

Certified Guiding Lion Program

Introduction & Overview

Empowerment is the key to success!

PDG Kerry McKnight
Instructor
Oct. 17 & 18, 2020



"Leadership is more than service, it is enabling others to be more productive."

While all Lions are welcome to take the course, it is recommended as a foundation to anyone who will work with new or existing clubs or serve (or plan to serve) in a leadership position. Upon completion of the course, you will become a Certified Guiding Lion! While the course may be valuable to any Lion, having the experience of a club president will enhance your success in guiding a new or existing club.

Certified Guiding Lion Course Objectives

The Guiding Lion Program is designed to assist clubs that are newly chartered, established or are rebuilding. Guiding Lions are assigned for a two-year term by the district governor in consultation with the sponsoring or established club president. Guiding Lions are limited to serving no more than two new clubs at any point in time.

Even if you are an experienced Guiding Lion, you will benefit from this course because it provides the most comprehensive overview available of the roles and responsibilities of a Guiding Lion.

The Certified Guiding Lion Course will help you:

1. Understand your role as a Guiding Lion
2. Help you develop a plan to guide the club to become self-sufficient and strong
3. Provide tools to help the club officers manage their club
4. Establish a system to track development over the course of your term

2023

Tips

To help you become an effective advisor, it is suggested that the course be completed before you begin your term as a Guiding Lion or soon after your appointment.

Successfully completing this course will certify you for three years. At the end of the three years you will be required to recertify. Please also note that you do not need to be certified to be assigned to a club as a Guiding Lion.

Certified Guiding Lion Course Objectives



Understand your role as a Guiding Lion.

Develop a plan to guide the club to become self-sufficient and strong.

Provide tools to help the club officers manage their club.

Establish a system to track development over the course of your term.

Six Elements of Club Success

6 Elements of Club Success

1. The club members have conducted service projects that are meaningful to them.
2. The club has achieved a net growth in membership and involves new members in activities quickly.
3. The club communicates effectively with the members and the public.
4. Club events are held regularly and are meaningful and positive.
5. Club officers participate in zone and district leadership training.
6. The club is in good standing and reports regularly.



Section I

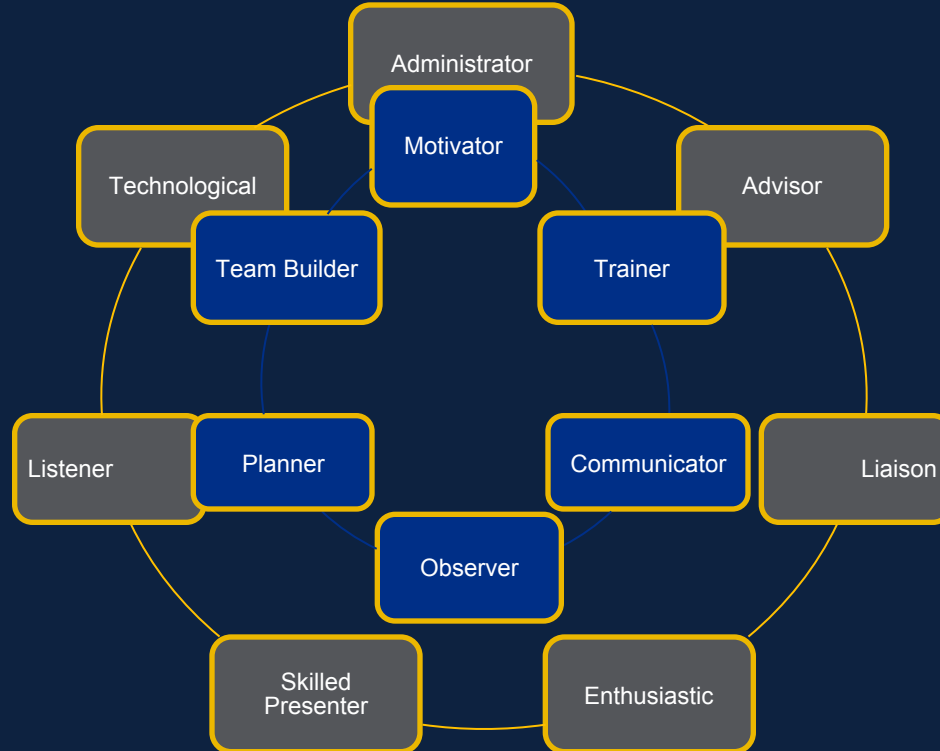
Skills of a Successful Guiding Lion

Empowerment is the key to success!



