



A-3 LIONS CLUB SECRETARY EXCELLENCE AWARD

- 1) Monthly Reports – Processing Alternates
 - a) The electronic WMMR (Web Monthly Membership Report) may be filed at any time during the current month up to 12:00am Central Standard Time of the last day. Changes made become effective automatically.
 - b) The electronic Service Activity Report (Club Monthly Service Activity Report) is completed online using the MYLCI / My Lion system.
- 2) Other Reports
 - a) The PU-101 form (Incoming Club Officers) must be submitted to LCI, the District Governor and 1st Vice District Governor by May 10 to meet the May 25th deadline.
 - b) The Club's Year-End Activity Report* is to be filed by July 15th.
 - The electronic version of the Monthly Service Activity Report automatically generates a Club's Year-End Activity Report. Club & District Signature Projects listings can be added to the form upon request.
- 3) Secretarial Duties

Correspondence, minutes, new members recorded & activities reports updated on MYLCI / My Lion, and other duties of the Secretary are to be faithfully completed.
- 4) District Advisory Meetings and Region Rallies
 - a) Attendance at your Region Rally
 - b) Attendance at your Zone Advisory as part of the District Governor's Advisory team.

Region Chairs and the Cabinet Secretary will recommend secretaries to be the recipients of this award based on Club Secretary reporting and District meeting activity.

This award is to be administered by the 1st VDG and is the responsibility of the District Governor and will be presented in the subsequent Lions year.