

Responsibilities of the Club Secretary



District 1 –A Club Secretary

You have been elected to the position of Club Secretary

- As secretary, you are the business manager of the club
- You are the liaison officer between the club and the District, State and Lions Clubs International



Responsibilities of the Club Secretary

As the club Secretary and member of the board of directors, your primary responsibilities include...

- Attending all club and board meetings
- Recording meeting minutes
- Keeping club records
- Receiving and responding to club correspondence
- Completing and filing all club reports with LCI and Attorney General



Club Meetings

Your meeting duties consist of 3 steps

1. Before the meeting
2. During the meeting
3. After the meeting



Step 1 – Before the meeting

- Provide members with notice of meeting dates/times
- Collect any correspondence to give to appropriate officers or members
- Prepare any awards and or new member kits if necessary
- Prepare club roster for taking attendance

This can be downloaded from LCI



Step 2 – During the meeting

- Take attendance
- Record meeting minutes
- Document any guest speakers, non-Lion visitors and visiting Lions
- Collect and record dues and give members receipts
- Collect reports from committee chairpersons



Step 3 – After the meeting

- Record attendance
- Verify money collected and record payment of dues
- Present money collected to the treasurer and obtain receipt
- Distribute a copy of the meeting minutes
- Enter your reports on LCI



What should be in the minutes?

- Type of meeting (Regular, Special or Board)
- Date and place of meeting
- Name of person presiding over meeting, President, 1st Vice
- Whether previous meeting minutes were approved
- Time the meeting was called to order and adjourned



What should be in the minutes?

- Attendance
- All motions, points of order and appeals and whether they passed or failed

Minutes are meant to record what the club does and not what members say.

Therefore, debate is considered informal and not recorded.



Keeping Club Records

Club files should include:

- The constitution and by-laws
- Minutes of all club and board of directors meetings
- Annual reports of club officers and committees
- Activity reports
- Club Roster



Club Correspondence

- The club secretary will receive a lot of information, from the District, the State and LCI, pertaining to training, events, and meetings.
- Correspondence may come electronically or through snail mail and involve the president, treasurer, committee and/or project chairpersons.
- It is important that all correspondence is opened, read and distributed in a timely manner.



Club Reporting

It is important to submit accurate and timely reports as your club strives to earn the *Club Excellence Award*.

Some of the reports and forms you will be responsible for include:

- Monthly Membership Report
- Monthly Club Service Activity Report
- Club Officer Report (PU101)



Twice Yearly, You MUST

- Confirm list of members with LCI against the bi-annual dues list that is sent to the treasurer with the club records
- 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 semi annually or annually)



