



# Secretary

Role, Responsibilities and Tasks

CC Peggy Allen

April 2017



Upon completion of this course you will....



- Keep and maintain general club records
- Submit regular monthly reports to MyLCI
- Submit reports to the District Governor's cabinet
- Assist with quarterly or semi-annual dues statements
- Be an active member of your Zone



# 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
  - immediate past president
  - secretary
  - lion tamer
  - membership chair
  - 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.

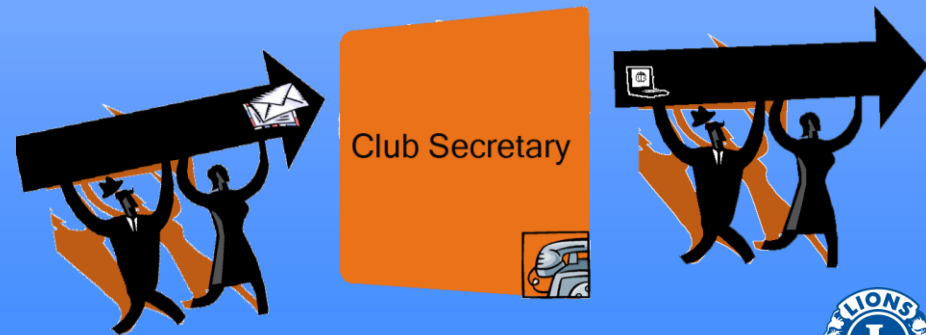
The position is a vital support role within the club.



# Role of the Club Secretary

The club secretary is the key communication link between the club, the district, and International

- 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.





# Advisory Committee Member

The club secretary cooperates with, and serves as an active member of, the District Governor's Advisory Committee of their zone



# Advisory Committee Member

This appointment means the secretary will:

- Attend Zone Meetings
- 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
- Response should be Immediate, Prompt, and Appropriate

# 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.
- History of the club activities
- Reports and Submission of Club & Individual Awards



# Correspondence

## (Public Relations)

- 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.



# District Newsletter

Provide articles and pictures for the District and Your club newsletter. Write the article as you want to see it printed, include photos and identify those pictured.

\*An M&A Report is NOT a newsletter article\*



# 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.



# "MyLCI" and the Club Secretary

- Online reporting
- On-demand membership access and management
- Service activity reporting and viewing





# "MyLCI" Preview

- Training Site
- “MyLCI” Access and Login
- Site Overview
- Member Data Functions
  - Add, drop, edit members
  - Create a family unit
  - Access reports



# "MyLCI" Training Site

- **Training Site Access**
- As soon as your club PU-101 is submitted
- **"MyLCI" Access**
- July 1, 2017





MEMBER CENTER

LIONS 100

CLUB LOCATOR

LCI STORE



MyLCI

LCIF

LCICON

DONATE



Click on MyLCI

WHO WE ARE | HOW WE SERVE | BE A LION | NEWS AND MEDIA

4B4)



SUM KANG (354 E)



LION ROCK (303)



TAIPEI UNIVERSAL (300A1)



KOTTAWA MID TOWN (306





MyLCI

Support Center ▾

Resources

- Logon and Registration
- Frequently Asked Questions (FAQ)
- Membership Application Form
- Membership Reports
- Alpha Leo Membership Application
- Omega Leo Membership Application
- Introduction to MyLCI
- Navigating the MyLCI web site

How Do I ...

- Logon?
- Register for a password?
- Change my password?
- Change my e-mail address?

## Welcome to the MyLCI Logon Page

**LOGON**

Already have a password? Log on here.

User Name:  LCI Member Number ←

Password:

I want to change my password after logging on

[Forgot your User Name or Password? Click here.](#)

[New User? Click here to register now.](#)

## Announcements

### Next Year Officers:

Once you have entered your club's next year officers in MyLCI they will be able to register and log on to MyLCI beginning April 1. Once logged on, next year officers will be able to access the MyLCI Training Area to prepare for 2016-2017.



[New User? Click here to register now](#)




[Forgot your User Name or Password? Click here](#)

**PASSWORD REGISTRATION - MEMBERSHIP VALIDATION**

To register for your online access, enter your LCI member number.

Member Number:

Type the characters you see below. Letters are not case sensitive.

Type the text [Privacy & Terms](#)



# Select Password and Security Questions

## Be sure to check the blocks in Part 3

### RESET USER NAME OR PASSWORD

1. Enter the user name and password you would like to use as well as your e-mail address.

User Name:	<input type="text" value="2749558"/>		
Password:	<input type="password"/>	Re-enter Password:	<input type="password"/>
E-mail:	<input type="text" value="BarryRAllen@aol.cor"/>	Re-enter E-mail:	<input type="text" value="BarryRAllen@aol.cor"/>

2. Select or enter two security questions and enter answers in the event you forget your user name or password. To create your own question, type directly into the space below.

In what city were you born?	▼	<input type="text"/>
What was the make of your first car?	▼	<input type="text"/>

3. Terms and conditions: Your acceptance is required before your password registration can be completed.

I agree to the [LCI Web Usage Terms and Conditions](#).



I have reviewed the [LCI Privacy Policy](#).






# Support Center

Club Secretary PEGGY ALLEN My Profile ▾ Select a different title ▾ Logout

 **MyLCI** 

Home My Lions Club ▾ My District ▾ My Multiple District ▾

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

 Home

**My Tasks**

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.

