



CLUB SECRETARY VIRTUAL LIONS TRAINING



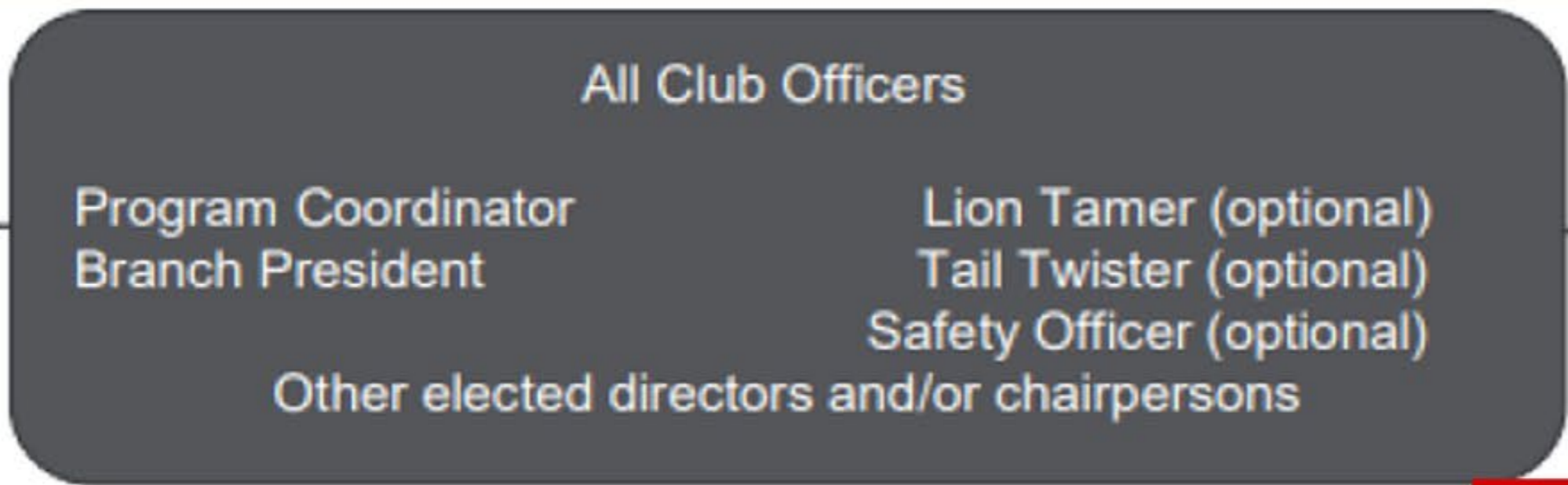
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By the end of this session you will be able to:

- Summarize the responsibilities of the club secretary
- Explain the timelines for various responsibilities
- Access additional resources as needed
- Input data into Lion Portal (In Second Module)

