

LIONS CLUB
SECRETARY
HANDBOOK

LDR- September- 2001
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This manual is put together to assist you through your year as Club secretary.

The dictionary defines "Secretary" as someone who writes letters and keeps records, and belongs to a chief executives cabinet.

A Secretary is the recording officer of the Club, liaison officer between the Club and the District and between the club and Lions International.

Specific duties are required;

- Submit a Monthly Membership Report "MMR" each month (12 in total) commencing from July and prior to the end of each month thereafter until the following June. This report goes to the Governor, VDG, RC, ZC, with a one copy for the club records. The original is filed with Lions Clubs International.

- Submit a District A-15 Monthly Activity Report every (12 in total) commencing from July and prior to the end of each month thereafter until the following June. This report goes to the Governor, VDG, RC, ZC, with a one copy for the club records. The original is filed with Lions Clubs International.

These two reports are due by the last day of the month; this is a change from previous years when the deadline was the 5th day of the next month.

- Be an active member of the District Governor's Advisory Committee in your Zone.

- Keep and maintain general records of your club, which includes minutes of all regular, board and any special meetings, attendance, election results, member classification, address and phone number, member club accounts, 100% attendance.

- Issue statements to each member for annual dues and any other financial obligations owing to the Club, collect and turn all funds over to the Treasurer.

- Arrange for new member certificates and installation of new members.

A Club Secretary Manual is sent from Lions International early spring and you should make use of the material and pass it on to the incoming Secretary.

All Club supplies are ordered by the Club Secretary.

Don't report who attended the previous Officers School (usually held in May) until your July Membership Report.

Assist the Club President in preparing a report for each Zone Advisory Meeting held in your Zone.

Each Lions Club is required to hold 2 regular meetings and 1 Directors meeting each month from September through June.

You should have on hand new member kits, a copy of the Lions Installation Service, and a copy of the Lions Service in the event of the death of a member.

The Club Involvement Awards runs from July 1 to May 31 each year.

Maintain sufficient Liability Insurance to cover any local project you may have. Most municipalities require Liability Insurance in the amount of \$2,000,000.00 prior to issuing a license for your event.

Going back to submitting of various forms and reports the following TIME LINE for completion and who is to receive them and indicating the other tasks that need to be done.

JULY

- Usually no regular meetings are held but you are still required to submit
 1. Monthly membership Report
 2. District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- Assist your incoming President in the preparation of his program for the year.
- Order 100% attendance tables for those lions that made all the meetings.
- Prepare change of signing authorities at the Bank to take effect July 1st (The treasurer may also perform this task.)
- Prepare Membership cards for all members for the new Lions year (some clubs may invoice dues semi-annually, some may invoice annually. The Membership card should only be dated to the date DUES are paid up to.
- Make sure the Treasurer has someone review the books of accounts for the previous year and prepare a financial statement for that period.
- Attend the International Convention, if possible.
- As soon as the last meeting for the month is over or by the last day of the month submit the above reports to the appropriate officers.

AUGUST

- Note: usually there no regular meetings are held however, you are still required to submit
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- There is usually a Board of Directors meeting during the month.
- The Club President, Secretary, 1st Vice President and the Membership Chair to attend the Summer Cabinet meeting, usually held on either a Saturday or Sunday afternoon about the 3rd weekend of August. The new District Directories are given out to the clubs at that time. The club would usually get two District Directories, one for the Club president and Club Secretary. Any Past District Governor in the club would also receive a copy.
- A friendly reminder should be given to the Club Treasurer that Lions International dues are to be paid prior to September 1st.

SEPTEMBER

- Regular meetings of the Club commences and you are required to file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- Prepare meeting agendas and discuss with your Club President prior to each meeting items that need to be included.
- Collect membership DUES.
- Arrange for presentation of 100& pins, preferably when you have a District officer in attendance.
- Assist with presentation of Budgets for the coming year.
- A-15 DUES are payable by October 1st.
- Provide the club President and Committee Chairs with a supply of Lions stationary and envelopes as required.
- You should have an up to date copy of the District Constitution and By-Laws to settle any disputes or concerns that may arise during the year.
- Attend if possible the USA/Canada Leadership Forum.
- The Club President, Secretary, 1st Vice President and membership Chair to attend the first of three Zone Advisory meetings.

OCTOBER

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- The Club President, Secretary, 1st Vice President and membership Chair to attend the first Cabinet meeting, the location of this meeting will be listed in the District Directory.
- The club should conduct an appropriate "Prospective New Members Night".
- MD"A DUES are to be paid prior November 1st.
- If possible attend the MD"A" Form.

November

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- The Club President, Secretary, 1st Vice President and membership Chair to attend the second of three Zone Advisory meetings.

DECEMBER

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.

JANUARY

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- The Club President, Secretary, 1st Vice President and membership Chair to attend the second District Cabinet meeting, the location of this meeting will be listed in the District Directory.
- Club should conduct another "Prospective New Members Night" in February or March.