**My Club**

MANCHESTER (100514)  
founded in 2007

**Meeting**  
Every 4th Wednesday at 19:00

Stockwell's Breakfast & Lunch  
108 Adrian St.  
Manchester, MI 48158

club website  
<http://www.e-Clubhouse.org/sites/ManchesterMI>

**My Info**

2015 - 2016 District  
PEGGY LYNN ALLEN

Club  
MANCHESTER (100514)

Member Correspondence  
19230 SHARON  
MANCHESTER, MI 48158

Officer Correspondence  
19230 SHARON  
MANCHESTER, MI 48158

Home 01 734 428-7034  
Mobile 01 734 904-5201  
E-mail [peggya7747@aol.com](mailto:peggya7747@aol.com)

**My Members**

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

**My Service Activities**

Recent Service Activity

Kiwanis Crazy Cash - Fundraiser

2015-2016 Service Activity Summary

**My Officers**

District Governor  
PEGGY LYNN ALLEN

Cabinet Secretary

**Support Center ▾**

Resources

- [Training Area](#)
- [Membership Application Form](#)
- [Introduction to MyLCI](#)
- [Navigating the MyLCI web site](#)

How Do I ...

- [Change my password?](#)
- [Change my e-mail address?](#)
- [Create a New Club Application?](#)
- [Find a Pending New Club Application?](#)
- [Pay Charter Fees Due on a New Club Application?](#)



# My Lions Club HOME page

### My Tasks

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.

### My Club

**MANCHESTER (100514)**  
founded in 2007

**Meeting**  
Every 4th Wednesday at 19:00

Stockwell's Breakfast & Lunch  
108 Adrian St.  
Manchester, MI 48158

**club website**  
<http://www.e-Clubhouse.org/sites/ManchesterMI>

### My Info

2015 - 2016 District Governor  
PEGGY ALLEN (2749561)

**Club**  
MANCHESTER (100514)

**Member Correspondence Address**  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

**Officer Correspondence Address**  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

**Home** 01 734 428-7034  
**Mobile** 01 734 904-5201  
**E-mail** [peggya7747@aol.com](mailto:peggya7747@aol.com)

### My Members

**Membership Reporting Status**

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Membership Summary**

Regular Member	21
Student Member	2
<b>Total</b>	<b>23</b>

[More Membership](#)

### My Service Activities

**Recent Service Activity**  
Kiwanis Crazy Cash - Fundraiser

**2015-2016 Service Activity Summary**

Total service activities	41
Number of Lion Hours	2664
Funds Raised (USD)	20225.00
Funds Donated (USD)	6408.00
Number of People Served	8153

**Centennial Service Challenge**

Youth	Vision	Hunger	Environment
✓	✓	✓	✓

[More Service Activities](#)

### My Officers

**District Governor**  
PEGGY ALLEN

**Cabinet Secretary**  
Lorraine Lindsey

**Cabinet Treasurer**  
WALTER A TREICHEL

**Region Chairperson**

**Zone Chairperson**

[More Officers](#)





# My Tasks

# My Club

## My Tasks

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.

Monthly Report?  
Service Activities?  
Owe Dues?  
PU-101 Submitted?

## My Club

MANCHESTER (100514)  
founded in 2007

### Meeting

Every 4th Wednesday at 19:00



Stockwell's Breakfast & Lunch

108 Adrian St.

Manchester, MI 48158



club website

<http://www.e-Clubhouse.org/sites/ManchesterMI>



# My Members      Service Activities

### My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Membership Summary

Regular Member	21
Student Member	2
<b>Total</b>	<b>23</b>

[More Membership](#)

### My Service Activities

Recent Service Activity

Kiwanis Crazy Cash - Fundraiser

2015-2016 Service Activity Summary

Total service activities	41
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Funds Raised (USD)	20225.00
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Number of People Served	8153

Centennial Service Challenge

Youth	Vision	Hunger	Environment
✓	✓	✓	✓

[More Service Activities](#)

# My Info

# My Officers

## My Info

2015 - 2016 District Governor  
PEGGY ALLEN (2749561)

Club  
MANCHESTER (100514)

Member Correspondence Address  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

Officer Correspondence Address  
19230 SHARON VALLEY RD  
MANCHESTER, MI 48158

Home            01 734 428-7034  
Mobile          01 734 904-5201  
E-mail          peggya7747@aol.com

## My Officers

District Governor  
PEGGY ALLEN

---

Cabinet Secretary  
Lorraine Lindsey

---

Cabinet Treasurer  
WALTER A TREICHEL

---

Region Chairperson

---

Zone Chairperson

[More Officers](#)



# My Lions Club menu

The screenshot displays the MyLions Club website interface. At the top, there are language selection options: English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, 日本語, 한국어, 中文. The user is logged in as Club Secretary PEGGY ALLEN, with options for My Profile, Select a different title, and Logout. A Support Center button is visible on the right.

The main navigation bar includes Home, My Lions Club (highlighted with a green arrow), My District, and My Multiple District. A dropdown menu is open under My Lions Club, listing the following options:

- Members
- New Club Applications
- Club Info
- Officers
- Statements/ Dues
- Service Activities
- Signature Service Activities
- Service Activity Goals
- Reports
- Data Download
- Membership Cards

The main content area is divided into several sections:

- My Club**: MANCHESTER (100514) founded in 2007. Meeting: Every 4th Wednesday at 19:00 at Stockwell's Breakfast & Lunch, 108 Adrian St., Manchester, MI 48158. Club website: <http://www.e-Clubhouse.org/sites/ManchesterMI>.
- My Info**: 2015 - 2016 District Governor PEGGY LYNN ALLEN (2749561). Club: MANCHESTER (100514). Member Correspondence Address: 19230 SHARON VALLEY RD, MANCHESTER, MI 48158. Officer Correspondence Address: 19230 SHARON VALLEY RD, MANCHESTER, MI 48158. Home: 01 734 428-7034. Mobile: 01 734 904-5201. E-mail: peggya7747@aol.com.
- My Members**: Membership Reporting Status table and Membership Summary table.
- My Service Activities**: Recent Service Activity (Kiwanis Crazy Cash - Fundraiser) and 2015-2016 Service Activity Summary table.
- My Officers**: District Governor PEGGY LYNN ALLEN, Cabinet Secretary Lorraine Lindsey, and Cabinet Treasurer.