Board of Directors



Club Officers Leading the Global Action Team

Club Officers

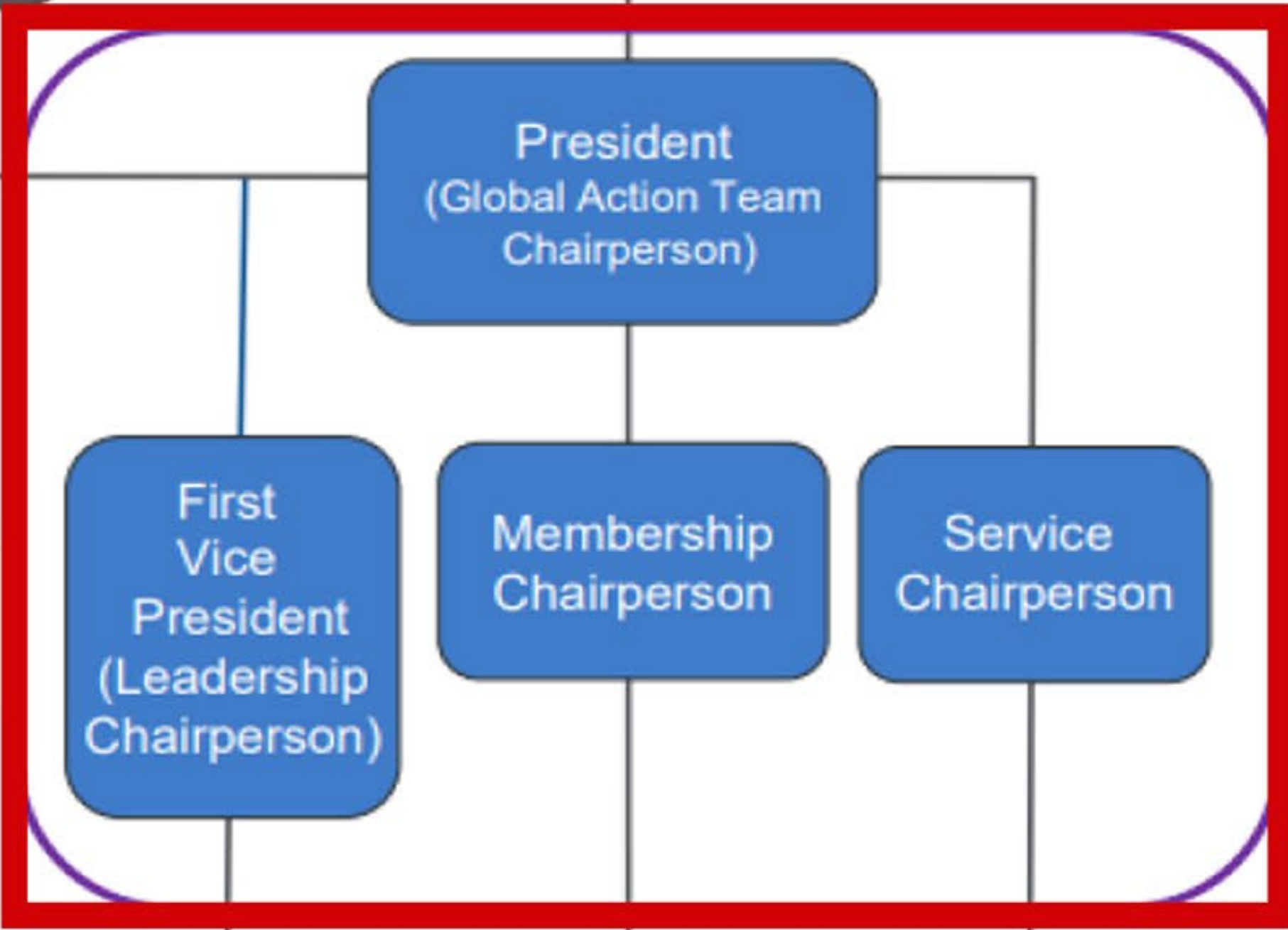
Immediate Past President (LCIF Coordinator)

Second Vice President

Secretary

Treasurer

Marketing Communications Chairperson



Standing Committees

Constitution & By-Laws Committee

Information Technology Committee

Finance Committee

Marketing Communications Committee

Leadership Committee

Membership Committee

Service Committee



WHO IS THE SECRETARY

- The Secretary is the **Recording Officer** of the club **who attends all meetings** of the Board of Directors and the Club.
- The **Secretary** is under the **direction of the President and the Board** of Directors.
- The Secretary keeps the club **running efficiently**.



SECRETARY



Roles and Responsibilities

- Keeps **attendance** and **minutes** of all meetings
- Maintains **records** of the club and member's records of service
- **Submits reports** as required.
- Issues **meeting notices**
- Is an active member of **District Advisory Committee**
- Serves as **Liaison** between Club and District and International
- Issues dues & obligation statements to members (This varies among clubs)



SECRETARY



At the start of your Lions Year:

- Check your **club officer roster** in the Lion Portal to ensure records are accurate
- In cooperation with the President and Committee Chairs, prepare an **annual calendar**
- If required assist with development of the **annual club budgets**
- Make sure you know who your **district counterparts** are



SECRETARY



Twice yearly:

- Confirm that **your list of members** agrees with LCI's records
- Confirm **members information** on Lion Portal is up to date. Including contact information. Provide e-mails if possible.
- Work with club treasurer to **issue semiannual dues statements** to each member and reconcile other financial obligations owed to the club (your club may choose to do this quarterly or annually). This varies by club.



