



Leo Club Officers and their duties

***A brief outline of the roles and responsibilities
of Leo Club Officers in MD201***

Responsibilities of all Leo members

Leo Club members are expected to:

- take an active role in club activities and projects
- act in a manner that conveys a favourable image of Leos in the community
- be courteous, cooperative and community-minded
- attend meetings regularly
- pay membership dues as required

Rights of all Leo members

Leo Club members have the right to:

- A rewarding Leos experience
- A safe environment at all times
- Take an active role in club activities and projects
- Be heard and provide feedback on meetings and activities
- Take advantage of leadership opportunities

Leo Club Officers

In addition to the basic duties outlined above, Leos who take on executive positions in their club accept a higher level of responsibility to ensure their club is managed effectively. A standard Leo Club Board consists of:

- President
- Vice President
- Secretary
- Treasurer
- 3 Directors

Each of these officers must fulfil their duties to the best of their ability. When in doubt, there are many avenues to seek help:

- Previous Leo Club officers
- Leo Club Advisor/s
- Other members of sponsoring Lions Club
- District Leo Chairman

If further support is required, Leos can access:

- State or MD Leo Coordinator
- Leo section in Australian Lions website: www.lionsclubs.org.au/leos
- Leo section in Lions International website: <http://www.lionsclubs.org/EN/our-work/youth-programs/leo-clubs>

Leo Club President

The President is the chief officer of the club, therefore needs to clearly understand the Purposes and Ethics of a Leo Club.

In consultation with club directors and members, the President will identify a vision for how the club will fulfil its purpose during their term of office and work with fellow Leos to achieve this.

As President, they also set the tone for the club, so need to always be mindful that their words and actions will impact on the club's membership.

A positive, enthusiastic, organised, and inclusive President will have a happy and productive club.

The President will:

- Be a positive **role model** – an example of a true Leo leader.
- Set **goals** for the year (in conjunction with Board of Directors and with due regard for club members' interests and abilities). Include social activities as well as projects in your calendar of events.
- Prepare an **agenda** for each meeting (in conjunction with the secretary/Leo Advisor).
- Chair all club **meetings** (where possible) – make members feel involved and appreciated. Encourage participation but keep the meeting under control (use the gavel and a timer if necessary).
- **Delegate** – appoint club chairperson or committees as necessary to perform particular tasks – give them clear guidelines, and check with them regularly.
- Maintain **communication** with the sponsoring Lions Club and the Leo Club Advisor and support joint meetings or projects.
- **Encourage** Leo members to accept the challenge of taking on new roles and responsibilities and to get involved with other Leo clubs in the Zone, District, State or Multiple District.



See what other Leos are doing on Facebook:

Australia: <https://www.facebook.com/leoclubsaustralia>

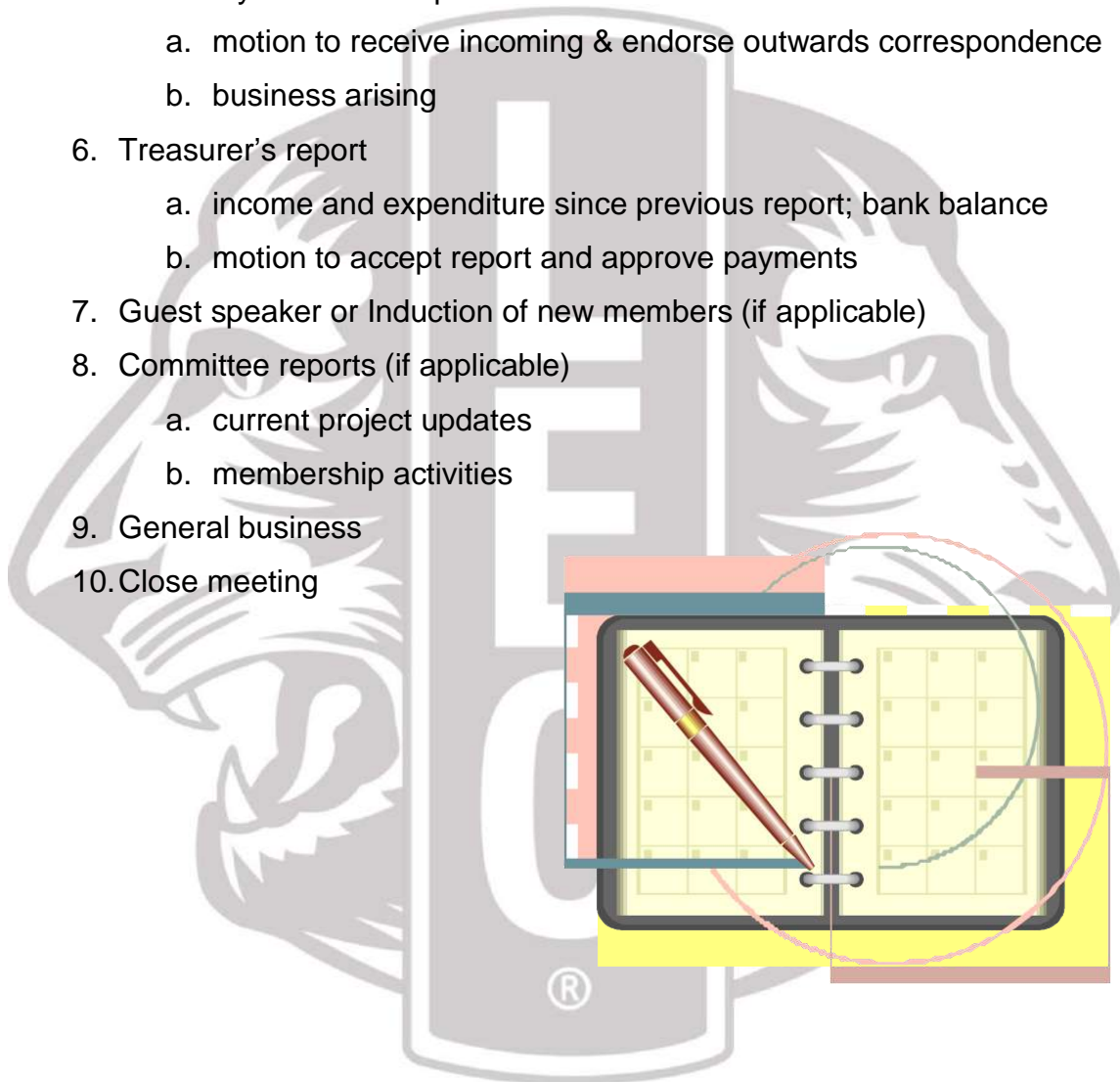
International: <https://www.facebook.com/leoclubs>

Sample Leo Club meeting agenda:

1. Open meeting and welcome guests
2. Read apologies
3. President's report / announcements (e.g. recent projects)
4. Secretary reads minutes of previous meeting
 - a. motion to accept minutes as a correct record of meeting
 - b. business arising
5. Secretary reads correspondence
 - a. motion to receive incoming & endorse outwards correspondence
 - b. business arising
6. Treasurer's report
 - a. income and expenditure since previous report; bank balance
 - b. motion to accept report and approve payments
7. Guest speaker or Induction of new members (if applicable)
8. Committee reports (if applicable)
 - a. current project updates
 - b. membership activities
9. General business
10. Close meeting

Always prepare well before a meeting, and make sure you have all the information you need to discuss the topics on the agenda.

If a matter is raised without prior notice, it can be put on the agenda for discussion if time allows, or held over for the next meeting.



Leo Club Vice President

The Vice President's role is to support the President and to 'step up' into the position if the President is absent.

In many clubs, the Vice President will progress into the role of President the following year, so it is a good opportunity to learn the job by watching and helping the President.

