

Before You Begin

Welcome to Club Officer Training

This online module is separated into 5 sections, which can be completed in a 30 – 45 minute session, or over a course of several sessions.



For additional assistance, contact your Club's *Information Technology Chairperson* or the Lions Learning Center at: llc@lionsclubs.org

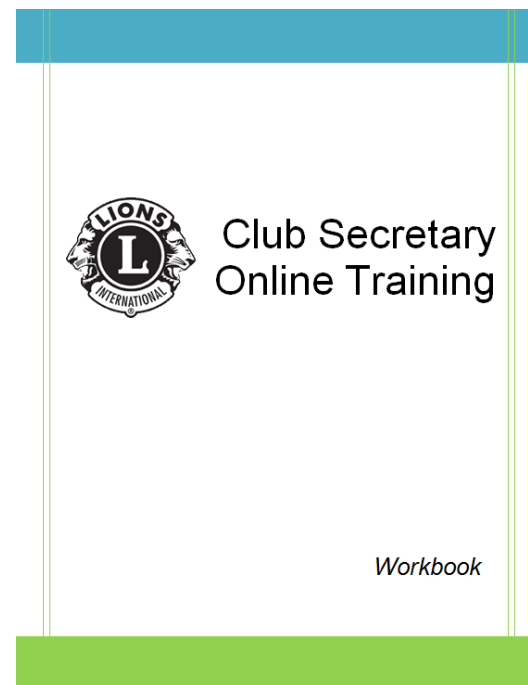


Workbook

This online module includes a workbook to enhance your learning experience.

Organized into 5 corresponding sections, it provides opportunities to take notes and obtain additional information to supplement the concepts addressed in this online module.

Click [here](#) if you need to access and print your workbook before continuing.



Workbook

Please note:

Club secretaries' responsibilities vary according to regional practices and established club procedures.



Welcome



You have been elected to the position of
Club Secretary



Objectives

This course will provide you with the basic information and resources necessary to prepare you for your new position.

Upon completion of this course, you will be able to:

- Recognize the purpose of a Lions club and its placement within the structure of the Lions Clubs International
- Summarize the responsibilities of club secretary
- Access additional resources as needed



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Welcome to Section 1: *Introduction*

Please turn to page 1 of your workbook.





As secretary, you are an integral part of the leadership team, working to support the club president as he or she leads your club in service activities that help support your local community and surrounding areas.

However, it's also important to remember that you are a part of something much bigger.