SECRETARY



On a Quarterly basis:

- Attend **zone meeting** with the club president
- In consultation with the Treasurer, report to the president and board any **delinquency issues** and actions taken to collect funds due



SECRETARY



On a Monthly basis:

- Attend club and board meetings
- Submit **Service Activities Report** using Lion Portal
- Keep member records up-to-date
- Respond to or send out any correspondence



SECRETARY



Annually

- Enter all **Club Officers elected in Lion Portal** immediately following election
- Attend your District Convention





MEETING DUTIES



BEFORE THE MEETING

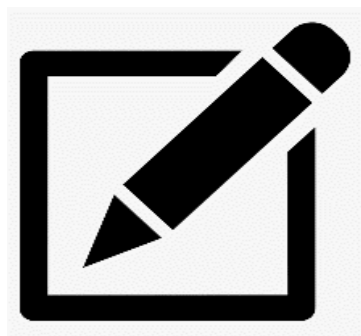
- Provide members with **advance notice** of meeting date, time, and location
- In conjunction with the President, create a meeting **agenda**
- Consider preparing **draft Minutes** in advance
- Assemble any **correspondence** to give to appropriate member(s)
- Prepare **awards or new member kits**, if necessary
- Prepare club roster for **taking attendance**



DURING THE MEETING



- Record attendance.
- Record meeting **Minutes**.
- Document any **non-Lion visitors** and **visiting Lions**
- Gather **activity information** from committee chairpersons





TAKING MINUTES

- Minutes are meant to record **what the club does and decides**--not what all members say
- However, **exact wording** is strongly suggested when recording votes, particularly involving **expenditure of funds**. Record who makes a **motion**, who **seconds**, and whether or not the **motion passes**.
- Therefore, **debate** is considered **informal** and not recorded
- **Proper terminology** is important and should be used

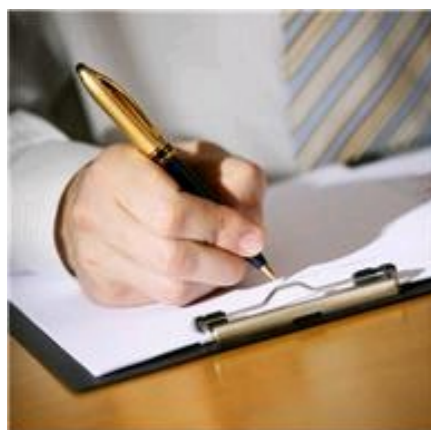




TAKING MINUTES

Typically, minutes will include...

- Type of meeting (Regular, Special, or Board)
- Members and guests present
- Date and place of meeting
- Name of person presiding over meeting
- Whether previous meeting minutes and financial reports were accepted
- Time the meeting was called to order and adjourned
- Brief description of discussions with enough information so members know what's going on.



AFTER THE MEETING



- Record awards presented.
- Write up and distribute a copy of the meeting Minutes.
- Follow up on any outstanding issues from the meeting.





OTHER RESPONSIBILITIES



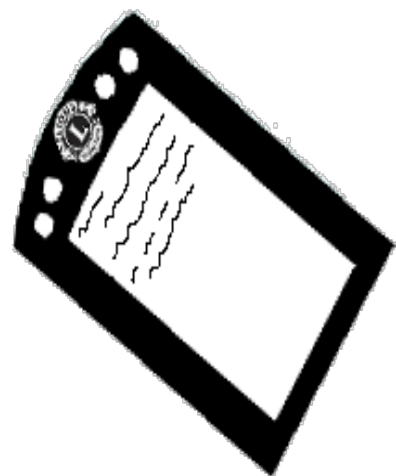
One of the most important responsibilities
of a club secretary
is keeping club records.





As the secretary,
keep the following club files
accurate and up to date:

- The **club history**
- The minutes of all club and board of directors' meetings
- Annual reports of club officers and committees
- Activity and service reports
- Roster of club members

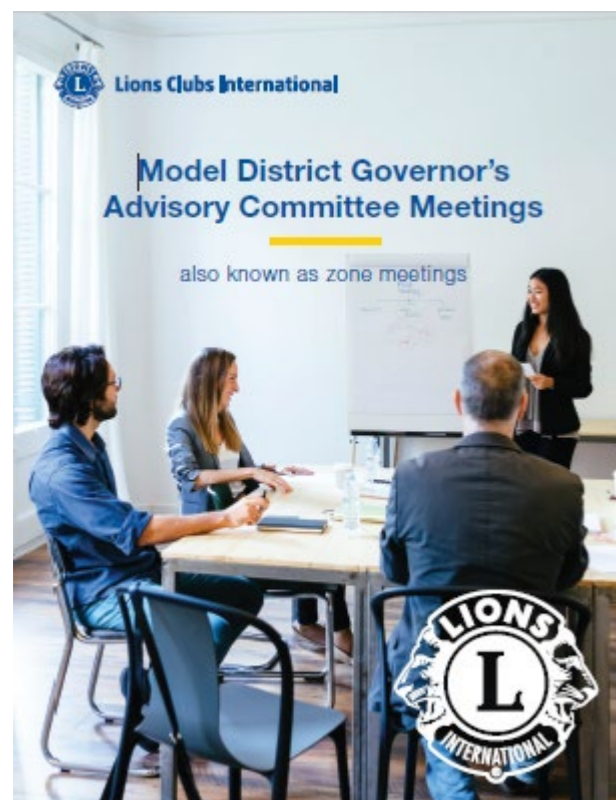


The District Governor's Advisory Committee



The district governor's advisory committee is comprised of:

- The zone chairperson
- The club presidents and first vice presidents within the zone
- The club **Secretaries** within the zone



The District Governor's Advisory Committee



What does the committee do?

