are you threats (so you can minimise their impact). But focus on the data gathering – we'll worry about solutions later
- Using the SWOT, decide where you want the club to be in five years

Build a Plan

- Develop a plan to get you there (remember SMART goals)
- Decide what you will achieve in the first year, and build an action plan for each of your one year goals
-

Build success

- Implement the plan
- Monitor progress
- Celebrate successes

LCI has a range of tools to assist you to measure your Club's success; all of which you will find at [Global Membership Approach | Lions Clubs International](#) which will include resources such as:

- **Build a Vision For Your Club** is a tool to help your club discover its strengths, ways to improve and new opportunities that will help the club grow and thrive using the Global Membership Approach (GMA).
- **Club Quality Initiative** is an interactive process that brings members together to look at what your Club is today and what it could be tomorrow.

It gives you the tools to strengthen your service, improve Club effectiveness and enhance your membership experience.

- **Blueprint for a Stronger Club** helps identify ways to expand service impact, develop leaders and meet Club members' needs and expectations.

Like any worthwhile project, it is important to develop and implement a plan, or "blueprint," to guide your actions.

- **Membership Satisfaction Guide** - How to keep members happy and coming back.

Discovering little problems and correcting them before they become big ones will save time and resources. The results from '**How Are Your Ratings**' can also assist in focusing your efforts on the areas where your members desire change.

- **Your Club Your Way** – customise your meetings to suit your members.



Obligations of a Chartered Club

The obligations of each chartered Club, to remain in good standing, are covered in Rule 3 in the Club Constitution:

- Collect from each member, except as otherwise provided in the By-Laws, this Constitution minimum annual dues to cover International, Multiple District and District dues and such other expenses as are necessary for Club administration.
- Submit such regular reports as required to the office of Lions Clubs International
- Abide by the Constitution and By-Laws of the International Association of Lions Clubs and the policy and directives of the International Board of Directors.
- Attempt to resolve any disputes arising at the Club level according to the Club Dispute Resolution Procedure set out in Rule 10 of the Club Constitution

Constitutional & Legal Requirements

Due to differing state legislation, Lions Districts issue a version of the Standard Form Constitution which incorporates the specific legal requirements of each state relating to Incorporation and other matters.

Lions Clubs adopt the Constitution applicable to their State. **District 201Q3** has prepared a Club Constitution that meets the guidelines of Lions Clubs International and the Queensland Office of Fair Trading. A copy of this Constitution is available at [InfoCentre - District 201 Q3 \(lionsq3.org.au\)](http://lionsq3.org.au)

For further details, or if you believe that any amendment is necessary, you should contact the Constitution and By-Laws Chair (PDG Norm Alcock) for advice, prior to taking action.

All Clubs require a Certificate of Sanction provided by the Office of Fair Trading under the Collection Act to raise or collect money from the public. Clubs should confirm that they have been issued with the certificate by conducting a search on the Office of Fair Trading Website: www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association/

The search will provide you with your Incorporation No (IA) and your Sanction No (CP).

Club Presidents should be familiar with, and abide by, the four constitutions that affect the operation of the Club – International, Multiple District, District and Club.

Observe Safety practices during meetings and project activities. Refer to Fact Sheet 15 Risk Management and Club Safety Officers for further information.

A documented Child & Youth Risk Management Strategy is required if your Club has projects involving young people. Refer to Fact Sheet 13 for further information.

President's Fact Sheet 12 – Admin Stuff

The Club Secretary and Treasurer look after most administrative matters. It is also important for the President to understand what is required in these important roles.

The Queensland Office of Fair Trading requires that, for all Incorporated Associations,

- all financial records must be kept for at least seven years after the final entry
- minutes are an official, permanent record of what happens in a meeting.

Correspondence

- Club correspondence needs to be attended to immediately, to avoid delays. Make sure the Secretary brings the inwards and outwards correspondence files to each meeting, and that the mailbox is cleared regularly.
- Any email correspondence sent to the Club mailing address (*i.e.* Tottenham@lionsq3.org.au) should be recorded as inwards correspondence.
- Copies of correspondence should be distributed to relevant Vice Presidents and/or chairs of various committees, and a record kept of each item.
- The Secretary retains the original (electronic or hard copy) of all correspondence, other than invoices, statements and receipts, for the Club files.
- The originals of all invoices, statements, and receipts should be passed to the Treasurer, as supporting documentation for presentation to the Club Auditor.
- It is not necessary to read out each piece of correspondence at a meeting. Highlight important and interesting items. Circulate all correspondence with an index sheet. This permits each member to examine items in which he/she is interested.

Electronic recording is acceptable (perhaps desirable).

Monitor Absence

Club officers monitor participation of members. Please contact members who are not participating in Club activities (projects, socials, meetings) to confirm their situation. If non-participation is due to issues within the Club, finding out about them and addressing them early is ideal. If the member is unwell, the Club may be able to assist with household tasks. Stay connected. We are not suggesting that you police attendance and participation – make sure people are engaged, healthy and not dissatisfied with the club.

Recognition

It is important to recognize active members, so they continue their involvement. See **Fact Sheet 44** for more details.

Reporting & Forms

As I write this, the Lion Portal is rolling out. Hopefully as you read this, we will have a lot more information.

The Portal Team have said 'To put it simply, we're taking the functionality you have today with MyLion, MyLCI, Insights and other tools and combining them into one cohesive and consistent experience — the Lion Portal.

It is important to share what we do and know how many of us there are. It allows LCI and Lions Australia to promote our achievements and so receive support from people like Dick and Pippa Smith and Bill and Melinda Gates. It is important for your Club to report on the electronic reporting systems.

The **two main reports** to complete monthly are:

Monthly Membership Report

- Club Presidents, Secretaries or Club Administrators report membership changes monthly. If there are no changes in membership, *Clubs should report "No changes for the Month" by the 27th of the month. (We believe the no changes report may not be required in the Lion Portal)*

Monthly Club Service Activity Report

- Club Presidents, Secretaries, Club Administrators or Club Service Directors report the Club's service activities. Service activity reporting measures the impact of our service and helps our leaders at all levels understand the needs and interests of the local Club. It encourages Lions with THEIR success stories and provides a record of the year's activities.

Presidents can access the **Service Activity Report** and show Club members the extent of their Club's service for the year.

Financial matters

- Ensure the Incoming Club Treasurer prepares a budget for the **Administration Account** for the next year, **membership fees** are set, and members advised.
- Ensure the Treasurer maintains finance accounts, regularly provides financial reports and banks monies within two days of receipt.
- Ensure the Club's bank accounts are reconciled each month and the independent audit for your year is completed promptly after the close of the year.
- Sign bank reconciliations provided by the Treasurer.
- Ensure half yearly dues (LCI, Multiple District and District) are paid promptly on receipt of invoices.
- Ensure your Club Treasurer presents a detailed financial report to each monthly Board meeting, and these are circulated to all Club members.
- Ensure all Christmas Cake/Pudding invoices are paid before 31 January.

Records

- Records of your meetings are signed by the President as a true record of proceedings, once the minutes have been approved at the following meeting.
- Please ensure that your Club has adequate backup systems for record keeping and they are up to date. Hard copy records may also be required (e.g. signed copies of minutes and bank statements for your auditor, and receipts or invoices from suppliers received as hard copy).

President's Fact Sheet 13 - Child Safe Policy

Queensland legislation requires organisations such as Lions Clubs which fall within the Blue Card System to have a documented “**Child & Youth Risk Management Strategy**” [Policy] to help create a safe and supportive environment for children.

Q3 District has developed a policy document for all clubs to adopt and implement for all activities involving children/young people and can be accessed under the Resources tab in the District website. [Child Safe - District 201 Q3 \(lionsq3.org.au\)](https://lionsq3.org.au)

It incorporates both the Qld legislative requirements and Lions Australia expectations. The current document, dated February 2023, replaces the “Child & Youth Risk Management Policy & Procedures” document issued to clubs November 2020.

Blue Card Services may request a copy of an organisation's policy at any time, and failure to comply with this requirement is an offence (penalties can apply) under the blue card system.

All Lions members should adhere to/understand the “Code of Conduct when Dealing with Children/Young People” – refer to Section 7 of the Lions Australia Child Safe Policy.

<https://lionsclubs.org.au/our-governance-structure/md201-child-safe-policy-resources/>

Lions Australia's Child Safe Policy requirements have been embedded in the Q3 Child & Youth Risk Management Strategy.

CHILD SAFE OFFICER & CLUB PRESIDENT

- The President of every Lions Club which has children/young people participating in any of its projects, functions or activities shall ensure the Club has a designated position of Club Child Safe Officer and that a Lions member is appointed/assigned to perform the duties of this role.
- It is strongly recommended that the appointment of a Club member to the position of Child Safe Officer be “minuted” at the beginning of each Lions year.
- It is also strongly recommended that the Child & Youth Risk Management Strategy document is included in the Club's Policy Minutes which are reviewed at the beginning of each Lions year.

Duties of the Club Child Safe Officer

The appointed Club Child Safe Officer guides and supports members and takes a lead role in implementing the Club's Child Safe Policy by:

- Managing the Club's Blue Card Register – keeping a record of all members and volunteers who hold Blue Cards, and the date they expire. This also includes keeping a record of members and volunteers who do NOT have a Blue Card and ensuring Committee Chairs for projects dealing with children are aware, so do not allocate them tasks which require a blue card.
- Reminding members when they need to apply/reapply for a Blue Card (allowing processing time).
- Taking steps to link a member's Blue Card from another organisation to your Club.
- Cancelling or delinking a Blue Card if a member leaves the Club.
- Signing Blue Card application forms – if you do, please ensure you are aware that it is an offence to employ a disqualified person, negative notice holder or a restricted person – refer to the Organisation Declaration section on the form

- Ensure members have an understanding of the Child Safe Policy including the Lions Australia Child Safe Policy as part of their induction into the Club and this is revisited annually as refresher training.
 - Complete “Child Safe Incident Reports” when there have been breaches of the policy.
 - Ensuring appropriate records are being kept in relation to the Child Safe policy.
 - Manage the transition to Blue Card Services online applicant portal system.
 - Keep up-to-date with changes from Blue Card Services
-
- Please feel free to contact the District Child Safe Officer if you require further information or assistance in relation to Child Safety requirements.

Protecting **children** is

EVERYBODY'S

BUSINESS

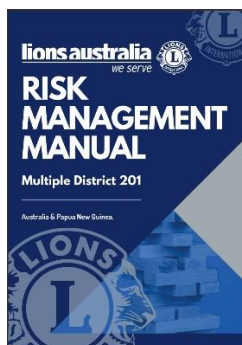


President's Fact Sheet 15 – Risk Management & Club Safety Officers

Multiple District (MD) 201 has developed a Risk Management Manual to assist and protect members of the Lions family (ie Lions, Leos, partners and volunteers) and other people at Lions Club functions and projects.

The manual is for use by you and your Club Safety Officer and can be downloaded from the Lions Australia website.

[20200217-RISK-MANAGEMENT-MANUAL-FINAL.pdf \(lionsclubs.org.au\)](https://lionsclubs.org.au/20200217-RISK-MANAGEMENT-MANUAL-FINAL.pdf)



It is recommended that each District appoint a District Safety Coordinator to liaise with Club Safety Coordinators.

Legislative Requirements

The Work Health and Safety legislation in all States imposes a specific duty on Officers of Clubs and Associations to exercise due diligence to ensure that the club meets its work health and safety obligations. The duty requires officers to be proactive in ensuring that the club complies with its duty. This duty applies whether there has been an accident and irrespective of whether the club is prosecuted.