Section I: Skills of a Successful Guiding Lion

Building your skills will help you personally and professionally



Section I: Skills of a Successful Guiding Lion

Building your skills will help you personally and professionally



Section I: Skills of a Successful Guiding Lion

The most important skill of a Guiding Lion...

Commitment!

The Measure of Success. The ultimate goal for the guiding Lion is to make the club independent and self-reliant. The Guiding Lion is only successful when they are no longer needed by the club.

Exercise 1

Summarize the skills that you believe are important to the success of a Guiding Lion.

Self Assessment of Guiding Lion Skills

Which characteristics do you feel you already possess and which ones do you feel you would like to develop further?

How can you improve these skills?



Section II

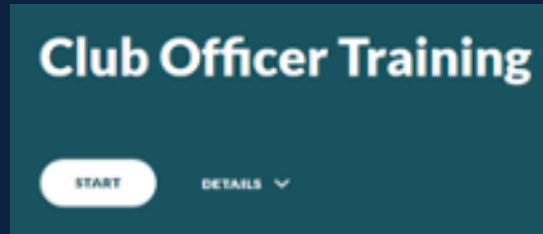
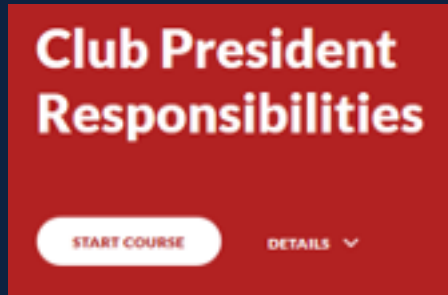
Getting Off to a Good Start

Become an Information Expert!



Section II: Getting Off to a Good Start

Look in the Course Catalog to find Club Officer Training



Exercise 2 – Page 9

After reviewing the courses, determine at least three items or concepts that you believe would be the most valuable to the new club officers.

Identify Key Concepts of Club Officer Training

What is the most important information to share with the club president?

What is the most important information to share with the club secretary?

Exercise 3 – Page 10

List the training resources available at the district and multiple district level.

District and Multiple District Training Resources

Club Officer Title	District/Zone Training	Multiple District Training
President		
Secretary		
Treasurer		
Membership Chairperson		
Service Chairperson		
Marketing Communications Chairperson		
New Member Orientation		

MyLCI

MyLCI is the place for club officers to manage their clubs efficiently

**Manage club roster
changes; additions, drops,
transfers**

**Easily update member
contact information**

**Create mailing lists for
communicating and
invoicing dues**

Print club rosters

**View and
pay club statements**

**Report
service activities thru
MyLION**



Section III

Develop a Club Officer Mentor Team



Section III: Develop a Club Officer Mentor Team



Zone Chairperson

Includes the club officers in the training and events hosted by the zone.

Two Certified Guiding Lions

Providing two key leaders allows them to share the work load. One Guiding Lion should attend each meeting and be available for questions.



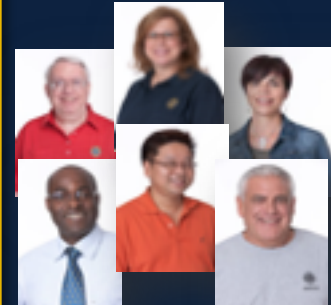
District Governor Team

Provides district-hosted training at the earliest opportunity available.



Club Officer Mentors

Matching the officers with knowledgeable and experienced club officers from another club will provide very practical support. Be aware of the latest tools and information.



Exercise 6

Identify the individuals who are qualified to serve in the following roles

Develop a Club Officer Mentor Team

Club Officer Mentors
(Page 15)

President & Secretary



Section IV

Develop Club Officer Training



Section IV: Design Club Officer Training Sessions



Training Session One: Getting Started!

