



Club President – Role Description

The Club President helps guide the ABL Lions and keeps the club running smoothly. This role focuses on leadership, organization, and making sure the club continues to serve the community effectively. This is a two-year term.

Responsibilities may include:

- Serve as the chief leader of the club, helping guide the direction and priorities of ABL Lions.
- Reserve meeting spaces for any meetings.
- Lead and run club meetings and meetings of the board of directors.
- Work with club officers and committee chairs to set goals for membership growth, community involvement, and service projects. (Strategic Plan)
- Chair the Board of Directors, helping coordinate efforts around service, leadership, and membership.
- Ensure the club elects strong leaders, including vice presidents who support membership, leadership, and service efforts.
- Hold regular check-ins with leadership and committee chairs to keep club initiatives moving forward.
- Work with other Lions clubs and district leaders through Lions Clubs International to support regional service and membership efforts.
- Call and organize regular and special board meetings when needed.
- Appoint committee chairs and members and support them in carrying out their work.
- Ensure annual elections are held and leadership transitions smoothly each year.
- Make sure the club operates according to club bylaws, policies, and local laws.
- Encourage teamwork, respect, and fairness, helping resolve disagreements if they arise.
- Participate in zone meetings with other club presidents and district leaders.
- Mentor the vice presidents so they are prepared to take on leadership roles in the future.

In simple terms:

The President helps keep ABL Lions organized, focused, and moving forward so the club can continue making a positive difference in the community.



Vice President – Role Description

The Vice President helps prepare the club for the future by supporting leadership development, member engagement, and long-term planning. This role works closely with the president and other officers to keep the club strong and growing. It is the expectation that the Vice President will become President after their terms end. This is a two-year term.

Responsibilities may include:

- Conduct an annual club assessment or survey to review how the club is doing and identify opportunities for improvement.
- Serve as a key member of the club's Board of Directors, helping review, discuss, and approve items brought before the board.
- Work with the Board of Directors to develop a plan for membership growth, community engagement, and service projects to be carried out during the next presidential term. (Strategic Plan)
- Serve as the Leadership Chairperson for the club and help support leadership development within ABL Lions.
 - Identify and encourage future club leaders, helping members grow into leadership roles.
 - Stay informed about district events, initiatives, and leadership opportunities and share that information with club members.
- Work with the Membership Chair to help ensure new members receive a welcoming orientation so they understand how the club operates locally and within Lions Clubs International.
- Encourage current and incoming club officers to attend training opportunities offered by the district or through Lions online learning programs.
- Work with the Membership Chair on retention by checking in on member satisfaction and using feedback to improve the club experience.
- Connect with officers from other Lions clubs to share ideas and learn best practices.
- Participate in zone meetings and district leadership discussions when appropriate.
- Step in and lead meetings or club activities if the president is unavailable.
- Oversee specific committees or projects as assigned by the club president.

In simple terms:

The Vice President helps strengthen the club for the future by supporting leadership development, planning ahead, and preparing for their role as President.



Club Secretary – Role Description

The Club Secretary helps keep the ABL Lions organized and running smoothly by managing communication, records, and meeting details. This role ensures the club stays connected with district leadership and Lions Clubs International. This is a one-year term.

Responsibilities may include:

- Serve as the main communication link between the club, the district, and Lions Clubs International.
- Serve as a key member of the club's Board of Directors, helping review, discuss, and approve items brought before the board.
- Prepare meeting agendas with or for the club president.
- Send meeting reminders and important updates to members before meetings and events.
- Monitor and manage the club Gmail account, responding to or forwarding messages as appropriate.
- Record and maintain meeting minutes for club meetings and board meetings.
- Keep accurate club records, including attendance, committee assignments, election results, and member contact information.
- Submit service hours, donation reports, and other required updates to Lions Clubs International and the district when needed.
- Provide reports or information requested by the district governor's cabinet or other district leadership.
- Order new member kits, supplies, and materials from the Lions Clubs International website as needed.
- Maintain membership information and records in the Lions portal to ensure club information stays up to date.
- Participate in zone meetings and stay connected with district activities when appropriate.
- At the end of the term, pass along all club records and materials to the incoming secretary to ensure a smooth transition.

