



Secretary

Role, Responsibilities and Tasks



What will I be learning in this
course?



Upon completion of this course you will....



- Know the responsibilities of the club secretary as designated by Lions Clubs International Policy
- Be aware of the job responsibilities
- Be able to identify what resources are available to assist in the position of club secretary
- Be able to fulfill the tasks related to club secretary
- Recognize the leadership expectations in the position of club secretary
- Be able to submit required reports, on time

Topics

Below are the topics of each section. You may start at the beginning and go through, or skip to a specific topic by clicking on the topic name.

- [Role of the club president](#)
- [Meetings](#)
- [Committees](#)
- [Officer elections](#)
- [Club officers](#)
- [Communication](#)
- [Leadership](#)
- [Resources](#)
- [Planning ahead](#)

*Completing the course in it's entirety will take approximately 1 hour.



Topics



Below are the topics of each section. You may start at the beginning and go through, or skip to a specific topic by clicking on the topic name.

- [Role of the Club Secretary](#)
- [Advisory Committee Member](#)
- [Correspondence](#)
- [Reports](#)
- [Records](#)
- [Meetings](#)
- [Dues](#)
- [Leadership](#)
- [Resources](#)
- [Remember](#)
- [End of Term](#)



What is the Role of the Club Secretary?

The club secretary is an elected club officer whose role, as the key communication point of the club, is very important to the present and future success of a club.



Role of the Club Secretary?

The club secretary is also a member of the club's board of directors.



Who is the Board of Directors?

- Board of directors consists of the:
 - club president
 - vice president(s)
 - treasurer
 - tail twister
 - branch coordinator
 - immediate past president
 - secretary
 - lion tamer
 - membership director
 - all other elected directors



Role of the Club Secretary

The club secretary position is under the supervision and direction of the club president as well as fellow members of the board of directors.

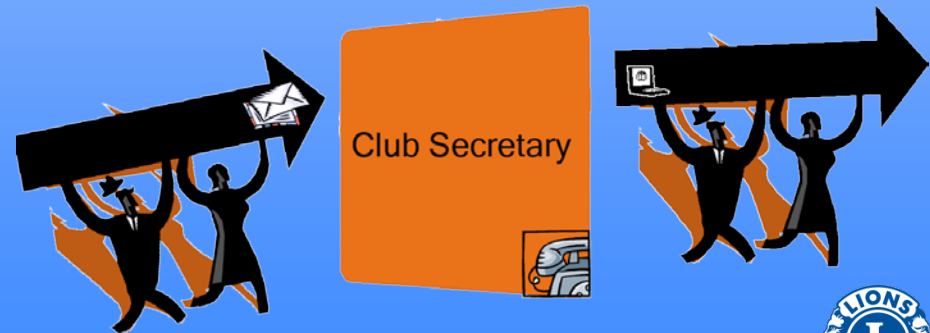
The position is a vital support role within the club.



Role of the Club Secretary

The club secretary is the key communication link between the club, club's district, and the association.

- All correspondence, coming in to the club and going out from the club, goes through the secretary.



Role of the Club Secretary

- ‘*All correspondence*’ includes questions from the public, correspondence with the district and Lions Clubs International Headquarters, notifications from club members and other types of correspondence.





Role Quiz

The club secretary is the key
_____ link to the club.

Lion

Officer

Information

Communication







Role Quiz

The club secretary is a member of the board of directors and is required to attend meetings.

TRUE

FALSE



Role Quiz

The position of club secretary is under the supervision of the:

President and
Treasurer

President and
Board of Directors ✓

Members and Leos

Lion Tamer and
Tail Twister

**President and
Board of
Directors**





Advisory Committee Member

The club secretary cooperates with, and serves as an active member of, the district governor's advisory committee of the zone in which the club resides.



Advisory Committee Member

This appointment means the secretary will:

- Attend zone or region meetings of the committee
- Assist in compiling reports in preparation for advisory committee meetings
- Assist with preparations if the club is chosen to host a zone meeting



Correspondence (Communication)



Since the secretary is the key communication link, constant and efficient communication is vital.

- The club secretary is the officer in charge of responding to all requests and inquiries

Correspondence (Communication)

Note:

The club secretary should meet with the club president at the beginning of their term to discuss how correspondence will be answered, kept and reported.