Duties & Responsibilities of the Club Safety Officer

The duties of the Club Safety Coordinator are up to each Club to define, but will certainly include:

- Documented Safety checks at sites where Projects are to take place (both prior to and during the Project)
- Making sure the members/volunteers working on the Project are aware of any safety matters or issues and sign the attendance book.
- Reporting and recording any actions taken to ensure safety.
- Preparing clear details of all accidents that may occur.
- Following the requirements of Lions insurances detailed in the Multiple District Directory, including immediate notification to the Multiple District Risk Management Consultant should an injury occur

Project Chairs should liaise with the Club's designated Safety Officer to ensure safety measures have been considered and documented.

It must, at this point be noted, that it is not compulsory for a Club to appoint a Safety Coordinator. However, it is strongly recommended that all Clubs do so, and it has been reinforced by an Action in South Australia, where an injured Member issued an Action against his Club for NOT appointing a Safety Coordinator as recommended. Common sense dictates that a Club with a Safety Coordinator who carries out and documents simple safety checks must be in a better position to ensure that no-one is injured on a Club Project or Activity

President's Fact Sheet 21 – Board of Directors

The standard **Club Constitution**, includes details of the structure and meetings of the Club Board of Management, normally called 'The Board'. These include:

1. The members of the Board of Directors / Management Committee shall be the Club Officers in addition to the other members elected to the Board. The Officers of the Club shall be a President, Immediate Past President, Vice President(s), Secretary, Treasurer, Service Chairperson, Marketing Chair and the Membership Chair. Other members elected to the Board may include such positions as Lion Tamer, Tail Twister, LCIF Coordinator, Safety Officer, Club Branch Coordinator (if applicable), Child Safe Officer, Program Coordinator and other Directors.
2. Regular meetings of the Board of Directors shall be held monthly at such time and place as the Board shall determine.
3. Special meetings of the Board of Directors shall be held when called by the President, or when requested by three (3) or more members of the Board of Directors, at such time and place as the President shall determine.
4. The presence of a majority of its members shall constitute a quorum at any meeting of the Board; except as otherwise specifically provided, the act of a majority of the Board Members present at any meeting of the board shall be the act and decision of the entire Board of Directors.

Duties and Powers of the Board

In addition to those duties and powers, express and implied, set forth elsewhere in Statutory Regulations and the Constitution and By-Laws, the Board of Directors shall have the following duties and powers:

- It shall constitute the Management Committee within the meaning of the Associations Incorporation Act and the Executive Board of this Club and be responsible for the execution, through the Club Officers, of policies approved by the Club.
- All new business and policy of this Club shall be considered and shaped by the Board of Directors for presentation to, and approval by, Club members at a regular or special Club meeting.
- Club members must approve all new business and policies of the Club. This is generally covered by the ratification of the Board Meeting minutes at a general (dinner) meeting of the Club. However, this clause could just as easily be met during the President's report if they included all new business and policy considered at the last meeting of the board. A notice of Motion to adopt the President's report (which must be included in the minutes of the general meeting) would suffice.
- If your Club has projects that are ongoing (eg Leos or an ongoing project where the term exceeds the term of the current Board), it can be written into your Club Policy Minutes and therefore does not need to be adopted each year. It should be a matter of course that the Club Policy Minutes are checked and amended annually and adopted each year at the Club's July Board meeting for the ensuing year and ratified at the following general / dinner meeting of the Club.

- It shall authorise all expenditures and shall not create any indebtedness beyond the current income of this Club, nor authorise disbursement of Club funds for purposes inconsistent with the business and policy authorised by the Club membership.
- It shall have power to modify, override or rescind the action of any officer of this Club.
- Subject to the requirements of any statutory or regulatory provision from time to time in force, an audit of the funds of the Club shall be conducted at such times as the Board of Directors by resolution shall determine or if specifically requested by the majority vote of Club members. Any member of this club in good standing may inspect any such audit upon request at a reasonable time and place.
- It shall appoint, on recommendation of the finance committee, a bank or banks for the deposit of the funds of this Club.
- It shall not authorise, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this Club by which funds are raised from the public.
- It shall submit all matters of new business and policy to the respective standing or special Club committee for study and recommendation to the board.
- It shall name and appoint, subject to approval of the Club membership, the delegates and alternates of this Club to District, Multiple District and International Conventions.
- It shall maintain at least **two separate funds** governed by generally accepted accounting practices. The first fund is to record **administrative** monies such as dues, tail twisting fines and other internally raised Club funds.

A second fund shall be established to record **activity** or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with the Section above.



President's Fact Sheet 22 – Preparing for Club Meetings

One of the most effective ways to ensure success in a Club's programme is to plan. Appoint a Programme Chair or Committee to assist you. The President should discuss plans and ideas with the programme Chair. Ensure there are interesting guest speakers, partners' nights and Club visits.

Create a **Club Calendar** with all important dates - Club meetings, Board meetings etc.

Then add the predetermined programme items, such as District Convention, District Governor's visit, Club Officer Forums, Zone Chair's visits, Zone meetings, partners' nights etc. This will help you plan which meetings require an entertainment or education/information aspect.

Increasing Meeting Attendance

- Meeting dates, time and location are convenient for members.
- The meeting place is comfortable and meets the needs of your members.
- The venue is suitable and (if you have dinner meetings) provides good meals at reasonable prices.
- Feature an interesting programme or presentation at each meeting (see below).
- Use multiple communication methods to encourage attendance, including email, phone call and Facebook. Communications should include a positive description of the meeting programme and emphasize the importance of involvement in the Club's activities.
- Invite members and potential members. Encourage them to bring friends. Even if they miss a meeting, continue to keep them on your invitation list. Make phone calls to members who miss more than one meeting, to find out the reason they are not attending.
- Provide a status report of each Club project and encourage members to get involved.

Meeting entertainment

- The key to successful meetings is a clear agenda and variety. Try to have both entertaining and informative meetings. Have fun, engage members and you will find that many problems disappear.
- Whilst many Clubs welcome partners at all meetings, it is important to offer Lions' partners several specific opportunities to visit the Club.
- Ensure all members are involved with meeting duties on a rotational basis. This creates shared involvement by the membership.
- Organise at least one meeting a year for members to praise and constructively criticise (review) their Club. Make sure that this meeting is closed to visitors, as robust argument may not promote the best view of Lionism to those outside our organisation.
- Advance details of the programme (at least the name of the guest speaker, their topic and the names of the Lions who are to introduce and thank the speaker) should be made available to members at least a week prior to the meeting.
- Restrict introductions and votes of thanks to 2 minutes each.
- Seek interesting guest speakers and meeting activities... ensure variety



Guest speakers may include...

- District Committee Chairpersons – Learn about the status of your District’s important projects and encourage Club support.
- Other District portfolio holders (e.g. Global Membership, Leadership or Service Team Coordinator, Grants Coordinator). A list of portfolio holders and contact details is in the *Multiple District Directory*.
- Local Community Leaders – such as a mayor, member of government, police or fire chief, school leader etc. Not only will your Club benefit from their programmes, but you will have the opportunity to introduce these influential people to your Club.
- Local Businesspeople - such as representatives from your members’ companies, the Chamber of Commerce or convention and visitor’s centres.
- Recipients of Club Service – Hearing from those who have benefited from Club efforts is a great way to motivate members to continue their dedication to serving others.
- Cultural Organizations such as museums, theatres and orchestras - interesting and informative programmes from these organizations are a good way to add variety.
- Organizations that Help the Disabled – such as Special Olympics, vision assistance organizations, agencies for the disabled, groups that aid the elderly and others. While these groups will usually request funding from the Club, they may also provide opportunities for hands-on involvement.
- Club based activities – Hearing from members about their hobbies, history or employment is a great way to learn about our colleagues. Team-based trivia or music quizzes, team building exercises, competitions or problem-solving exercises encourage members to work together.

Make sure you have backup programmes that are quick and easy to use should a speaker cancel at the last minute. You may...

- have a series of games for members to play to help them get know each other (e.g. one person makes three statements about themselves – one false, the others true, and people work out the false one).
- show an International Program video and discuss how your club is contributing to the Association’s goals for the year.
- hold a membership recruitment “summit” and brainstorm creative ways to recruit new members, or
- have your Public Relations Chair report on the status of publicity efforts and your Club’s perception in the community.

Tail Twisting

- The Tail Twister's function is to encourage fun and Club harmony - to fine for fun and not for funds, for humour and not to hurt.
- They can involve members who may not have as high a profile as others by having a good supply of topical and current stories or anecdotes in reserve. Political, religious, or risqué jokes or stories must not be used at any Lions meeting.
- Tail Twisting should be given a definite time limit. Twisting should involve everyone in the fine sessions over a period of meetings. It is also a good practice to not fine the same Lion more than twice at any meeting.
- Clubs may consider a policy for fining guests.

Other matters

- Cooperate with the Lion Tamer to ensure that the meeting room is set up and ready well ahead of the scheduled starting time.
- Plan for a Greeter or Greeters to be on hand to meet everyone as they arrive. Make members and visitors feel welcome at every meeting.

President's Fact Sheet 23 – Running Club Meetings

It is the duty of each chartered Club to hold meetings at least monthly, at a time and place recommended by the Board and approved by the Club.

The time and place for these meetings should be as published in the Multiple District 201 Directory except in special circumstances. There is no constitutional authority for a Club to have 'holiday breaks'.

Quorum (if your Club has adopted the Standard District 201Q3 Constitution)

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1*
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1*
**Extract from Generic Club Constitution as approved by the Office of Fair-Trading Queensland.*

Role of the President at Meetings

The President is central to the success of every Club meeting. You must ensure that you:

- arrive early enough to greet your special guests. Greet and enjoy fellowship with members and their guests.
- are fully conversant with the background or activity involving the guest speaker or special guests.
- use the correct protocol when introducing official guests.
- be aware of the business to be transacted.
- control the meeting so it flows but is not overly constricted by formality of procedure.

Keep Control of the Meeting

As President (and Chair), you are the guardian of the time which your Club members assign to Lions. Occasionally, you will find it necessary to use the gong to get the meeting back under control. Do it - be firm but fair. Do not hesitate to wind up discussion on any matter once you feel that both sides have put their case fairly - avoid needless repetition.

Use the rules of debate (refer to Joske's Lau & Procedures at Meetings in Australia).

Be flexible in the interpretation of these rules. Some members are intimidated by strict adherence. On the other hand, others may take advantage of the situation if you are too generous. It is important that you know the rules, even if you do not rigidly enforce them.

Motions

- Ensure that, for insurance purposes, all Club activities are authorised by motion and recorded in the Minutes.
- Clarify the meaning of a motion if the mover has not already done this. Ensure that any motion is specific as to who is to act before you allow it to be seconded and thus brought to the floor of the meeting for debate.

- Where proposals involve financial expenditure, ensure that the motion incorporates the amount or at least a limit of expenditure and the account from which the money shall be drawn. You should allow your Treasurer to say whether such expenditure is feasible.
- If the motion is complex, ask the mover to write the motion to ensure the Secretary has it correctly recorded. This makes the Secretary's job easier, allows the ensuing debate to proceed along logical lines without arguments over semantics, and ensures the minutes of the meeting provide a true record.
- As President or Chair of the meeting, you should be impartial. However, this is sometimes difficult in Clubs when the President or Chair is involved in the matters under discussion. Where this is the case, ensure that both sides of any question are discussed and avoid stating your personal views, whenever possible.
- Where the President or Chair is known to favour a course of action, it is best to ensure that a vote is taken on any critical issue; and if he/she wishes to take an active part in the debate, or is named in the motion, he/she should vacate the chair during that debate.
- The Chair of any meeting should use his/her vote with care. Under our Constitution, the President has only one vote. Generally, it is better that the President or Chair does not vote, unless it is necessary to maintain the status quo. It is better to maintain the status quo, even against your personal judgement, rather than risk splitting the Club over a matter where opinions are evenly divided.
- For matters that may affect the Club Constitution, local legislation may require a 66% or 75% majority.

Typical Meeting Agenda

The President must ensure an agenda is prepared for each meeting, with an approximate timing for each item.