The Vice President may be delegated to take on some of the responsibilities within the club. For example:

- look after club property and bring to meetings if required
- chair some of the club or board meetings
- chair a committee
- be the club's PR officer



Leo Club Directors

Each club may elect three Directors to serve as members of the Board, along with the President, Vice President, Secretary and Treasurer. Clubs may choose to add other positions to the Board if relevant to the club's operations.

Together, the Board members are responsible for ensuring that:

- the club is managed effectively
- members are fully informed about all the club's operations
- all activities are carried out appropriately
- the club meets all legal and reporting obligations, in conjunction with the Leo Advisor

The Directors may be given specific responsibilities within the club, to streamline the club's operations, and ensure that Board members are fully engaged in club activities. These responsibilities could include:

- Membership Chairman
- Community Service Chairman
- Fundraising Chairman



The key point to remember is that Board members should not be doing all the work! Delegate, share the jobs, involve all members!

Leo Club Secretary

The Secretary is the one who keeps the club's records, acts as the contact person for correspondence with outside groups, and submits reports as required on the club's membership and activities. This is a very important position and requires a reliable person with good communication skills. The Leo Advisor can also provide initial support to this role if required.

The Secretary will:

- Record the **minutes** of all general and Board meetings of the club. These provide a record of all decisions made by the club and must be kept on file as a legal requirement (in case of insurance claims or other issues).
- **Distribute minutes** to ensure all club members are kept fully informed about meetings, projects and other club activities.
- Receive all incoming **correspondence** and make sure it's properly dealt with at the next available meeting. Manage all outgoing correspondence and keep a copy in club records.
- Maintain up-to-date **membership lists** with contact details for all members. Enter member details onto *MyLCI* database.
- Prepare and submit **reports** for the club:
 - Report new club members online – *MyLCI*
 - Report club officers online each July – *MyLCI*
 - Update *MyLCI* when changes occur
 - Report club projects online - *MyLion*
 - Written report to District Leo Chairman each quarter (March, June, September, December) – summary of membership and activities
 - Complete PU101 form for Cabinet Secretary by end of March. This provides club details for publication in Australian Lions Directory.
(Note: Leo Advisor may submit reports for the Leo club.)



Leo Club Treasurer

The Treasurer also has a very important role in being responsible for the club's finances. This person needs to be very reliable and confident with handling money.

The Treasurer will:

- **Maintain the bank accounts** set up by the club:
 - Administration account for members' dues and other monies collected from club members
 - Activities Account for funds raised from the public
- **Receive all monies** on behalf of the club
 - Collect membership dues from all members as required
 - Receive all funds raised, donations or money paid to the club
 - Issue receipts for all monies received
 - Deposit money into relevant bank account without delay (within 2 business days)
- **Make payments** after receiving approval from Board or Club meeting
 - Administration Account for club operating expenses
 - Activities Account for project expenses and donations for charitable purposes
- **Keep up-to-date records** of all receipts and expenditure
- Prepare and present regular **financial statements** to the club.
- **End of year** – prepare for the changeover:
 - finalise all accounts and arrange to have the books audited at the end of the financial year (usually done with your Lions Club).
 - Arrange the transfer of signatures with the bank when office bearers change.(Note: Leo Advisor may organize the audit and change of signatures.)



Leo Club Advisor

The Leo Advisor is appointed by the sponsoring Lions Club.
Some Lions Clubs appoint a 'team' of Lions who share the Leo Advisor role.

A Leo Advisor needs to have a passion for youth and the ability to establish a good working relationship with the members of the Leo Club. In their role, they will build trust, respect and shared appreciation of the need for youth to create their own opportunities and nurture their leadership skills through practical experience.

The Leo Club Advisor is a:

- *mentor*, helping Leos achieve their goals
- *motivator*, encouraging Leos to perform service activities
- *counsellor*, providing guidance when necessary
- *liaison* between the Leos and the sponsoring Lions club
- *service role model*, sharing the compassionate nature of community service.