Club Reporting on My LCI/MyLion

There are many benefits to using My LCI

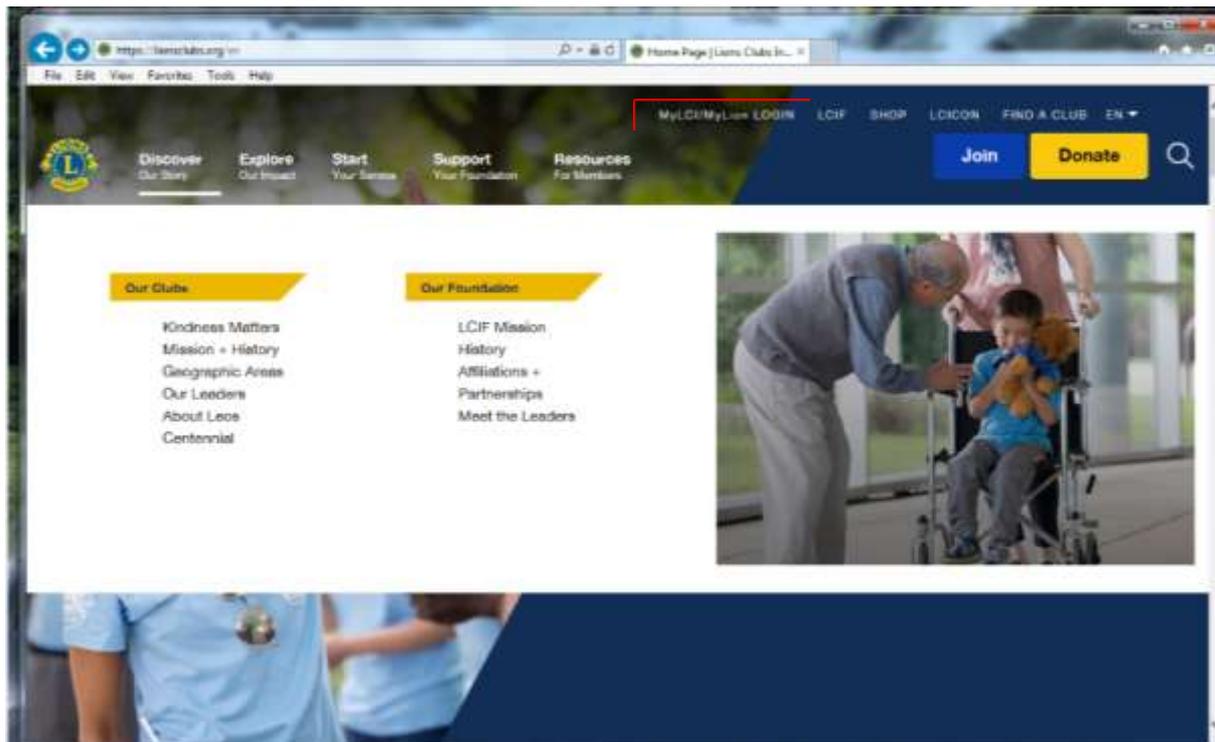
You can:

- Submit monthly membership and officer reporting forms online
- View, update and download club member information or print membership cards
- Log your club's service activities each month on MyLion

