

Waxahachie Lion's Club Club Reference Guide – 2018



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Lions Club International Code of Ethics

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self- respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

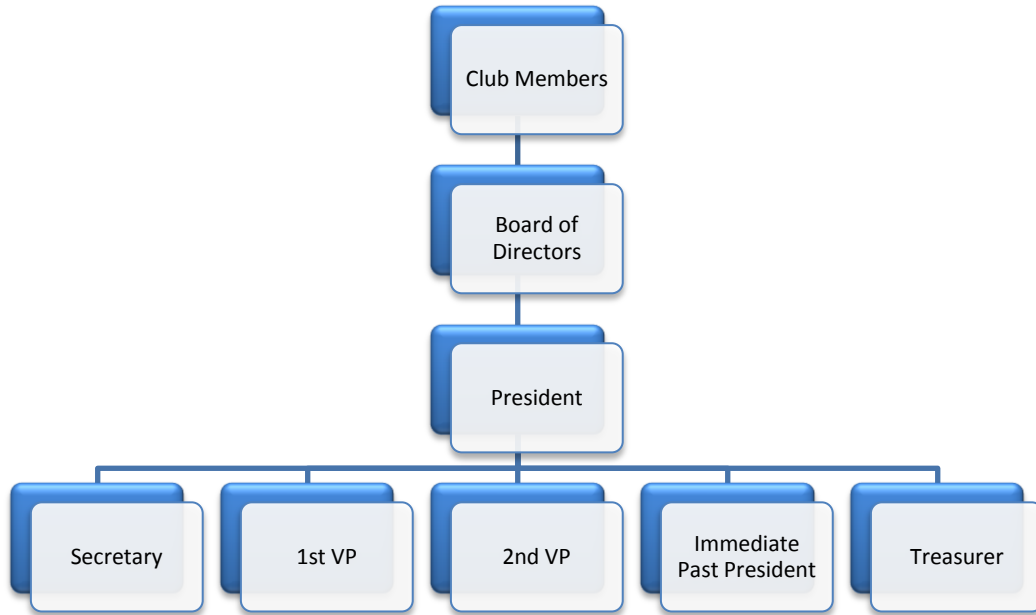
TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

Club Constitution and By-Laws

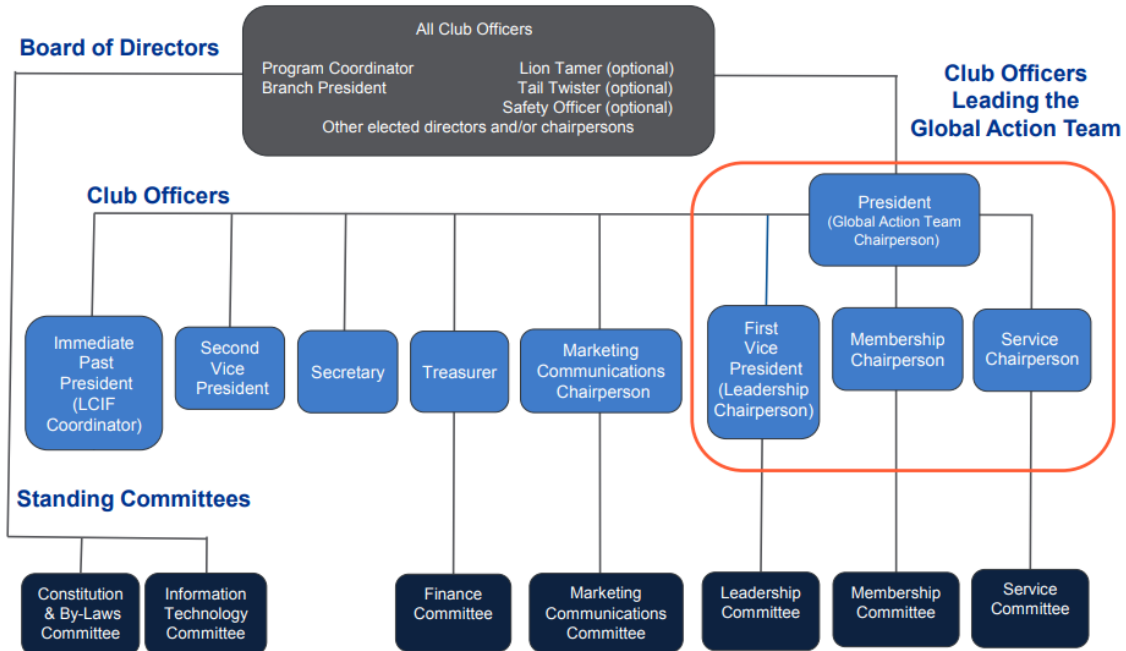
<http://www.lionsclubs.org/resources/EN/pdfs/la2.pdf>

Job Descriptions and Responsibilities

Club Leadership Outline



Standard Club Structure



Club Board of Directors

These include all current officers and the program coordinator, Tail Twister (optional), and other elected directors as the club sees fit. This is your leadership team - the club board of directors. Each board member fills a specific leadership role designed to ensure the successful operation of your club in providing needed service to the community. By understanding the roles and responsibilities of each member of the club board, you can help ensure that the skills of the member match the job you are asking them to do. It also ensures that no one officer is burdened beyond their willingness and capability to succeed. Review the job descriptions for these positions to match the skills and willingness of potential leaders to the appropriate role. Doing so will increase the likelihood that serving as a leader of the club will be a positive experience for each member on your team.

Job Descriptions

Club President – The club president is the chief executive officer of the club. He/she presides over meetings and calls the club to action to fulfill its program of service works; coordinating the efforts of board members and chairpersons to implement all activities of the club in both fellowship and service. The club president is also responsible for the work of the nominations committee, preparations for the election documents with the assistance of the club secretary and managing the election process as per the policies and procedures outlined in your club constitution and by-laws.

Club First Vice President – The club first vice president not only serves as a leader ready to step in for the president, but as a catalyst to annually assess club activities and then implement new goals in the next fiscal year as club president.

- Specific to WLC – Plans the 2 annual parties during the year.

Club Second Vice President – The club second vice president also stands ready to be in succession and serves as requested by the club president to lead specific committees or projects.

- Specific to WLC – Coordinates weekly programs with the help of the Marketing/Communications Chairperson.

Club Secretary - The club secretary keeps the history of the club's official proceedings, an accurate accounting of the club membership roster and assists in every communication effort to members. This board member serves as the communications liaison between club, district and association.

- Specific to WLC – Keeps all board minutes.

Club Treasurer – The club treasurer serves as the main book keeper for both club administrative and public funds from service activities. This includes the administration of membership dues invoicing and

collection, making deposits and recording expense receipts. The treasurer prepares, distributes and retains all financial reports and records.

Club Membership Chairperson - The club membership chairperson leads the charge in recruiting new members, orienting them into involvement opportunities with the club and nurturing relationships between established members and new members.

Club Service Chairperson - The club service chairperson coordinates all of the service activities chosen by the club as its program of works.

- Specific to WLC – Coordinates the concessions trailer and the events at which it will be.

Club Marketing Communications Chairperson – The club marketing communications chairperson keeps all of the activities of a club in the public eye and promotes the club and its service to the community

- Specific to WLC – Assists the 2nd VP in the coordination of speakers at weekly meetings.

Leo Advisor - To provide effective guidance, sponsoring Lions clubs appoint a Lion to serve as the Leo club advisor. This Lion should be someone who enjoys working with youth and engaging others in service.

Lion Tail Twister (optional) – This position promotes the fun and good fellowship at meetings.