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓


Membership Type	Count
Regular Member	21
Student Member	2

Category	Value
Total service activities	41
Number of Lion Hours	2664
Funds Raised (USD)	20225.00



# Member Page


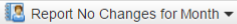

Club Secretary PEGGY ALLEN My Profile ▾ Select a different title ▾ Logout

 **MyLCI** **Support Center ▾**

Home **My Lions Club ▾** My District ▾ My Multiple District ▾

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

## Members

 Add Member ▾  Report No Changes for Month ▾  Find Members ▾

**Active Members - 23 Member(s) found**

Show 30 ▾ Page 1 of 1 Sort by First Name ▾

<b>Mr. Ali M. Ali (4345949)</b>		Student Member	Added 3/16/2016
<b>Member Address</b> 6725 Forrer St Detroit, MI 48228 UNITED STATES <b>Mobile</b> 1-313-303-9710 <b>E-mail</b> alimall@umich.edu	<b>Lion Since</b> 3/16/2016 <b>Gender</b> Male <b>Year Of Birth</b> 1995 <b>Occupation</b> Other	<b>Sponsor</b> ALLEN, BARRY (2749558)	<a href="#">Edit Member</a> <a href="#">Drop Member</a> <a href="#">Create Family Unit</a>
<b>Mr. BARRY ALLEN (2749558)</b>		Charter	Regular Member Added 11/1/2007 Family HOH
2014-2018 District Centennial Coordinator <b>Member Address</b> 19230 SHARON VALLEY RD MANCHESTER, MI 48158 UNITED STATES <b>Officer Address</b> 19230 SHARON VALLEY RD MANCHESTER, MI 48158 UNITED STATES <b>Home</b> 01-734-428-7034 <b>Mobile</b> 01-734-904-4695 <b>E-mail</b> BarryRAllen@aol.com	<b>Lion Since</b> 11/1/2007 <b>Gender</b> Male <b>Year Of Birth</b> 1946 <b>Occupation</b> Retired/Semi-Retired	<b>Spouse/Companion</b> Peggy Head of Household KORRY FRIDAY (Child) PEGGY ALLEN (Spouse)	<a href="#">Edit Member</a> <a href="#">Drop Member</a> <a href="#">Manage Family Unit</a>



# Support Center

Español Français Italiano Português Suomi Svenska 日本語 한국어 中文

My Profile Select a different title Logout

**Support Center**

**Resources**

- Training Area
- Membership Application Form
- Membership Types and Fees
- Member Reporting Demonstration
- Family Unit Demonstration

**How Do I ...**

- Add a member?
- Transfer Member
- Drop a member?
- Edit a mailing address?
- Change a member's name?
- Create a Family Unit?
- Report No Membership Changes?
- Report membership changes from earlier this year?

Sort by First Name

Student Member	Added 3/16/2016
Sponsor ALLEN, BARRY (2749558)	E D C

Regular Member	Added 11/1/2007
Spouse/Companion Peggy Head of Household KORRY FRIDAY (Child) PEGGY ALLEN (Spouse)	E

Drop Member

Manage Family Unit



# Reports

Club Secretary PEGGY ALLEN

 MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

 Reports

**Available Reports**

- Club Attendance Sheet
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Club Roster
- Club Roster of Membership Data
- Family Unit Report
- Monthly Service Activity Report
- Lions Club Contact List
- Lions Club Officer Report for Current Year
- Lions Club Officer Report for Next Year
- Lions District Officer Contact List
- Member Information Update Report

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Not for reporting  
monthly membership  
or activities


Provides reports from  
existing data base

View/Print



# PU-101 (Officer Reporting)

Club Secretary PEGGY ALLEN



## MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

- Members
- New Club Applications
- Club Info
- Officers**
- Statements/ Dues
- Service Activities
- Signature Service Activities
- Service Activity Goals
- Reports
- Data Download
- Membership Cards


**My Tasks**  
Enter Service Challenge

**My Club**  
MANCHESTER founded in  
Meeting Every 4th  
Stockwell's  
108 Adrian  
Manchester  
club website  
<http://www>

**My Members**  
Membership Reporting Status

**My Services**  
Recent Services

Club Secretary PEGGY ALLEN



## MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

### Officers

Select Term Officer Type Add Local Title

- Current Year
- Next Year**
- Past Years

<b>Member ID:</b> 3606140	<b>Officer Correspondence Address</b>
<b>Member Correspondence Address</b>	P.O. Box 114
P.O. Box 114	Manchester, MI 48158
Manchester, MI 48158	UNITED STATES
UNITED STATES	
<b>Home</b> 734-428-0027	
<b>Mobile</b> 734-274-1254	
<b>Work</b> 734-604-7743	
<b>E-mail</b> Lisachisnell49@gmail.com	

**Club First Vice President**

<b>Member ID:</b> 2749557	<b>Officer Correspondence Address</b>
<b>Member Correspondence Address</b>	318 RIVERBEND
318 RIVERBEND	MANCHESTER, MI 48158





# Add Officer

Club Secretary PEGGY ALLEN My Profile ▾ Select a different title ▾ Logout

 MyLCI **Support Center** ▾

Home **My Lions Club** ▾ My District ▾ My Multiple District ▾


MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

 **Officers**

Select Term ▾ Officer Type ▾ Add Local Title

Next Year - Lions Club Officers - 9 title(s) found

Show 30 ▾ Page 1 of 1 Sort by Rank ▾


<input checked="" type="checkbox"/> Club President	Vacant	
This position is currently vacant.		
		 <input type="button" value="Add Officer"/>
<input checked="" type="checkbox"/> Club First Vice President	GORMAN, SIOBHAN	7/1/2016 -6/30/2017



# Select Member

A A A English Deutsch Español


Club Secretary PEGGY ALLEN



## MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES



### Assign Officer

Fiscal Year	2016 - 2017	←	Year
Officer Title	Club President	←	Office

Select a member to serve in this position.

