



Tips for Better Club Meetings

1. Before the Day of the Meeting

1. If the venue is not permanent, fix it for the meeting in advance. (Don't forget a generator for emergency use.)
2. If the venue is not own, check up whether it is free on the day of the meeting.
3. Fix a talented, good Guest Speaker in advance.
4. Inform the Speaker, the topic, venue, meeting date and time.
5. He / She should be informed of the time slot for the speech. (30 minutes.)
6. Collect the bio-data of the Speaker in advance.
7. Entrust a suitable Lion the job of introducing him / her impressively.
8. The Greeter or the Lion Tamer must be requested to receive, to seat, give company, to feast and see off the guest(s).
9. Buy a memento (not a vessel) neither too cheap nor too costly. (Books)
10. The memento should bear the name of the club and date.
11. Arrange for a short inexpensive entertainment. (Members, relatives or friends of members, amateurs and the like.)
12. The time limit for it should be intimated (10-15m) in advance.
13. Make sure whether it is free or for concessional rate.
14. Distribute Certificate of Appreciation or memento.
15. Send the invitation in time- neither too early, nor too late.
16. Motivate for larger attendance through phone too. (Special attention to chronic absentees.)
17. If individual hosting is in practice, request the host to extend a personal invitation through phone also.



18. Take steps to increase the participation of the families of the members too.
19. Remind the members to wear the Lion Lapel Pin.
20. Remind the Attendance Com. Chairperson to record the attendance properly.
21. Prepare a detailed agenda for each meeting, (at least 5 copies)
22. Entrust the members in advance with the duty of reciting Flag Salutation, Lions Prayer, Code of Ethics, Objects etc. (the last two are a must.)
23. Request them to come prepared to recite without errors.
24. Allot time (3-5m) to the Tail Twister, Greeter, Information and other relevant Committee Chairpersons in the agenda.
25. Instead of always requesting the secretary to express vote of thanks, different members like hosts may be given opportunities.
26. Request a few members to come prepared for cracking

jokes, singing songs, narrating interesting anecdotes or a club officer to explain the duties of his/her office.

27. Come prepared with notes for the announcements to be made.
28. Arrange for dinner or remind the host, (welcome tea too.)

29. Arrange for the photographs to be taken, if necessary.
30. Arrange for one or two service projects and ensure the presence of the recipients.

2. On the day of the Meeting

1. Remind the Guest Speaker and the members through phone also.
2. Send the Lion Boy to the venue at least an hour prior to the meeting with instructions to clean the venue, tie the welcome banner, dust the chairs, arrange the addressing system etc.
3. Encourage a half an hour fellowship before meeting.
4. The P.S.T. should be at the venue with the Lion Tamer, at least half an hour in advance.
5. Check whether the following are ready or at hand and are placed on their respective places.

1. Agenda 2. Minutes
3. Reports. 4. Attendance Register 5. District Directory & Club Charter & Banner 7. Gong (Polished) and Gavel.

8. Mementos 9. Certificates. 10. Photographer or Camera 11. Paper & Pen 12. Torch Light 13. Candles 14. Match Box 15. Generator 16. Service Material / Money 17. PST Collars. 18. Office badges for the head table 19. Podium 20. Mineral Water 21. Large lettered Flag Salutation, Prayers, Pledges, Code of Ethics, Lions Objects etc.

6. Ensure enough light and air circulation.
7. Check the seating arrangement. (Avoid Class room like argument.)
8. Check the acoustic system.
9. Receive the Guests and make them seated after a welcome tea.
10. A brief rehearsal by the PST with the agenda, minutes, reports, announcements, etc. will produce a far better result.

3. Just before the Meetings

- ❖ One of the members of the Greeting Committee should be at the entrance to receive.
- ❖ The Lions and the Guests should be received with a warm hand shake and be seated.
- ❖ Their names, office, club and signature may be taken in the attendance register.
- ❖ They may be offered welcome drink & biscuits / snacks.
- ❖ The Guests should be given company by the club members. They should not be left alone.