- This committee advises the zone chairperson about matters within the zone and makes recommendations on matters affecting all clubs in the district.
- It allows you to exchange ideas regarding programs, projects, fundraising and membership issues.
- It offers a forum for establishing cooperative relationships between clubs.
- It gives you the opportunity to meet other Lions in your area.





RESOURCES



Resources

LCI Resource for Secretaries

- Club Secretary e-Book
- Standard Club Constitution & By-Laws
- Your Club Your Way guide (DA-YCYW)
- Model District Governor's Advisory Committee Meeting guide (DA-ZMG)





Additional Training Courses for Secretaries

- Lions Learning Center Link
- USA/Canada Forum's Lions University (**Bachelor's Course 122, Club Secretary**)



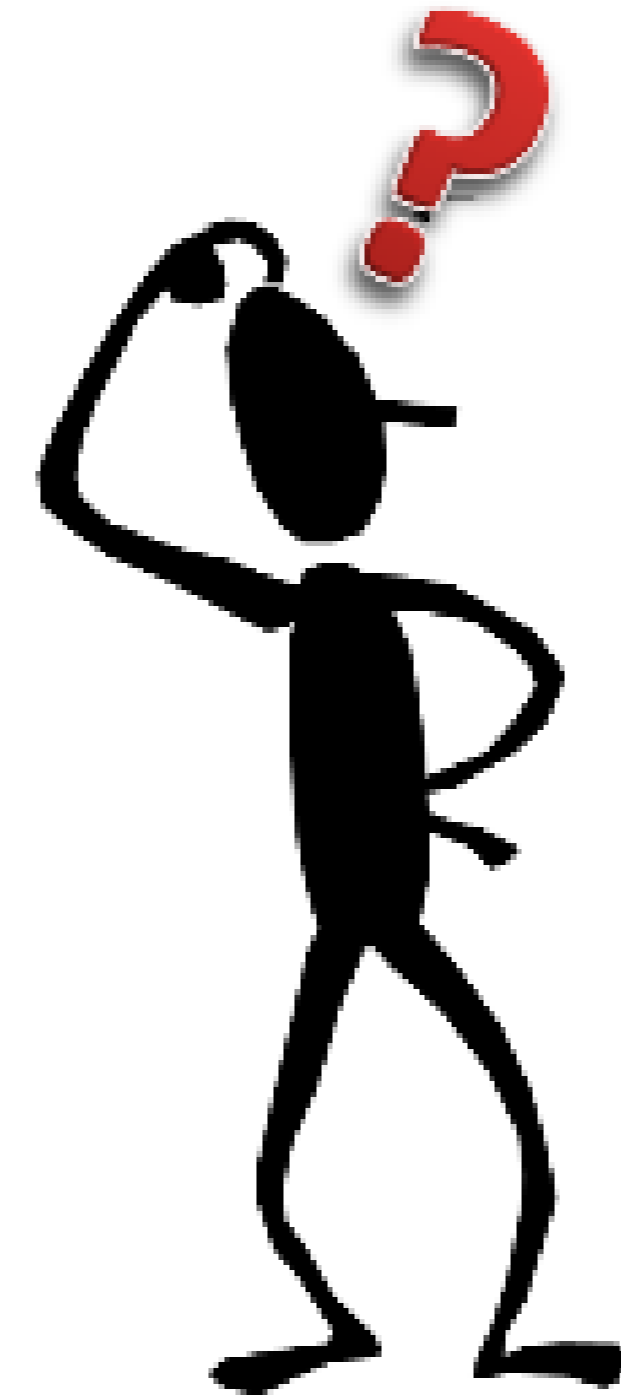


Did we meet our objectives?

- Summarize the responsibilities of the club secretary
- Explain the timelines for various responsibilities
- Access additional resources as needed
- Input data into Lion Portal



Questions





THANK YOU!