The following outline is a simple example for you to **adapt** to your Club's needs. (Dinner and Board Meetings will have a different agenda)

AGENDA

- Call to Order
- Welcome Visitors and Guests
- Apologies for absence
- Ethics and/or Purposes
- Club Announcements by Secretary
- Lions Information Talk
- Break
- Introduce Guest Speaker
- Guest Speaker
- Vote of thanks to Guest Speaker
- Minutes of last meeting
- Matters arising
- Vice Presidents' Reports
- Other business
- Tail Twister
- Final announcements
- Close of Meeting

President's Fact Sheet 30 Global Membership Approach (GMA)

Q3 District has committed to participating in a process known as the "Global Membership Approach (GMA)" to support districts worldwide to increase membership growth and retention.

This year the DG is the GMA Support Lead and will drive this GMA process. This position will manage the process by working with the DG Team, the GAT Coordinators and Zone Chairs on plan development, implementation, and accountability.

What is the Global Membership Approach?

The Global Membership Approach combines a planned strategic approach and a set of resources for Q3 district teams to use to develop membership by:

- Rejuvenating the Q3 district with new clubs
- Revitalizing Q3 clubs with new members
- Re-motivating existing members of Q3 clubs with fellowship and exciting service.

And, please remember, members are numbers on a graph – they are people to help serve, help run our clubs, come up with ideas and become our friends..

What has happened in our district as we adopted the Global Membership Approach?

We have built a team of experienced, and enthusiastic Lions which includes the Global Action Team, DG, and the Zone Managers.

We have developed a Q3 5 Year Strategy - we identified the needs of our area through a SWOT analysis and focused discussions with cabinet members and clubs. We then identified strategies to help us achieve our targets – to increase membership through improving the membership experience

How is the Global Action Team (GAT)involved?

Our DAT team includes the Leadership Team, Service Team, Extension Team, Membership team and Zone chairs with the DG serving as chair. It is the primary resource for the Global Membership Approach.

In our Q3 district the GMA Leader is responsible for ensuring that the Global Membership Approach is implemented. DAT Team Leaders provide support, advice and training to ensure the Q3 5-year Strategy is implemented.

How can clubs support the Global Membership Approach?

Engagement of members at the club level is the foundation for successful membership growth and retention. This can be done through a simple club planning process. Typical planning would start by asking members.

"If we continue as we are where will our club be in 5 years' time?"

From there a SWOT (Strength, Weaknesses, Opportunities and Threats) analysis will clarify what needs to be done to plan for the next 5 years.

Our DAT team and Zone Chairs are very willing to assist clubs in their planning process. Please ask.

For more information on the GMA process visit

<https://www.lionsclubs.org/en/resources-for-members/resource-center/global-membership-approach>

FACT SHEET 31 - DISTRICT & CLUB ACTION TEAMS

In District 201Q3, your **Action Team** promotes and supports service, leadership, extension and membership activities, at the **Club** and **District** level.

Leadership, membership, extension and service impact each other. Each of these key areas influences the others. Great leaders can drive membership, extension and service. Great service can inspire new service-minded people to join us and give Lions opportunities to lead projects. And membership growth including new clubs increases service impact and produces new leaders who can guide clubs into the future.

We have purposefully taken the ‘*global*’ initiative (global can be defined as *relating to or encompassing the whole of something, or of a group of things*) and focused on how we can best enact this by directly supporting clubs and individuals in our district. There are four teams.

- **Service Team**

The Service Team will champion the service framework of Lions Clubs International (LCI), as well as promoting our National and District service projects/foundations to maximize impactful service, action and growth. They also provide support to Clubs when recording service hours.

- **Membership Team**

Promotes ideas, tools and strategies to assist Clubs to value membership by recruiting new members, engaging and retaining existing members.

- **Leadership Team**

Helps people grow into Lionism by arranging and delivering local leadership and Lions Information Sessions and promoting International and Multiple District learning activities.

- **Extension Team**

Looks for ways to create new opportunities to serve through creating new clubs, specialty clubs and club branches, and promoting the benefits of each type of club to our members,

DISTRICT ACTION TEAM	
Service Team	Leadership Team
Coordinator - Debbie Williams Team Members: • Marcia Jensen	Coordinator - Ian Langford Team Members: • Steve Hood
Membership Team	Extension Team
• Lisa Gourlay (District Coordinator) Team Members: • Peter Jensen	Coordinator - Rodd Chignell Team Members

The process also works at club level. Whether you choose to call it a Club Action Team, your club has equivalent positions on your Board – the Club Service Chair, First Vice President and Membership champion the service, leadership and membership (including extension). Members of the District Action Team look forward to working with you!

Your club-level team is responsible for:

- Promoting the importance of service and reporting service projects
- Developing action plans for your goals to grow membership, strengthen service and develop good leadership
- Submitting monthly membership reports, (if the Lion Portal requires it)
- Providing orientation to new members
- Strive to achieve and apply for the Club Excellence Award
- Communicating with your zone chairperson and the District DAT leaders about support needed, successes and upcoming meetings/service projects

As the club president, you'll serve as the club chairperson of your club's Action Team. Your key responsibilities:

- Ensure the election of a club service chair, membership chair and a leadership development chair (VP)
- Support member engagement by creating a harmonious club atmosphere. Make members feel part of the Lion family while serving the local community
- Ensure club leadership development, membership and service plans are presented and approved by the club's board of directors
- Facilitate regular meetings to discuss and advance initiatives established by the DAT.
- Collaborate with the DAT and other club presidents to further those initiatives focused on membership growth, leadership development and expanding humanitarian service
- Be an active member of the district governor's advisory committee of the zone in which your club is located to learn and share best practices.
- Share successes, opportunities and needs with all club officers, the DAT members



Lions Clubs make local communities better places. People in your community know that they can count on your Club for support. Lions work on a diverse array of community service projects and each Club is responsible for the quality of that service.

Considerations for choosing service activities fall into five main areas:

1. Activities relevant to the needs of your community.
2. Activities that support the key Lions Clubs International Global Causes – Hunger, Diabetes, Childhood Cancer, Vision, Environment, Youth, Disaster Relief and Humanitarian Causes.
3. Activities that support causes and programmes run by Lions Australia e.g. Youth of the Year, Lions Biggest Barbecue, Children of Courage.
4. Support for LCIF and ALF, as well as applying for grants from these.
5. Anything else that you choose.

Selecting Service Activities

Most Clubs achieve a balance between local, national and international service activities – the percentages in the balance are up to the Club. You may develop a rough formula e.g. 60/30 /10.

Involvement of members in selecting activities will generate new ideas, increase member participation in activities and improve member satisfaction.

It is a good idea to review your club's goals before choosing activities. Look closely at your resources - time, budget and volunteer hours and abilities - before committing to a project.

Planning Service Projects

Once you have selected a service activity, it is time for planning.

- Establish the goal of the project – what do you want to achieve?
- Give the project a name – this is valuable for promotional purposes.
- Assemble the project team – consider what is needed to successfully complete the project and seek out club members with those skills.
- The project team leader/s will then establish a work structure – deciding how the project will be done, and who will do what.
- Prepare a timeline to keep the project focused.
- Use media to provide advance notice of your project and active updates that highlight progress.

Monitoring Service Projects

- Communicate – keep in touch with project team members.
- Communicate – keep the Club informed.
- Review progress at regular intervals and provide motivation along the way.
- Encourage adjustments to the project team's plan if necessary – issues may arise that require modification. The important thing is to successfully complete the project.
- Report the project through the new Lion Portal.

Evaluating Service Projects

- Upon project completion, compare your results to the goals established – do they align?
- With the project team, analyse the process – what did the project team do well? What could be improved? An honest evaluation will help your Club to do even better next time.
- Document key points and recommendations for future reference.

Celebrating

- Acknowledge the contributions of all involved – your recognition is important.
- Celebrate and take pride in knowing your Club made a positive impact.
- Report your activity through the Lion Portal.
- Promote your success on social media, in the local paper etc.

Major Service Activity

The cornerstone upon which every successful Lions Club is constructed is a major service activity that involves every member of the Club. The activity must be of significance to the people of your community. Only then will it attract their interest and imagination.

Strong emphasis on a major activity will build community support. It will strengthen the unity of your membership and enhance membership participation in projects sponsored by the Club.

Major Fund-Raising Activity

We must fund our service activities. Many Clubs hold a major fund-raising project where the community can contribute funds.

Every member should bear some degree of responsibility for establishing, organising and effecting the project. Membership involvement is the key to Lions Club effectiveness.

Insurance

It is important that you ensure any project 'out of the ordinary' has sufficient insurance coverage. If you are uncertain, please check with insurance@lions.org.au to make sure.



President's Fact Sheet 33 **Disaster & Emergency Relief**

From time-to-time Lions clubs within the district plan and organise disaster or drought relief efforts, especially if it affects their local communities.

Organising clubs are asked to advise the District Governor of such plans so that the District Governor can gauge the extent of such relief efforts and be able to respond to any enquiries or media requests.

It would be appreciated if clubs could provide the following information to the District Governor via email to ensure the correct information and acknowledgements are given when required.

Club Name:

Date:

Club Contact:

Contact Number:

Disaster/Emergency Type (Eg Flood/Fire/Drought)

Support Given (eg Volunteers/BBQ Equipment/Vehicle/other equipment)

Amount:

Donation to (eg District/ALFLCIF/Local organisation)

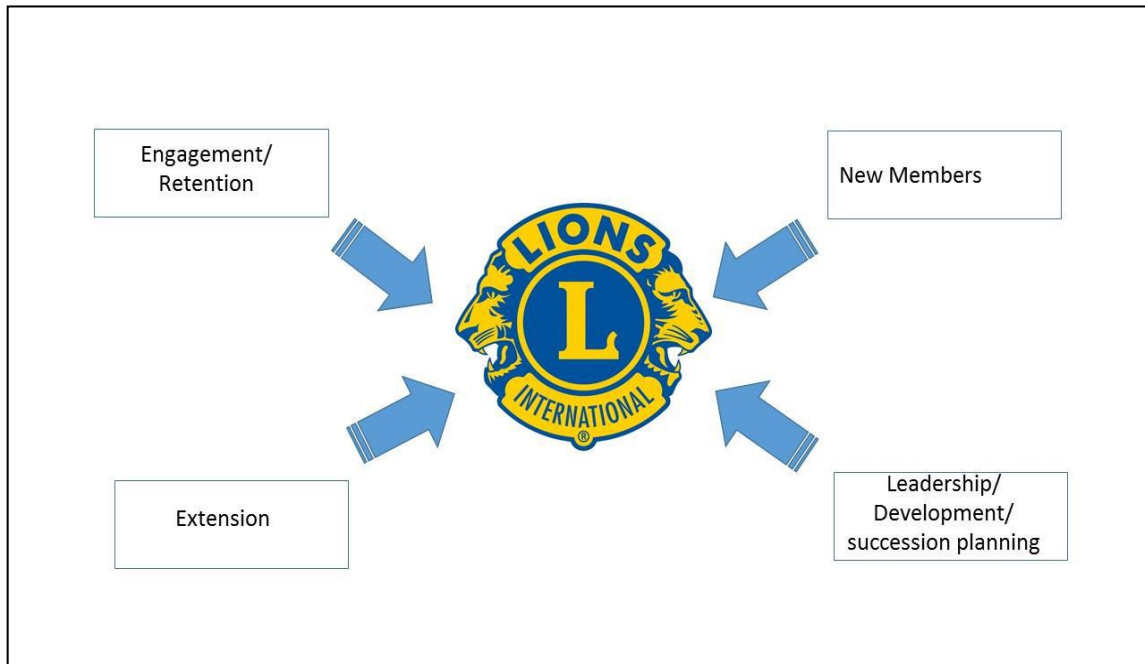


President's Fact Sheet 41 - Membership

Primary responsibility for membership rests with the Membership Chair. All members have a role and responsibility in maintaining and engaging membership. The **District Action Team (DAT) Manual** contains more comprehensive information. It is important to remember (and remind people) that membership is not about numbers on a graph – it is about getting more people to help us serve.