Correspondence (Communication)

*The club secretary is the officer in charge of responding to all requests and inquiries

It is important that correspondence responses are immediate, prompt and appropriate.



Correspondence (Communication)

*The club secretary is the officer in charge of responding to all requests and inquiries

It is important that correspondence responses are immediate, prompt and appropriate.

- **Immediate** – The club secretary should discuss, with the club president, a time-frame goal for responding to correspondence.

When responses are delayed opportunities can be missed and clubs can seem disorganized or unreliable.



Correspondence (Communication)

*The club secretary is the officer in charge of responding to all requests and inquiries

It is important that correspondence responses are immediate, prompt and appropriate.

- **Prompt** – the club secretary is in charge of reports and other communication with deadlines and requirements.

Not communicating promptly can lead to club status changes and missed opportunities for club involvement or recognition.



Correspondence (Communication)

*The club secretary is the officer in charge of responding to all requests and inquiries

It is important that correspondence responses are immediate, prompt and appropriate.

- **Appropriate** – all communication from the club should be professional and use proper language. When writing about a legal or constitutional matter exact quotation from the appropriate constitution and by-laws should be used.



Correspondence (Communication)

Keeping written communication organized is a very important part of the club secretary role.

- Organization is very important to the role of the club secretary as they are the club information resource center.
- How communication is organized will be decided at the beginning of the term through a discussion with the club president or officers.



Correspondence (Communication)

Note:

It has been found that keeping club records of correspondence in one file is an efficient way of keeping track of communication throughout the year.



Correspondence (Communication)



When working with the president on responding to communication:

- Provide copies of all correspondence to the president
 - During the beginning of the year term discuss routine correspondence and what can be answered without the president's input.
- The president will review and advise if subsequent action is necessary
 - The secretary may be requested to respond on president's behalf or the president may respond personally



Correspondence (Communication)

- The club secretary may also assist with public relations for the club.
 - The Lions Learning Center course, Public Relations is a great course to learn about press releases and other correspondence.



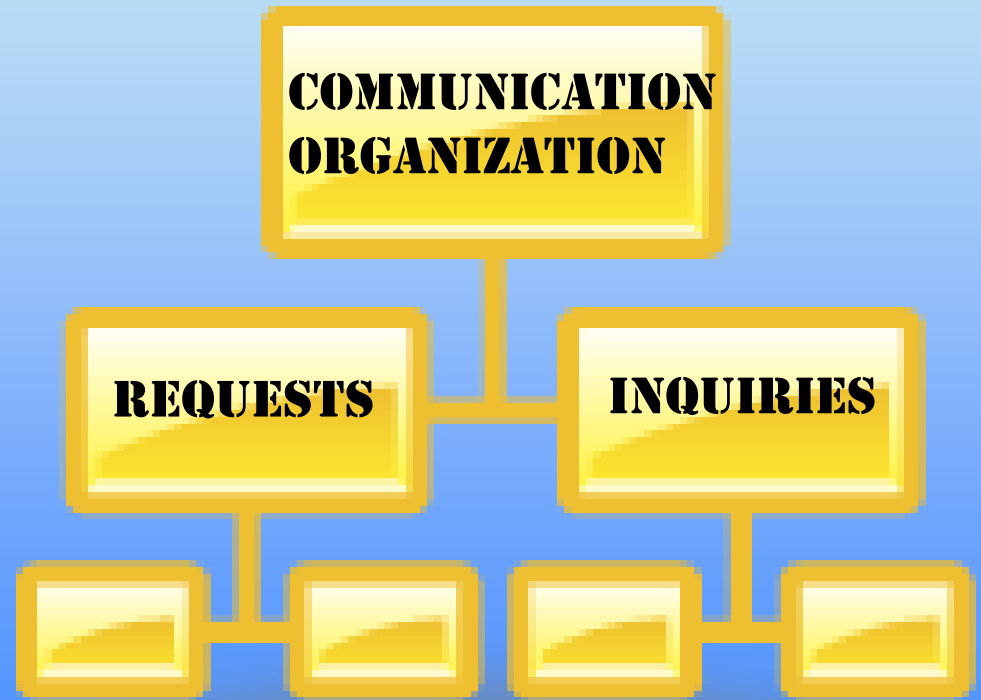




Correspondence Quiz

The club secretary is the officer in charge of:

- ☒ Requests
- ☐ Meetings
- ☒ Inquiries
- ☐ Budgets
- ☒ Communication organization







Correspondence Quiz

Select the items to complete the statement:

Delayed

Brief

Immediate

Appropriate

Prompt

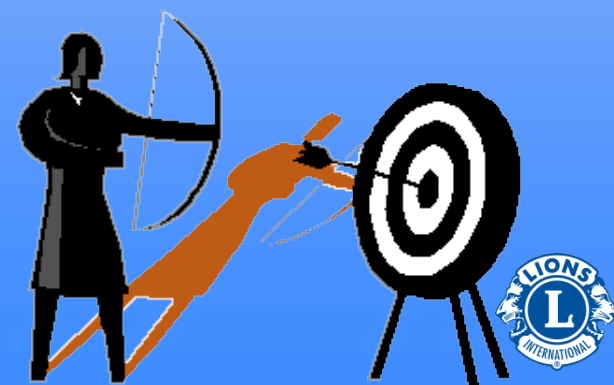
Informal

Immediate

Prompt

**All correspondence responses
should be:**

Appropriate





Correspondence Quiz

Work with the _____ to decide how communication will be answered.

Tail Twister

President

**Zone
Chairperson**

**Membership
director**





Reports

The club secretary is responsible for completing and filing reports. It is also the club secretary's responsibility to know the due dates of reports and to ensure they are submitted on time.



Reports

The following are reports the club secretary should be aware of:

- **Monthly Membership Report**
- **Activities report (A-1)**
- Reports as specified by the association
 - **Charter member report**
 - **Transfer member form**



Reports



Additional reports:

- **Club Officer Report** (PU-101)
- **Report other elected individuals**, i.e. convention delegates and alternates
- **Club Roster**
- Submit reports to the district governor's cabinet, as requested
 - Includes copies of monthly membership and annual activities reports
- **100% Club President's Award Application**



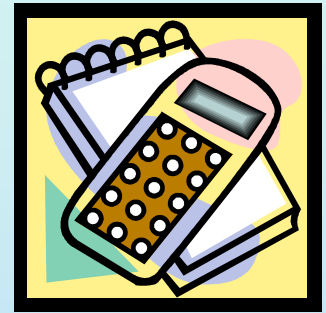
Reports

Some reports are prepared as needed

- **Necromancy** - report of the death of a member
- **Oral reports** (concise, factual and to the point)
 - As specified by club president



Reports



- Monthly Membership Report
 - The monthly membership report reports the club's membership for the month. This includes member losses and gains
 - For clubs that report online through the WMMR system, transactions must now be entered by the **last day of the current month.**
 - For clubs that file paper MMR reports, they must submit paper MMRs to LCI by the **20th of the current month.**

Reports

- Monthly/Yearly Club Activity Report (A-1)
 - Keeping records of a club's activities is the responsibility of the club secretary.
 - This information is reported through the WMMR



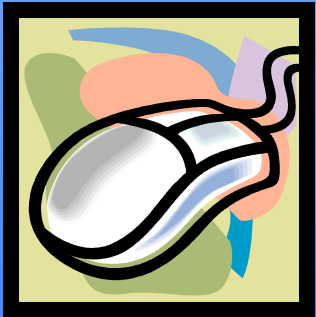
Reports



- Charter Member Form
 - New Charter Members may be added to the new club within 90 days of the charter date.
 - Use the Charter Member Form to report additional charter members or dropped charter members during this period.
 - Members added after the charter period should be reported as regular members using the Monthly Membership Report.

Reports

- Transfer Member Form
 - For a transfer to be completed, two activities must take place—a drop from one club and a transfer into another.
 - A drop from one club must happen first; a transfer into a new club must happen second.



Reports

- Transfer Member Form
 - Club secretaries are responsible for reporting drops and transfers in their respective reporting system (MMR or WMMR). Submitting a transfer form to LCI does not ensure member transfer.



What is the WMMR and how does the club secretary use it?

- The Web Monthly Membership Reporting (WMMR) system is an online system helping to make membership updating easy and convenient.