- ❖ At least half an hour fellowship before the starting of the meetings is desirable.
- ❖ The PST must occupy their seats on the dais at least two or three minutes prior to the commencement of the meeting.
- ❖ The I.P.P. must also be seated on the dais.
- ❖ The PST collars may be worn.
- ❖ Instead of putting them on by themselves, each one may put it on others.
- ❖ The 1.P.P. may also do it.
- ❖ The Z.C., R.C., Principal Cabinet Officers, PDG, V.D.G., D.G. and the like, if present/should be offered a seat on the dais.
- ❖ If they are the members of that club, they thankfully acknowledge the offer but won't go to the stage, if it is an ordinary B.O.D. / G.B. Meeting.
- ❖ One of the Lions may be requested to escort the Guest of Honour to the dais amidst lusty clapping.



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- ❖ If the spouse of the Guest is present, escort her or him along with the Guest.
- ❖ While being escorted, ovation should be given, (thanking.)
- ❖ When the Guest comes to the head table, those who have been sitting already, rise and shake his / her hands.
- ❖ The Guest of Honour should be seated at the right (hand side) of the President.
- ❖ Copies of the agenda should be distributed at least to those who are seated on the dais. (To all is better.)
- ❖ Persons arriving late should be taken to their seats quietly.
- ❖ VIPs arriving late, 'may' be sent to the dais, but not **ceremoniously**.

4. During the Meetings

- ❖ Meeting should be started on time.
- ❖ If the President has not arrived on time, the Vice President present, can call the meeting to order and conduct the proceedings till the arrival of the President.

The Presiding Officer must strike the gong with the gavel lightly and then say loudly, "The First / Second General Body Meeting of the Lions Club of for the Month of..... is hereby called to order by me as the President / Vice President of the club."

- ❖ Some clubs prefer an invocation.
- ❖ The invocation of a particular religion may be avoided.
- ❖ The attendees have to remain standing until the silent prayer for World Peace is completed.
- ❖ One of the Lions, preferably prefixed i.e requested to recite the Flag Salutation.
- ❖ The gathering should stand in rapt attention.
- ❖ Lions Prayer is optional.
- ❖ Lioness Prayer, if there is a Lioness Club.
- ❖ Leo Pledge, if there is a Leo club.
- ❖ When the Leo Pledge is taken, it is customary for the reader to hold his / her right hand as if in oath taking.
- ❖ Silent Prayer for Global Peace for **"a few seconds.."**
- ❖ The President should not look at his watch. A few second's Prayer will do.
- ❖ During the Prayer also, hold your head upright.
- ❖ The participants are thanked and requested to be seated.

- ❖ Request the Lion who have already been intimated to come prepared, to read the Lions Code of Ethics. (It is a must at every Lionistic Meeting or function except at B.O.D. Meetings, Seminars or Schoolings.)

- ❖ It is similarly followed for Lions Clubs International Objects. (Another must)

- ❖ Both need hardly three minutes in total.

- ❖ Welcoming the gathering must be cordial, warm, pleasant but brief.

- ❖ It need not always be done by the President himself. The I.P.P or P.P. or any senior Lion can be given the opportunity.

- ❖ The Introductory remarks are delivered by the Presiding Officer. (Importance of the meeting, main items of the agenda, thanking or seeking co-operation, a word about the Guest, etc....)

- ❖ The Secretary is requested to present the minutes of the previous General Body Meeting.

- ❖ It is not a time for talking with others. Every one, both on and off the dais, should be very attentive.

- ❖ "Any clarification, addition or deletion"? - President.

- ❖ There can be a discussion on the matters arising from the



minutes. (As 'Action-taken' Report may be given.)