As the ongoing sustainability of the Club is in your hands, here are the **key principles** from that manual...

Overview



Engagement/Retention

It is easier to keep members than find new ones. Are members happy and contributing? Do they feel valued, listened to and appreciated? Does your Club meet the needs of the demographics of members and the local community?

Would you encourage your friends to join the Club? If not, what do you need to change so that you would?

New Members

We are regularly looking for new members, and all members are encouraged to attract new members into the Club.

Membership growth is seldom a problem if a Club has gained community recognition and appreciation. Active people in the community will be attracted to the Club. Both the Club and individual members should encourage potential new members by increasing their knowledge of Lions Purposes and by engaging them in Club activities.

The Membership Chair from the **District Membership Team (GMT)** may send your Membership Officer the details of a person who has contacted Lions Australia and stated they are interested in

joining our organisation. It is critical that your Membership Chair follows up these leads – by phone where possible, as soon as possible.

Extension

Is there an opportunity to start a new Club or Club Branch in your area?

Membership Committee

You may consider a Membership Committee, consisting of at least three members, one of whom would be the Chair.

There are several ways you can look at the makeup of this committee; here is one option:

- 1st Year Member - Responsible for new members and members' welfare
- 2nd Year Member - Focuses on Leadership & Retention and is the Committee Deputy Chair
- 3rd Year Member - Concentrates on Extension and is the Committee Chair.



President's Fact Sheet 42 – Club Welfare

The President's skills as a leader and communicator will determine how effectively his/her objectives are realised. The aim is to achieve a harmonious Club, working together in the spirit of Lionism and the living the motto, 'We Serve'.

An important aspect of the President's role is to maintain that harmonious relationship. Be alert for any signs of disharmony within the Club and act to defuse the problem.

In any group of people, there will be times when personal differences develop. It would be naive to imagine that all of these can be overcome. However, much can be done to minimise problems and persuade the members concerned to 'agree to disagree' in the best interests of the Club.

Remember that there are techniques for the resolution of conflicts and do not hesitate to seek advice from senior Lions if you feel the situation is getting out of control. The principle of resolution is embodied in the **Lions Ethics**.

Please be aware of Lions Australia Code of Conduct and the Complaints Handling
[2022-LIONS-CLUB-CODE-OF-CONDUCT.pdf \(lionsclubs.org.au\)](#)
[20221202-CSO-Complaint-Handling-Procedure.pdf \(lionsclubs.org.au\)](#)

Presidents should consider designating a **Club Welfare Officer** to ensure that the welfare of Club members is supported. Each of us suffers a personal disappointment or health issue and needs the support of others. Who better to come to support than our Lions' friends?

Once a year, set aside a meeting to review how people feel about your Club.

President's Fact Sheet 43 - Inducting a New Member

The induction of a new member is very important.

For most of us, it is a once in a lifetime experience and ought to be treated as such. Usually, the president conducts the induction. Some Clubs ask a senior Lion or the Membership Chair to perform the induction, whilst involving the President. Whatever works for your club!

Any ceremony demands the attention of the whole Club. The best way to ensure this happens is good preparation.

Before you begin, decide where you, as President or Chair, the sponsor, and the inductee will stand. Make sure you have a visual focus to back up your presentation, such as your Club's flags, banner and bannerette displays.

Many Clubs like to involve the inductee's partner in the ceremony, by having him/her join the group before the Club. This is a good idea, provided you give the partner an active role.

Copies of standard induction ceremonies are readily available from the LCI website [me22_en \(2\).pdf](#).

These form a good basis for your planning, but you needn't follow them verbatim. When Lions have heard the same format for many years, it tends to lose its ability to hold the audience's attention. You should vary the programme to suit the needs of your Club or the inductee. For example, it may be appropriate to shorten the format for a re-joining Lion or inducting multiple new members.

As well as inducting the member, ensure the sponsor (or mentor) is aware of their responsibilities to support the inductee.

The **District Governor's A1 Membership Award** encourages new members to complete a range of functions/activities in their first 12 months of membership.

For full details, see **Annexure 1**. It details the criteria for the Award.



It is important that members know their service is noticed and valued.

Lions Clubs International has an extensive recognition programme to reward Lions for special achievement. Recognition can also be a more personal reinforcement; informal recognition.

From a simple “thank you,” buying lunch, sending a note... Club leaders should be creative in their efforts to let others know they appreciate their hard work.

For more ideas, refer to the publication *The Art of Recognition* on the LCI Web site. Some options are...

- **Recognise Club Members**

Recognition is an excellent way to maintain morale in the Club. Clubs may determine guidelines for honouring the service of its members. The Secretary is responsible for maintaining accurate awards records and ordering awards.

Awards honouring outstanding service are available from the Club Supplies Catalogue. Awards should be ordered as early as possible to ensure timely delivery.

- **DG Excellence in Service and Distinguished Service Award**

Details are at Annexure A. These awards are usually presented by the DG Team representative during their Club visit but are available anytime.

- **Awards and Fellowships**

Many Lions Projects have pins, awards and Fellowships that Clubs may consider purchasing to recognise excellent service.

Prices range from US\$25 for a pin to US\$1,000 for a **Melvin Jones Fellowship**. Details are on the LCI and Lions Australia websites.

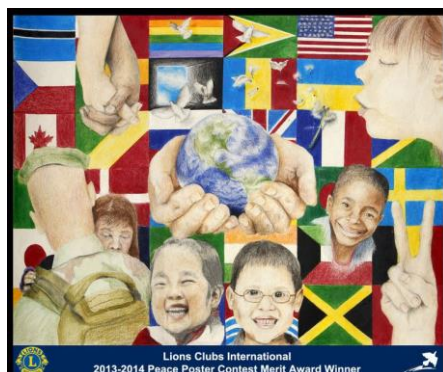
- **Membership Awards**

Descriptions of the various membership award programmes are available on the LCI Web site.

- **Recognise Community Members**

Members of the community assist Lions Clubs. We can recognise them by awarding them an award or fellowship, or DG Excellence in Service or Distinguished Service Award. Some Clubs hold an appreciation dinner for community residents who helped their Club.

The most important and immediate recognition is to say “thank you” – at the time of the good deed and then at the Club meeting.



President's Fact Sheet 45 - Social Activities

It is important to organize and promote social activities.

- Good fellowship promotes solidarity, efficiency and quality results. The choice of programme and social functions can be as important as some of the Club's project activities.
- Ensure that a member has the responsibility for the organization of social functions. The cost of such activities must not become a burden on members.
- When selecting social activities, be creative and stretch your members' experiences.
- Some Clubs schedule a social night when there are five of their meeting nights in a month (e.g. if they meet on 2nd and 4th Tuesday, they also do something on the 5th Tuesday).
- Social activities do not have to be long – a visit to a coffee shop after a service activity is a good way to wind down, de-brief and reflect on a job well done.
- Consider breakfast, morning tea, lunch or dinner opportunities... or fish and chips in the park. Visit a nursery, art gallery or see a movie...
- Try barefoot bowls or ten pin bowling, axe throwing or archery, ride the Rattler or roam along the riverfront - innovate!
- But be careful not to become a Social Club – service is our bread and butter



District Leadership Team (GLT) - Introduction

The District Leadership Team (DLT) is one of three teams in the District Action Team. Team members will make a range of learning opportunities available throughout the year and are available to speak with Clubs or Zones about what they can offer, or to run customized information or review sessions.

Growing leaders in your Club is a key responsibility for you and the Club's Vice President, who, in the Standard Club Constitution, is the Leadership Chair.

The following support tools will help you during your year and beyond. In reviewing this information, you may decide to encourage the rest of your leadership team and other Club members to expand their own knowledge and undertake some of the activities.

Leadership Development

In the Standard Club Structure, leadership development is the responsibility of the First Vice President.

For the purposes of your leadership development in District 201Q3, we are referring to:

- the skills and knowledge required for formal positions of responsibility (e.g. on the Club Board).
- skills and knowledge for people who accept responsibility for projects or parts of projects.
- understanding how Lions works, what projects we have, how we are structured, our language and history.
- preparing for the 'next step' in Lions
- thinking strategically about your Club and Lions generally
- preparing for a role on District Cabinet.

Club Officer Orientation

District 201Q3 conducts **forums** for Club members and officers. All are welcome to participate. These programmes benefit skill development, knowledge and personal growth.

- ◆ Look for the details and organize attendance... dates / times / locations.

Training resources detailing the responsibilities of the Club President, Secretary and Treasurer are available in the Leadership Resource Centre on the LCI Web site at

<https://www.lionsclubs.org/en/resources-for-members/resource-center/leadership-development>

For more details of the content, see **Fact Sheet 74** – ‘*Learning Activities and Useful Info*’. The Leadership Division at International Headquarters manages these valuable resources.

The

- ◆ Manuals provided at **Club Officer Forums** are available for all members at...

[InfoCentre - District 201 Q3 \(lionsq3.org.au\)](http://lionsq3.org.au)

Developing yourself

Club members will be looking to you for motivation, inspiration and guidance. Together, your leadership team will help keep the Club moving towards its goals by involving members on committees and/or service projects and providing opportunities for leadership experience.

Giving members responsibility, praise and appreciation will encourage them to remain with the Club and grow the leadership pool.

You should identify potential leaders and encourage their development. Once you have identified future leaders, the Club Leadership Committee should develop plans to mentor and provide training opportunities and Lionism experience both within and outside the Club. As an effective leader, you will want to identify and develop your successors.

Quality **succession management** is a key factor in successful Clubs.

LCI offers a variety of **leadership development opportunities** for Lions Club members.

- **Lions Learning Centre** <http://members.lionsclubs.org/EN/resources/leadership-resource-center/lions-learning-center/index.php> helps sharpen knowledge of Lions fundamentals and leadership skills through online, interactive courses.
- Available through the Lions Learning Centre, courses related to public relations, motivating members, managing meetings, public speaking and managing service projects are included. The purpose of these courses is to develop more effective Lions leaders. The courses can be completed at home, with timing that suits you.
- **Webinars** are interactive, online trainings sessions that use the Internet to connect the participants and instructors. A variety of topics is addressed through LCI’s webinars each year.
- **Lions Leadership Institutes** are 2 ½ day residential workshops that share information, practice skills and create networking opportunities. Your GLT Coordinator or Team Member will advise when they are held, what the attendance requirements are and financial support options. Participants speak highly of these experiences.



President's Fact Sheet 53– Prepare a Budget

It is important to understand the financial position of the club. In most cases, expenditure from the Community/Activities is discretionary, so it is easy to match expenditure to cash available or have a quick project to top it up if a worthy cause comes along.

However, this is not the case with the administration account. One of our proud boasts is the any money we raise from the community goes back to the community, so it is much harder to top up this account at short notice.

Therefore, it is important that you and your Club Treasurer (unless the outgoing Treasurer and Board have done so) develop a budget of all expenditure from the Admin Account.

It is not a complex calculation. First, list all the required and optional outgoings from the admin account. These include, but are not limited to:

- International dues
- Multiple District dues/levies/insurances
- District dues/levies
- Additional insurances (if paid from the Admin account)
- Mail box charges
- OFT fees
- Audit/accounting fees
- Costs of bringing on new members
- Any other recurring expenses that your Club pays from the Administration account

From this total subtract income that you know will go into the Admin account (eg containers for change from club members, tail twister).

The balance is what needs to come from membership fees, so set your fees to ensure you over the shortfall

The formula is:

Outgoings *minus* non-dues income *equals* funding required

Funding required *divided by* number of members *equals* minimum fees amount

It is a good idea to explain to members that their dues are subsidised by other income, so it is not a shock if that income ceases, and the fees increase. One club shows the calculation on the fees invoice as follows (figures may not reflect reality!):

Total Fees Payable	2.50
Less Club Subsidy	0.37
Amount payable	2.13

President's Fact Sheet 55– Committees and Chairs

We have said a number of times already that you can't do it all yourself. It is important that you appoint chairs and committees to assist you manage the club.