Training Session Two: Club Operation

Training Session Three: Hosting Productive and Meaningful Club Events

Training Session Four: The Importance of Recruitment and Retention

Training Session Five: Planning for the Future and Achieving Excellence

Each training session should last approximately 60 minutes.

Training Session One

Getting Started!

Introduction to Lions Clubs International and LCIF

Club Responsibilities

Charter Night Ceremony

Initial meeting with Club Officer Mentor Team



Introduction to Lions Clubs International

Resource: New Member Orientation Guide

Who Lions Are

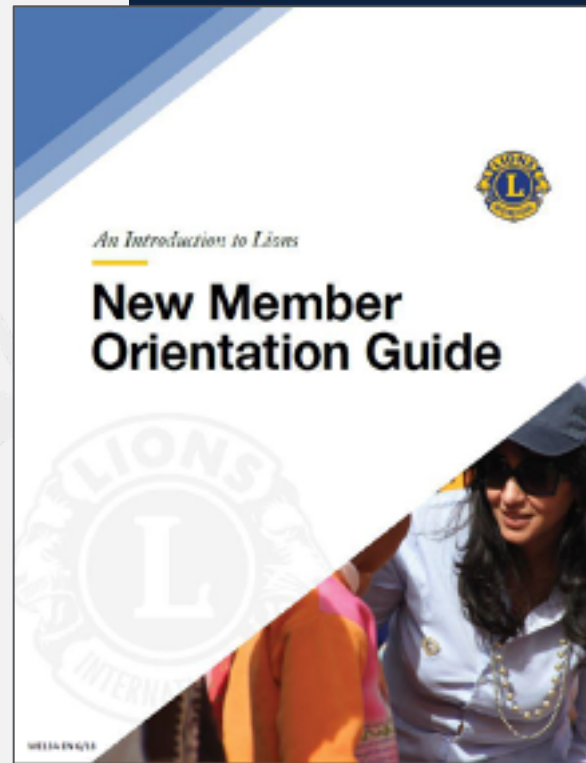
History of Your Club

Organizational Structure

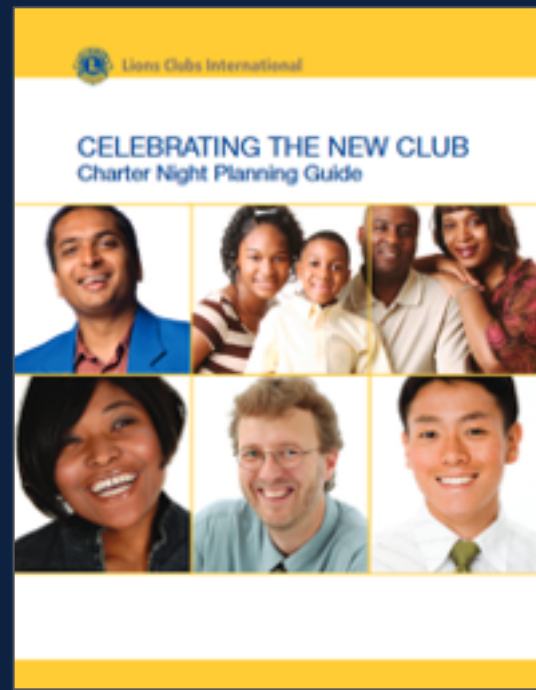
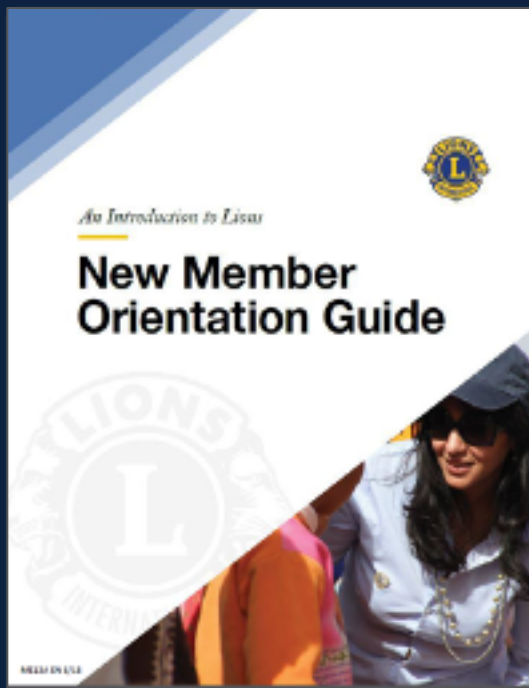
– District and Multiple District

