

# Club Administration Manual

## Explanatory Notes

### EXPLANATORY NOTES

The Club Administration Manual is provided as an overview for Lions to help them understand our Association, navigate to essential resources and to assist in running local clubs.

The Lions Service Club Association is dynamic; constantly changing as we look for new strategies and solutions for our Association, and respond to the world around us. For that reason, this Administration Manual is only a guide.

Lions wishing to have access to the best and most current information to assist them in running the club, should look to online sources and participation in the many training opportunities offered within the district, nationally and internationally.

If you notice any information in the manual that is incorrect or out-of-date, please don't hesitate to advise us at [info@lions.org.au](mailto:info@lions.org.au)

This manual will not be produced in a hard-copy format.

### USING THE MANUAL

Lions Clubs International and Lions Australia provide a wealth of information on their websites. In particular, the Club and District Resource areas provide current information to assist Lions Clubs.

Rather than reproduce this information, the Club Administration Manual provides hyperlinks to take you to the references on these websites.

For this reason, it is best to read the manual with an active internet connection so that you may 'click through' to the various linked sites.

Happy reading

Rob Oerlemans  
Executive Officer

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