

## PRESIDENT'S CHECKLIST

(Not in the order of occurrence nor importance)

1. Establish Goals - difficult, but achievable.
2. Be Positive and Enthusiastic in all you say and do.
3. Work on Club Calendar - Special events, Spouse's night, Projects.
4. Ask Secretary and Vice-Presidents to help establish your committees.
5. Be an Informed Lion and inform your members - Keep the Objects of Lions in their minds.
6. READ ALL MAIL - All mail is not junk mail.
7. Use an Agenda - include pledge, song, invocation.
8. Make visitors welcome - they are in your home.
9. Have interesting programs at every meeting - with periodic Lions Information.
10. Use your monthly Board Meeting for business. Only bring major items to the Club members. Invite your members to the board meetings.
11. Put your Tailtwister behind the podium. Don't just let him collect money.
12. Pay attention to protocol - your image depends on it.
13. Use a Club Bulletin/Newsletter to keep members and spouses aware of the Club's activities.
14. Encourage Club members visits to other Clubs and visit the different Charity Foundation's Board meetings.
15. Award for good work and sponsorship of new members.
16. Use sponsors to pep up lagging members.
17. Make the public aware of the Club's efforts and results.
18. Give every member a task, no matter how small.
19. Keep your Club's efforts in tune with community needs.

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20. The Region Membership Chair and Zone Chair are required to visit each Club at least twice during the year. Invite them to your functions.

21. Attend your Region/Zone meetings. They are required.

22. Support your District, Multiple District, and Lions International. Lions would be meaningless without them. See that the Secretary sends the monthly M & A's (Membership and Activity Reports) by the first of the month. Make sure your dues are paid to District and Lions International in July and January of your year.

23. Remember that new members bring new life. Encourage new members.

24. Indoctrinate and orientate new members. - Consider a special night. Everyone benefits from a question and answer period.

25. The New Club Officer form (PU 101) must be submitted by April 15 to the District and Lions International. Have the nominating committee begin work in January. Have your elections at the first April meeting.

26. Support District, Multiple District, and Lions International projects. You are part of the world's community.

27. Attend your District Cabinet Meetings, Mid-Winter Conference, District Convention, and District workshops. Encourage all your members to attend.