



NAVIGATING TO THE FUTURE

**Lions Club Officer
Reference Guides
District 24-L**

July 2025

CLUB PRESIDENT

Duties & Responsibilities

- Preside at all club meetings and board meetings
- Represent the club at zone, region, district, and multiple district functions
- Appoint and supervise committees
- Develop and guide the club's strategic vision
- Foster collaboration among officers and members
- Review Lion Portal reports for membership and service
- Lead fundraising, service, and membership planning
- Attend Officer Training
- Identify future leaders/officers
- Understand Roberts' Rules of Order
- Work with secretary on tailored agendas
- Understand award criteria

Best Practices

- Prepare detailed agendas with the Secretary
- Meet monthly with committee chairs
- Set goals and follow up on club progress

Lessons Learned

- Members respond to visible, involved leadership
- Transparency and clarity promote unity

GAT Role

- Chair of the club's Global Action Team (GAT)

Tools & Technology

- **LionsVirtual.org:** Club president training, resources, agendas
- **AI Use:** Speechwriting, drafting communications, annual plans

Training Resources

- Club Officer e-Book
- President Training (Lions Learning Center)
- District-lead Officer's Training – in-person and on-line via our 24L website
- ELLI/RLLI Institute

CLUB VICE PRESIDENTS

Duties & Responsibilities

- Support and assume duties of the President as needed
- Oversee assigned committees or projects
- Participating in board and general meetings
- Prepare to assume higher office

Best Practices

- Serve as a liaison to a specific committee area (membership, service, etc.)
- Meet quarterly with assigned chairs

Lessons Learned

- The role prepares future Presidents—observe and learn

GAT Role

- Supports GLT at the club level

Tools & Technology

- **LionsVirtual.org:** Leadership development materials
- **AI Use:** Goal setting, project tracking, communication planning

Training Resources

- Vice President Orientation Materials (LCI website)
- District-lead Officer's Training – in-person and on-line via our 24L website
- ELLI/RLLI Institute

CLUB SECRETARY

Duties & Responsibilities

- Record, archive, and distribute minutes
- Maintain official club records and correspondences
- Update membership in Lions Portal
- Submit reports, officer lists, and service activities
- Order supplies and awards
- Work tailored agenda for club and board meetings
- Prepare and maintain club roster
- Prepare and maintain club calendar
- Attend Officer Training
- Enter new officer slate in the portal
- Track requirements for all awards – State Achievement, 100% Secretary, 100% Treasurer, Club Excellence – fill them out and submit through President when due
- Attend Zone meetings
- Order new membership kits at the beginning of the Lion Year – could also be done by Membership Chair
- Attend Fall Conference – 100% Secretary Award requirement
- Understand basic concepts of Roberts' Rules of Order.

Best Practices

- Use cloud storage for all club records
- Track deadlines with a shared calendar

Lessons Learned

- Organization enables long-term success

GAT Role

- Provides administrative support to GAT

Tools & Technology

- **LionsVirtual.org:** Templates for reports and letters
- **AI Use:** Drafting minutes, tracking to-do items

Training Resources

- Secretary e-Book
- Lions Portal video tutorials
- District-lead Officer's Training – in-person and on-line via our 24L website
- Club Officer Orientation

CLUB TREASURER

Duties & Responsibilities

- Collect dues and pay international (twice a year), state (once a year), and district obligations
- Maintain transparent financial records
- Prepare budgets and reports
- Submit 990 filings and ensure compliance
- Provide Treasurer reports for each board meeting
- Ensure Admin and Activities funds are not mixed
- Track requirements for 100% Treasurer
- Attend Officer Training – in person or virtual

Best Practices

- Reconcile statements monthly
- Keep separate accounts for Admin and Activity funds

Lessons Learned

- Financial clarity boosts trust and participation

GAT Role

- Supports budgeting for GAT-aligned initiatives

Tools & Technology

- **LionsVirtual.org:** Financial templates, dues schedules
- **AI Use:** Create statements, reminders, budget summaries

Training Resources

- Treasurer e-Book
- Lions Learning Center: Budgeting & Finance
- District-Lead Officer's Training – in-person and on-line via our 24L website

CLUB DIRECTORS

Duties & Responsibilities

- Participate in board meetings and vote on major decisions
- Serve on committees or lead specific projects
- Represent the interests of members

Best Practices

- Attend all meetings and stay informed
- Provide mentorship to newer members

Lessons Learned

- Directors help shape culture and sustainability

GAT Role

- Strategic support for GAT continuity

Tools & Technology

- **LionsVirtual.org:** Board governance tools
- **AI Use:** Drafting proposals, reviewing documentation

