This resource guide has been compiled to assist the club Lion Tamer in the performance of club officer duties. It will be modified, changed, and amended as new information is available. If you have suggestions for changes and/or improvements please contact PDG Richard Smith at RAS39@q.com or Phone 541-459-3914

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**Duties**

The Lion Tamer serves as the custodian of club property. Responsibilities include:

1. **Having charge of and being responsible** for the property and paraphernalia of the club including such items as flags, banners, gongs, gavels, song book, button board, bells, etc.

   **Note:** It is not unusual for visiting club members to attempt to borrow club paraphernalia and then hold the items hostage until the owner club visits to redeem it. Some clubs are very adept at this practice and club property must be carefully secured to prevent such loss and the payment of ransom fees. Some clubs go so far as to secure their items, such as the bell and the gavel, by chaining them to either the podium or the wrist of the President. However, if items disappear, the Lion Tamer is subject to a fine at the discretion of the Tail Twister and responsible for arranging to get the borrowed item returned.

2. Ensuring **proper placement of club paraphernalia** prior to each meeting and returning the items to their appropriate storage area after the meeting.

   **Note:** The club bell and gavel should be placed for the convenience of the president. The international flag set should be at the front/center of the head table. An American Flag should be placed to the right of the president and any other flags/banners to the left of the president. The lion tamer is also responsible for setting up any speaker system, microphones, or AV equipment for the efficient conduct of the meeting. The Lion Tamer should always be an assistant to special speakers or visiting dignitaries such as the District Governor or International Director.

3. Serving as **sergeant-at-arms** at meetings.

   **Note:** The Lion Tamer is responsible for the proper conduct of members and may solicit the support of the Tail Twister in maintaining order and dealing with unruly and unacceptable behavior of members.

4. Seeing that **meeting attendees** are properly seated.

   **Note:** Due to member conversations and activities prior to the meeting, members often are not ready for the meeting to begin. The Lion Tamer should encourage members to be seated and ready so the meeting may be conducted in a timely manner.

5. **Distributing materials**, such as bulletins, favors, and literature as needed at club and board meetings.

   **Note:** The Lion Tamer serves a very important function in the distributing of materials for guest speakers and visiting lions.

6. Giving special attention to assure that **new members** sit with a different group at each meeting so they become acquainted with all members.

   **Note:** This is an excellent way for new Lions to get to know the Lion Tamer and other members, and it is an excellent way of breaking up “cliques”.

7. **Serving as a greeter** for members and guests attending club meetings.
**Note:** This allows all who enter to feel welcomed and be directed to an appropriate seating location. The Lion Tamer should escort any guest upon his/her arrival to be introduced to the president.

**Six Keys Common Among Successful Clubs**

- A Major Community Activity
- A Major Fund Raising Project
- A Strong Public Relations Program
- Well-Organized Club Meetings that are Stimulating and Informative
- A strong Team spirit
- A well-Organized and informed Recruiting and Retention Program