In simple terms:

The Secretary keeps the club organized by managing records, communication, and meeting details so everything runs smoothly behind the scenes.



Club Treasurer – Role Description

The Club Treasurer manages the financial side of the club and helps ensure the ABL Lions stay organized and responsible with club funds. This role keeps track of income and expenses and provides regular financial updates to the board. This is a one-year term.

Responsibilities may include:

- Receive and deposit all club funds into the bank accounts approved by the board of directors, ensuring cash is counted in the presence of at least one other non-family club member.
- Serve as a key member of the club's Board of Directors, helping review, discuss, and approve items brought before the board.
- Pay club expenses and obligations as approved by the board of directors.
- Maintain accurate records of all receipts, deposits, and expenses for the club.
- Prepare and present monthly financial reports to the board of directors or club?.
- Provide semi-annual financial summaries when required.
- Issue dues statements to members and track payments, working with the membership chair and/or member sponsors to follow up on 30-day past due payments.
- Monitor and record member payments for dues or other club obligations.
- Check the club post office box regularly and process any financial-related mail, forwarding other mail within the club accordingly.
- Create and submit the club's yearly budget for board review and approval.
- Ensure the club's financial records are organized and up to date.
- At the end of the term, transfer all financial records, accounts, and funds to the incoming treasurer for a smooth transition.

In simple terms:

The Treasurer manages the club's money, keeps financial records organized, and makes sure the board understands the club's financial health.



Marketing Chairperson – Role Description

The Marketing Chair helps share the story of ABL Lions and the impact we make in the community. This role focuses on promoting our service projects, fundraisers, and opportunities for others to get involved. This is a one-year term.

Responsibilities may include:

- Serve as a member on the club's Board of Directors, helping review, discuss, and approve items brought before the board.
- Develop a simple annual marketing plan that outlines how the club will promote events, service projects, and membership opportunities.
- Promote ABL Lions activities, service projects, donations, and fundraisers through social media, local media, and community channels.
- Share ABL service photos and upcoming event details for inclusion in the district newsletter.
- Work with the membership chair to help attract new members by sharing the club's story and impact in the community.
- Develop simple talking points so members can easily explain what we do and invite others to join.
- Encourage members to act as club ambassadors by taking photos at events, sharing posts, wearing Lions apparel, and talking about the club in the community.
- Work with club leadership to submit applications for recognition such as the Lions International Marketing Award.
- Attend marketing or zone meetings when helpful to stay connected with other Lions clubs and share ideas.
- Order Lions apparel, branded items, and promotional materials following Lions Clubs International brand guidelines
- Creates and shares SignUpGenius links for club events, volunteer opportunities, and fundraisers so members can easily sign up to help.
- Maintains the club's website.
- Designs online and print flyers for club events.

The Marketing Chair may create a marketing committee and/or appoint the following assistants:

- Lions Merchandise Coordinator: Helps order Lions apparel, branded items, and promotional materials following Lions Clubs International brand guidelines.
- Event Sign-Up Coordinator: Creates and shares SignUpGenius links for club events, volunteer opportunities, and fundraisers so members can easily sign up to help.

In simple terms:

The Marketing Chair helps make sure people know who the ABL Lions are, what we do for the community, and how they can get involved.



Membership Chair – Role Description

The Membership Chair helps the ABL Lions grow and stay strong by welcoming new members and making sure current members feel connected and involved. This is a one-year term.

Responsibilities may include:

- Serve as a member on the club's Board of Directors, helping review, discuss, and approve items brought before the board.
- Help recruit and welcome new members to the club.
- Coordinate new member inductions, including confirming dates with new members, arranging for someone to conduct the induction, and ensuring treats or refreshments are available.
- Provide each new member with a club shirt or hat to help them feel part of the team.
- Work with new member sponsors to help new members learn about the club and how they can get involved in service projects and events.
- Connect with new members after they join to learn about their interests, skills, and availability.
- Use a survey or personal outreach to identify members' interests and help match them with projects or committees.
- Work with the Marketing Chair and other club leaders to promote membership opportunities in the community.
- Encourage current members to invite friends, neighbors, and community members to meetings or events.
- Help support member retention by making sure members feel welcomed, valued, and informed.
- Keep club leadership informed about membership trends and opportunities for growth.

