

BOARD OF DIRECTORS

The Secretary has three main duties in preparing for the Board of Directors meetings.

1. At the request of the President, co-ordinates topics to be covered.
2. Notifies Board members and individual Committee Chairman (and others who are to make special reports) of the time and location of the meeting.
3. Records the minutes of the meeting in detail to provide the "business history" of the Club. The Secretary's responsibilities will vary from club to club; therefore it is recommended that he establishes ground rules with the President to avoid confusion at the Board meetings.

MODEL AGENDA FOR CLUB BOARD MEETING

1. Meeting called to order by the President
2. Roll call and reading of communications from absent members
3. Remarks by the President
4. Reading of Minutes of the previous Board Meeting and last MMR
5. Report of the Secretary : Members delinquent in dues. Members absent for four or more consecutive meetings.
6. Report of the Treasurer
7. Committee Reports
8. Unfinished business (any business held over or pending from the previous meeting)
9. New Business
10. Consideration of proposals for Membership, if any.
11. Approval of bills for payment
12. Open discussion
13. Vote of thanks by Secretary
14. Meeting Adjourned

CHECK LIST FOR A LIONS REGULAR MEETING

BEFORE MEETING

- 1 Fix Hotel : Inform probable number
- 2 Fix Chief Guest : Get Bio-data
- 3 Fix persons for : Introduction of Chief Guest, Flag Salutation, Lions prayer, vote of thanks, National Anthem.
- 4 Buy memento for Chief Guest
- 5 Buy memento for : birthday babies, wedding anniversary couples, other special items.
- 6 Invitation to Members : may contain some information about the speaker, subject, entertainment.
- 7 Inform Press with a personal note : engagement column
- 8 Invite other dignitaries : by Lion President by personal letters.
- 9 Fix members to pick and drop Chief Guest.
- 10 Arrange photographer.
- 11 Agenda, Flag Salutation, Invocation.

SUGGESTED MEETING PROCEDURE

(If the occasion demands, those to be seated on the dais/head table may be escorted, with the Guest of Honour being escorted last, after all others have been seated. Club's guests and members' guests, who are not on the dais, must be given seats in the front rows, unless of course they express the desire to be seated elsewhere).

- 1. Meeting Called to Order** : The Chairman of the meeting should be on his feet when he does this. After saying "I call this Meeting of the Lions Club of ..to order," he must strike the gong with the gavel. (Insert the kind of meeting being held - Regular, Special, etc - with serial number of the meeting, if used, in the first blank space.) If there is no gong he may strike the table with the gavel.
- 2. Invocation** : Use the Lions Prayer, or a short prayer song of one or two stanzas, or a few words invoking God's help and guidance. Do not make the invocation too long and do not allow the person performing the invocation to give a speech.
- 3. Flag Salutation** : Remember, there is nothing wrong if this is read out by the person performing it. Keep a printed copy of the lectern.
- 4. Introduction** : Members' guests may be introduced by the respective Lions. Club's guests, other than the Guest Speaker, may be introduced by the President during his Address Of Welcome or by another member designated for the purpose.
- 5. Address of Welcome** : This is usually done by the President, although he may designate someone to do it. Welcome only the Guest Speaker, other guests, visiting Lions, their families and relatives of the club members present.
- 6. Reading & Approval of The Previous Meeting Minutes** : To be done if required. However, please note that important business is transacted frequently at General Body Meeting - such as approval of budget,accounts and resolution from the Board,approval of delegates to conventions, nomination and election of officers,adoption of, or amendments to, the Club's constitution, eetc. Hence, for such action to become legal, the minutes should be recorded and read and approved at the next meeting. Therefore, reading and approval of the minutes should be constant feature of all Regular General Body Meetings.
- 7. Consideration of Matters Arising Out of The Minutes**: Relevant only when the minutes are read. Actions taken on earlier decisions, as noted in the minutes, may be discussed.
- 8. Introduction Of The Guest Speaker/Guest of Honour**: Should be brief. This can be performed by the Chairman of the meeting or another Lion designated for the purpose
- 9. Address By The Guest Speaker/Guest of Honour**: Give him the podium immediately after he is introduced. If he is to be greeted, this may be done as soon as he is presented. If, however, there are other dignitaries the clubs wishes to honour, they, along with the Guest Speaker, may be garlanded before the Address of Welcome.
- 10. Questions to the Guest Speaker**: Only if the subject discussed demands the same and only if the speaker has invited the same.
- 11. Response To the Address of The Guest Speaker**: If necessary, depending upon the

speaker. This may be done by a knowledgeable Lion who can respond effectively, without any criticism of the Speaker.

12. Reports of Committees: Usually by the Vice-Presidents in charge of the respective committees. Adoption of resolutions originating from the board may also be done at this time.

13 Announcements: By the President, Secretary or any other Lion authorised for the purpose, about forthcoming programmes, etc. Announcements may also be made regarding individual member's achievements, etc.

14 Projects)if any)

15 Presentation of Mementos(to Guest) And Awards (to Lions)

16 Vote of Thanks: To the guest speaker, other guests, visiting Lions and their families, and to individual members of the Club-and their families, where relevant - for any service rendered in connection with the meeting or in the interim period between the last meeting and the present one

17 National Anthem

18 Adjournment

DURING THE MEETING

1. National flag to right and front of the main table

2. Banner to the left.

3. Slogan behind the main table

4. Gong and gavel well polished.

5. Fix mike set

6. Display charter

7 Depute someone with Attendance Register. Note down names of attending guests with relevant details.

8 Check with the people and inform the catering manager as to the number of persons dining.

9 Bulletin Editor/Public Relations Chairman : Take down minutes of the meeting.

10 See that Press Reporters and guests attending are properly seated.

11 Cover table, specially front, put name tags, water, agenda, writing pad & pen.

12 Start and end meeting on time.

13 Display Lions information materials, like photographs, reports from District, International and bulletins from other clubs.

14 The members should not leave the meeting hall before the Chief Guest leaves.

AFTER MEETING

1. Give brief press release to the Press and personally contact them to publish report.

2. Thanks letter to the Chief Guest with photographs.

3. Get photographs for publication in the bulletin and send copies to District Editors and International.

Ensure the compliance as follows :

1. Record minutes of meeting on "Official Minutes of Regular Club Meeting" form M-33-C.
2. Collect dues and give members receipts for the same.
3. Have new members fill in top portion of "Record of Club Service" form M-33-SA.

AFTER THE MEETING

4. Verify moneys collected and record payment of dues on "Member ledger" form (M-33-GB).
5. Record charge for guests on "Member Ledger" form (M-33-GB).
6. Record attendance and make-up meeting on "Member Attendance Record" form (M-33-G).
7. Record awards presented on "Record of Club Service and Award" form (M-33-SA).
8. Deposit or turn over to Treasurer all moneys collected.