Your club may already have protocols about appointing committees, and who chairs them, for instance:

- Your club may allocate certain responsibilities or committee chair roles to the VPs and Directors
- Some committee members may be appointed for more than one year (subject to the approval of subsequent presidents).
- It may be that a member sees a role as 'theirs' (but see later about succession planning)

If your club already has a range of committees and Chairs, that is a good start. Here is a list (not exhaustive) of Chairs and committees you could appoint members or committees to oversee

<ul style="list-style-type: none"> • Constitution, ByLaws and Policy Minutes • Tail Twister • Welfare • Membership Committee • Leadership • Marketing 	<ul style="list-style-type: none"> • Cakes • Sausage Sizzle • Social activities • Lion Tamer • Meeting programme • Finance/Fundraising Committee 	<ul style="list-style-type: none"> • Projects (eg Lions Youth of the Year) • Webmaster/IT • Social Media • Future planning • Service Committee
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There are two positions that you can appoint that will ease the pressure on the Club Secretary:

Club Administrator – has no defined role except they have access to add membership and service activities to the Lion Portal – one less thing for the secretary to do

Club Service Chair – they can add service activities to the Lion Portal, but also promote and enable (through education) more, and more effective and efficient, service projects.

When appointing Chairs and committees, it is important to balance members' interests, experience in the position, succession planning, and the willingness to see new opportunities and ways to achieve.

Committees and Chairs do not work independently of you, the board or the club, so it is important to ensure their decisions are approved by members before implementation (eg a Board member has responsibility for reporting on behalf of a committee or a chair).

Committees and Chairs have many benefits for your club and the individual– they reduce what you as President have to do, involve others in club decision making, help people understand how the club works and that they can get involved, increase ownership of the club and its decisions, and provide learning, experience and confidence. And you may also be able to identify some future club and district leaders!

President's Fact Sheet 61– Zone Meetings

Each quarter, The Zone Chair will invite you to attend a **District Governor's Advisory Meeting (Zone Meeting)**.

Ideally, the President, Membership Chair and Secretary participate. In some cases, it is appropriate that the Treasurer, Vice President or Club Service attend. Any member of the Club is welcome and encouraged to attend.

These gatherings of Clubs in each Zone are important, as they are part of the link between the Club, District and Lions Clubs International. Your Club may have ideas that other Clubs can use, and you may pick up ideas for your own Club.

The Zone Chair will report on matters discussed at District Cabinet. Should you wish to raise a matter at Cabinet, please contact your Zone Chair.

The general format for these meetings involves reports on Club status and activities from each President (Q3 District has developed a reporting template for clubs to use. Your Zone Chair will send out the report template for you to complete prior to the Zone Meeting. Please send your club report to the Zone Chair by the due date they nominate, enabling them to circulate it to all clubs in the Zone prior to the meeting.

The report should include your service activities, social activities, membership changes and any challenges you see coming up for your Club. Dot points are easier to read than paragraphs. The written report means that clubs do not need to verbally report on all their activities at the meeting.

The Zone Chair, or a Club in the Zone, may propose a Zone project, competition or social activity, to enable financial costs or workload to be shared, and/or encourage fellowship among Clubs.

You should report on Zone Meetings at your Club, particularly regarding District activity and the projects being carried out by neighbouring Clubs.

Your Zone Chair will visit your Club twice in the year. Their contribution to your meeting will be at your and their discretion, but may include a District update, induction or educative talk. They provide a report on their visit to the District Governor Team.

Should you be looking for a sounding board or to discuss an issue within your Club, your Zone Chair is your first formal contact.



President's Fact Sheet 62 - District Governor's Team Club Visit

A member of the District Governor's Team (the District Governor or a Vice District Governor) will visit each Club to understand the operations of the Club and discuss Lions business matters.

You are encouraged to use this visit to strengthen your Club's relationship with District Officers. After setting a date for the visit, Clubs should give him/her time on the agenda to address members.

The District Governor Team Member will likely speak about the District Governor's theme and the International President's theme. They may present a Distinguished Service Award and/or an Excellence in Service Award to a member of your Club or community (nomination forms are at Annexure A), a District Governor's A1 Membership Award (for members who complete the criteria in their first 12 months of membership (also Annexure A) and/or make any other presentations during the visit.

The Cabinet Secretary will contact your Club to arrange the date of the visit and provide a list of guidelines. These include...

- **protocols** to be observed with these visits.
- ensure the District Governor or representative and their partner are introduced to all members prior to the meeting and provide a formal introduction prior to their address.
- meal costs for the DG/VDG and partner are an expense of your club's Administration Account.
- keep business to a minimum, with only essential matters addressed.
- no other guest speaker should be programmed for these official visits.

While there is no expectation that your Club will make a gift to the District Governor Team Member or their partner, the Cabinet Secretary will advise whether the District Governor has chosen projects to be the beneficiary of donations in lieu of a gift to the Governor, should you wish to contribute.

Throughout the year, Clubs are encouraged to advise the District Governor about major activities so they can attend or support you if they can.



President's Fact Sheet 63 - District Convention

District Convention is a great opportunity to network with Lions from across the District, find out more about Lions projects and hear entertaining and informative guest speakers.

It may also be the opportunity for a road trip/short holiday.

As President, you (or the Club Secretary) have some administration matters to attend to.

- Receive the email with details of the closing date for Notices of Motion and nominations for District and Vice District Governors and District Convention host and take necessary action
- Encourage people to attend and lead by example. Lions and Leos will learn a lot, build networks and your Club will benefit from the information and relationships that attendees gain.
- Vote for your voting delegates and complete the **Nomination Form for Delegates/Alternates** (only for Lions Clubs). The District Convention is the **AGM** for the District, and your Club is entitled to vote on matters presented for discussion and decision. The Cabinet Secretary will advise how many delegates you may nominate. The formula is set by the District Constitution
- You can also nominate **alternates**, who may vote if your delegate does not attend a session.
- **Remembrance Ceremony Form** – All clubs are asked for the name and a photo of members and partners who have passed away since the last district convention report, so they can be recognised in the memorial service.
- At District Convention, your delegates will be voting for the District Governor Elect and Vice District Governors Elect for the following year.

Candidates will send you their resume and other information. The Club can acquaint themselves with the candidates and inform the delegates how they would like them to vote.*.

- You can discuss the **Notices of Motion** to be voted on at Convention at a Club meeting to inform your delegates how the Club feels about the motions*.

* Delegates are not bound to the Club's recommendations, as they will receive further information during the debate on the floor of Convention.

Many of the motions are procedural, but there are always a couple that impact the direction of the District.

The Cabinet Secretary will send the Delegate Nomination form, the Remembrance Ceremony Form (both with instructions and due dates), candidate resumes and Notices of Motion to all Clubs in time for Clubs to complete and return them.

PREPARING YOUR ASSOCIATION'S ANNUAL FINANCIAL REPORT

INCORPORATED ASSOCIATION REPORTING LEVELS (The word association in the following paragraph refer to the Lions Club)

There are 3 different reporting levels, based on **the value of your Associations' current assets and revenue**:

- **Large**—the value of current assets is more than \$1 million **or** total revenue is more than \$500,000
- **Medium**—the value of current assets is between \$300,000 and \$1 million **or** total revenue is between \$150,000 and \$500,000
- **Small**—the value of current assets is less than \$300,000 **and** revenue is less than \$150,000.

NOTE: Current assets are only assets that easily convert into cash, which may be:

- cash, including in bank accounts
- shares
- accounts receivable
- short-term investments.

They do not include:

- property
- any depreciable assets (e.g. a car or equipment).

NOTE: Total revenue is your total income during the last financial year, before any expenses are deducted.

AUDITING AND VERIFYING

The Majority of Lions Clubs will fall within the **Small** reporting level based on the value of their assets and revenue. However, this should be confirmed following completion of the Annual Financial Statements prepared by your treasurer.

Whether you need to appoint a registered auditor or verifier depends on your reporting level.

Large Associations

You must appoint a suitable person to audit your Financial Statements. This must be:

- a certified accountant
- a registered auditor.

Medium Associations

You must appoint a suitable person to audit or verify your Financial Statements. This must be:

- a certified accountant
- a registered auditor
- an approved person—download an application for approval of auditor or verifier (Form 21) (<https://www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides>)

You must complete a full audit if your association is required to under another law, including the *Gaming Machine Act 1991* (e.g. if you have pokies).

NOTE: Amendments were also made to the Collections Regulation 2008, to replace the existing mandatory audit requirement for Associations holding a Certificate of Sanction. The new thresholds apply to revenue only and match those prescribed in the Associations

Incorporation Regulation. ie Audit requirements are in line with the OFT Regulations for Large, Medium and Small Associations.

In all other cases, verification is enough unless your members specifically want an audit. The verifier must view your Financial Statements. If they are satisfied, they will provide a written, signed statement, such as:

“I have examined the association’s Financial Statements and state that the association’s Financial Statements show the association has adequate bookkeeping processes in place to correctly record and explain transactions to enable a true and fair Financial Statements to be prepared.”

Small Association:

You must complete a full audit if your association is required to under another law, including the Gaming Machine Act (e.g. if you have pokies).

NOTE: See note relating to amendments to the Collection Act above.

(Generally, Clubs would not require to have their books audited under another law)

The auditor must be:

- a certified accountant
- a registered auditor
- an approved person—download an application for approval of auditor or verifier (form 21). (<https://www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides>)

In all other cases, verification is enough unless your members specifically want an audit or if the association’s constitution states that the Financial Statements must be audited.

NOTE: The 2024 revision of the Club Constitution forwarded to all Clubs to be adopted, removed the need for an Audit to be completed annually. The following Clause was inserted “Subject to the requirements of any statutory or regulatory provision from time to time in force, an audit of the funds of the Club shall be conducted at such times as the Board of Directors by resolution shall determine or if specifically requested by the majority vote of Club members. Any member of this club in good standing may inspect any such audit upon request at a reasonable time and place”.

This means that your President or Treasurer will need to verify your Financial Statements. If they are satisfied, they will provide this written, signed Statements:

“The association’s Financial Statements show the association keeps adequate Financial Statements that correctly record and explain transactions and enable a true and fair Financial Statement to be prepared.”

This signed Statement is to be attached to the Clubs Annual Financial Report that is prepared by the Treasurer and forwarded to the Office of Fair Trading with the Clubs annual return following the Annual General Meeting at which the Financial Report is adopted.

DISCLOSING REMUNERATION AND OTHER BENEFITS

From 1 July 2024 Incorporated Associations will need to disclose remuneration and other benefits at their annual general meeting (AGM), even if the amount to report is zero.

This applies to remuneration and benefits given to:

- Management Committee Members, Club Members and their relatives.

All Incorporated Associations must make this disclosure to members.

Remuneration

Remuneration includes salary, allowances and other entitlements.

It does not include reimbursement of out-of-pocket expenses.

Benefits

Benefits are all forms of compensation paid or provided by your association or on behalf of your association in exchange for services.

Management committees should be transparent and discuss what is considered a benefit with their members.

Making the disclosure

Your association must disclose remuneration and other benefits at its AGM in either:

- a document required by the Act to be presented at your AGM, for example your financial Statements, or
- a written remuneration Statements for the financial year.

It must include the total amount of remuneration paid and benefits given, and the number of people who were paid remuneration or given other benefits.

If your association did not provide remuneration or other benefits you can state this verbally, but it must be recorded in the AGM minutes.

The majority of Lions Clubs do not pay any members remuneration or other benefits and the following Statements would suffice

“For the 20??-20?? financial year the association did not provide any remunerations or benefits to any member.”

Should your Association pay a member or members any remuneration or benefit then the following Statements would suffice.

“For the 2023–24 financial year, the association paid (number) people a total \$(amount) in remuneration and benefits.”

