



Worksheet

Name: _____

Cabinet Role / Portfolio: _____

1. Core Purpose of My Portfolio

In one or two sentences, describe the main role or purpose of your portfolio.

2. Key Messages

(What are the main points you want members/clubs to remember? Keep them short and clear.)

Message 1: _____

Message 2: _____

Message 3: _____

Message 4: _____

3. Priorities & Goals for the Year

(List the top things you want to achieve or promote this year.)

1. _____

2. _____

3. _____





4. Frequently Asked Questions (FAQs)

(What questions do clubs or members ask you most often? If you have had any, think about the Question you would ask to learn more... Write both the question and the short answer. - Answers should be the easiest way to fix or solve the question.)

Q1: _____

A1: _____

Q2: _____

A2: _____

Q3: _____

A3: _____

Q4: _____

A4: _____

Q5: _____

A5: _____

Other Questions:- _____





5. How Clubs Can Get Involved

6. What other resources are available

7. Why should a Lions member/club get involved