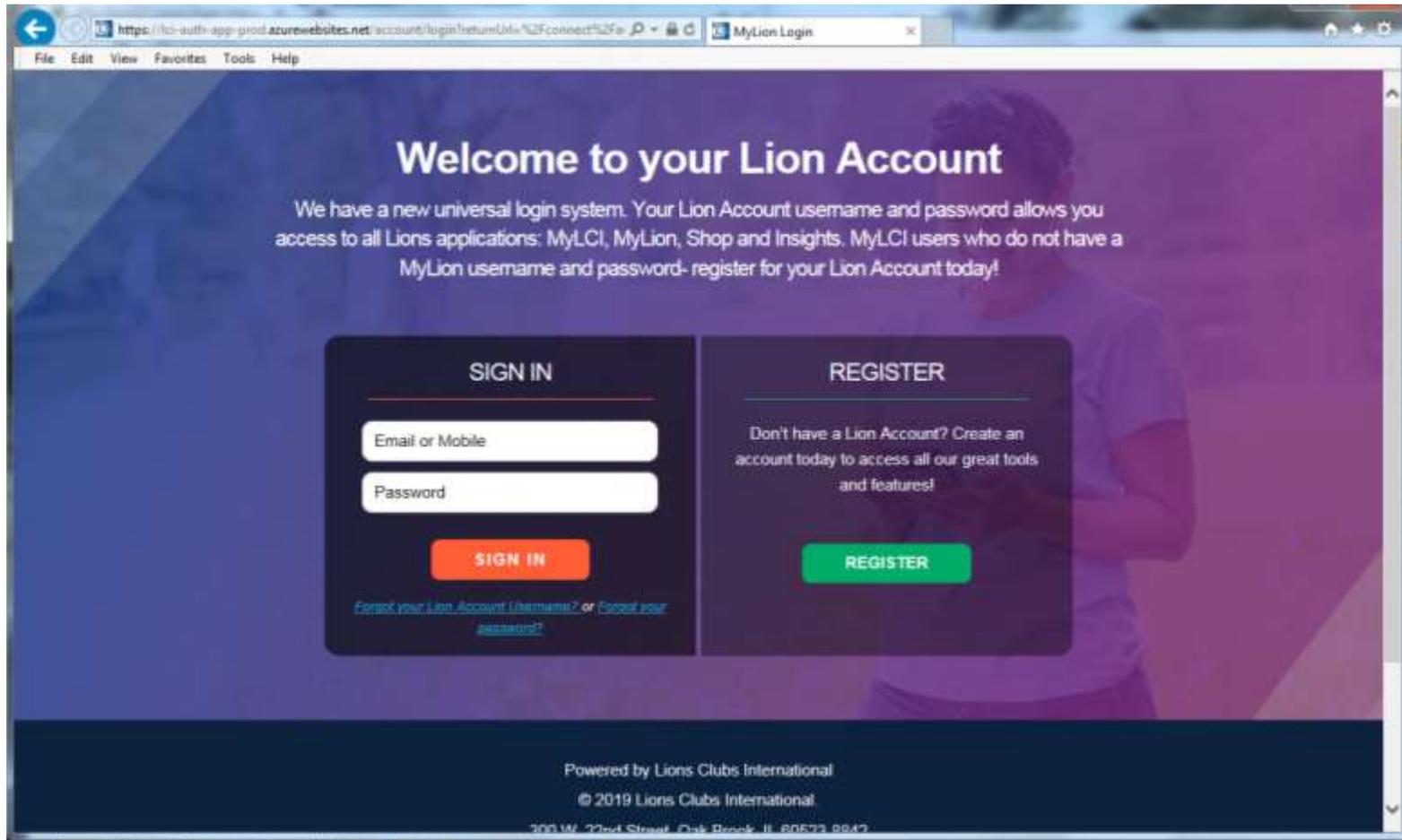


Club Reporting on My LCI

To access the MyLCI
Click on MyLCI/MyLion/LOGIN



My LCI Logon



Club Reporting on My LCI

Click on 'MyLCI'

The screenshot shows a web browser window with the URL <https://myapps.lionsclubs.org>. The page features a dark blue header with a 'Support' link and a user profile for 'Dawn Grogan'. Below the header is a purple banner with the text: 'Welcome to the Lions Clubs International digital ecosystem! Here you'll find a variety of helpful, easy-to-use products designed to simplify and improve your service.' The main content area is divided into four columns, each with a title, a subtitle, a list of features, and a 'GO' button.

MyLCI	MyLion	Shop	Insights
Tools for Lion leaders	Connect. Serve. Report.	Buy all things Lions	Increased knowledge. Increased impact.
<ul style="list-style-type: none">• Manage your membership• Check club voter eligibility• Document & plan conventions• Check application status	<ul style="list-style-type: none">• Report service• Create district & club profile• Plan service projects• Connect with other lions• Create personal profile	<ul style="list-style-type: none">• Order club essentials• Order awards, pins and more• Get great Lions gifts	<ul style="list-style-type: none">• Explore membership trends• Explore club trends• View service activity impact• Track Foundation donations
GO	GO	GO	GO



My LCI Logon

To log in to MyLCI:

1. Enter your username and password
2. click “Submit”
3. or create new account: Click “New User” link and follow directions.
4. If you forgot user name and password, click “forgot your User Name or Password” link and follow directions.

