

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

CLUB VICE PRESIDENT'S RESPONSIBILITIES	COMPLETE BY	COMPLETED
Assist Club President in the performance of his/her duties as necessary.	TBA	
As a member of the Club Board of Directors, obtain a copy of "CLUB BOARD OF DIRECTORS RESPONSIBILITIES" checklist and follow same actions.	JUL 15	
Attend club officer training session.	JUL 31	
Obtain a copy of "CLUB PRESIDENT ACTION CHECKLIST" become familiar with it, and be prepared to fill-in for Club President should the need arise.	TBA	
Oversee the functions of various Club Committees, ensure they meet regularly, and be available to assist Committee Chairpersons as needed.	MONTHLY	
Attend District Conference with special attention to club leadership seminars.	TBA	
Important to attend WV Lions Leadership School and encourage others to attend.	JAN (TBA)	
Try to attend WV Lions State Convention with attention to club leadership seminars.	APR (TBA)	

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CLUB BOARD OF DIRECTORS RESPONSIBILITIES	COMPLETE BY	COMPLETED
Attend organizational meeting of the LY 2006-2007 Board of Directors to establish club goals, approve budget, and set calendar of club activities and fund raisers.	JUL 15	
Ensure audit of club finances is accomplished.	JUL 15	
Strive to attend all club Board of Directors meetings and vote on board related matters.	MONTHLY	
Attend training session for all club officers.	TBA	
Periodically review club progress and recommend changes (if any) in programming, goals, activities, fund raisers, etc.	MONTHLY	
Monitor all club committee activities and assist committee chairpersons in the fulfillment of their various committees' goals.	MONTHLY	
Assist club president in scheduling and hosting District Governor's Official Visit.	TBA	
Try to attend District Conference and encourage others to attend.	TBA	
Sponsor new member(s).	ON-GOING	
Try to attend WV Lions Leadership School and encourage others to attend.	JAN (TBA)	
Ensure club Nominating Committee presents new slate of club officers for election during March (or earlier) and PU-101 is submitted to LCI and District Governor.	APR 15	
Try to attend WV Lions State Convention and encourage others to attend.	APR (TBA)	
Assist club president in scheduling installation of new officers.	MAY 31	
Ensure Audit Committee is selected to audit club finances.	JUN 15	