History of Lions Clubs International

LCI Structure and Organization



New Members and Charter Night



Introduction to Lions Clubs International Foundation

The mission of LCIF: to support the efforts of Lions clubs and partners in serving communities locally and globally, giving hope and impacting lives through humanitarian service projects and grants.

Campaign 100: LCIF Empowering Service is our three-year capital campaign to raise US\$300 million to increase our commitment to communities and the service capacity of Lions. Campaign 100 will support LCIF's expanded focus areas and empower Lions as they take on pressing global causes.



Lions Clubs International
FOUNDATION



Understanding Club Responsibilities

Resource: Standard Club Constitution and By-Laws

Contains the primary governing guidelines for the club and other helpful information such as:

- Mission statement, slogan, motto, purpose as well as objects and ethics
- Type of Memberships
- Fees and Dues
- Managing Funds
- Meetings and Quorums
- Elections



Charter Night

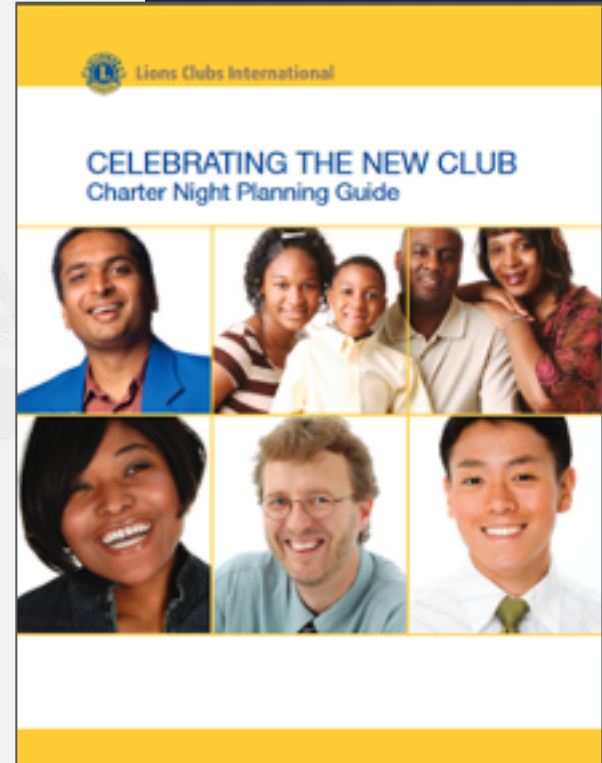
Resource: Charter Night Planning Guide

Plan the event with the Charter Night checklist

Introduction Etiquette

Travel Arrangements

The sponsoring club and district should offer assistance to help the new club organize the event.



Initial Meeting with the Club Officer Mentor Team

Introduce the Club Officers to their Club Officer Mentors.
Roles and Responsibilities, Resources.

Each officer should be assigned a Mentor who is currently fulfilling the same officer role.

The Mentor should be experienced, available and able to communicate/train the new officer effectively.

Provide each pair a copy of their respective checklist to review (See Pages 28 – 31).

Roles and Responsibilities, Resources.



Training Session Two

Club Operations

Review the officer roles and initial meeting with Club Officer Mentor Team

Stress the concepts of planning, teamwork and communication to the new officers.