Note:

- *The system will log you out after 20 minutes so save your work.*
- *The support center panel will change depending upon the page you are on*



My LCI Club Officer Home Page


MyLCI
Welcome Club Secretary William Anderson ▼ | Print & Share | Logout

Home | My Leo Clubs ▼ | My Lions Club ▼ | My District ▼ | My MultipleDistrict ▼

Home >
Support Center ▼

SUNSET COMMUNITY LIONS CLUB

My Tasks (click to complete)

- Correct members with missing or invalid information. ▶
- Enter 2012-2013 club officers (due May 15, 2012). ▶
- Enter membership report for May 2012 (due May 31, 2012)
- OR -
record that there are no member changes for May 2012. ▶
- Enter service activities for May 2012. ▶

My Club

SUNSET COMMUNITY LIONS CLUB
founded in 1945

Meeting
Every 1st and 3rd Tuesday at 12:15PM

Happy Joe's
9567 Main Street
Oak Brook, IL 12345-1234

club web site
www.e-clubhouse.org/sites/sunsetcommunity

[Edit](#)

My Info

2011-2012 Club Secretary
William Anderson

Member Mailing Address
1234 West Summerdale
Oak Brook, IL 12345-1234

Officer Mailing Address
P.O. Box 1234
Oak Brook, IL 12345-1234

Home 1-630-555-1234
Mobile 1-312-555-1234
Email test1234@testmail.com

[Edit](#)

My Members

Membership Reporting Status

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

Membership Summary

Charter	12
Active	24
Affiliate	1
Honorary	2
Total	39
Associate	3
Life Member	2

[More Membership](#)

My Service Activities

Recent Service Activity

Pancake Breakfast

Our club got together with the students of Sunset High School and made 4,000 pancakes.

2011-2012 Service Activity Summary

Total service activities	21
Number of Lion Hours	1325
Funds Raised (USD)	5000
Funds Donated (USD)	3750

[More Service Activities](#)

My Officers

Region 1 Chairperson
Theresa D'Souza ▼

Zone 1 Chairperson
Robert Oglevy ▼

Club President
Debbie Johnson ▼

Club Treasurer
Ron O'Connor ▼

[More Officers](#)



My LCI Club Officer Home Page

- “My Tasks” – displays a list of tasks customized to your role and your club.
- “My Members” – displays your club’s membership reporting status and the count of members by member type.
- “My Club” – displays the information about your club meetings that is the database.
- “My Service Activities” – displays your club’s most recent service activity and a summary of your club’s service activity for the year.
- “My Info” – displays your personal contact information.
- “My Officers” – section shows your region and zone officers as well as the other members of your club leadership team.



My LCI Support Panel

My Tasks (click to complete)

1. Connect members with missing or invalid information
2. Enter 2012-2013 club officers (due May 15, 2012)
3. Enter membership report for May 2012 (due May 24, 2012)
...291
 entered that there are no member changes for May 2012.
4. Enter service activities for May 2012

My Club

SUNSET COMMUNITY LIONS CLUB
 Founded in 1949

Meeting
 Every 1st and 3rd Tuesday at 12:15PM

Heidi Jett's
 5007 Main Street
 Oak Brook, IL 60110-1234

club web site
www.prouthouse.org/area/sunsetcommunity

My Info

2011-2012 C
 William Arak

Member Mails
 1234 Main St
 Oak Brook, IL

Officer Mailing
 P.O. Box 12
 Oak Brook, IL

Home 1-630-
Mobile 1-312-
Email we@lc

My Officers

Region 1 Club
 Thomas O'Dr

Zone 1 Chief
 Robert Cigna

Club President
 Debbie Johnson

Club Treasurer
 Ron O'Connor

Membership Reporting Status

Month: J A S O N D J F M A M J J
 Reported: / / / / / / / / / / / /

Membership Summary

Charter	10
Active	34
Associate	1
Honorary	2
Total	48
Associate (Life Member)	3

Recent Service Activity

Pancake Breakfast
 Our club got together with the students of Sunset High School and made 4,000 pancakes.

2011-2012 Service Activity Summary

Total service activities	31
Number of Lion Hours	1220
Funds Raised (USD)	5000
Funds Donated (USD)	3750



My LCI Support Panel

- Always Available on left hand side of the screen
- Expand and collapse with down arrow to the right of “Support Center” title on the blue Support Center bar.
- Available features may change depending on type of officer logged in and page displayed on screen.