Selected Member **Not selected.**  ←


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# Select from Club Roster

## Club President

BARRY ALLEN (2749558) MANCHESTER (100514) <i>District Centennial Coordinator</i>	PEGGY ALLEN (2749561) MANCHESTER (100514) <i>District Governor</i>
Bruce Bates (2749560) MANCHESTER (100514)	Lisa Chisnell (3606140) MANCHESTER (100514) <i>Club Second Vice President</i>
Carl Curtis (3304649) MANCHESTER (100514)	Nan Curtis (3867598) MANCHESTER (100514) <i>Club Director</i>
Maryann Davis (3477489) MANCHESTER (100514) <i>Club Director</i>	MICHAEL DAVIS (3032133) MANCHESTER (100514)
Richard Davis (3477488) MANCHESTER (100514) <i>Club Director</i>	Nicole Drake (3671842) MANCHESTER (100514)
KORRY FRIDAY (2755913) MANCHESTER (100514)	SIOBHAN GORMAN (2749557) MANCHESTER (100514) <i>Club First Vice President</i>
Rebecca Hatto (3300924) MANCHESTER (100514)	CINDY KELLEY (2749527) MANCHESTER (100514)
Patricia Kehmmerer (2425745)	MARLENE LEMTZ (2755000)

 Select a member to serve in this position.



# Selected

Club Secretary PEGGY ALLEN



MyLCI

Home My Lions Club ▾ My District ▾ My Multiple District ▾

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES



Assign Officer

Fiscal Year 2016 - 2017

Officer Title Club President

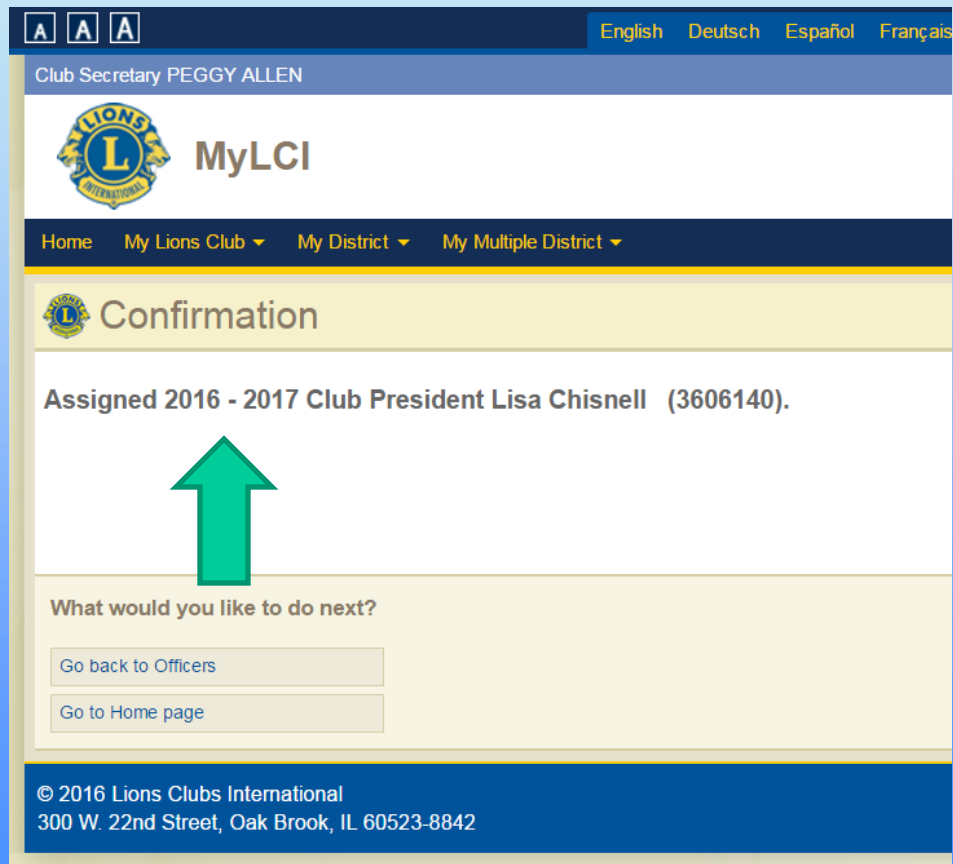
Select a member to serve in this position.

Selected Member **Lisa Chisnell (3606140)**

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# Confirmation




The screenshot shows the MyLCI web interface. At the top, there are three accessibility icons (A A A) and a language menu with options for English, Deutsch, Español, and Français. Below this, the user's name 'Club Secretary PEGGY ALLEN' is displayed. The main header features the Lions International logo and the text 'MyLCI'. A navigation bar includes links for 'Home', 'My Lions Club', 'My District', and 'My Multiple District'. The main content area is titled 'Confirmation' and contains the message: 'Assigned 2016 - 2017 Club President Lisa Chisnell (3606140)'. A large green arrow points upwards from the 'What would you like to do next?' section towards the assignment message. Below the arrow, there are two buttons: 'Go back to Officers' and 'Go to Home page'. The footer contains the copyright information: '© 2016 Lions Clubs International, 300 W. 22nd Street, Oak Brook, IL 60523-8842'.

Club Secretary PEGGY ALLEN


English Deutsch Español Français

 MyLCI

Home My Lions Club My District My Multiple District

 Confirmation

Assigned 2016 - 2017 Club President Lisa Chisnell (3606140).



What would you like to do next?

