

CLUB MEMBERSHIP CHAIRPERSON MENTOR CHECKLIST

The following training should be conducted by the Club Officer Mentor within 30 days of the new club formation.

Club Name: _____ Club Number: _____

Club Membership Chairperson Name: _____

Club Membership Chairperson's Information: _____

Roles and Responsibilities:

1. Develop a membership growth plan specifically for the club and presented to the board of directors for approval.
2. Encourage club members to recruit new quality members.
3. Ensure implementation of proper recruitment and retention procedures.
4. Prepare and implement orientation sessions.
5. Report ways to reduce the loss of members to the board of directors.
6. Coordinate with other club committees in fulfilling these responsibilities.
7. Serving as a member of the zone level membership committee.

Resources: Material may be covered over multiple sessions

Introduce the club membership chairperson to the club resource center and the Lions learning center on the LCI website and cover in detail the following materials.

- Standard Form Club Constitution and By-Laws – Review the sections of the [Constitution and By-Laws](#) and review the sections in detail, noting when the information might be applied.
- [Club Membership Chairperson's e-Book](#) – The e-Book Provides a fast and logical link to the information they need
- [Lions Orientation Guides](#) – The series provides an outline of information that may be presented over a series of meetings.
- [Membership Applications](#): The application can be filled out online or printed and provided to potential members.
- Member Center: [Managing a Club: Club Resource Center](#): Administrative Committees: Membership Review the resources listed in the Club Resource Center and how they can be applied to membership development.
- Provide additional resources, sample club brochures, promotional materials, letters and other materials that the club membership chairperson may find helpful.
- Encourage the club membership chairperson to contact you with questions and ideas.
- Encourage the club membership chairperson to attend the zone meetings or to visit your club to see how your club recruits members.