PROCEDURES TO BE ADOPTED BY INCORPORATED LIONS CLUBS

The Associations Incorporation Act 1981 stipulates that all Incorporated organisations must hold an Annual General Meeting and our standard Club Constitution says that the AGM must be held within **180 days** (Rule 16, Section E) of the end of the financial year (Rule 18).

The Lions Club Management Committee determines the method of calling the Annual General Meeting, but the Secretary must give at least 14 days’ notice in writing and must state the business to be conducted at the meeting.

At the Annual General Meeting it is necessary that a quorum be established. (Refer Rule 16, Section F (1) and (2) detailed below).

- The quorum for a general meeting is at least the number of members elected or appointed to the management committee (Board of Directors) at the close of the association’s last general meeting plus 1.
- However, if all members of the association are members of the management committee (Board of Directors), the quorum is the total number of members less 1.

The following **agenda** should be followed:

- (a) Meeting opened (time)

- (b) Attendance
- (c) Apologies
- (d) Confirm that the minutes of the previous AGM are a true & correct record of that meeting.
- (e) The Annual Report by the retiring President is to be adopted.
The Club members **may** move that the President's report (which was presented at the Changeover Night) be taken as read before adopting the report.
- (f) A report may be presented by any other retiring Officers (If any given, such reports to be adopted).
- (g) If required under the Incorporated Association Reporting Levels the Audited Financial Accounts for the previous year be presented for approval and adopted.

OR

The financial statement prepared by the treasurer is to be perused by the president and presented adopted by the Club and the following Statement to be signed by the President / Treasurer is to be presented to the meeting for adoption.

“The Association’s Financial Statements show the association keeps adequate Financial records that correctly record and explain transactions and enable a true and fair Financial Statement to be prepared.”

- (h) Confirm the election of the Board of Directors (and the names are to be listed in the minutes).
- (i) An Auditor is to be appointed if required under the Incorporated Association Regulations.
- (j) Remuneration:
- (k) General Business
- (l) Meeting closed (time)

Suggested wording for the motions that need to be moved, seconded and carried at your Club’s AGM are listed over page.

Suggested Wording for Motions to be carried at the A.G.M.

MOTION ONE That the minutes of the Annual General Meeting held on _____, as circulated, are a true and correct record of that meeting.

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION TWO That the retiring President’s report which was circulated prior to the meeting be taken as read.

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION THREE That the Annual Report presented by the retiring President be adopted.

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION FOUR That the Annual Report presented by any retiring Chairman be adopted (if applicable.)

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION FIVE **(IF AN AUDIT IS REQUIRED: REFER DETAILS UNDER INCORPORATED ASSOCIATION REPORTING LEVELS)**

That the report and Statements of Income, Expenditure, Assets and Liabilities affecting the transactions and property of the club, duly Audited and Certified, for the financial year 1 July _____ to 30 June _____ be adopted; and that the Club Secretary is to lodge a copy of the Statement with the Office of Fair Trading Annual Return within one month of this meeting.

Moved by Lion _____

Seconded by Lion _____ and Carried.

OR

(IF NO AUDIT IS REQUIRED: REFER DETAILS UNDER INCORPORATED ASSOCIATION REPORTING LEVELS)

That the report and Statements of Income, Expenditure, Assets and Liabilities affecting the transactions and property of the club, for the financial year 1 July 20XX to 30 June 20XX be adopted and the Club President and / or Treasurer be authorised to sign a resolution stating that ““The Association’s Financial Statements show the association keeps adequate Financial Statements that correctly record and explain transactions and enable a true and fair Financial Statement to be prepared.” The Club Secretary is to lodge a copy of the Statement with the Office of Fair Trading Annual Return within one month of this meeting

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION SIX That the appointment of Club Officers who were duly elected to the Management Committee (Board of Directors) at the Lions General Meeting held on _____, be ratified. These officers will hold their respective appointments until June 30th 20XX.
(Such officers to be named in the minutes).

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION SEVEN **IF AN AUDIT IS REQUIRED: REFER DETAILS UNDER INCORPORATED ASSOCIATION REPORTING LEVELS**

That _____ be appointed Auditor for the 20XX-20XX Financial Year with the approval of the Office of Fair Trading.
(Note: The Auditor cannot be a member of the Management Committee).

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION EIGHT That this meeting notes the President’s statement that *“For the 20XX-20XX financial year the association did not provide any remunerations or benefits to any member.”*

Moved by Lion _____

Seconded by Lion _____ and Carried.

OR

That this meeting notes the President’s statement that *““For the 20XX–20XX financial year, the association paid (number) people a total \$(amount) in remuneration and benefits.”*

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION NINE (if not moved and adopted at a previous meeting)

That this Annual General Meeting of the members of the Lions Club of XXXXXXXXXXXX has reviewed the Income Tax status review worksheet and approves the assessment that the Club meets the requirements for self-assessing “Not for Profits” Organisations.

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION TEN:

That this annual General Meeting of the Lions Club of XXXXXXXXXXXX Hereby authorises XXXXXXXXXXXX to complete, sign and lodge the “Not for Profit” Income Tax review form acknowledging that the Club is Income Tax exempt and that the Club is not claiming any tax offset refunds for the income year.

Moved by Lion _____

Seconded by Lion _____ and Carried.

President's Fact Sheet 64A - Income Tax Exemption Self Assessment

Please refer to the District website <https://www.lionsq3.org.au> under the resources drop down box for a fact sheet titled "**Income Tax Exemption Self-Assessment**" for detailed instructions on how your Lions Club is to complete the annual self-review return to the ATO to remain eligible for Income Tax Exemption.

Step 1. **Update the Associates** (Lions Member) on the Clubs Australian Business Number (ABN) by contacting the Australian Business Register (ABR)

NOTE: The procedure to be followed is detailed on **Page 3** of the Fact Sheet and will be different for each Club depending on whether or not you are aware of whom your Associates (or Authorised contacts) are.

Step 2. **Connecting a personal Digital Identity to the Club's ABN.**

To access most Australian Government online services on behalf of an organisation, you need to link your personal myGovID to the ABN of the organisation, using an Australian Government authorisation service called Relationship Authorisation Manager (RAM).

Information about RAM can be found at the following link: <https://info.authorisationmanager.gov.au>

NOTE:

- The procedure to be followed is detailed on Page 5 of the Fact Sheet.
- It is recommended that you have at least two (preferably three) current Lions members listed as associates and to link their personal myGovID to the Clubs ABN.

Step 3. **Complete the Income Status Review Worksheet.**

The worksheet can be found on the following web page <https://www.ato.gov.au/forms-and-instructions/income-tax-status-for-self-assessing-non-profit-organisations-review-worksheet>

Download the form to your desktop and complete.

Section "A"

Q1 and 2 relate to your Club name and ABN details.

Q3. Period of Review: Answer; current financial year.

Q4. Reason: Answer; Annual Review

Section "B"

Q5. Does your organisation have only charitable purposes?

Answer: No

Section "C"

Q6. Does your organisation fall within one of the listed exempt entities?

Answer: Yes (Community Service Organisation)

Q7. Does your organisation meet all the requirements for that type of exempt entity?

The following is an extract from the ATO website. Copy and paste or type the following address to you search engine for further details:

<https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/your-organisation/does-your-not-for-profit-need-to-pay-income-tax/types-of-income-tax-exempt-organisations/community-service-organisations>

INCOME TAX EXEMPTION CHECKLIST – COMMUNITY SERVICE ORGANISATIONS

Your organisation will be exempt from income tax, and can self-assess its exemption, if it meets all of the following requirements:

- it is a not-for-profit society, association or club
- it is established for community service purposes (except political or lobbying purposes)

- it is **not** a charity
- it meets one of the three following tests
 - **physical presence in Australia test**
 - DGR test
 - prescribed by law test
- it complies with all the substantive requirements in its governing rules
- it applies its income and assets solely for the purpose for which it is established

Answer: Provided your board is in agreement that you Club meets all the above requirements, then you can answer YES to this question.

Section “D”

Fill in the details of the member who completed the worksheet.

The worksheet is to be submitted to a board meeting of the club during prior to holding your AGM or can be adopted at the Annual General Meeting.

The following Notice of Motion would suffice:

That this meeting of the Board of Directors of the Lions Club of ?????? has reviewed the income tax status review worksheet and approves the assessment that the Club meets the requirements for self-assessing “Not for Profits” Organisations.

NOT FOR PROFIT SELF-REVIEW RETURN

Once the details of the new associates have been updated on the Clubs ABN and they have linked the Club ABN to their myGovID they will be able to logon to the ATO’s Online Services for Businesses and complete the annual Not for Profit Self-Review Return. This is a separate form from the **Income Status Review Worksheet**. (*The Fact Sheet on the District Web Page provides more information*)

The return is not yet available on the web site, but the following link provided by the Tax dept will assist you in preparing to complete the form. Just copy the details to your search engine.

<https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/statements-and-returns/how-to-prepare-a-nfp-self-review-return>

The information provided in the link indicates that the form will be self-explanatory and easy to follow.

Remember that when completing the return form a Lions Club is a Community Service Organisation and not a Charity.

Once completed you will receive a lodgement receipt ID and next steps explaining that your organisation:

- has met its NFP self-review return obligations for the 2023–24 income year
- must lodge an NFP annual self-review return in future years unless its circumstances change and it's no longer income tax exempt.

The Club's **Constitution and By Laws** defines the procedure for the election of the Officers of a Lions Club. Club Officers should refer to their Constitution for advice on scheduling and requirements for the elections.

The Club Constitution requires that elections are completed by 15 April.

Nominations Committee

The Club President is responsible for the appointment of a Nominations Sub-Committee, preferably during December/January of each year.

This committee comprises a small number of experienced Lions, preferably under the Chairmanship of a past President. The task of the committee is to select at least one member of the Club to stand for each of the positions for the forthcoming year.

The committee may encourage newer members to stand for office and provide information about the roles. A clear distinction should be made between 'Club Office' as defined by the Club Constitution and appointments that are the prerogative of the Club President, following his/her formal election – the nomination committee should only deal with elected positions.

Prior to the date of the Nominations Meeting, to be held during February/March, the Nominations Committee should provide the President with a Nominations Report, submitting **at least** one name for consideration for each elected position.

The Nominations Committee does not control the appointment of office bearers for the coming year and it should be made clear to Club members that nominations will be called from the floor at the Nominations meeting.

Nominations Meeting

The Club Board sets the date, time and venue for the Nomination Meeting.

The Club Secretary must give fourteen days formal written (email is acceptable) notice of the venue, date and time of the Nominations Meeting to each member in good standing.

The notice may include a reminder that any member in good standing is entitled to submit nominations for any or all positions, subject to those nominated being in good standing and agreeing to serve.

(Note: The Constitution is clear that the names are to be submitted at the nomination meeting, not before).

Election Meeting

Following the nominations meeting, an election meeting must be held, in time to comply with MD201 reporting requirements and in accordance with the Club Constitution.

The Club (usually the Secretary) must give a minimum of 14 days written notice of the election meeting, setting out the time and venue of the meeting, and the names of people nominated for each position.

Further nominations cannot be accepted at the Election Meeting, other than in the circumstances outlined in Rule 14 Section C of the Standard Club Form constitution. (In brief, if there was no nomination at the nomination meeting, or the only nominee withdraws)

Notification of Elected Officers

Following the election meeting, the Club Secretary must immediately (but no later than 15 April) add the details of the elected officers in the Lion Portal

The Cabinet Secretary may extract the data from the Lion Portal to produce a spreadsheet with Club and Officer details to be sent to National Office for inclusion in the Multiple District Directory.

