



# Club Service Chairperson

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**e-Book**



**Lions Clubs International**



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## **Welcome to the Club Service Chairperson e-Book!**

This guide is designed to support you in your role as the service chairperson for your club. It contains tools and resources for you to be successful not only in your individual role, but as a cohesive team member on the Global Action Team, with your fellow club members and officers.

It's easy to navigate the e-Book. Just click on the various sections contained in the Table of Contents to jump to each task you perform to fulfill your role. From there, you will find useful information and hyperlinks that take you directly to tools, resources and documents that will empower you to explore new ways to implement impactful service activities in your local community.

## **Prepare to Lead; Prepare to Succeed**

As the club service chairperson, you serve in the critical role of facilitating the development and implementation of your club service goals. You help your fellow club members assess community needs, plan and implement service activities, and report and celebrate the impact of your service. You also collaborate with your club membership chairperson to involve potential new members for your club during local service activities. The service your club provides to your community brings an opportunity to attract new members that share a passion to serve the needs of their local community.

Spend time learning about the role, attending training and planning to fulfill the responsibilities of your position prior to the start of your term in office. You will better support your club in providing premier service to your community.

## **Your Responsibilities as the Club Service Chairperson**

In this club officer role, your responsibilities are as follows:

- Collaborate with GLT and GMT club chairpersons and the club Global Action Team Chairperson (club president) to set club service goals that align with membership and leadership goals.
- Develop action plans to meet the service goals of your club, and that address the needs of the community.
- Develop and lead committees to implement the service plan.
- Include Leos in your club's service action plan, creating hands-on service opportunities for Leos and young people in the community to engage in service with your club.
- Report service activities to Lions Clubs International throughout the year as each is implemented.
- Serve as a club resource regarding community needs, best practices of other clubs' service activities and initiatives of Lions Clubs International and Lions Clubs International Foundation.
- Encourage full membership participation in club service activities throughout the year.
- Collaborate with the Membership Chairperson to promote membership drives and other opportunities to non-Lions during service activities.
- Participate in the District Governor's Advisory Committee Meeting (Zone meeting) when appropriate.

- Encourage club members to utilize the MyLion App to learn about local service activities and RSVP for projects.

### **Service Reporting**

- To report service, please go to the Member Login at lionsclubs.org and select MyLion.
- To learn more about why service reporting matters and how to report, please visit the [Service Reporting](#) page.

## **Our Global Causes**

Our Global Causes focus the efforts of Lions and Leos clubs on five service areas with the goal of tripling our humanitarian impact by serving 200 million people per year by 2021. They complement all of the great ways clubs serve locally and give Lions and Leos new opportunities to help meet the growing challenges facing humanity.

### **Diabetes**

Diabetes is the signature cause of Lions and Leos around the world with the goal of reducing the prevalence of diabetes and improve quality of life for those diagnosed.

- To find information and resources including Service Project Ideas, Project Planners and Strides for Diabetes Awareness, please visit <https://lionsclubs.org/en/start-our-global-causes/diabetes>.
- [Information for Diabetes Chairperson](#) - This webpage serves as a good starting point for your club to learn about the diabetes global cause and resources.

### **Environment**

Lions and Leos serve to strengthen the relationship between the community and its environment. We've seen how our stewardship of natural resources can improve quality of life and increase engagement in our local communities. Lions and Leos work to sustainably protect and restore our environment to improve the well-being of all communities.

- To find information and resources including Service Project Ideas and Project Planners please visit <https://lionsclubs.org/en/start-our-global-causes/environment>
- [Information for Environment Chairperson](#) - his webpage serves as a good starting point for your club learn about the environment global cause and resources.

### **Hunger**

Lions and Leos distribute food to schoolchildren, stock food banks, create sustainable community gardens and lead community food drives to fight hunger where they live and work.