Club Officer Responsibilities

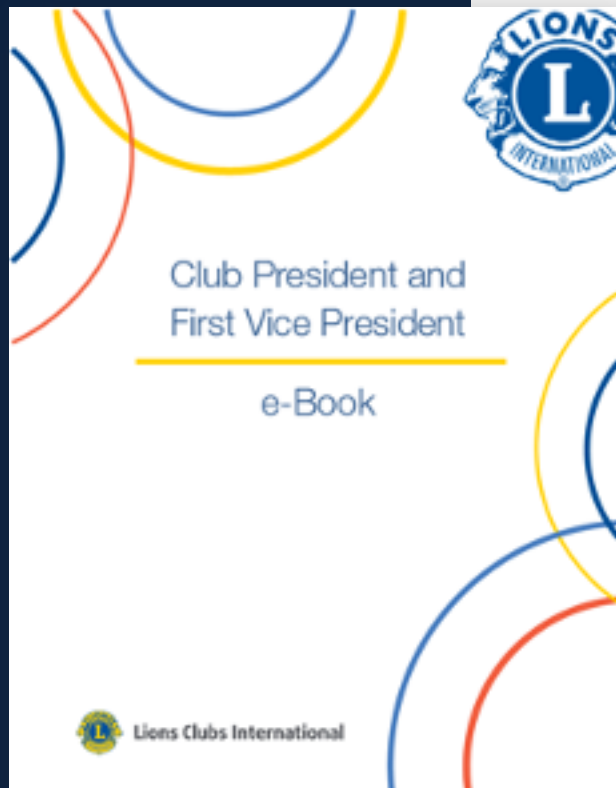
Resource: Club Officer e-Books

Highlights the important role of each club officer.

Note any local adaptations when appropriate.

Webpages designed for each specific officer.

Each Mentor should cover the details specific to their position on an ongoing basis.



Best Practices for Financial Transparency

Resource: Best Practices for Financial Transparency Guide



Planning Service Activities

Resource: Making It Happen

Step 1: Make a List of Possible Programs

Step 2: Appoint Task Forces

Step 3: Conduct Research

Step 4: Write a Plan

Step 5: Implement the Plan

*Always remember that club projects are a club
decision.*

Pages 19/20

Making It Happen! Guide to Club Project Development



Lions clubs that organize meaningful community service projects make a significant impact on the people they serve. Lions has helped them make a valued contribution and potential members are more likely to support the project.

This step-by-step guide helps your new or existing club identify meaningful service projects and develop an effective plan of action. You will find this guide guides leading service organizations and accomplish more than one club alone!

"All great societal changes were the result of an idea that was shared with others to gain their commitment, develop a plan of action and make the idea a reality."

Improving Club Quality Programs



The Big Picture



The Annual Plan



Great Meetings!

Training Session Three

Hosting Productive and Meaningful Meetings

Stress the concepts of planning, teamwork and communication to the new officers.



Hosting Productive and Meaningful Meetings

To encourage attendance, be sure these items meet the needs of your members:

- ✓ The meeting date, time and location
- ✓ Send invitations announcing activities
- ✓ Make personal calls to invite current and potential members
- ✓ By inviting interesting and relevant speakers
- ✓ Involve members in projects right away.

How to Improve Overall Meetings

Resource: Your Club, Your Way!

Customizing Your Meeting

Reinventing Your General Meeting

Phasing in Change

Key to Meeting Success

Ideas to Increase Involvement

Club Meeting Program Ideas

Promoting Your Meetings and Events to the Public



Exercise 9 – Page 22

*Training Session
Three is focused
on Productive and
Meaningful
Meetings*

Productive and Meaningful Meetings

What can be done to increase
attendance?

Training Session Four

The Importance of Recruitment and Retention

This section underscores the importance of continued club growth and provides an opportunity to check the progress made by the Club Officer Mentor Team.