MANAGING V/S LEADING TEAM

Managers focus on	Leaders focus on
<ul style="list-style-type: none">• Goals and objectives• Telling how and when• Shorter range• System, resources and structure• Autocracy• Restraining• Maintaining• Conforming• Imitating• Administrating• Controlling• Procedures• Consistency• Bottom line	<ul style="list-style-type: none">• Vision• Selling what and why• Longer range• People and human nature• Democracy• Enabling• Developing• Challenging• Originating• Innovating• Directing• Policy• Flexibility• Horizon

President's Fact Sheet 66 - Multiple District Convention

Multiple District (MD) Convention is a great opportunity to network with Lions from across Australia and beyond, find out more about Lions projects, hear entertaining and informative guest speakers and watch the national finals of Youth of the Year and Leo of the Year.

As President, you (or the Club Secretary) have some administration matters to undertake.

1. Encourage people to attend. Consider attending yourself. Lions and Leos will learn a lot, build networks and friendships and your Club will benefit from information gained during Convention.
2. Complete the Nomination Form for Delegates/Alternates (only for Lions Clubs). The Multiple District Convention is the **AGM** for the Multiple District, and your Club is entitled to vote on matters presented for discussion and decisions.

Your Delegates vote on behalf of your Club. The Cabinet Secretary will advise the number of delegates your Club is entitled to

3. You can nominate alternates, who may vote if your delegate does not attend a session.
4. Complete the Remembrance Ceremony Form – all Club members and partners who have passed away since the last MD Convention report, so they can be recognised in the memorial service.
5. You can discuss the Notices of Motion to be voted on at Convention at a Club meeting, to inform the delegates how the club feels about the motions.

Many of the motions are procedural, but there are always a couple that impact the direction of Multiple District and it is useful for all members to be aware of them and have their say.

Delegates are not bound to the Club's recommendations, as they will gain further information during the debate on the floor of Convention.

The Cabinet Secretary will send the Delegate Nomination form, (both with instructions and due dates) and the Notices of Motion to all Clubs in time for the Clubs to complete and return them.



President's Fact Sheet 71 - Promoting Your Club

How your Club is perceived in the community is vital to its success.

Developing and implementing a comprehensive **public relations programme** helps ensure that community members recognize and support your Club. Public relations involve all forms of communication – written, verbal and non-verbal. It includes writing news releases, distributing promotional flyers, displaying road signs and promotional banners and interacting with a wide range of people in your area.

Equally important are actions often taken for granted, such as wearing a Lions lapel pin, being seen at community events and marching in a parade.

Your PR programme will encompass both ongoing Club publicity and promoting special events, such as fundraising and service activities.

Good public relations will foster community support, as people want to belong to a successful and reliable organization. By actively promoting your Club and its worthwhile activities, you will be projecting a positive image in the community.

Equally important is internal communication. Many Clubs find that preparing a **Club Directory** and publishing their own **newsletter** helps keep their members informed.

A communication tool that connects with a broad audience is the Club **Website**. The site can reach your audiences - both internal and external. A website is useful to make Club information and activities known to members. Use it for your Club calendar, membership information, meeting details etc.

A **Facebook** page allows you to get your current activities into members' and community minds immediately. Facebook is a great way to promote your Club. If your members 'like' the page and share or comment on the posts on the page, that post will go out to their friends. Some Clubs use a closed Facebook page to arrange and manage their activities.

You may also explore PR opportunities that are available through social media such as **YouTube**, **Twitter**, **Flickr** and **Instagram**. You can share your news, videos and photos with captions.

Be creative - a photo of person in a suit handing a cheque to another person in a suit is unlikely to pique interest. A photo of a small group of people doing something interesting will be more successful.

Write an article for the newspaper as best you can – make it as easy as possible for the newspaper.

The District has a **Marketing Chair** who can assist, or coordinate, PR activities with your Club's Marketing and Communications Chair.



Club Officer Report

Each year following the election of the Club officers, Clubs report their new officers on the Lion Portal by 15 April. It is essential that their contact details are up to date

This enables District, Multiple District and International to ensure those officers will receive correspondence and have appropriate access to the Lion Portal.

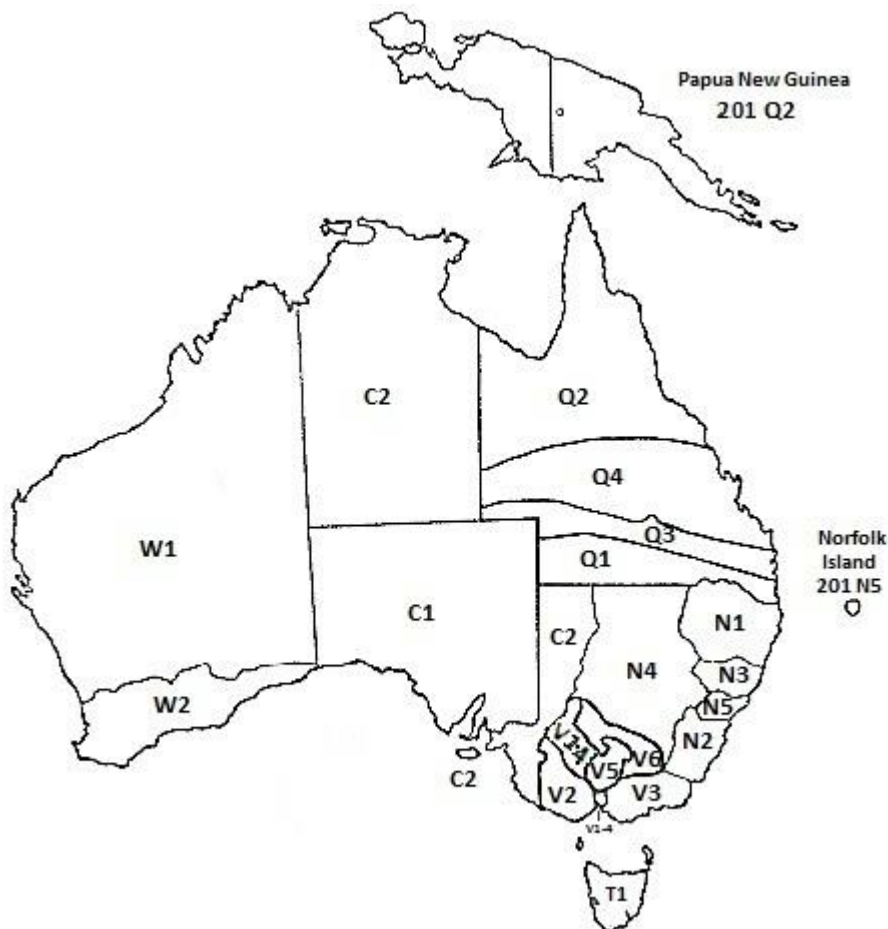
If you have any officer change during the year, or if an officer (or any member) changes their details, please record it on the Lion Portal and tell the Cabinet Secretary and District webmaster.

Lions Australia Directory

The Cabinet Secretary will use information from the Lion Portal (and possibly PU101s) to populate the **Multiple District Directory**

National office will advise the cut-off date for data for the directory – if Clubs do not meet the date, we cannot guarantee that the correct Club details will appear in the Multiple District Directory, or that materials and correspondence for the new Lions year be correctly routed.

Clubs order hard copy Lions Australia Directories from [Home Page \(lionsclubsshop.com.au\)](http://Home Page (lionsclubsshop.com.au)) towards the end of the previous year. An electronic version is available, and clubs will receive the link in new Lions year



President's Fact Sheet 73 – Handing over to a New Officer

How to hand over to a new officer

You have nearly finished your term and soon someone else will undertake this job. Thank you for your service. Please assist your successor to find their feet, with a smooth transition.

Whatever your role, there will be some items to consider:

- Are all paperwork/records up to date and correctly filed?
- Are assets listed, clean and in good order?
- What work is in progress and needs to be attended to?

Ask yourself –

- Do I leave this role in good shape?
- What would I have liked to have known when I started this role?

Before the new year starts, have a conversation with your successor.

- Explain what the role entails.
- Let them know what worked for you and what didn't but reinforce they should undertake the role in a way that suits them.
- What are their key relationships?
- Answer any questions that may arise – now and in the future.
- Reassure them that they can handle the job and they will have help along the way.
- Encourage them to attend the **Club Officer Forum** and access relevant on-line materials.

If you are taking on a role

You may be nervous about taking on a leadership role. You can achieve so much along the way. Things like confidence, public speaking ability, writing, mixing and speaking with strangers, project management and administrative skills.

We all start out new to any position and the more help and support we are given, the more we will enjoy the role. Listen to advice but do it your way.

Participate in a Club Officer Forum – the Cabinet Secretary will let your Club know when they are held.

John Bingham - a hero to slow marathoners everywhere, said '*The miracle isn't that I finished. The miracle is that I had the courage to start.*'

You have made the hardest decision – you are at the starting line. Remember to finish well.



President's Fact Sheet 74
Online Learning Activities and Other Useful Information

AS WE PREPARE THIS MANUAL, THE LION PORTAL IS NOT FULLY ROLLED OUT, SO WE CANNOT PROVIDE ACCURATE ADDRESSES FOR THE TOPICS BELOW. WE ALSO CANNOT GUARANTEE THEY HAVE TRANSFERRED TO THE PORTAL, OR THAT THERE ARE NOT NEW RELEVANT RESOURCES. WE WILL REVIEW THIS FACT SHEET IN A FEW MONTHS.

Here are a sample of resources available.

1. The Lions Learning Centre (LLC) helps develop leadership skills through online learning courses. Courses are categorized by key skills: **Leadership, Managing Others, Achieving Results** and **Communication**.

<http://members.lionsclubs.org/EN/resources/leadership-resource-center/lions-learning-center/index.php>

These courses typically take 30 to 60 minutes to complete.

You can *save and return* to complete a course.

Your **training record** is updated as you complete each course. You can download a copy from the Lion Portal.

Choose from the **Content Library**, which includes...

<ul style="list-style-type: none"> ◆ Club President Learning Path ◆ Club Secretary Learning Path ◆ Club Treasurer Learning Path ◆ Action Planning to Achieve District Goals ◆ Club Officer Training ◆ Club President Responsibilities ◆ Club Secretary responsibilities ◆ Club Treasurer Responsibilities ◆ LCIF ◆ Most Frequently Asked Policy Questions ◆ New Club Development ◆ Selecting Your Team ◆ Team Motivation ◆ Servant Leadership ◆ Succession Planning ◆ The Global Action Team 	<ul style="list-style-type: none"> ◆ Coaching ◆ Conflict resolution ◆ Decision Making ◆ Delegation ◆ Effective Listening ◆ Effective Teams ◆ Goal Setting ◆ Introduction to Live Virtual Training ◆ Introduction to SWOT Analysis ◆ Meeting Management ◆ Mentoring ◆ Promoting Innovation ◆ Public Speaking ◆ Time Management ◆ Working Together in a Mutually Respectful Environment ◆ The Service Journey
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1. LCI Member Resources

<https://www.lionsclubs.org/en/resources-for-members/resource-center>

There is a whole range of resources available:

- Different categories – Club Administration, Leadership Development, Membership Development etc
- Types of Resources – Presentations, Brochures, Guides, Videos etc
- Catered for Different Audiences – Clubs, District, Members
- Training information for Club officers, icebreakers and recognition hints, links to Lions Mentoring Program.
- Tips and ideas on planning projects

[Take some time to browse the LCI website to view some of these useful resources]

3. Also refer to the Lions Australia website (www.lionsclubs.org.au):

- Resources - Lions Clubs Resources - Lions Clubs Australia
- ✓ MD 201 Club Administration Manual (available on request from the National Office)
- ✓ Information Booklet for New Members (available through Club Supplies)
- ✓ Details of Lions Australia projects (e.g.: Youth of the Year, Lions Childhood Cancer Research Foundation).
- ✓ Lion Magazine
- ✓ Videos – Australian content

2. District website – (www.lionsq3.org.au)

- Club Officer Manuals
- The District newsletter
- Standard Club Constitution & District Constitution
- Q3 Child & Youth Risk Management Strategy (Child Safe Policy)

District 201Q3 Information

District Officers and experienced Lions are here to help you. Just ask!