WMMR Reporting

- LCI encourages use of the WMMR and offers three easy-to-follow guides:
 - [Activity Guide](#) for getting started
 - [Complete Reference Guide](#) for membership changes
 - [Family Unit Guide](#) section for reporting family members and changes

WMMR Reporting

- To access the WMMR site and links to the reporting guides:
 - Go to the LCI homepage and select “Submit Reports” from the upper right corner.
 - Password and access assistance is also available.



Reports

- Club Officer Reporting Form (PU-101)
 - This form is used to report the names and addresses of your newly elected club officers to International Headquarters
 - Submit to international headquarters immediately following your club elections in **April**
 - The final deadline is **May 15**





Reports

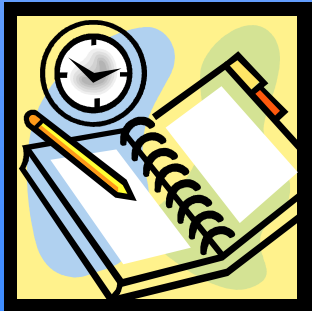
- Club Roster
 - Identifies all members of your club and their information
 - Information needs to be kept up to date



Reports

It is important for club reports to be filed on time.

- There are repercussions for the club if reports are not filed on time
 - Effects potential to earn the Club President Excellence Award
 - Club's status can change and there is potential for the club to be billed for additional members who have dropped





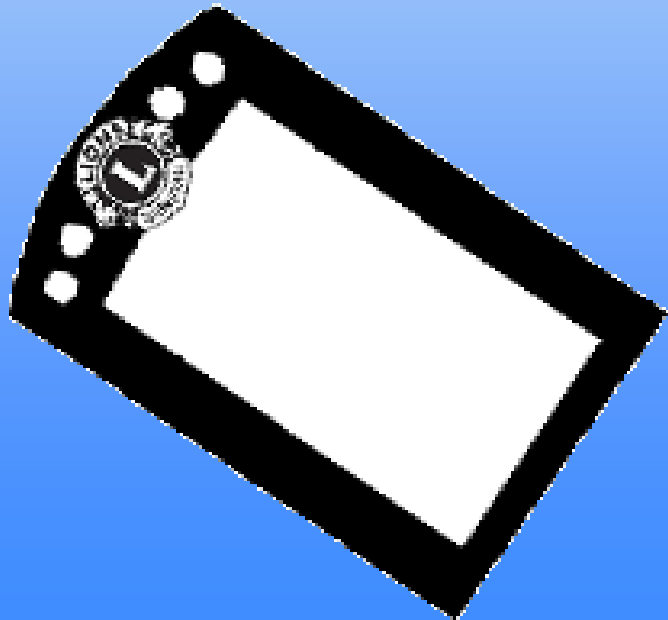


Reports Quiz

Select the reports the secretary should be aware of:



- ☒ **Club Officer Report**
- ☐ **Club Administrative Report**
- ☐ **District Standard Report**
- ☒ **Activities Report**
- ☒ **Club Roster**
- ☐ **Transfer Meeting Report**
- ☒ **Transfer Member Report**





Reports Quiz

For a transfer to be completed the member must be dropped from one club and then transferred into another.

TRUE

FALSE





Reports Quiz

What reports can the secretary submit using the WMMR?

**Monthly
Membership
Report**

Oral Report

Activity Report

**Transfer
Member**

**Elected
Delegates**

**Transfer
Member**

Use the WMMR for:

**Monthly
Membership
Report**

Activity Report



Lions Clubs
International



[Lion Officers Login Here](#)



[Leo Officers Login Here](#)