The Leo Club Advisor is NOT:

- a member of the Leo club – the Advisor does not have a vote at club meetings, and should only enter the discussion when invited, or when guidance is necessary.
- in charge of the Leo club – the Leos are responsible for running their own club and making their own decisions. The Advisor only intervenes when invited, or when guidance is necessary.

Responsibilities of a Leo Club Advisor:

- hold a valid Working with Children clearance lodged with the sponsoring Lions club if any of the Leo members are under 18 years
- ensure that any other adults in regular contact with Leos under 18 years also hold valid Working with Children clearance.
- oversee the initiation and ongoing development of the Leo club.
- ensure new Leos receive new member materials and are suitably initiated
- promote Leo club activities
- attend each Leo club and board meeting
- keep sponsoring Lions Club informed about Leo club progress
- recognise Leos for their achievements
- assist Leos to transition into Lions if they choose to do so



Resources for Leo Clubs

Lions Clubs International website

There are lots of resources available for download from the LCI website.

Go to the LEOS page:

<https://www.lionsclubs.org/en/discover-our-clubs/about-leos>

or go to RESOURCE CENTER and select LEOS from the side menu:

<https://www.lionsclubs.org/en/resources-for-members/resource-center>

Lions Australia website

The Australian website has the most frequently-needed forms from LCI, plus some resources developed specifically for local clubs.

<https://lionsclubs.org.au/activities/youth/leos/leo-resources/>

See this site for Guidelines and Entry forms for our national contests:

- Leo of the Year
- Leo Club Project of the Year

Leo Club Supplies

Leo lapel pins can be ordered from Lions Australia shop or LCI shop (Note - compare the costs & freight charge before ordering.)

Leo membership cards, certificates, and new member guides are available for download through *MyLCI*.

A range of Leo merchandise is available from the Lions Australia shop.

Leo DL flyers for recruitment are available from your District Leo Chair or State Coordinator.

If you need help:

- talk to your District Leo Chairman or State Chairperson
- check the Lions Australia website www.lionsclubs.org.au/leos

The Leo club motto – Leadership, Experience, Opportunity – says it all:

LEADERSHIP: Leo members acquire skills as project organizers, time managers and team leaders

EXPERIENCE: They discover how teamwork and cooperation can bring about positive change in their community and the world.

OPPORTUNITY: Leos create lifelong connections and recognise the impact of their community service.

LEO CALENDAR

- July LCI International Lions Convention and Leo-Lion Forum
New Club and District officers take up positions – make sure they are recorded in MyLCI
- August Leo Club Excellence Award - apply to LCI if club met the award criteria last year
- September Quarterly Report due – club reports to District Chairman; District reports to State Coordinator
- October **Leo Club Membership Month**
- November Leo October Membership Growth Award – apply to LCI if club met award criteria
- December Quarterly Report due – club reports to District Chairman; district reports to State Coordinator
International Leo Day (5 December)
- January Melvin Jones' birthday (13 January) - World Wide Week of Service
- February **Applications due for Leo Club Project of the Year**
District Leo of the Year judging to be completed
- March Quarterly Reports due – club reports to District Chairman; District reports to State Coordinator
State Leo of the Year judging to be completed – winner's form to MD Chairman by 1 April.
Elections for next year's office bearers
PU101 form to be returned to District – with details of office bearers for next year's MD201 Lions directory
MD Leo of the Year nomination to LCI for International Award
- April **Leo Club Awareness Month**
- May MD201 Lions Convention & Leo/Youth Forum
National Leo of the Year judging
Leo Club Project of the Year Award presented
- June Quarterly Reports due – club reports to District Chairman, District reports to State Coordinator
Handover function (maybe with sponsoring Lions Club)
Celebrate your success and congratulate your members on their achievements!