



Club Admin Checklist- March 2026

Available online 24/7 @ www.lions201q1.org.au/member-resources/district-club-checklist

Information to Pass on to all Lions in your Club

CHECK OUT THE LIST OF ONLINE WORKSHOPS in **March and April** via Zoom– www.lions201q1.org.au/news all details in Leadership Training Programs.

- Mar 12th** 7pm (QLD Time) – **WORD**
- Mar 19th** 7pm (QLD Time) – **Preparing Your Handover**
- Mar 26th** 7pm (QLD Time) – **New Member Orientation**
- April 16th** 7pm – **Portal Training and Updates**

Guiding Lions Course – In Person Training Workshop

When: Saturday 21st March 2026 – (Date in May to be announced)

Where: Cabarita Beach Hotel , 2/6 Pandanus Parade, Cabarita Beach NSW 2488

Time: 10:00am - 3:00pm NSW time

Who: Incoming Club presidents, Zone chairs, any interested Lions or LEOs, Zone Chairs, Cabinet members

What is Guiding Lions training about?

The Guiding Lion Program is designed to assist clubs that are newly chartered, or established clubs that are rebuilding. The ultimate goal for the guiding Lion is to make the club independent and self-reliant. Completing the guiding Lions course also assists Lions within their own clubs. As one of our Past District Governors once said, "We are all guiding Lions in our own clubs". Which means that we are all responsible for supporting and building our club. Completing this course doesn't necessarily mean you will be appointed as a Guiding Lion, but the knowledge you gain from the course will enable you to better support your own club and assist you in other roles within Lions.

To register your interest email Libby at GLT@Lions201Q1.org.au by the 15th March





Information to Pass on to all Lions in your Club

- MONTHLY Q&A ON ZOOM** – Do you have a question? Or want to find out more? Join us on Zoom starting back on the **last Sunday in February @6pm** (Brisbane time) www.lions201q1.org.au/zoom

Club Secretary – Voting International Director

- VOTING FOR INTERNATIONAL DIRECTOR** – A reminder that delegates for the International Director candidate election need to be **assigned in the Lion Portal by the 6 March 2026**. If you need assistance reach out to Cabinet Secretary Christine. **Reminder to please make sure your Lions International invoice and club dues are fully paid in order to be eligible to vote.**

- A VIDEO RECORDED SPPECH BY THE CANDIDATES**, and their nominated introducer will be available on the Lions Australia YouTube channel from **4 March 2026 8am at this link. [Candidate Videos](#)**.

- How to nominate a delegate on the Portal.** *(Club Secretaries or Administrators)*

1. Navigate to the Portal [here](#).
2. Open the Portal by entering your username and password.
3. Navigate to “My Club”
4. Select “Members” and then “Manage Delegates”
5. Under “Convention Type” select “Multiple District” and “March Virtual” then “Next”
6. Select “Assign a Delegate” then “Next”
(Note the information advising the requirement that a Club be financial in order to vote).
7. Select your Club Delegate then “Next”

If your club is eligible to stand more than one delegate, you will have the opportunity to add additional.





8. **IMPORTANT!** – Please check that the e-mail address and mobile phone number are correct in the Portal for your delegate(s) as this will be used to issue voting credentials!

Club Secretary - Administration

- SERVICE REPORTING** – Are you reporting Club Service? Need to know more? Visit lionsclubs.org/service-reporting
- LIONS PORTAL** – Is your information up to date in the portal ? if you need any help or assistance, please let me know cabsec.q1@lions.org.au
- PU101** – the forms have been emailed to all clubs, please return by 31 March 2026 or after your Election Night. All details to be entered in the Portal, please reach out if you need assistance.
- REMINDER TO KEEP UP TO DATE ON THE LATEST NEWS, EVENTS AND INFORMATION** (and reduce email clutter) – we have it all in the one place. www.lions201q1.org.au/news **Check weekly for updates.**

Pass on to Club Service Chair Community Awareness / Global Causes Events/Dates

Consider getting involved in one of these Global Causes or Community Awareness initiatives:

MARCH 2026

- LIONS ON SAFARI: A SERVICE ADVENTURE** for the month of March
<https://www.lions201q1.org.au/service-projects>
- INTERNATIONAL WOMEN'S DAY** – 8 March
- NATIONAL LEO DAY** – 16 March
- HARMONY WEEK** –17-23 March





INTERNATIONAL DAY OF HAPPINESS – 20 March

WORLDS GREATEST SHAVE – All March

APRIL 2026

WORLD AUTISM DAY – 2 April

LEO AWARENESS MONTH - All April

LIONS WEEK OF SERVICE 'ENVIRONMENT' – 18-26 April

PAY IT FORWARD DAY – 28 April

MAY 2026

AUSTRALIA'S BIGGEST MORNING TEA – All May

MENTAL HEALTH AWARENESS WEEK – 11-17 May

NATIONAL VOLUNTEERS WEEK – 18-24 May

LIONS WEEK OF SERVICE 'MEMBERSHIP GROWTH' – 24-30 May