- To find information and resources including Service Project Ideas and Project Planners please visit <https://lionsclubs.org/en/start-our-global-causes/hunger>
- [Information for Hunger Chairperson](#) –This webpage serves as a good starting point for your club learn about the hunger global cause and resources.

## [Childhood Cancer](#)

Lions and Leos are answering the call to expand access to life-saving treatment and support the children and families who need us most. We are working to give children with cancer a second chance at life. The next generation's ability to thrive is closely tied to the supports of the local community. Lions and Leos have seen and felt the effects of cancer on children and their families, and continue to bring hope through tangible service and support. Lions and Leos help those affected by childhood cancer survive and thrive.

- [Information for Childhood Cancer Chairperson](#) –This webpage serves as a good starting point for your club learn about the childhood cancer global cause and resources.

## [Vision](#)

We have a long history of serving the blind and visually impaired, and remain committed to continuing this mission into our next century of service. Leos and Lions work to prevent avoidable blindness and improve quality of life for people who are blind and visually impaired.

- [Information for Vision Chairperson](#) - This webpage serves as a good starting point for your club learn about the vision global cause and resources.

## [The Lions Online Global Advocacy Toolkit](#)

Lions listen to the needs of their communities and are voices to create change. Advocacy is a new way you can serve to further the mission of Lions Clubs International, Lions Clubs International Foundation, and the causes you care about. You can participate in advocacy by using your voice—through community awareness and education, legislation and public policy, events and partnerships. As community leaders, Lions and Leos can speak for those who need to be heard in front of those who need to hear them.

## **The First 30 Days in Your Position**

The beginning of the fiscal year is a crucial time for a service chairperson to complete many tasks. This includes reviewing the results of previous club assessments of community needs and previously implemented service activities. Upon review, it is best practice to complete a new [Club and Community Needs Assessment](#) since a community's needs are ever-changing. Another important task is to set up a system to retain club service activities records. You will also be preparing reports for the club board of directors, including revenues and expenses from fundraisers, service committee reports and decisions and actions taken by the club and board of directors in regards to club service.

## **Attend Club Officer Training Offered by Your District**

The training offered through your district is designed to assist your entire team of club leaders to be more effective as a leadership team and provides an opportunity for each officer to learn the basic skills of the most common tasks. Take time to regularly meet with other Global Action Team Chairpersons within the club and district to exchange ideas and successful strategies for growing membership, deepening service and developing leaders.

## **Establish the Service Activities Calendar**

To keep the members engaged and foster meaningful involvement, the service activities and projects calendar should be planned out well in advance and communicated continually to club members. A thoroughly planned club calendar with all meetings, events and service activities should be prepared by the club officers as a group while setting annual goals.

- Per direction from the club president, plan the major service activities and fundraisers and include in these in club calendar for the next fiscal year.
- Create an annual event calendar which is continually updated, publicized and readily available for the club members.
- Share event calendar with community leaders and other service organizations within the community.
- Recruit project chairpersons and follow-up regularly on progress of service activity planning.
- Share [project planners](#) and other service related resources from LCI's Resource Center with project chairpersons.
- Connect project chairpersons with GLT Chairperson to encourage and foster leadership development.
- Post your service activities on MyLion in order to promote the event and get community members involved.

- Prepare service activity reports for the quarterly meetings of the District Governor Advisory Board Committee meetings (zone meetings). Be ready to celebrate your successes and share best practices!
- Prepare press releases for local newspapers about the service activities completed by Lions within the community each month.
- Maintain a calendar of district and multiple district service activities if applicable to your area.

Check [Lions Clubs International Events Calendar](#) and create events in your calendar if applicable to your area.

This online calendar provides important information and dates of major service, leadership and membership programs, initiatives and events, including the International Convention.

### **Monthly Tasks**

As club service chairperson, you will monitor club service activities at different stages of planning or completion on a monthly basis. You will be preparing for meetings, keeping meeting minutes, completing follow-up and organize service activity project planning documents. You will also be communicating with the international association and district on a monthly basis.

