

CLUB OFFICER ACTION CHECKLIST
(July 1, 2006 - June 30, 2007)

CLUB PRESIDENT'S RESPONSIBILITIES	COMPLETE BY	COMPLETED
Hold an organizational meeting of the Board of Directors for LY 2006-2007 to approve proposed club budget, establish goals, and set calendar of club activities and fund raisers. (Discuss goals, budget, etc. in front of entire club by July 31st.)	JUL 15	
Along with club secretary and treasurer, receive and review audit report of all club finances of prior year from club Audit Committee (usually the Finance Committee.)	JUL 15	
Attend Zone training session (if available) for Club Presidents, Secretaries & Treasurers.	JUL 31	
Hold "committee sign-up" club meeting and ensure that all committees' functions are known and that all chairpersons have a plan to carry out these functions. Encourage all committees to meet regularly during the year and ask the committee chairpersons to report on these meetings and other committee activities (see "Club Meeting Agenda.") Assign Vice Presidents to oversee and assist their respective committee chairpersons.	JUL 31	
Schedule and hold training session for Club Officers (includes all members of the Club Board of Directors) and ensure all know their individual responsibilities.	AUG 31	
Hold Board of Directors meetings monthly (more often if the need arises.) Monitor and review club's financial goals in order to revise budgetary requirements if need be.	MONTHLY	
Attend all Zone Meetings in your zone. Encourage club Secretary, club Treasurer, and other club officers to attend as well.	TBA	
Schedule District Governor's Official Visit to your club (refer to "Protocol" pages.)	SEPT 15	
Attend District Conference along with club secretary and encourage other members of your club to attend. Plan for club to participate in district "Parade of Checks."	OCT (TBA)	
Sponsor new member(s). Ensure all new club members are placed on a committee and are involved in club activities.	ON-GOING	

Appoint club Nominating Committee for LY 2007-2008 new officers elections.	JAN 31	
Try to attend WV Lions Leadership School and encourage other members of your club to attend (especially club Vice Presidents and incoming Sec. and/or Treas.)	JAN (TBA)	
Have Nominating Committee report to the club a recommended slate of new officers. Report must be read at two club meetings with nominations open from the floor.	MAR 1	
Ensure final entries for District Contests (Publicity, Visitation, & District Governor) are sent to their respective District Chairpersons.	APR 1	
Hold club elections for LY 2007-2008 new officers and ensure that the PU-101 (new officers) Form is sent to Lions International and the District Governor.	APR 1	
Try to attend WV Lions State Convention and encourage other members of your club to attend (especially new incoming slate of officers.)	APR (TBA)	
Schedule special "Installation Meeting" to install new club officers.	MAY 31	
Complete all requirements for President's Excellence Award. Verify, sign and apply for 100% Secretary Award for club secretary if all requirements have been met.	JUN 30	
Appoint Audit Committee (usually club Finance Committee) to complete audit of all club finances and ensure report is readied for new LY 2007-2008 club officers.	JUN 30	