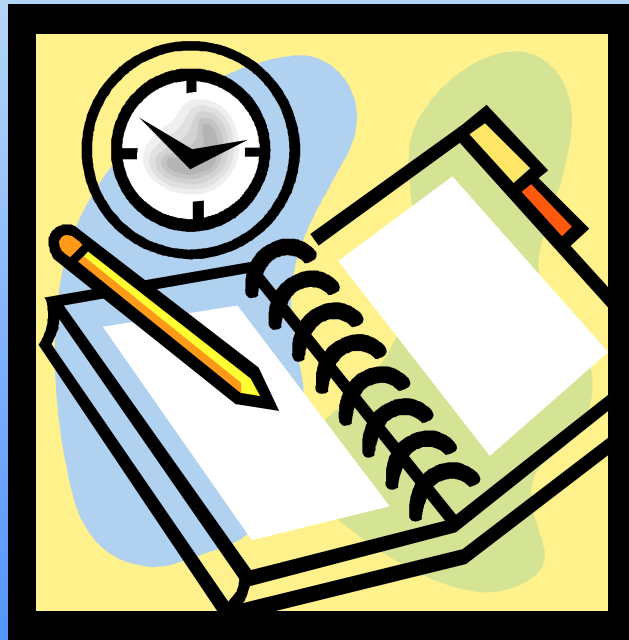


Reports Quiz

For reports with deadlines enforced by International Headquarters, it is important that these deadlines are met. There are repercussions for clubs who do not file their reports on time.

TRUE

FALSE



Records

In addition to keeping track of correspondence, the club secretary also has custody of, and maintains, general records of the club.



Records

Meeting minutes are one example of club records that need to be maintained and may be requested.



Records

Records the club secretary will maintain folders or electronic files for include:

- Club Activities Report
- Dues/Invoices
- Attendance
- Bulletins/Newsletters
- Club roster/member information
- Correspondence (all)
- Awards/pins
- Club meetings/minutes
- Monthly Membership Report



Records

Additional records the club secretary will maintain include:

- Committee appointments and elections
- Member information, including addresses and telephone numbers
- Club supplies
 - Member cards and stationary



Records

Establishing a well-organized filing system is one of the most important responsibilities of the secretary.

- At the beginning of the year, the president and secretary discuss how records will be kept.
 - Record keeping should be simple and logical so records can be easily recovered when they need to be updated or reviewed.





Records Quiz

Which of the following are records the club secretary should be aware of?

Pin trading

Meeting minutes ✓

Awards ✓

Music

Newsletters ✓

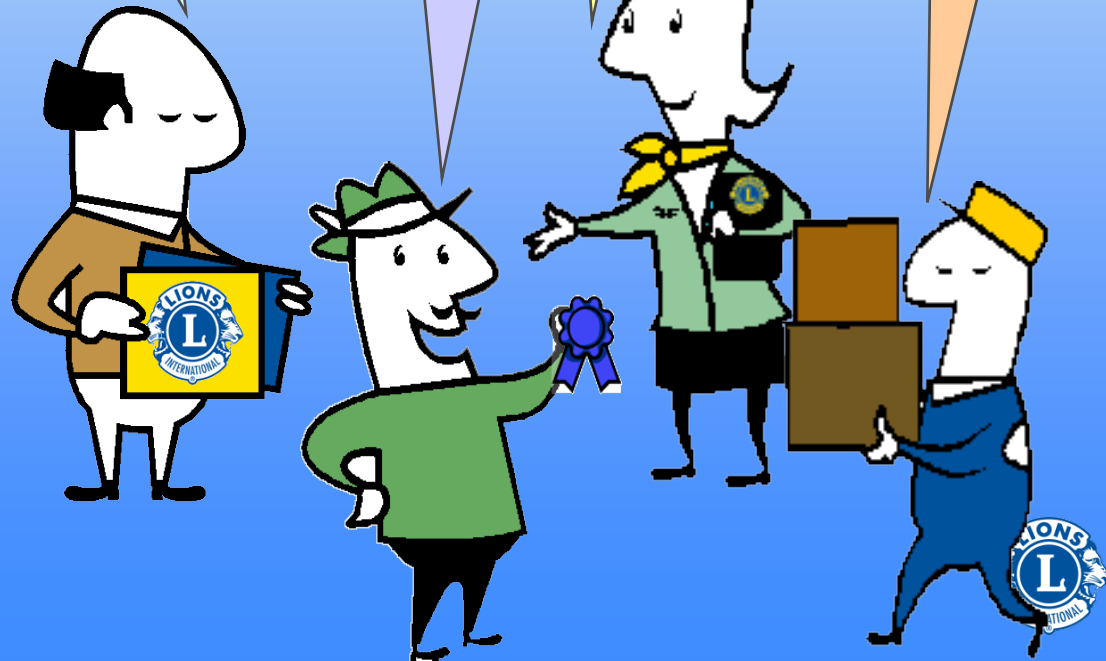
Supplies ✓

Newsletters

Awards

Meeting Minutes

Supplies







Records Quiz

In order to keep the club organized, the club secretary and president should meet to discuss how club records will be kept.