Go back to Officers

Go to Home page

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# Club Officer Report

Home My Lions Clubs My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

## Reports

**Available Reports**

- Club Attendance Sheet
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Club Roster
- Club Roster of Membership Data
- Family Unit Report
- Lions Club Officer Report for Current Year
- Lions Club Contact List
- Lions District Officer Contact List
- Lions Club Officer Report for Next Year**
- Member Information Update Report

Report  
Select a

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# Club Officer Report (PU-101)



## LIONS CLUBS INTERNATIONAL

Lions Club Officers 2016 - 2017

### MANCHESTER (100514)

Lions District 11 B1

Chartered 11/09/2007

**Meeting 4th Wednesday**

Meeting time 7:00PM

Stockwell's Breakfast & Lunch

108 Adrian St.

Manchester, MI

#### Officers

**Ms. Lisa G. Chienell**

P.O. Box 114  
Manchester, MI 48158  
UNITED STATES

**Club President**

Home 734 428 0027  
Business 734 604 7743  
Cell 734 274 1254  
Lisachisnell49@gmail.com

**Ms. SIOBHAN GORMAN**

318 RIVERBEND  
MANCHESTER, MI 48158  
UNITED STATES

**Club First Vice President**

Home 01 734 428-9616  
Cell 01 734 355-3530  
srggwb@aol.com

**SHARON A THOMAS**

820 TECUMSEH RD APT A10


**Club Second Vice President**

Cell 01 517 977-4149



# Add New Member


Club Secretary PEGGY ALLEN





MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES



## Members

 Add Member  Report No Changes for Month

Active Members - 23 Member(s) found

Show 30 Page 1 of 1


<b>Ms. MARION AHRENS</b> (2749518)	Charter	Regular M
<b>Member Address</b> PO BOX 456 MANCHESTER, MI 48158 UNITED STATES <b>Home</b> 01-734-428-7865	<b>Lion Since</b> 11/1/2007 <b>Gender</b> Female <b>Year Of Birth</b> 1931 <b>Occupation</b> Retired/Semi-Retired	
<b>Mr. Ali M. Ali</b> (4345949)	Student M	
<b>Member Address</b> 6725 Forrer St Detroit, MI 48228 UNITED STATES <b>Mobile</b> 1-313-303-9710 <b>E-mail</b> alimali@umich.edu	<b>Lion Since</b> 3/16/2016 <b>Gender</b> Male <b>Year Of Birth</b> 1995 <b>Occupation</b> Other	<b>Sponsor</b>





# New Member Information

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

 Add Member

**Member Information**

Prefix

First Name

Middle Name

Last Name

Suffix

Gender

Year of Birth

**Membership Information**

Join Date

Member Type

Sponsor

Nickname

Occupation

Spouse/Companion

**Member Correspondence Address**

Country

Show Preview

Sponsor

Nickname

Occupation

Spouse/Companion

**Member Correspondence Address**

Country

Show Preview

**Contact Information**

	Country Code	Area Code	Phone	Extension
Work Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Email	<input type="text"/>			


**Comments**

Mark this comment as private/internal use only



# Activities Reporting

Club Secretary PEGGY ALLEN



## MyLCI


Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

Home

### My Tasks

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.



### My Club

MANCHESTER founded in  
Meeting Every 4th V  
Stockwell's  
108 Adrian  
Manchest  
club website  
http://www.e

### My Members


Membership Reporting Status

### My Service

Recent Ser

A A A English

Club Secretary PEGGY ALLEN



## MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

- Members
- New Club Applications
- Club Info
- Officers
- Statements/ Dues
- Service Activities**
- Signature Service Activities
- Service Activity Goals
- Reports
- Data Download
- Membership Cards

### My Tasks

Enter S  
Service

### My Club

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Recent Ser



# Add Activity

The screenshot displays the MyLCI web application interface. At the top, there are accessibility icons (A A A) and language options (English, Deu). Below this, the user is identified as 'Club Secretary PEGGY ALLEN'. The MyLCI logo is prominently displayed, followed by a navigation menu with options: Home, My Lions Club (selected), My District, and My Multiple District. The current location is identified as 'MANCHESTER (100514) - District 11 B1 - MI UNITED STATES'. The main section is titled 'Service Activities' and contains two buttons: 'Add Activity' and 'View/Print'. A green arrow points to the 'Add Activity' button. Below the buttons, the text reads 'Current Fiscal Year Service Activities - April - 0 Activities found'. The footer contains the copyright information: '© 2016 Lions Clubs International, 300 W. 22nd Street, Oak Brook, IL 60523-8842'.

Club Secretary PEGGY ALLEN

English Deu

MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

Service Activities

Add Activity View/Print

Current Fiscal Year Service Activities - April - 0 Activities found


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# Centennial Service Activity


Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

 Home

**My Tasks**

Enter Service Activities including any Centennial Service Challenge Activities for Apr 2016.





**My Club**

**MANCHESTER (100514)**  
founded in 2007

**Meeting**  
Every 4th Wednesday at 19:00

Stockwell's Breakfast & Lunch  
108 Adrian St.  
Manchester, MI 48158

**club website**  
<http://www.e-Clubhouse.org/sites/ManchesterMI>

**My Members**

**Membership Reporting Status**

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

**Membership Summary**

Regular Member	21
Student Member	2
<b>Total</b>	<b>23</b>

More Membership

**My Service Activities**


**Recent Service Activity**  
Kiwanis Crazy Cash - Fundraiser

**2015-2016 Service Activity Summary**

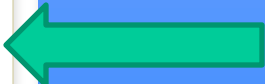
Total service activities	41
Number of Lion Hours	2664
Funds Raised (USD)	20225.00
Funds Donated (USD)	6408.00
Number of People Served	8153