In simple terms:

The Membership Chair helps bring new people into the club, makes them feel welcome, and helps members stay connected and involved in ABL Lions activities.



Service Chair – Role Description

The Service Chair helps organize and guide the service work of the ABL Lions. This role focuses on identifying community needs, coordinating service projects, and ensuring members have meaningful opportunities to serve. This is a one-year term.

Responsibilities may include:

- Serve on the club's Board of Directors, helping review, discuss, and approve items brought before the board.
- Work with club leadership and the service committee to develop annual service goals and action plans that address community needs. (Strategic Plan)
- Help ensure the club's strategic plan related to service is being followed and reviewed regularly.
- Lead a service committee to organize and carry out the club's service projects and activities.
- Identify and recruit a lead volunteer for each service project to help coordinate planning and volunteers.
- Stay aware of community needs and other local service efforts, helping the club find meaningful ways to help.
- Build community partnerships that expand the club's ability to serve.
- Send information about service activities to the club secretary so they can be properly recorded and reported.
- Encourage club members to participate in service projects and help increase member engagement.
- Work with the Membership Chair and other committees to share membership opportunities with people who volunteer alongside the club.
- Stay connected with district service initiatives through Lions Clubs International when appropriate.
- Attend zone or district meetings when helpful to stay informed about service opportunities.

In simple terms:

The Service Chair helps the club plan and organize service projects so ABL Lions can continue making a positive difference in the community.



Club Director – Role Description

Club Directors help guide the direction of ABL Lions and support the overall success of the club. Directors provide additional oversight for decisions made by the board and help keep meetings engaging and organized for members.

There are two Director positions, each serving a two-year term. Responsibilities may be shared between the two Directors.

Responsibilities may include:

- Serve on the club's board of directors, helping review, discuss, and approve items brought before the board.
- Help develop the club's strategic plan along with club leadership.
- Review the strategic plan quarterly to ensure the club is staying on track with its goals and priorities.
- Help improve general meetings by identifying topics that are interesting and valuable to members.
- Schedule guest speakers or presentations for club meetings, with approval from the club president.
- Inform the club secretary about speakers so they can be included on the meeting agenda.
- Inform the marketing chairperson so the presentation or speaker can be promoted to members.
- Welcome speakers when they arrive, help them get settled, and ensure they feel appreciated during the meeting.
- Serve as a greeter at meetings and club events, helping create a welcoming environment for members and guests.
- Send thank-you notes or follow-up correspondence to guest speakers or community partners when appropriate.
- Help keep members informed and engaged by bringing forward ideas, feedback, and topics important to the club.
- Schedule social events for club members to gather outside of our regular meeting times.
- Maintain the club's history by gathering and keeping memorabilia and information.

In simple terms:

Directors help guide club decisions, keep the club focused on its goals, and make meetings welcoming, interesting, and informative for members.



Lion Tamer / Club Manager – Role Description

The Lion Tamer, also known as the Club Manager, helps keep meetings organized and running smoothly. This role manages the club's meeting supplies and helps ensure meetings are set up and welcoming for members and guests. This is a one-year term.

Responsibilities may include:

- Take care of the club's property and meeting materials, including items such as flags, banners, the gong, and gavel.
- Set up meeting materials before each meeting and return them to storage afterward.
- Help ensure the meeting space is organized and ready for members and guests.
- Distribute handouts, bulletins, or other materials during club or board meetings as needed.
- Assist with general meeting logistics to support the president and club officers.
- Tailwagging - creating a fun atmosphere at meetings which could involve games, donations, etc...

In simple terms:

The Lion Tamer or Club Manager helps manage the details that make meetings run smoothly, ensuring the space, materials, and setup are ready for the club to meet and do its work.