TRUE

FALSE



Meetings

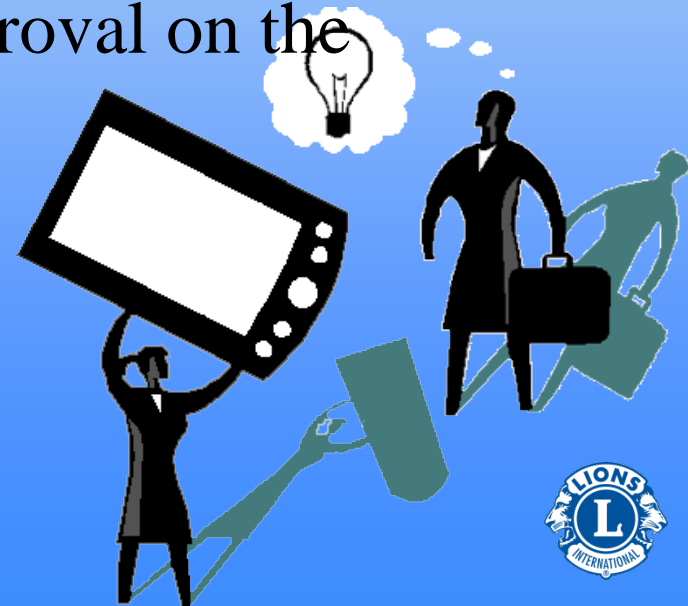
The club secretary is an integral part of club meetings, both in preparation and during the meetings.



Meetings

The secretary creates agendas in conjunction with the president

- The agenda should be prepared in advance and distributed to members prior to the meeting.
- The club president has final approval on the agenda.



Meetings

When creating agendas, keep in mind that agendas for meetings will vary.

- A general agenda includes (but is not limited to)
 - Approval of minutes from previous meeting
 - President's remarks
 - Correspondence received
 - Secretary and or treasurer reports
 - General business



Meetings

The secretary is also responsible for:

- Notifying participants of meeting times and location
- Recording attendance, make-up meetings and awards presented
- Recording minutes during club meetings



Meetings

Some things to consider when recording meeting minutes:

- Use appropriate language and documentation to ensure accurate minutes
- Prepare meeting minutes as soon as possible following the meeting
- Officers should review the completed minutes
- Following review, minutes should be sent promptly to all members
- A copy of the minutes should be filed







Meetings Quiz

Indicate whether each item should be included on a general club meeting agenda.

Correspondence received

Include on agenda

Do not include on agenda



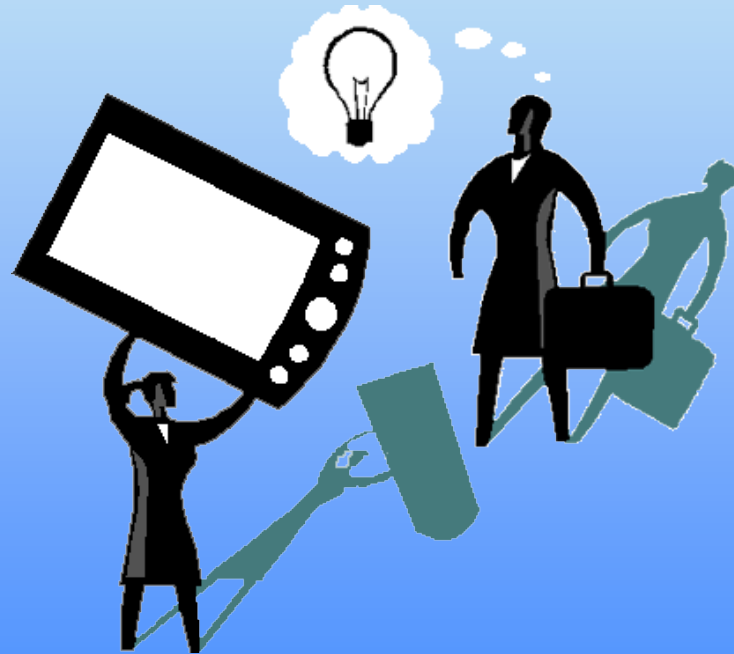


Meetings Quiz

It is the club president who has final approval on the agenda and may make executive decision changes during meetings.