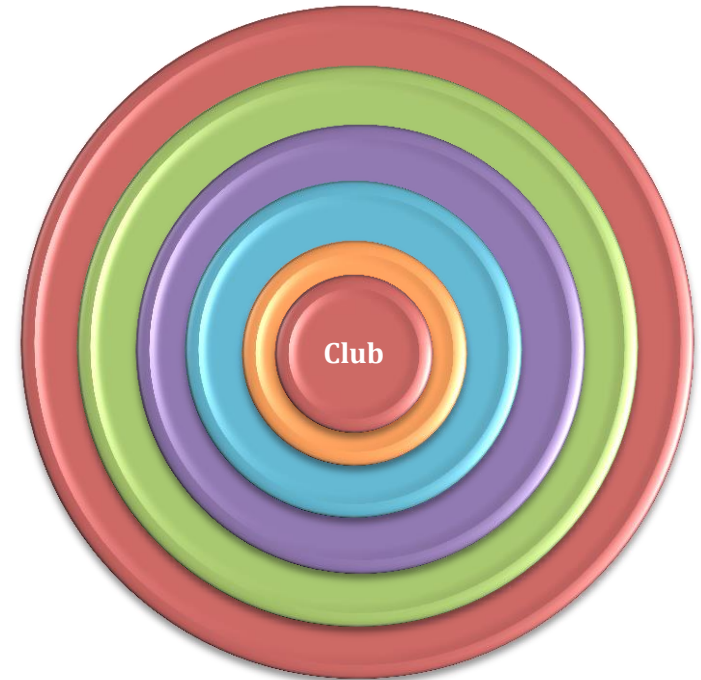


Structure of Lions Clubs International

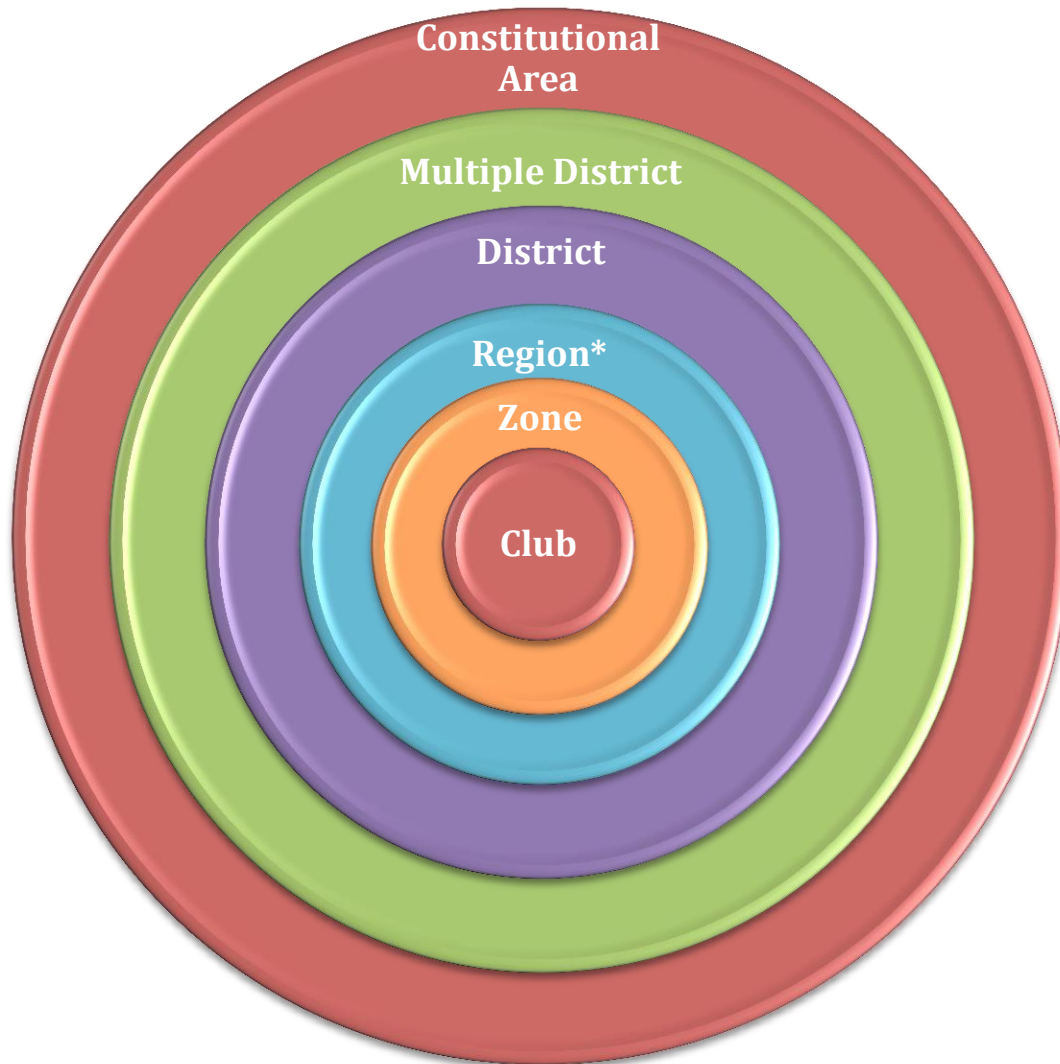


Lions Clubs International is comprised of a large network of Lions, with clubs at the center.

This structure facilitates communication and promotes service on a local, regional and global scale.