FEBRUARY

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- Make sure a Nominating Committee is set up to search for and present a Slate of Officers for the coming Lions year prior to the end of March.
- International semiannual DUES are payable prior to March 1st.

MARCH

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- The Club President, Secretary, 1st Vice President and membership Chair to attend the third of three Zone Advisory meetings. However this one is usually a combined Zone meeting.
- Select voting delegates and alternates to the District A-15 Convention, (each delegate or alternate must have a properly signed and dated Membership Card). You will receive from the District Secretary the number of delegates your club is allowed. (1 vote per 10 members and a vote for more than 5 members, i.e. for 37 members you would be entitled to have 4 votes.
- The Club must not owe Lions International more than \$50.00 U.S. dollars at March 31st.
- Urge all members to attend the District A-15 Convention.

APRIL

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- Prepare and hold Election of Officers for the coming Lions year at a regular meeting of the Club. Have initialed ballots (by the Club Secretary) available to hand out in the event there is an election for office of 2 or more Lions for any position.
- You must file the PU101A prior to the month end to be received by the incoming District Governor before May 8th.
- You must file the PU101 immediately following the Club election to be received by Lions International prior to May 15th.
- You must file the PU101M Supplement to your PU101 Lions Club Officers Reporting Form.
- Attend the District A-15 Convention.
- The Club President, Secretary, 1st Vice President and membership Chair to attend the third District Cabinet meeting held during the District Convention.

MAY

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- Attend the MD"A" Convention if possible.
- Order Past President Pin from Lions International for the new Executive installation night.
- Order a Past Presidents Plaque (if your club presents one to the outgoing President) to be presented at the Clubs Past Presidents Night. Suggest that the spouse be invited to this event.
- Along with the club Treasurer make sure all donations and pledges are paid prior to the Lions year closing date of June 30th.

JUNE

- Regular meetings of the Club require that you file the following;
 - 1) Monthly Membership Report
 - 2) District A-15 Monthly Activities Report along with newspaper articles, photo's and evidence of events taking place during the month.
- You must file your "Year End Membership Report" showing the number of members as of June 30th prior to July 15th as these are the figures required by Lions International for your next billing. The District Governor-Elect also needs these figures to include in the new District Directory.
- File the ANNUAL Lions Activities report to be received by Lions Clubs International prior to July 15th.
- The Club President, Secretary, 1st Vice President and membership Chair to attend the fourth District Cabinet meeting.
- Make sure the Club Presidents Excellence Award application is completed and signed by your Zone Chair and forwarded to the District Governor within 30 days of the Lions International Convention.
- Prepare and submit the Annual Corporations return if in fact your Club is incorporated. If not incorporated you should make every effort to do so for your Clubs protection during events.
- File regular and directors meeting minutes, attendance records, correspondence and other related documents in the proper storage files.

FORMS

Monthly Membership Forms
Copies of above need to be sent to

Due by month end.
Lions International
District Governor
Vice District Governor
Region & Zone Chair
Club File

District A-15 Monthly Activities
Copies of above need to be sent to

Due by month end.
Lions International
District Governor
Vice District Governor
Region & Zone Chair
Club File

PU10-EN Lions Clubs "Officer Reporting Form due after April Election.

PU101A-EN Lions Clubs "Officer Reporting Form for your District Governor
due after April Election.

PU1001-M Supplement to your PU101 Lions Officer Reporting Form
(3 member Membership Committee form).

Year-End membership Report
Annual Lions Clubs Activities Report

Due prior to July 15th
Due prior to July 15th

OTHERS

Application for Membership ME-6
Transfer Member Form ME-20 40M 9/96
Club Secretary's Order Form PS-30 24M 1-99
Application for Melvin Jones Fellowship LCIF-42 40M 6-97
Order Form for Helen Keller Fellowship Award

INTERNET LINKS

District A-15, Main	www.a15lions.org
District A-15, Admin forms	www.a15lions.org/admin/
Multiple District "A"	www.mdalions.org
Lions International, Main	www.lionsclubs.org
Lions International, Reports	www.membership.lionsclubs.org
LFC	www.dogguides.com
LCIF	www.lcif.org
Lions Quest	www.thrivecanada.ca
Lion Net	www.lionnet.com
Lion Magazine	www.mdalions.org/thelion

CONCLUSION

The Secretary's job is a very rewarding one, it tends to keep meetings flowing at the Club, Zone, District and at International levels.

You are assisting those Officers at the Club and District level to attain their objectives and will earn you a 100% Secretary Award for your efforts provided you have completed all of your tasks effectively and efficiently.

I wish all of you "Good Luck" in your endeavors and feel free to contact any District Officer past or present if you require any assistance.

In the spirit of true Lionism, let's meet our MOTTO of "WE SERVE" to the best of our ability.