TRUE

FALSE





Meetings Quiz

Select the items to complete the statement:

Contain
appropriate
language

Be engaging

Be censored

Be on Lions
letterhead

Be prepared
promptly

Be filed

Contain
appropriate
language

Meeting minutes should:

Be filed

Be prepared
promptly



Dues

The club secretary works with the club treasurer to assist with collection of club dues.



Dues

With the club treasurer, arrange to issue notices or statements to members for dues and other financial obligations owed to the club.

- These will be quarterly or semi-annual statements.
- After collection, give dues to club treasurer and obtain a receipt.







Dues Quiz

The club treasurer is responsible for the collection of dues. The secretary will work with the treasurer to issue notices or statements and *assist* with collection.

TRUE

FALSE





Leadership

As one of the officers in the club, club members will look to the secretary for guidance, information and to help solve problems.



Leadership

- It is important for an officer in a leadership position to communicate effectively.
- On the Lions Clubs International Web site there are courses available to learn leadership and communication skills:
 - [Leadership course](#)
 - [Public Relations course](#)







Leadership Quiz

Select the appropriate words to complete the sentence.

As an officer, the secretary is called upon for _____, _____, and _____.

Directions

Guidance

Information

Problem solving

Creativity

Guidance

Leadership

Information

Problem
solving





Resources

Throughout the year the club secretary may have questions or feel they need guidance in order to be effective in their role.



Resources

Some resources for the club secretary include:

- Lions club members
 - Past secretaries or other club secretaries
 - Club officers
 - District leadership development training chairperson



Resources

The club secretary can also look to publications for answers to questions.

- Publications

- Standard Form Club Constitution and By-Laws (LA-2)
 - (Other relevant constitutions)
- Club Officer's Manual
- District Directory of other clubs' officers
- Lions Clubs International catalog (Club Supplies)
- Club archives







Resources Quiz

Lions club members can be resources for newly elected club secretaries. Which ones would potentially be the most helpful?

- ☐ Zone chairperson
- ☒ Past club secretaries
- ☒ Club officers
- ☐ International president
- ☒ District leadership development training chairperson





Remember

As discussed, the secretary position is a vital officer position in a club. To be effective in the club secretary position, remember:



Remember



- Be familiar with each of the following publications:
 - Club Officer Manual
 - Standard Form Lions Club Constitution and By-Laws (LA-2)
 - Standard District Lions Club Constitution and By-Laws (LA-4)
 - International Constitution and By-Laws (LA-1)



Remember

- Remain organized
- Send reports promptly and accurately
- Keep accurate minutes and attendance records
- Issue meeting notices
- Prepare for and attend zone meetings



Remember



- Share information with the club that is received from the district, multiple district, Lions Clubs International Headquarters or Lions Clubs International Foundation.
- Order member pins and kits for new members

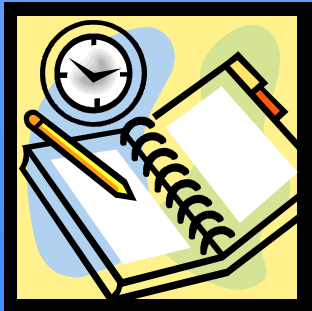
End of Term

When the secretary's one-year term is over they will help the new secretary begin their year. There are some final items that need to be completed prior to the transition.



End of Term

- Give bond for the faithful discharge of his/her office in the sum and with surety as determined by the board of directors
- Ensure all reports have been filed
- Review records for accuracy and placement



End of Term



- Transition to team of next year
- Apply for the Club President Excellence Award
- Maintain accurate awards records and order awards



By completing this course you should now...

- Know the responsibilities of the club secretary as designated by Lions Clubs International Policy
- Be aware of the job responsibilities
- Be able to identify what resources are available to assist in the position of club secretary
- Recognize the leadership expectations in the position of club secretary
- Be able to submit required reports on time

Is there a section of the course you would like to review?

- Role of the Club Secretary
- Advisory Committee Member
- Correspondence
- Reports
- Records
- Meetings
- Dues
- Leadership
- Resources
- Remember
- End of Term