Training Resources

- Club Officer Orientation
- Board Governance Webinars

CLUB MEMBERSHIP CHAIR

Duties & Responsibilities

- Develop and execute recruitment and retention plans
- Coordinate onboarding, orientation, and engagement of new members
- Track trends and member satisfaction
- Work with secretary to ensure new membership kits are ordered at the beginning of the Lion Year and are prepared for member induction
- Attend Membership Chair Training
- Work with District GMT as required to share challenges, best practices, and lessons-learned and coordinate District-wide membership initiatives

Best Practices

- Assign mentors to new members
- Celebrate milestones (anniversaries, birthdays)

Lessons Learned

- Member engagement is key to retention

GAT Role

- Leads club's Global Membership Team (GMT)

Tools & Technology

- **LionsVirtual.org:** Campaign ideas, recruitment kits
- **AI Use:** Create recruitment materials, event ideas

Training Resources

- GMT Toolkits (LCI)
- Membership Chair Orientation
- District-lead Officer Training – in-person and on-line via our 24L website
- Lions Learning Center: Member Retention

CLUB SERVICE CHAIR

Duties & Responsibilities

- Coordinate service projects aligned with global causes
- Track and report service through Lions Portal
- Support project planning and volunteer engagement
- Take the Service Chair training
- Work with Public Relations chair to advertise Service Projects and successes
- Work with District GST as required to share challenges, best practices, and lessons-learned and coordinate/socialize International, District and State-wide service projects

Best Practices

- Conduct annual service needs assessment
- Work with PR Chair to share stories

Lessons Learned

- Documenting impact encourages member pride

GAT Role

- Leads club's Global Service Team (GST)

Tools & Technology

- **LionsVirtual.org:** Service project ideas and guides
- **AI Use:** Project titles, summaries, evaluations

Training Resources

- Service Chair Toolkit
- GST District Seminars
- District-lead Officer Training – in-person and on-line via our 24L website
- MyLion Help Center

CLUB LCIF COORDINATOR

Duties & Responsibilities

- Promote LCIF programs and campaigns
- Educate club about LCIF's global impact
- Track giving and promote local LCIF-supported initiatives

Best Practices

- Use visuals (videos, infographics) to tell LCIF's story
- Incorporate giving into service events

Lessons Learned

- Awareness drives generosity

GAT Role

- Supports GST by securing LCIF grants for service

Tools & Technology

- **LionsVirtual.org:** LCIF fundraising ideas, impact stories
- **AI Use:** Draft donor letters, campaign messaging

Training Resources

- LCIF Club Coordinator Guide
- Campaign 100 Tools
- LCIF Webinars

CLUB PR/MARKETING CHAIR

Duties & Responsibilities

- Promote club activities, service, and recruitment
- Manage online and print communications
- Collaborate with Service and Membership Chairs

Best Practices

- Post regularly on social media
- Develop a monthly content plan

Lessons Learned

- Visibility boosts engagement and partnerships

GAT Role

- Promotes GAT-aligned work to members and public

Tools & Technology

- **LionsVirtual.org:** Branding kits, story templates
- **AI Use:** Draft press releases, design flyers

Training Resources

- LCI PR Guide
- Lions Learning Center: Public Relations

CLUB LION TAMER

Duties & Responsibilities

- Set up meeting space: flags, banners, bell, equipment
- Store and maintain club property
- Assist with event logistics

Best Practices

- Use checklists to streamline setup
- Maintain an updated inventory

Lessons Learned

- Traditions create a welcoming, consistent club image

GAT Role

- Supports club readiness and visual branding

Tools & Technology

- **LionsVirtual.org:** Setup guides, equipment checklists
- **AI Use:** Create setup instructions, inventory logs

Training Resources

- Club Officer Orientation
- Event Planning Checklists

CLUB TAIL TWISTER

Duties & Responsibilities

- Foster fun and engagement at meetings
- Organize games, fines, humor segments
- Support morale and team spirit

Best Practices

- Plan inclusive and culturally appropriate activities
- Keep humor brief and uplifting

Lessons Learned

- Fun improves retention and meeting attendance

GAT Role

- Boosts morale for all GAT areas

Tools & Technology

- [LionsVirtual.org](https://www.lionsvirtual.org): Icebreaker ideas, Tail Twister tips
- AI Use: Generate jokes, trivia, raffles

Training Resources

- Tail Twister Tips (District Resources)
- Lions Learning Center: Team Building