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.

	First name	Last name	Induction date		
Members <1 years					
Members <3 years					

Milestone year members (10, 15, 20, 25, etc.)		

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.
- U 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.