Structure of Lions Clubs International

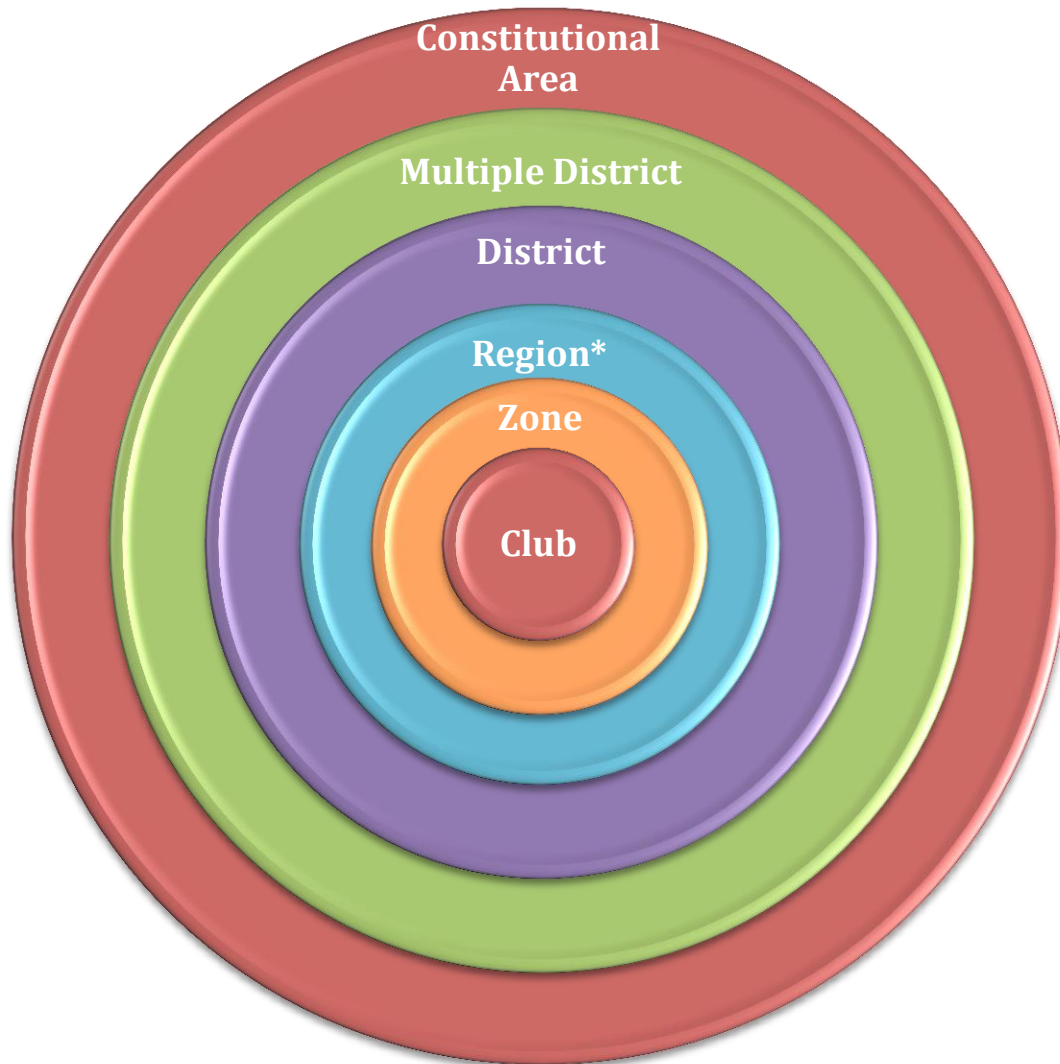


- A club consists of a minimum of 20 members
- A zone consists of 4 – 8 clubs
- A region consists of 10 – 16 clubs *
- A district is comprised of at least 35 clubs with 1250 active members
- Several districts in a given geographical area comprise a multiple district
- Each Lions club is located in one of the seven Constitutional Areas, which is represented by at least one international director

*optional



Structure of Lions Clubs International



Individual clubs and their members are at the heart of the Association.