**Centennial Service Challenge**

Youth	Vision	Hunger	Environment
✓	✓	✓	✓

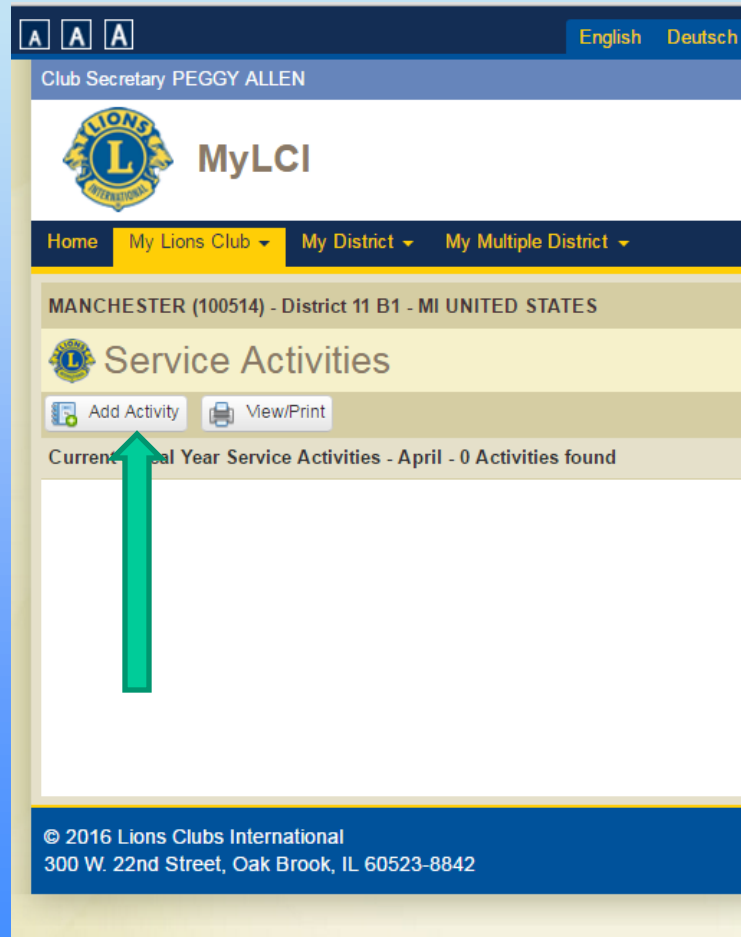


More Service Activities





# Centennial Service Activity



The screenshot displays the MyLCI web application interface. At the top, there are accessibility icons (A A A) and language options (English, Deutsch). Below this, the user is identified as 'Club Secretary PEGGY ALLEN'. The MyLCI logo is prominently displayed. A navigation bar includes 'Home', 'My Lions Club', 'My District', and 'My Multiple District'. The current location is 'MANCHESTER (100514) - District 11 B1 - MI UNITED STATES'. The main heading is 'Service Activities', with sub-options for 'Add Activity' and 'View/Print'. Below this, the text reads 'Current Fiscal Year Service Activities - April - 0 Activities found'. A green arrow points to the 'Add Activity' button. The footer contains copyright information for Lions Clubs International.

Club Secretary PEGGY ALLEN

English Deutsch

MyLCI

Home My Lions Club My District My Multiple District

MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

Service Activities

Add Activity View/Print

Current Fiscal Year Service Activities - April - 0 Activities found

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MANCHESTER (100514) - District 11 B1 - MI UNITED STATES

## Add Activity

### Basic Activity Information

Fiscal Year: 2015-2016

Activity Date:

Signature Activity: None

Activity Type:

Activity Title:


Activity Description:

### Detailed Activity Information

Share this story

District-wide Activity

Centennial Service Challenge

  Engaging our Youth campaign

Sharing the Vision campaign

Relieving the Hunger campaign

Protecting our Environment campaign

None



Images (File types - .jpeg, .gif, .png. File size less than 4 MB.)



# Support Center

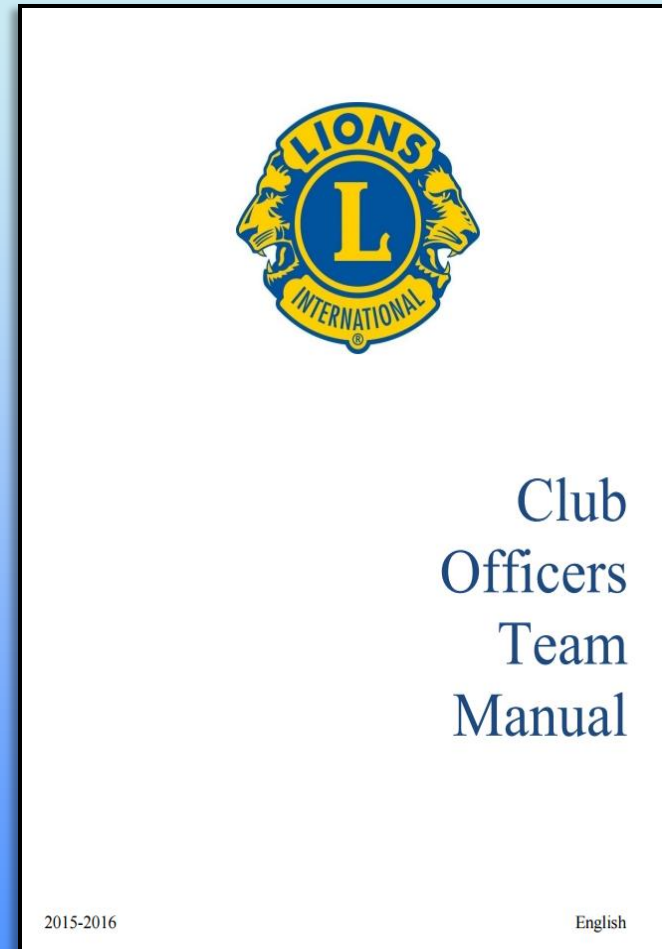
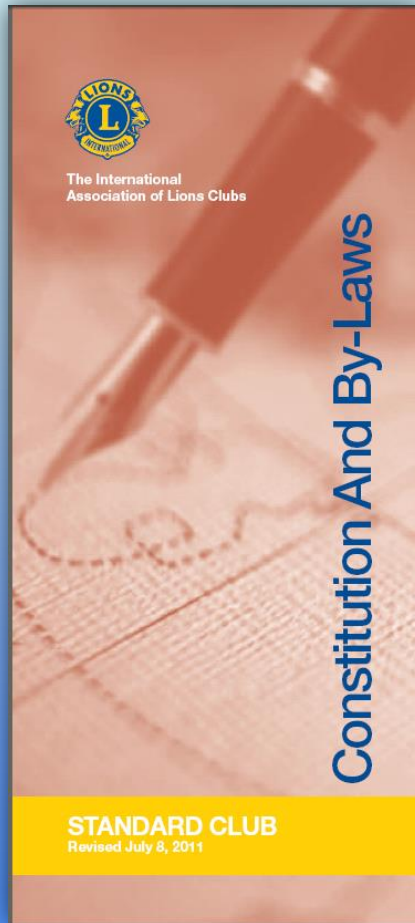
[mylci@lionsclubs.org](mailto:mylci@lionsclubs.org)

