

# 11B1 CLUB SECRETARY TRAINING NOTES, 2021

## CLUB SECRETARY RESPONSIBILITIES

1. Organize club and board meetings
2. Attend all club and board meetings
3. Prepare agendas for and record minutes at every meeting
4. Keep club records and receive correspondence
5. Complete and file all club reports
6. Engage as an active member of the District Governor's Advisory Committee of the Zone

## BEFORE THE MEETING

1. Meeting Notices - provide members with advance notice of meeting dates/times
2. Meeting Agendas - work with the president to create meeting agendas
3. Correspondence - assemble any correspondence to give to appropriate chairpersons or members
4. Awards and member kits - prepare awards and new member kits if necessary
5. Club Roster - take attendance at meetings, keep roster up to date in MyLCI

## DURING THE MEETING

Take attendance  
Record meeting minutes  
Gather activity information from members and committee chairpersons  
Ask new members to fill out appropriate forms  
Document any guest speakers, non-Lion visitors, and visiting Lions

## AFTER THE MEETING

Record attendance  
Record awards presented  
Assist treasurer with dues processing upon request  
File/distribute a copy of the meeting minutes after they are approved  
Follow up - receive new membership applications from club membership chairperson and present to board for approval (some clubs vote as a whole for approval)

## BOARD MEETINGS:

1. Coordinate topics to be covered and create the agenda, at the request of the president
2. Notify board members and individual committee chairpersons of the meeting's time and location
3. Prepare to record the meeting minutes in detail to provide a business history of the club
4. Understand that these responsibilities vary from club to club; establish ground rules with the president to avoid confusion
5. Note: Remember that secretaries' responsibilities vary according to regional practices and established club procedures. Adapt these suggestions to fit your club's needs.
6. The '**Your Club, Your Way**' guide can help your club determine the kind of meeting that works best for your members. For more information see the "Monthly Tasks" section in the

## **RECORDING MINUTES**

Have the outgoing secretary review his/her format for taking minutes with you. Typically, information to record includes...

1. Type of meeting (regular, special, or board)
2. Date and place of meeting
3. Name of person presiding over meeting
4. Whether previous meeting minutes were approved (usually a motion)
5. If a motion carries or is lost/denied
6. All points of order and appeals and whether they were sustained or lost
7. Time the meeting was called to order and adjourned
8. Names of Board members (for board meetings)
9. Minutes are meant to record what the club does and NOT what members say during the meeting. Therefore any debate or discussion is considered informal and not recorded, although general points pertinent to passing or turning down a motion might explain why said action was taken.
10. Proper terminology and form are important when recording minutes. You can find more information in "Robert's Rules of Order".

## **CLUB RECORDS & CORRESPONDENCE**

One of the most important responsibilities of a club secretary is keeping club records. As the secretary, keep the following club files a curate and up to date:

1. The club charter
2. The constitution and by-laws (or use the District constitution and by-laws)
3. The club history
4. The minutes of all club and board of directors' meetings (i.e. minutes can be used to show expenditures were authorized)
5. Annual reports of club officers and committees
6. Activity and service reports (coordinate with club service chairperson)
7. Roster of club members

## **CORRESPONDENCE**

The secretary receives a lot of information, from Lions Clubs International and other sources, pertaining to training, events, and meetings.

Correspondence may come electronically or by mail and involve the president, treasurer, committee and/or project chairpersons. Open, read, and distribute in a timely manner.

Discuss with the president how correspondence will be answered, kept, and reported.

In some clubs, the secretary puts out a club newsletter (can be electronic), and submits articles to local news media or on a club online website or Facebook type page (public relations).

Publicity ideas are available at [www.lionsclubs.org](http://www.lionsclubs.org). Always answer who, what, when, where, and why. If you are not directly responsible for these duties, stay in close contact with those who are to facilitate communication of club news. This can be a separate job by your club Marketing Communications chairperson.

## **CLUB REPORTS**

It is important to submit accurate and timely reports. Some of the reports for which you are responsible are:

1. Monthly membership report (MyLCI)
2. Club officer report (MyLCI after elections in April)
3. Club supplies order - (the store/Shop section on [www.lionsclubs.org](http://www.lionsclubs.org)) - with prior approval of the board or club
4. Collaborate with the club service chairperson via meeting minutes or a list to create the service activities report, or record the activities on MyLion as the secretary

## **MANAGE YOUR CLUB ROSTER AND REPORTS ON MyLCI**

Use MyLCI to update the roster and download rosters and reports.

1. Submit monthly membership (add or drop members, or report “no change for the month”)
2. View, update and download club information or print membership cards
3. Provide treasurer with roster so he/she can invoice membership dues.

## **ZONE MEETINGS (DISTRICT GOVERNOR'S ADVISORY COMMITTEE)**

This committee includes the zone chairperson; club presidents, first vice presidents and club secretaries within the zone; the club membership or service chairpersons within the zone are optionally included.

This committee advises the zone chairperson about matters within the zone and makes recommendations on matters affecting all clubs in the District.

1. Work with the zone chairperson on club policies and procedures through any training provided.
2. Attend zone meetings, training forums, and the district convention.
3. Share best practices about secretarial duties with other secretaries in the zone.
4. Promote various club functions and events (officer or new member inductions, awards given, activities/events etc.)
5. Prepare and give a report of club activities at zone meetings.
6. Assist with preparation if your club hosts a zone meeting.

The benefits of attending these meetings:

1. Allows you to exchange ideas regarding programs, projects, fundraising and membership issues
2. Offers a forum for establishing cooperative relationships between clubs
3. Gives you the opportunity to meet other Lions in your area
4. See the “Model District Governor's Advisory Committee Meetings” publication on the LCI website

## **SUCCESSION PLANNING**

- 1 Once you complete your term of office, continue your club's success by planning for an effective transition.
2. Review format for taking minutes with incoming secretary.

3. Keep the roster up to date when a member's information changes.
4. Print the membership reports for the incoming secretary.

### **PREPARE TO BE SECRETARY**

Keeping track of your responsibilities as club secretary can be challenging. To prepare:

1. Attend local club officer training
2. Meet with the current secretary to review any outstanding issues
3. Create your MyLCI account and review training materials for using it
4. Verify officer membership information (address, phone, email) is correct on the club roster in MyLCI (date of birth is required now for all members)
5. Work with the club president and treasurer in budget planning and setting up any committees

### **SUMMARY (DUTIES):**

1. Prepare for and attend programs and meetings
2. Maintain club business records, minutes, and reports
3. Manage correspondence
4. Report membership changes on **MyLCI** (add and drop members timely so the club is not paying dues for someone who is no longer a member due to resignation or not paying dues)
5. Report past and future club activities in **MyLion** (Service project, Fundraiser, Meetings, Donations)
6. Respond with the District requests
7. Attend zone meetings
8. Update member roster on **MyLCI** prior to dues invoicing (semi-annual or annually)
9. Work with treasurer to report any delinquency issues and actions taken to collect funds that are due
10. Review completed new membership applications and file in club records
11. Submit new member information in **MyLCI**
12. Order club supplies and awards through the LCI online store with President's approval
13. Submit club officer report after elections in April (on **MyLCI**)
14. Receive and distribute information about district, state, and international conventions
15. Apply for awards that are printed in the District roster and awards from LCI
16. Ensure smooth transition for incoming secretary when your term ends

**MORE HELPS:** Complete the *Club Secretary Responsibilities* and the *Club Secretary Learning Path* modules in the Lions Learning Center at [www.lionsclubs.org](http://www.lionsclubs.org). The Robert's Rules of Order parliamentary procedure is the final section in that module.