The Importance of Recruitment and Retention

Resource: Club Membership Chairperson e-Book

Recruiting New Members

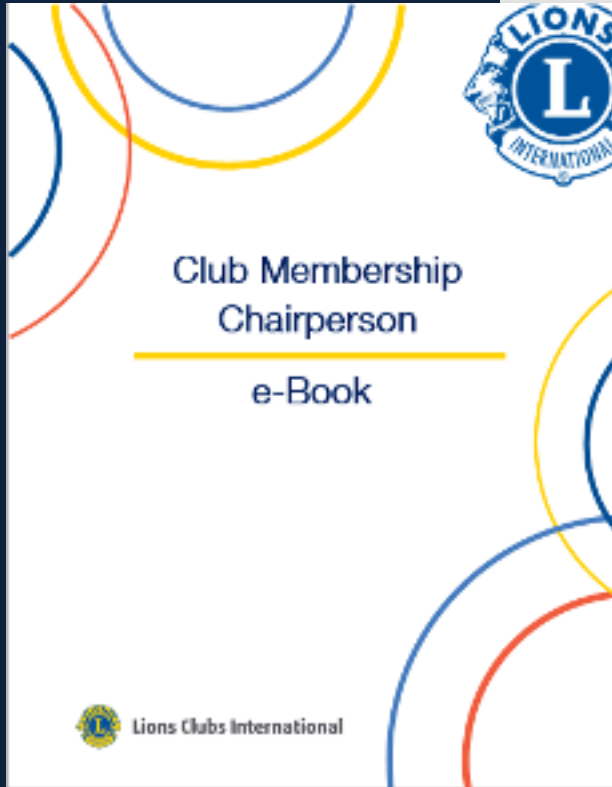
Sponsor's Responsibilities

Induction Ceremony

New Member Orientation

Membership Awards

Involvement



Exercise 10

Initiate an ongoing membership recruiting plan and confirm club officer development.

Creating a Membership Plan

Describe successful ideas for recruiting new members that could be shared with new club officers.

Training Session Five

Planning for the Future and Achieving Excellence

Review the need for ongoing planning and development.

*This should take place after the club has operated
for a few months and before new club officers
take office for the next fiscal year.*

Encourage planning and continued club development



Planning for the Future and Achieving Excellence



Lions Clubs International

BLUEPRINT FOR A STRONGER CLUB



Resource: *Blueprint for a Stronger Club*

Takes approximately 60 minutes

Assess the club's current status

Establish goals

Develop the Blueprint for a Stronger Club

Planning for the Future and Achieving Excellence

Resource: Club Quality Initiative

This process takes approximately four hours or can be conducted over a series of meetings.

Step 1: Understanding the Process of Change and LCI Forward

Step 2: Determine the need for change

Step 3: Set Goals

Step 4: Develop Plans

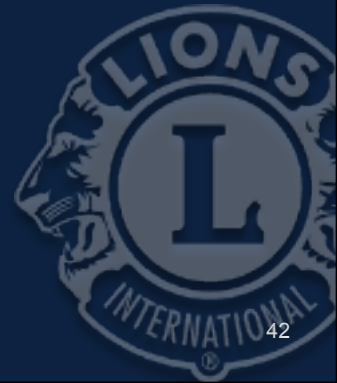
Step 5: Implement and sustain change





Section V

Assessing Club Needs



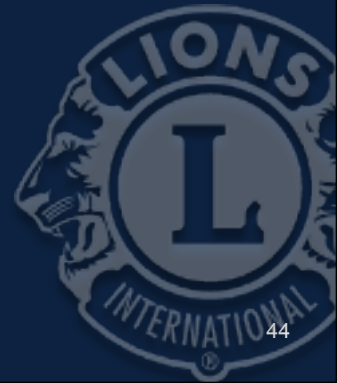
Section V: Assessing Club Needs

Using the Club Assessment (pages 34-38) determine the club's needs and areas for development.

- Understanding Club Responsibilities
- Club Management
- Service Activities
- Communications
- Meetings
- Membership Growth
- District Support
- Further Leadership Development

Section VI

Guiding Lion Resources



Section VI: Guiding Lion Resources

Quarterly Report

Club Health Assessment

Provides valuable information to ensure continued development.

Final Report

At the close of a two-year assignment to a club, submit the Final Report (page 45).

Guiding Lion Support

LCI is available for assistance by phone (630) 468-6810 or email: certifiedguidinglions@lionsclubs.org.

Assess your clubs' health every month!

