

CLUB PRESIDENT'S ACTION CHECKLIST (JULY 1, - JUNE 30)

<u>RESPONSIBILITIES:</u>	<u>COMPLETE BY:</u>	<u>COMPLETED:</u>
Hold meeting with all members to set goals for the year.	<u>June 30</u>	_____
Prepare proposed budgets, committee assignments and calendar of club activities/fund-raisers.	<u>July 15</u>	_____
Appoint Audit Committee to audit all club finances.	<u>July 15</u>	_____
Present proposed goals, budgets, committee rosters and calendar of events to club for approval.	<u>July 31</u>	_____
Schedule District Governor's Official Visit.	<u>Aug 31</u>	_____
Accept Audit Report from Audit Committee and present to club membership for approval.	<u>Aug 31</u>	_____
Personally call members who have not attended a meeting since July 1 and develop a retention plan.	<u>Aug 31</u>	_____
Attend all Zone Meetings in your Zone. Encourage club secretary and other club officers to attend as well.	<u>TBA</u>	_____
Hold Board of Directors meeting at least monthly.	<u>TBA</u>	_____
Develop and encourage a Membership Growth Plan.	<u>Continuous</u>	_____
Attend District Conference along with club secretary and encourage others in club to attend.	<u>TBA</u>	_____
Ensure club's 990 tax form submitted	<u>prior to Nov 15</u>	_____
Attempt to attend and encourage others in club to attend WV Lions Leadership Retreat.	<u>Jan.</u>	_____
Appoint members to Club Nominating Committee for new officer election for the coming year.	<u>Feb 15</u>	_____
Have Nominating Committee meet and report to club. (nominations remain open until election meeting).	<u>Mar 1</u>	_____
Obtain names and reservations for all members and spouses planning to attend State and International Conventions.	<u>Mar 15</u>	_____
Hold election meeting for election of new officers to take office on July 1, 20__ (Ensure PU-101 completed)	<u>Apr 15</u>	_____
Complete all requirements for Club Excellence Award	<u>May 31</u>	_____
Schedule Installation of new club officers.	<u>May 31</u>	_____

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RESPONSIBILITIES:

COMPLETE BY:

COMPLETED:

Encourage new officers to attend the District Officer's Training.

May - June

Send in Club Annual Activities Report to Lions International unless submitting online monthly.

July 15

Sponsor a new member

Dec 31

Reviewed/updated: May, 2020