



How to have successful Campus Lions Club Meetings

While service is why you joined a Campus Lions club, meeting regularly and efficiently with successful outcomes will provide your club members with the support they need and maximize your club's service potential.

Below are some tips to help club leaders make meetings effective while fitting into busy schedules.

- 1) **Be brief** — Schedule meetings that can cover all essential business in under one hour. You want to keep members engaged and excited to serve.
- 2) **Schedule wisely** — Meet the same night every other week, rather than weekly. Evenings during the semester won't overlap with many classes or interfere with weekend plans.
- 3) **Be on time** — Keep to strict start and end times.
- 4) **Be lenient** — Allow members to join a meeting late or leave early to attend a class.
 - Members should attend at least 75% of the meeting.
- 5) **Stay on topic** — If there are topics that weren't completed during the meeting, you can finalize them on-line via texting, emails, etc.
 - Things like event planning may even require a separate event planning meeting.
 - Club officer and committee meetings should be held directly before or after full club meetings.
- 6) **Have fun** — Your Lions club is about service, but that doesn't mean it's all business all the time.
 - Start meetings with ice breakers. Let other members lead the activities.
 - Offer light snacks. Try to develop local partnerships with stores or restaurants that will offer free or discounted food.
 - Plan an easy service project that can be completed while meeting.
 - Allow all members to contribute, help plan events and run meetings.



Sample 45 Minute Meeting Agenda

- 1) Start every meeting with the club president asking a member to read the club's vision and mission statement to review and reinforce the goals of the club.
- 2) Consider adding a fun ice-breaker activity.
- 3) President and Vice President facilitate induction of new members.
- 4) Secretary welcomes new members.
- 5) Treasurer briefly reviews finances: dues, fundraising, community partnerships.
- 6) Membership chairperson reviews membership requirements (service activities, meeting attendance, etc.)
- 7) Club activities chairperson reviews social events and sign-up schedules.
- 8) Service chairperson reviews upcoming service activities for the month and open tasks to be completed.
- 9) Public Relations/Marketing chairperson shares pictures, social media information, and reminds people to post and invite friends to upcoming service events.
- 10) Conclude and remind everyone of next social and service events meet-up time and place.



Lions Clubs International

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