**Conducting a Leo Club Meetings:**

The club president presides at all meetings of the club. Preparing and following an agenda as well as using a recognized system of parliamentary procedure (such as Robert’s Rules of Order) will ensure the meetings run smoothly and productively. Parliamentary procedure will also help you assert yourself when necessary and handle disharmonious behavior. Handling problems that occur during meetings is not always easy. Your members expect, and have confidence in the club president to lead during these times.

Agenda formats vary from club to club and may be tailored to meet your club’s individual needs.

**A typical club meeting or board of directors meeting format:**

• Call to order by president

• Introduction of guests

• Program (guest speaker, entertainment, etc.) may either precede or follow the

 business portion

• Reading and approval of minutes of previous meeting

• Treasurer’s report

• Old or unfinished business

• New business

• Adjournment

**The club secretary typically has numerous duties for these meetings:**

•Creating an agenda in conjunction with the president;

•Notifying participants of the time and location of the meeting;

•Recording minutes during the meeting;

•Recording attendance, makeup meetings and awards presented.

**Communicating Effectively:**

For a club officer, it is vital that the lines of communication remain open among members of the leadership team as well as between the leadership team and the board of directors, club members, district officers and the community. Keeping these people up to date on club news, issues, etc. and helping them work through challenges will be an important part of your year. If disputes arise between any member or members, and the club, consult the dispute resolution provision in the Standard Form Lions Club Constitution and By-Laws (LA-2).