

## CLUB SERVICE CHAIRPERSON MENTOR CHECKLIST

*The following training should be conducted by the Club Officer Mentor within 30 days*

Club Name: \_\_\_\_\_ Club Number: \_\_\_\_\_

Club Service Chairperson Name: \_\_\_\_\_

Club Service Chairperson Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Roles and Responsibilities (for full description, please see the Standard Form Club Constitution and By-Laws):**

1. Lead the service committee to implement the club's service action plans in order to achieve the club's service goals.
2. Report service activities to LCI.
3. Serve as a club resource on current community needs. Develop community partnerships to expand service and utilize tools and resources offered by LCI and LCIF.
4. Encourage participation and engagement in service projects.
5. Attend the district governor's advisory committee meeting of the zone in which the club is located when appropriate.
6. Collaborate with the District Global Action Team on LCI Global Causes, and participate in relevant district, region and zone meetings and events.

**Resources:** Introduce the new club service chairperson to the resources as noted below. (Material may be covered over multiple sessions):

- Club Service Chairperson webpage and the Lions Learning Center on the LCI Website.
- Service Toolkit: Resources designed to help you assess, position and activate your club for greater impact.
- Club Service Chairperson e-Book: The e-Book provides a fast and logical link to the information they need.
- Our Global Causes: Learn about Lions Clubs International global causes and how to best service your community.
- Service Project Planners: Downloadable tools for clubs ready to engage our global causes.
- Global Service Team Toolbox: A Variety of resources including webinars and presentations about the Service Journey and the Value of Service.

Encourage the club service chairperson to visit your club to see how other clubs are managed.

Service Chairpersons correspondence from LCI: Encourage the service chairperson to have a unique email on file to ensure that they are able to receive communication.