

Lions Clubs International												
DISTRICT 201N5												
GUIDING A NEW LIONS CLUB THROUGH ITS FIRST TWO YEARS												
Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec												
Task / Duty	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Updated: 22 November 2006

GUIDING A NEW LIONS CLUB THROUGH ITS FIRST TWO YEARS

Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Task / Duty

General Administration

1 Receive Club Supplies Package from Lions Clubs International, review and 'filter' the contents and include Australian content.

2 Obtain President, Secretary and Treasurers Manuals from previous Incoming Officer's Forums. Explain contents of the manuals to the new club officers.

3 Set up Excel Membership List as per sample

4 Organise Club Post Office Box / postal address

5 Organise Club Email Address (nominate one member as the IT (computer) Chairman to receive electronic communication and to complete on-line tasks)

6 Consider Club Website - suggest Lions Club of Ekebin, QLD to assist with basic website

7 Determine Dinner (Regular Meal) Meeting Venue & Time

8 Determine Board Meeting Venue & Time

9 Application for Incorporation (District Administration Committee will assist with this task)

10 Appoint Auditor as per Gaming & Racing (Office of Charities) requirements (Refer to summary of requirements produced by the District)

11 Apply for Fundraising Authority (District Administration Committee will assist with this task)

12 Obtain copy of Best Practice Guidelines from Gaming & Racing

13 Apply (on-line) for a club ABN (Not a necessity but will almost always be asked for at some time in the future)

14 Obtain copy of MD201 Club Administration Manual from Lions Australia office in Newcastle

15 Member Name Badges - Supplier: International Trophies, Rydalmere

16 Club Friendship Bannerette if required - Supplier: David EI Productions

17 Open Administration & Activities Accounts

18 Explain purpose of the two accounts (Refer to Club Treasurer's Manual)

19 Ensure that President, Secretary, Treasurer and other officer understand their duties (Refer to Development Manual)

20 Ensure that the importance of the committee structure is understood and that a committee structure is set up and operating correctly

There should be at least committees for Finance (Treasurer + 2), Fundraising, Activities, Membership, PR and a Bulletin Editor (refer to Development Manual)

21 Train or arrange training of Secretary and Treasurer

22 Assist Treasurer in setting up a simple computerised cash book system (Refer to John Sim for a simple EXCEL Spreadsheet that does the job)

23 In Ethnic Clubs, encourage written and verbal communication in English. Recognise any language / cultural differences and make suitable arrangements.

24 Assist the new club in organising the Charter Presentation Function

Membership

1 Verify the functioning of Membership Committee

2 Verify the functioning of Club Care

3 Contact Members not attending

4 Membership List Check

5 Member Address / details verified

6 Monthly Membership Report (MMR)

7 Monthly update of Annual Activity Statement (on the LCI Membership System)

8 Drop Members to avoid over billing of dues

9 Advise MD Office of Directory Requirements

Finances

1 Determine Administration Budget

2 Determine Annual Club Dues

3 Determine New Member Joining Fee

4 Dues Accounts to Members

5 Member Annual Dues due for payment

6 Full Monthly Treasurer's Report to Board Meeting

7 Precise Treasurer's Report to Dinner Meeting

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NOTE: MMRs are not required to be submitted until 90 days after the approval of charter. From that time they are to be submitted on-line every month.

NOTE: Some clubs may prefer to bill annually rather than semi-annually. This needs to be determined by the members.

