Club Membership Chairpersons Transition Worksheet

This worksheet contains a practical set of insights and action items relevant to incoming Lions Clubs International club membership chairpersons. Your work as a current or incoming club membership chairperson is pivotal in building a strong, lasting foundation of service in your community. Whether you’re new to the position or returning for another year, use this worksheet to start planning for a successful year ahead!

Key member profiles

Enter information for new, recent or milestone members. Be sure to connect with these members and celebrate their milestones.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Induction date</th>
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</thead>
<tbody>
<tr>
<td>Members &lt;1 years</td>
<td></td>
<td></td>
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<tr>
<td>Members &lt;3 years</td>
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<tr>
<td>Milestone year members (10, 15, 20, 25, etc.)</td>
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Important resources

The following resources have been designed to help you understand your role and do your job effectively! Check each box when you’ve reviewed the materials.

- Club Membership Chairperson resources at lionsclubs.org/membership-chair
- Club Membership Chairperson Job Description
- Membership Chairpersons Guide
- Local resources for promoting membership
- Your club roster with contact information for all members
Year ahead checklist

☐ Conduct at least one more community membership drive than the previous year.
☐ Contact at least two former members about returning to the club.
☐ Increase total membership.
☐ Conduct new member orientation with new members.
☐ Personally connect with each member in the club to learn whether there is an opportunity to increase satisfaction, leading to better retention.
☐ Work with club secretary to ensure member profiles and contact information are up-to-date.
☐ Collaborate with other club officers to work through the Club Quality Initiative
☐ Conduct membership survey on or around October 31.
☐ Work with club officers to include member recognition and club awards at the installation dinner.
☐ Connect with local Global Action Team (GAT) leaders and collaborate for success.

Past year notes
Use the space below to note important membership insights you learned during the past year.

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