District Cabinet contact details are in the Lions Australia Multiple District Directory and details for the **District Management Team** are at the end of this manual.

- Website [Home - District 201 Q3 \(lionsq3.org.au\)](http://Home - District 201 Q3 (lionsq3.org.au))
- Facebook Page <https://www.facebook.com/Lions201Q3>
- District Newsletter <http://201q3.lions.org.au/newsletter>.
If you want a copy to your in-box, please contact the Cabinet Secretary.
- Sign up for **Announce** – the District's messaging system.

Some Final Thoughts

- ✚ Build your Club in every way possible. Be an example to others and a credit to the community, the District and Lions Clubs International.
- ✚ As a leader, you have a sound knowledge of the community, the Club and the Association. Use this knowledge to target projects and build connections.
- ✚ The greatest achievements are reached through quality planning and a team effort, with effective delegation.
- ✚ Getting to know members will assist with building a team and SUCCESSFUL fellowship and service.
- ✚ Making members feel valued is essential to building a year of success. Members undertake important tasks when they see the value of the tasks. Ensure that everyone is clear on the planning, completion date and reasons for the activity.
- ✚ 'Do it now!' Write down the tasks to be done and number them in order of importance. Begin at number one and stay with it until it is completed. Review priorities as you go. Celebrate successful results.
- ✚ Use a diary. A diary can be an administrator's most powerful tool. It will reduce the incidence of forgotten projects and Club commitments and assist in maintaining priorities when time is short.
- ✚ Share your Club's achievements with others. Focus on how your Club has continued to prosper during your time as President.
- ✚ Recognize the support of partners and other community members.
- ✚ This Manual is prepared as a reference point. It is reviewed on an annual basis and is as accurate as possible at the time of publication. Any feedback will be appreciated. At the end of your term of office, report on the conduct of the Club's affairs for the year.
- ✚ Be kind to others (and yourself)
- ✚ **We wish you a most successful, fulfilling year of leadership and service.**



DISTRICT AWARDS / TROPHIES

Each year, The District Governor will present the following awards.

❖ **DISTRICT 201Q3 CLUB OF THE YEAR**

Presented to the Club which performs best across a wide spectrum of Club activities during the year. Information is gained from monthly Membership and monthly Activity Reports, District Chairs and other District records – refer to the next page for allocation of points.

❖ **DISTRICT 201Q3 CLUB PRESIDENT OF THE YEAR**

Presented to the Club President who has demonstrated high leadership qualities and achieved the President's objectives for the year.

❖ **DISTRICT 201Q3 CLUB SECRETARY OF THE YEAR**

Presented to the Club Secretary who has shown conscientious attention to all reports and prompt reply to correspondence, as well as performing his/her duties at the highest level.

❖ **DISTRICT 201Q3 CLUB TREASURER OF THE YEAR**

Presented to the Club Treasurer who has shown promptness in paying all club dues and accounts, and who carried out his/her duties efficiently and in the correct manner.

❖ **DISTRICT 201Q3 ZONE CHAIR OF THE YEAR**

Presented to the Zone Chair who has performed his/her duties to the highest standards.

❖ **DISTRICT 201Q3 ON-LINE PRESENCE AWARD**

Presented to the club which, in the opinion of the Social Media Chair and/or Webmaster, has a strong on-line presence, have regard to frequency and creativity of posting, and reach

❖ **DISTRICT 201Q3 CLUB MEMBERSHIP GROWTH AWARD**

Presented to the Club with the highest percentage membership growth.

❖ **DISTRICT 201Q3 CLUB SERVICE AWARD**

Presented to the Club with the best service activity. Photographs, press clippings and any other reports **must** be provided to the Global Service Team (GST) Coordinator by 31 July 2020 to allow adequate time for judging.

❖ **DISTRICT 201Q3 CLUB BULLETIN AWARD**

Presented to the Club that has kept its members informed and provided a record of past happenings. This will be judged on layout, information, photographs and general news items promoting Lions. Clubs need to forward their newsletters/bulletins to the Assistant Cabinet Secretary and Marketing Chair.

❖ **DISTRICT 201Q3 CLUB PUBLIC RELATIONS**

Presented to the Club that produces the best published story of the year.

DISTRICT 201Q3 CLUB OF THE YEAR

This competition is designed to identify and reward the Club within our District which performs best across a wide spectrum of Club activities during the year. Information is gained from monthly Membership and monthly Activity Reports, District Chairs and other District records.

- Club participation in the Youth of the Year 30
- Club members have attended at least one vision screening visit 20 per member
Maximum 160 points
- Club participation in the Youth Exchange Program 30
- Club participation in the Peace Poster Competition 30
- Club participation in the Children of Courage Awards 30
- Regular club projects are described in club policy minutes 20
- At least 12 Service Activities (not fund raising) reported on the Lion Portal 5 per activity
(max 120)
- Club contribution to LCIF 30
- Club contribution to ALF 30
- Completion of a project in five Global Causes 30
- Bonus points if projects completed in all eight of the Global Causes 20
- Club participation in Christmas Cakes Sales 30
- Increase in Christmas Cake Sales over last year's sales 20
- Club participation in Lion Mint Sales 30
- Increase in Lion Mint Sales over last year's sales
- Club has at least 20 new (not shared) club-related posts on social media 30
- Club has an article in non-Lions media 20 per article
- Club Bulletin forwarded to District Newsletter Editor and Marketing Chair 10 per bulletin
(Max 120)
- Contribution of articles for the District Newsletter 20 per article
(Max 120)
- Undertake and complete SWOT Analysis, Club Quality Initiative Program or similar 30
- Attendance at Club Officer Information Days 2024 25 per member
- Attendance at other District run Leadership Workshops/Seminars 20 per member
- Completion of Lions Institute Course (including FDI, LCIP) 20 per member
- Completion of on-line course through Lions Learning Centre 5 per member
- Attendance at District, Multiple District or International Convention 20 per member
(maximum 100 points per convention)
- Interclub visits made by at least three members 30 per club visit
- Members added during the year 30 each
- Additional points for each member under 40 inducted 10 each
- Dropped members (excluding transfer-out & deceased) minus 20 each
- *Monthly Membership Reporting on the Lion Portal by due date* 10 per month
- Semi-Annual District, MD and LCI dues paid by due date 50 per billing
- Sponsorship and chartering a new Club 200 (each)
- Sponsorship of a new Leo Club 50
- Attendance at Zone Meetings 20 per member
(max 160)

DISTRICT GOVERNOR'S A1 MEMBERSHIP AWARD

This Award is available to new Lions, Leo, and Lioness members who meet the following criteria in their **FIRST TWELVE MONTHS** of Service.

Each recipient received a framed certificate at a regular Club meeting from a member of the District Governor's Team, a Zone Chair or Lions member appointed by the District Governor.

Depending on when the criteria is achieved, the award may also be presented during the District Convention or District Changeover, by the current District Governor or Immediate Past District Governor.

Criteria

- Read and review material contained in the Lions New Membership kit.
- Attend
 - a board meeting of the Club.
 - a Club Development Day (by whatever name)
 - a Zone meeting
- Participate in a Zone Meeting, and at least two of the following events or initiatives:
 - District Convention
 - National Convention
 - International Convention
 - ANZI Pacific Area Forum
 - Lions Awareness Program Workshop
 - District led New Member Orientation Workshop
 - Lions Mentoring Program.
- Attend at least three (3) Club projects/fundraising events.
- Complete at least one online course through the Lions Learning Center
- Visit another Lions Club.
- Attend Club social functions.
- Attend a majority of their Club's regular meetings.
- Invite one or more guests to a regular Lions Club meeting.

Please promote this Award to new members and encourage them to work towards its achievement. Make a point of encouraging the new member's sponsor or mentor to help them achieve this award.

Please complete the application form below and ensure the Club President or Secretary certify it (their name is sufficient – no need to print and sign). Then send it to the Cabinet Secretary (cabsec.q3@lions.org.au) for approval by the District Governor.

**APPLICATION FORM
DISTRICT GOVERNOR'S A1 MEMBERSHIP AWARD**

NAME OF APPLICANT

.....
CLUB

.....
DATE OF INDUCTION

.....
DATE OF COMPLETION OF ALL CRITERIA

.....
We certify that the above member has achieved the Criteria established for this award:

CLUB PRESIDENT or SECRETARY

.....
(NAME)

(DATE)

APPROVED
DISTRICT GOVERNOR

.....
(NAME)

(DATE)

DISTRICT GOVERNORS' SERVICE AWARDS

On the recommendation of the Club President, the District Governor will confer Distinguished Service Awards and Excellence in Service Awards (up to a maximum of two Awards for a Club of less than 20 members, and up to three for a club of 20 or more) for Lions, Lionesses, Leos, Lions partners or members of the public. The Awards shall be presented by the District Governor Team during their official visit to the Club.

- At least one award must be an Excellence in Service Award.
- At the District Governor's discretion, they may also present awards at any time during the year.
- The award is a certificate

DISTINGUISHED SERVICE AWARD

This Award was first introduced into our District by the late PDG John Herman in 1997/98. It recognizes a Lion, Leo, Lioness, Lions Partner or a member of the general public for the good work they do in their community or for their service to Lions. The service may include, but is not limited to, fund raising, administration, service work, promotion.

EXCELLENCE IN SERVICE

This Award was introduced by PDG Beverley Bates in 2010/11.

It recognizes:

- a Lion, Lioness, Leo, Lions Partner or a member of the general public for the exemplary humanitarian service work they perform in the Community. The service work performed must be totally non-fundraising, hands on service. **OR:**
- Clubs who instigate Signature Service Projects in their communities. These must be totally non-fundraising, hands on and preferably of an on-going nature.

APPLICATION PROCESS

Application Forms for these Awards are available in the email about your Club's DG Team visit, from the Cabinet Secretary and this manual. Please complete the application and send it to the Cabinet Secretary (cabsec.q3@lions.org.au) for approval by the District Governor, prior to the official club visit by the District Governor or Vice District Governor.

Include a brief outline on the history of the recipient, to ensure a more personalized presentation.

Whether the nominee is a member of a Club or from the general public, it is an opportunity to approach the media in your area and have your Club promoted. These awards are worthy of consideration for those who are helping to create better outcomes for our Clubs and our communities under our motto "**We Serve**" and deserve the support of all Club Presidents.

NOMINATION FORM
DISTINGUISHED SERVICE AWARD or
EXCELLENCE IN SERVICE AWARD

Delete whichever is NOT applicable

Name of Recipient

Sponsoring Club

Reason for nomination

.....

.....

.....

◆ Is the recipient a member of the Lions family? Yes / No

If no, please provide brief detail of recipient's role or position.

◆ Has the Awardee been recognized with other Awards for this service? Yes / No .

If so, please indicate...

.....
Club President (Name)

.....
Date

.....
Approved by District Governor

.....
Date

DISTRICT 201Q3
2024 – 2025 MANAGEMENT TEAM - CONTACT DETAILS

District Governor	Lion Richard Williams (Lion Debbie)
1st Vice District Governor	Lion Narelle Gluer
2 nd Vice District Governor	Lion Stuart Matthews (Lion Barbara)
Immediate Past District Governor	IPDG Andy FitzGerald
Cabinet Secretary	Lion Danielle Runge
Cabinet Treasurer	PDG Bruce Unwin (Lion Diane)
Constitution By-Laws Chair	PDG Norm Alcock
Assistant Cabinet Secretary	PDG Beverley Bates

For all contact details

please refer to:

Lions Australia Directory
2024-2025

	DISTRICT	MULTIPLE DISTRICT
Address	Lions District 201Q3 PO Box 256 Kallangur Qld 4503	Lions Australia Locked Bag 2000, Newcastle NSW 2300
Phone	See above	02 4940 8033
Email	See above	admin@lions.org.au
Website	Home - District 201 Q3 (lionsq3.org.au)	www.lionsclubs.org.au
Facebook	Facebook	Facebook