Without their commitment to serving others locally, we could not maintain our legacy of global service.





As a club within the greater International Association of Lions Clubs, your mission is:

TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.





Welcome to Section 2: Your Club Leadership Team

Please turn to page 3 of your workbook.





Each lions club is comprised of a team of leaders that support the activities of the club.

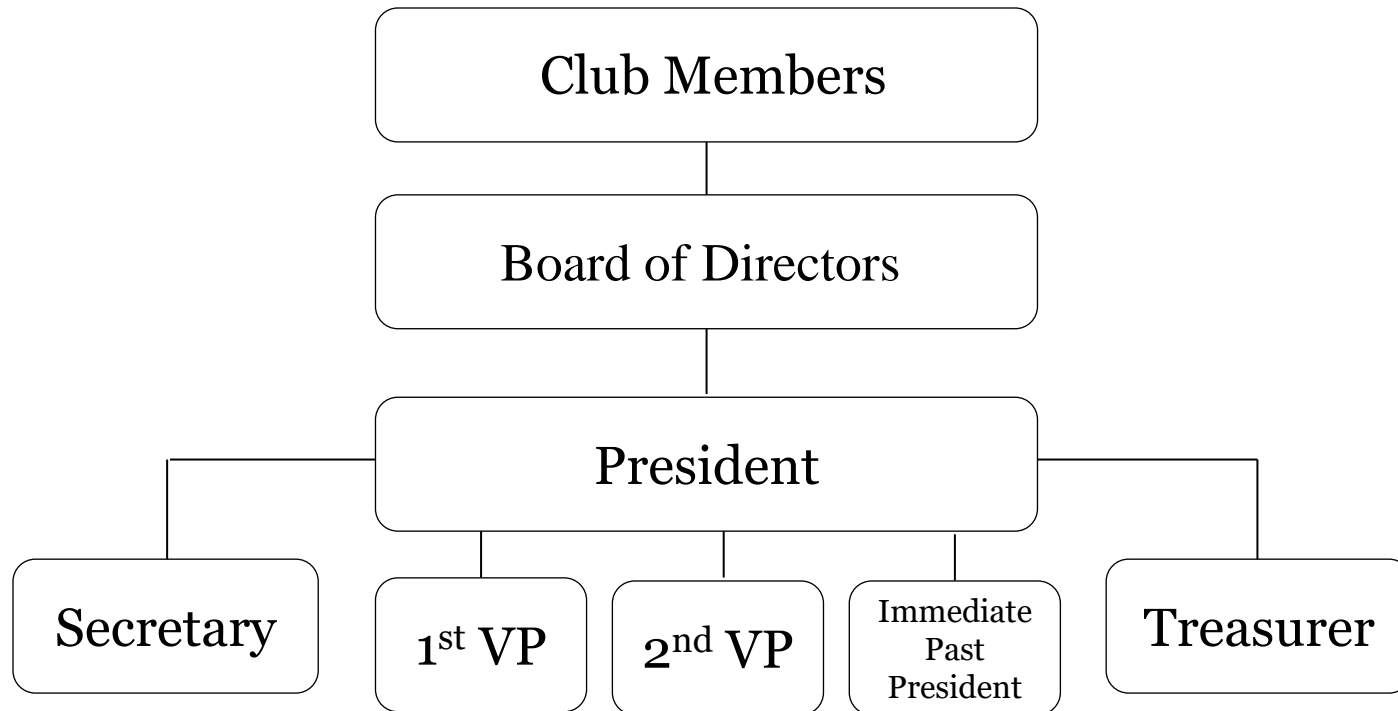
The next slide will help you complete the club organizational chart on page 3 of your workbook.