630-468-6900

8:30 AM – 4:30 PM Chicago time



# Club Secretary Resources





# Reports

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

- **Monthly Membership Report**
- **Activities report**
  
- **District M&A Report**



# Reports



Additional reports:

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



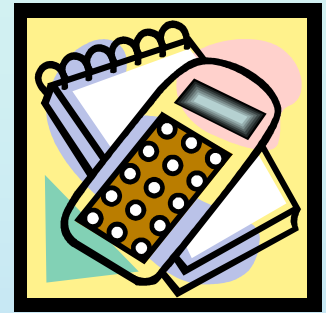
# Reports

Some reports are prepared as needed

- **Drop**
- **Transfer**
- **Updates/changes**



# Reports



- Monthly Membership Report
  - The monthly membership report reports the club's membership for the month. This includes member losses and gains
    - Transactions must be entered by the **last day of the current month.**

# Reports

- Monthly Club Membership & Activity Report
  - Keeping records of a club's activities is the responsibility of the club secretary.
  - This information is reported through the MyLCI and the District M & A Report



# District M & A Report

- Monthly Activity
  - Fillable PDF form
  - Available on-line
  - Due end of month





## Michigan Lions District 11-B1 MEMBERSHIP / ACTIVITY REPORT



SEND TO: DISTRICT GOVERNOR, VICE DISTRICT GOVERNORS, CABINET  
SECRETARY, ZONE CHAIRPERSON, & NEWSLETTER EDITOR

[Reset Form](#)

**CLUB NAME**

**MONTH**  **LIONS YEAR**  **CLUB NUMBER**

**NUMBER OF MEETINGS HELD: General**  **Board of Directors**

### MEMBERSHIP REPORT

Number of Members from last month's report

**New Members inducted this month**

**Name**  **Sponsor**

**Name**  **Sponsor**

**Name**  **Sponsor**

**Members dropped this month**

**Name**  **Reason**

**Name**  **Reason**

Current Members  (Continue membership information in Section G below)

### ACTIVITY REPORT

A — CLUB FUNDRAISERS	List projects/ # Lions attending / hours
Project <input style="width: 200px;" type="text"/>	# Lions <input style="width: 40px;" type="text"/> Man Hrs <input style="width: 60px;" type="text"/>
Project <input style="width: 200px;" type="text"/>	# Lions <input style="width: 40px;" type="text"/> Man Hrs <input style="width: 60px;" type="text"/>
Project <input style="width: 200px;" type="text"/>	# Lions <input style="width: 40px;" type="text"/> Man Hrs <input style="width: 60px;" type="text"/>

B — CLUB PROJECTS	List projects/ # of Lions attending / hours
Project <input style="width: 200px;" type="text"/>	# Lions <input style="width: 40px;" type="text"/> Man Hrs <input style="width: 60px;" type="text"/>
Project <input style="width: 200px;" type="text"/>	# Lions <input style="width: 40px;" type="text"/> Man Hrs <input style="width: 60px;" type="text"/>
Project <input style="width: 200px;" type="text"/>	# Lions <input style="width: 40px;" type="text"/> Man Hrs <input style="width: 60px;" type="text"/>

C — PUBLIC RELATIONS	Describe any PR or news articles in the space below
Describe Article/PR <input style="width: 250px;" type="text"/>	Pictures <input style="width: 60px;" type="text"/>
Describe Article/PR <input style="width: 250px;" type="text"/>	Pictures <input style="width: 60px;" type="text"/>
Describe Article/PR <input style="width: 250px;" type="text"/>	Pictures <input style="width: 60px;" type="text"/>

Send articles with original photographs or JPEG pictures to Newsletter Editor. Include who's in the picture.