- ❖ The Secretary has to make the additions or deletions accepted and reads them.
- ❖ "Will one member who attended the previous meeting propose the approval of the minutes?" President.
- ❖ "Can another member second it, Please?"
- ❖ Both the names are recorded in the minutes book.
- ❖ "May we approve the minutes?", President.
- ❖ The President thanks all and affixes his signature under the word, "Approval."
- ❖ A member may be motivated to crack a joke or sing a song.
- ❖ The Secretary is requested to brief the decisions taken at the latest B.O.D. Meeting.
- ❖ It is strongly recommended that the Secretary should present a brief report on what have been done by the PST between the previous meeting



and this meeting. (Service Projects, remittance of dues, attending Seminars and other functions.)

- ❖ Another joke or song is preferable. (Prog. Com. Chairperson)
- ❖ One Club Officer, who has already been consented, explains the responsibilities of his/her office. (5m)
- ❖ The Information Committee Chairperson is given time to give the latest Lionistic Information (3 / 5m). He can conduct a mini Lions quiz too.
- ❖ The Principal officers inform the members of the communications they have lately received and sent.
- ❖ Announcing / reminding the forthcoming projects / meetings / seminars / and other functions.
- ❖ Motivate for larger attendance for these and note down the names of the members who consent to participate for further motivation.

❖ Tail Twister's Time (3 / 5 m)

The T.T. may make use of this opportunity to make the meeting livelier and interesting and collecting fines in guise of donations, diplomatically.

- ❖ One Past President or a Cabinet Officer, past or present, who has already been contacted, may be requested to talk on a Lionistic topic for three or five minutes or conduct a mini quiz.
- ❖ The time for Greeter Committee Chairperson follows.
- ❖ He / She can announce the Birth Days and Wedding Days of Members, say a few congratulatory words, offer gifts and collect voluntary donations for service from them.
- ❖ The second session of the meeting begins now.
- ❖ Self introduction is necessary, if there is a Guest of Honour or Guest Speakers from outside.
- ❖ Let the Lion who was entrusted with the job, introduce the Guest of Honour impressively for three minutes.
- ❖ Politely remind the Guest of Honour the time allotted to him/her.
- ❖ Address, by the Guest of Honour for 30 minutes.
- ❖ No interference, rapt attention.
- ❖ Clearing doubts, only with the

pre-permission of the Speakers.

- ❖ Response by a member.
- ❖ Not a vote of thanks, a kind of appreciative talk; very brief (2/3m) no criticism or contradiction.
- ❖ Presentation of mementoes
- ❖ The vote of thanks by the lion of the meeting or a member may be very brief.
- ❖ National Anthem.
- ❖ Before adjournment, request the participants to honour you with their company at the dinner.
- ❖ Adjournment of the meeting.
- ❖ Strike the gong with the gavel and then say, "The meeting is hereby adjourned."

5. After the Meetings

- ❖ Make sure that the food is arrived atleast half an hour prior to the closing time of the meeting.
- ❖ Chairs & tables at the dining hall should also be clean.
- ❖ Count the appropriate number of the attendees half an hour
- ❖ There should be excessive food for 10%/ 20% persons.
- ❖ Ensure the availability of enough vessels, plates, cups etc.
- ❖ 15% of the food should be for vegetarians. (Equally good & sumptuous.)



- ❖ Don't drive all to the dining hall soon after the meetings.
- ❖ Let them enjoy fellowship for a few minutes.
- ❖ Soup may be supplied during the fellowship.
- ❖ The volume of the speakers should be minimal.
- ❖ Host club members must sit for dinner only after having made sure that all the guests have been seated.
- ❖ The drivers of the vehicles of the VIP's must have been dined, preferably earlier.
- ❖ The recipients of our service project must be invited to dine with us.
- ❖ Some seats should be reserved for the VIP Guests. If all attendees cannot be accommodated at a time.
- ❖ entertainment may be provided for those who are awaiting.
- ❖ If the gathering is large, buffet is more convenient.