Resource: Club Health Assessment

Membership gain/loss

Reporting history

Officer rotation

Membership reporting

Club status

Donations to LCIF

Club Health Assessment for District 2 E1 through May 2015

		Charter Date	Status	Membership					Reporting					LCIF		
Club Number	Club Name			Current Member Count	VTD Members Added	VTD Members Dropped	VTD Net Change	% Change	Pres. Report	Off. Report	Off. Report	Off. Report	Off. Report			
Net membership																
				Number of times in status (as active) in last two years	If false 10 members appear in net				If no report 0-3 months appears in net	If no report more than one year appears in net	Number of repeat reports indicated	Notes: Are officers that do not have an active report in status	If 10-12 months appear in net	Conditions for current fiscal year		
3079	BLAN	05/01/1976	Active	12	1	0	1	8.33%	11	2		N	P	200		
801	GORDON	06/01/1986	Active	6	0	3	-3	-50.0%	6	0	0	N	P, S, T, M	100		
802	GORDON	09/01/1986	Active	15	0	0	0	0.00%	16	1		N	T, M	10		
4310	GRANDPOND	01/01/1984	Active	7	0	1	-1	-14.29%	10	2	2		P, S, T	100		
803	GRANDPOND	06/01/1938	Active	87	10	0	0	6.10%	82	0	0	N	M	0		
804	GRANDPOND/BLAN	06/01/1986	Active	17	3	2	1	6.25%	16	1	1	N		0		
805	HANDEL	06/01/1938	Active	22	0	1	-1	-4.55%	23	2	1	N	P, S, T, M	100		
806	HANDEL	03/01/1938	Active	6	0	3	-3	-50.0%	11	3	1	?		100		
3030	HENRIETTA	04/01/1986	Active	6	0	1	-1	-16.67%	7	1	0	10	S, T, M	0		
875	JOHN PETER	06/01/1938	Active	18	0	4	-4	-22.22%	22	18	0	3	N	T	100	
876	JOHN PETER (BYRON)	06/01/1938	Status Good	3	0	0	0	0.00%	3	0	0	0	M	200		
872	JACKSON	06/01/1938	Active	70	10	10	0	0.00%	70	10	0			100		
874	KNOX CITY	02/01/1938	Active	12	0	3	-3	-25.00%	10	10	1	?		100		
876	MARSH	03/01/1938	Active	16	3	0	3	18.75%	19	10	0			100		
8338	MIDDLEBURY STATE UNIVERSITY	06/01/2000	Active	3	0	0	0	0.00%	3	20	1	NONE		200		
878	MORRIS HILLS SKIING	06/01/1987	Active	7	0	0	0	0.00%	7	1	?	N	P, M	100		
877	MORRIS HILLS NOON	06/01/1987	Active	67	1	7	-6	-8.82%	74	20	0	N	M, M	100		
879	MUNDAY	02/01/1980	Active	21	2	0	2	9.52%	24	0	1	N	M	0		
880	NOODIA	06/01/1986	Active	19	1	4	-3	-15.79%	20	28	0	N	P, M	200		
881	OLNEY	06/01/1938	Active	23	0	1	-1	-4.35%	24	3	0			100		
805	POCONO WOODEN LAKE	03/01/1986	Cancelled	6	0	6	-6	-100.0%	6	1	10			100		
11000	QUAKHAT NOON	06/02/01	Cancelled	0	0	24	-24	-100.0%	24	2	0			100		
886	RAVIER	04/01/1982	Active	29	0	0	0	0.00%	29	17	0	N	P, M	0		
880	SEYMOUR	02/01/1987	Active	25	0	3	-3	-12.00%	29	16	1	N	P	100		
4478	SHAW	03/01/1986	Cancelled	0	0	11	-11	-100.0%	11	10	10	NONE		100		
889	South Tarrytown County	03/01/1986	Active	24	0	0	0	0.00%	24	0	0	N		0		
10362	STAMPOND	11/02/2008	Active	0	0	0	0	0.00%	0	0	2	P	200			

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Thank You!
Any Questions?

next

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October 17 & 18, 2020

Certified Guiding Lion Training