D — MEETINGS & CONVENTION ATTENDANCE

Event  Total Attending  Pres.  Sec.  Others

Event  Total Attending  Pres.  Sec.  Others

Other

Other

E — CLUB DONATIONS List amount / recipient / reason for donation

Donation Amount \$  Recipient  Reason

Donation Amount \$  Recipient  Reason

Donation Amount \$  Recipient  Reason

F — VISITATIONS List visitation: By your club / to your club

Visitation to another club:  # Attending

Visitation to another club:  # Attending

Visitation from another club:  # Attending

Visitation from another club:  # Attending

G — UPCOMING EVENTS AND/OR OTHER CLUB INFORMATION

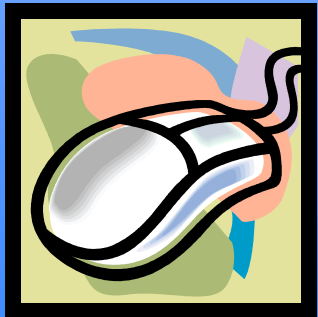
Add other information





# 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

- 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 MyLCI immediately following your club elections
    - Their final deadline is **APRIL 15**
    - **DISTRICT Deadline is April 15<sup>th</sup> (Roster)**



# Reports

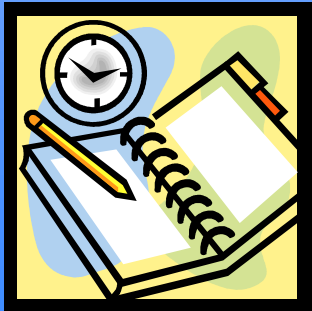
- Club Roster
  - Identifies all members of your club and their information
  - Information needs to be kept up to date
  - Include e-mail address & cell phone numbers



# 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 Governors Club Award of Merit
  - Club's status can change and there is potential for the club to be billed for additional members who have dropped



# Records

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

Keep historical documents

Maintain database/location of club paraphernalia



# 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.



# Meetings

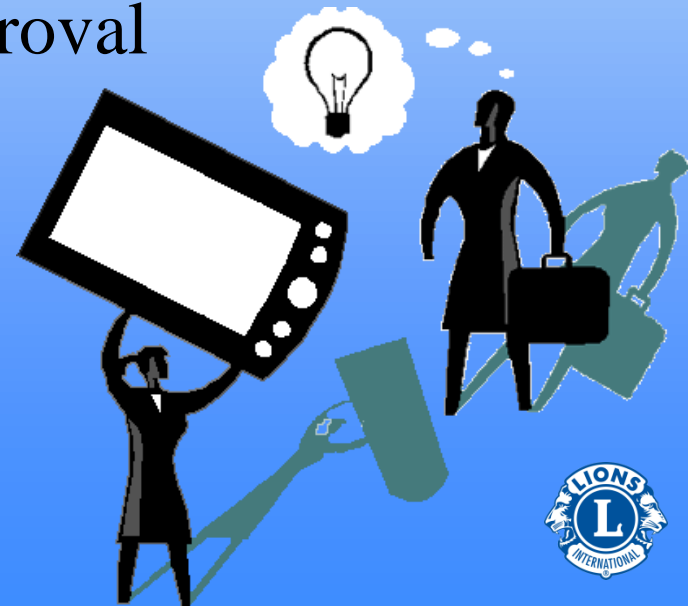
The club secretary is an integral part of club meetings, both in preparation and during the meetings.



# 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

A typical club meeting format:

- Call to order by president
- Invocation (optional)
- Pledge (optional)
- Introduction of guests
- Program (guest speaker, presentation) may either precede or follow the business portion



# Meetings

A typical club meeting format:

- Reading and approval of minutes of previous meeting
- Treasurer's report – accepted
- (Membership report) optional
- Old or unfinished business
- New business
- Adjournment



# 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

Minutes are the official record of the club meeting.

Prepare them as you would want to read them Five or Fifty years from now.

Be detailed and precise.





# Dues

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

Semi-annual international dues are billed on July 1 and January 1 based on the membership statistics shown on international headquarters records as of June 30 and December 31



# Dues

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

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



# 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](#)



# 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



# 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
- Roster of other clubs' officers
- LCI catalog (Club Supplies)
- Club archives



# 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 Certificates for new members

# Awards



- District Governors Personal Award of Merit
  - July 1, 2017 and June 30, 2018
  - Members must complete **15** of 27 activities
  - As soon as you qualify, the club secretary signs the form and returns it to District Secretary and the District Governor
  - Deadline is **June 30th, 2018**



# Awards



- District Governors Club Award of Merit
  - The Award of Merit is a banner patch awarded to any club that completes **20** of the listed activities. All activities must be completed between July 1, 2017 and June 30, 2018. Patch will be awarded at the Fall Conference.
  - Submit your application to District Secretary, by **June 30th, 2018**



# Awards



- Karl Sorrick Traveling Award
  - This contest is to determine the District, Region, and Zone **Club of the Year**.
  - Runs from February 1, 2017 to February 1, 2018
  - Submitted to Cabinet Secretary by **February 15, 2018**



# Awards



- Lion (Lioness/Leo) of the Year
  - This contest is to determine the District, Region, and Zone **Lion of the Year**.
  - Submitted to the District Governor by **February 15, 2017**



# Awards



## **100 % SECRETARY'S AWARD CRITERIA District 11-B1**

- A 100% Secretary's Award will be presented to Club Secretary who completes the required and optional items on the application form.
- This award will run from July 1, 2017 to June 30, 2018.
- Submitted to Cabinet Secretary by **June 30th, 2018**



# Awards



## ➤ **CLUB EXCELLENCE AWARD APPLICATION for 2017-2018**

- The completed form must be mailed to the English Language Department at International Headquarters, or faxed to (630) 706-9130, to arrive by **September 30, 2018**.
- The award will be mailed to the District Governor for presentation.



# End of Term

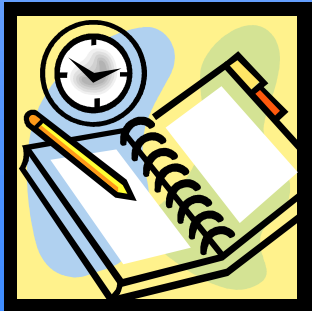
When the secretary's one-year term is over they will help the new secretary begin their year. There are some final items that need to be completed prior to the transition.





# 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/Personal Awards
- 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 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
- Be able to identify what resources are available to assist in the position of club secretary



# 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