Member Data Functions

Add a Member: new, returning, transfer



The screenshot displays a web interface for managing member data. At the top, there is a navigation bar with tabs for 'Home', 'My Lions Club', 'My District', and 'My Multiple'. Below this, the location 'BURR RIDGE-HINSDALE-OAK BROOK (49338)' is shown. The main heading is 'Members', accompanied by the Lions Club logo. A dropdown menu for 'Add Member' is open, showing three options: 'New Member', 'Returning Member', and 'Transfer Member'. To the right of the dropdown, there is a 'Report No Changes for Month' button. Below the dropdown, a search result shows 'er(s) found' and '453)'. At the bottom, there is a table with columns for '2012-2013 LCI/LCIF Office Staff - Admin', 'Member Address', 'Joined', 'Gender', and 'Year Of Birth'. The address '4921 W PARKER AVE' is visible under the 'Member Address' column.



Member Data Functions

Edit a member, drop a member, create a family unit

The screenshot displays a web interface for managing members. At the top, there is a navigation bar with "My Club > Members" and a "Support Center" button. Below this is a "Members" section with three buttons: "Add Member", "Transfer Member", and "Report No Changes for Month", along with a "Find Members" search button. The main content area shows "33 members found." and a table of members. The table has columns for member name, ID, status, and phone number. A detailed view for "MOVALSON, BRUCE" is shown below the table, including his status, join date, and home address. To the right of the detailed view is a menu with options: "Edit Details", "Drop Member", "Create Family Unit", and "Print".

Member Name	ID	Status	Phone
STROM, ALGOR	1864492	Member	
SJOQUIST, BILL	120332	Member	
MOVALSON, BRUCE	120326	Member	906-428-3970
MOVALSON, BRUCE	120326 52	Status: Member Joined On: 1/1/1991 Regular Member	
Lauerman, Craig	3455063	Member	906-428-2828

MOVALSON, BRUCE
120326 52
Home Address
9 PARK AVE GLADSTONE MI 49837
(Home) 906-428-3970

- Edit Details
- Drop Member
- Create Family Unit
- Print



My LCI Reports & Data

The screenshot displays the MyLCI website interface. At the top left is the Lions Club logo and the text "MyLCI". To the right is a "Support Center" button. Below the logo is a navigation bar with links for "Home", "My Lions Club", "My District", and "My Multiple District". A dropdown menu is open under "My Lions Club", listing options: "Members", "Club Info", "Officers", "Statements/ Dues", "Service Activities", "Signature Service Activities", "Service Activity Goals", "Reports", "Data Download", and "Membership Cards". The main content area is divided into three columns. The left column shows "DANVILLE" and "UNITED STATES". The middle column, titled "My Club", lists "DANVILLE" (founded in 1939), "Meeting" (Every 4th Thursday at 18:00), and "BOWLERAMA LANES" (1050 E LEXINGTON AV, Danville, KY). The right column, titled "My Info", lists "2014 - 2014 Club Treasurer" (RICHARD G MC GUIRE), "Member Correspondence Address" (706 PONTIAC AVE, DANVILLE, KY 40422), "Officer Correspondence Address" (706 PONTIAC AVE, DANVILLE, KY 40422), "Home" (859 236-5799), and "E-mail" (RICHARD MC GUIRE@ApityBeta.TestingEmail1.com).

After the Annual Election of Officers

- Submit Club Officer Report (PU-101) by May 1, 2020
- Apply to LCI and District for member's/clubs awards



As you reach the end of your term

You will still play an important role in the future success of the club by planning for an effective transition.

- Check records for 100% attendance and 'years of service' awards
- Confirm all club files are up-to-date and ready for transfer to incoming club secretary
- Meet with incoming club secretary and review records and outstanding issues.



QUESTIONS



June 30, 2021 ☺



NOTES

A series of horizontal dashed lines for writing notes, spanning the width of the page.