As the club service chairperson, you will serve as the expert and liaison between the club and the community – it is important to regularly meet with club officers in addition to the GAT chairpersons within the club.

### **Prepare for Programs and Meetings**

- Be ready to share announcements and sign-up sheets at each club meeting for upcoming service activities. It is important to have sign-up sheets available to club members to take with them to share with community members interested in serving their community.
- Prepare or compile service activity reports and future activity promotional items for distribution at general membership and board meetings as requested by the club president.

## **Maintaining Service Activities**

A well-maintained project book is helpful for service activity chairpersons; providing step-by-step tasks from planning to follow-up for major service activities, some of which occur annually. This also eases the task for new incoming service activity chairpersons by providing a foundation for ensuring continuing success for your club's service activities.

- Always provide an ongoing update of all service activities for the general membership, committees and board meetings.
- Collect, distribute and retain service committee reports for permanent meeting records.
- Maintain necessary financial documentation for the club treasurer to provide if needed to local taxing or registering bodies.
- Work with the club secretary or treasurer to obtain [insurance certificates](#) as required for activities.
- At each meeting, record members who volunteer to participate in club and or community service activities. This will allow the project chairperson to know who will be participating and allow for non-members to be contacted about joining Lions.

## **Report Service Activities in MyLion**

Report service activities monthly. If you need a back-up, the club secretary may also report service activities on your behalf.

When you use MyLION, the service activities you report in MyLION are instantly available to your zone and region chairperson as well as the district officers.

## **Quarterly Meetings**

### **Zone Meetings**

As club service chairperson, you have a responsibility to participate as one of the key officers involved in at least one of the quarterly zone meetings each year. Zones consist of a group of 4 to 8 surrounding area clubs. The club officers from these clubs meet on a quarterly basis, usually during the first three quarters of the fiscal year, led by your zone chairperson. You can find all of your district officers' contact information on your club homepage of MyLCI. Look there for your zone chairperson's name and contact information.

[The Model District Governor Advisory Committee Meeting](#) - This guide assists both the zone chairperson and club officers in understanding what to expect at the quarterly zone meetings. Often times the zone chair asks a club to report regarding service, membership, leadership or other events. Each meeting may have a specific focus and provides an opportunity for club officers to

meet and learn from each other. Be ready to share your club's plan for service for the year and best practices with your fellow club service chairpersons.

## **Annual Events**

### **District/Multiple District Conventions**

Completing a service project in the community where your district convention is being held is a great way to collaborate with your fellow club service chairpersons and the district Global Action Team. Together you can make a positive difference in that community and let everyone know that Lions are there "to serve."

### **The International Convention**

This annual world-wide celebration of Lions service culminates with multiple service activities being implemented in the host city. This is also a great event at which you can explore new ideas and best practices to bring back to your club; to improve the local service you provide for your community's greatest needs.

### **Year-end Check List**

Complete Award Applications - Additional appreciation plaques, awards and Lions branded recognition products are available in the [LCI Shop](#).

### **Prepare Documents and Orient the Incoming Club Service Chairperson**

A notebook is often used to retain documentation of service activities project management, critical "check lists" of tasks and results of fundraisers or total participation in an event. If this is maintained on a monthly basis, it will be ready to serve as a reference for the incoming club service chairperson. If the club chooses to retain files electronically, all items that pertain to the documentation of service activities committee meetings should be included.

### **Legalities and Technicalities**

[Use of Funds Guidelines](#) - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.

[General Liability Insurance Program](#) - The International Association of Lions Clubs has a program of Commercial General Liability Insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.

- [Certificate of Insurance](#) - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own.

- [Supplemental Insurance](#) - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.

[Lions Trademark Overview](#) - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.

[Lions Clubs International Privacy Policy](#) - Lions Clubs International (LCI) and Lions Clubs International Foundation recognize the importance of protecting the private information of our members.