Your Club Leadership Team



Let's take a look at the Club Organizational Chart

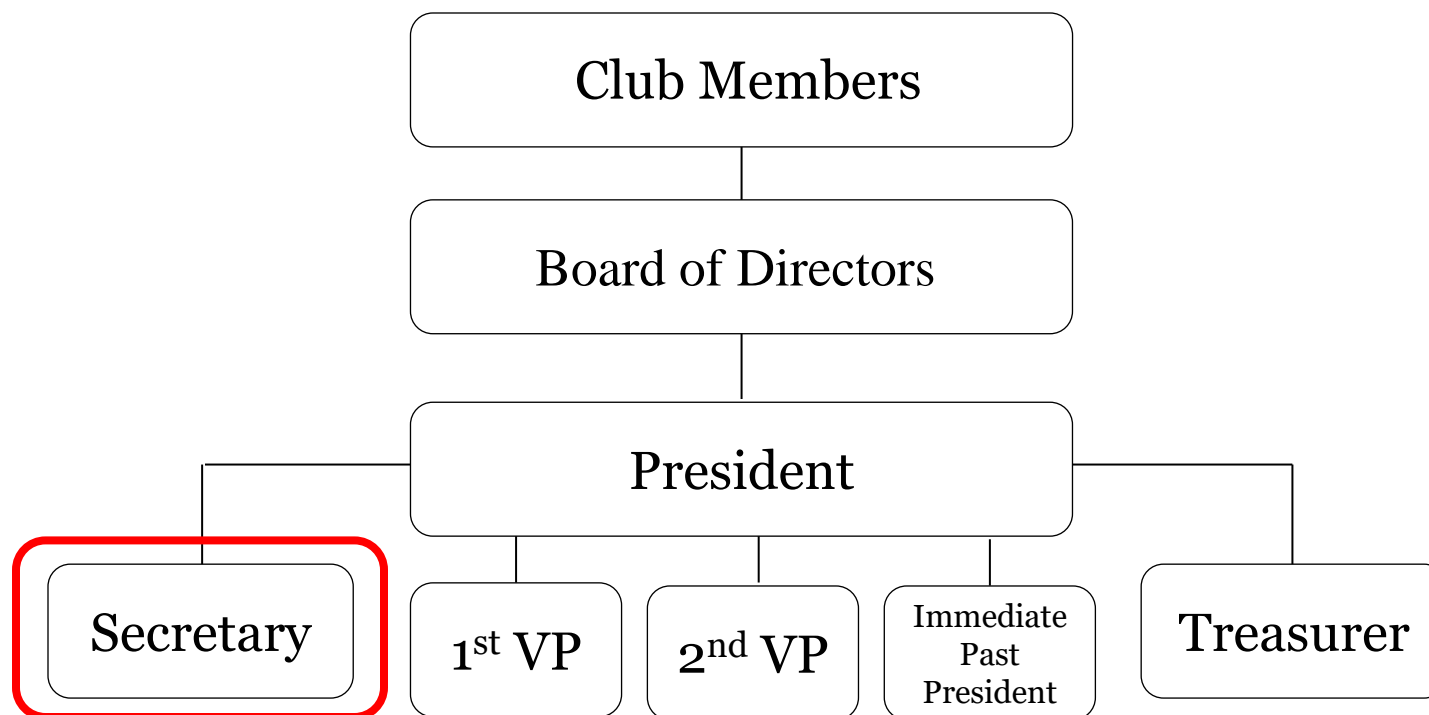


Your Club Leadership Team



As secretary, you are the business manager of the club.

- You are the liaison officer between the club and your district as well as the Association.
- You are under the supervision of the president and the board of directors.



Your Club Leadership Team



The board of directors includes:

- President
- Immediate Past President
- Vice Presidents
- Secretary
- Treasurer
- Membership Chairperson
- LCIF Coordinator
- Service Chairperson
- Marketing/Communications Chairperson
- any other elected Directors
- Tail Twister (Optional)
- Lion Tamer (Optional)



Your Club Leadership Team



Now let's take a quick look at your shared responsibilities.
Together on the board of directors shall your shared responsibilities.

Consider and shape all new business and policy of the club prior to presentation to and approval by the club members.

Authorize all expenditures, and shall not create any indebtedness of the club.

Have the power to modify, override or rescind the action of any officer of the club.

Appoint the surety for the bonding of any officer of the club.

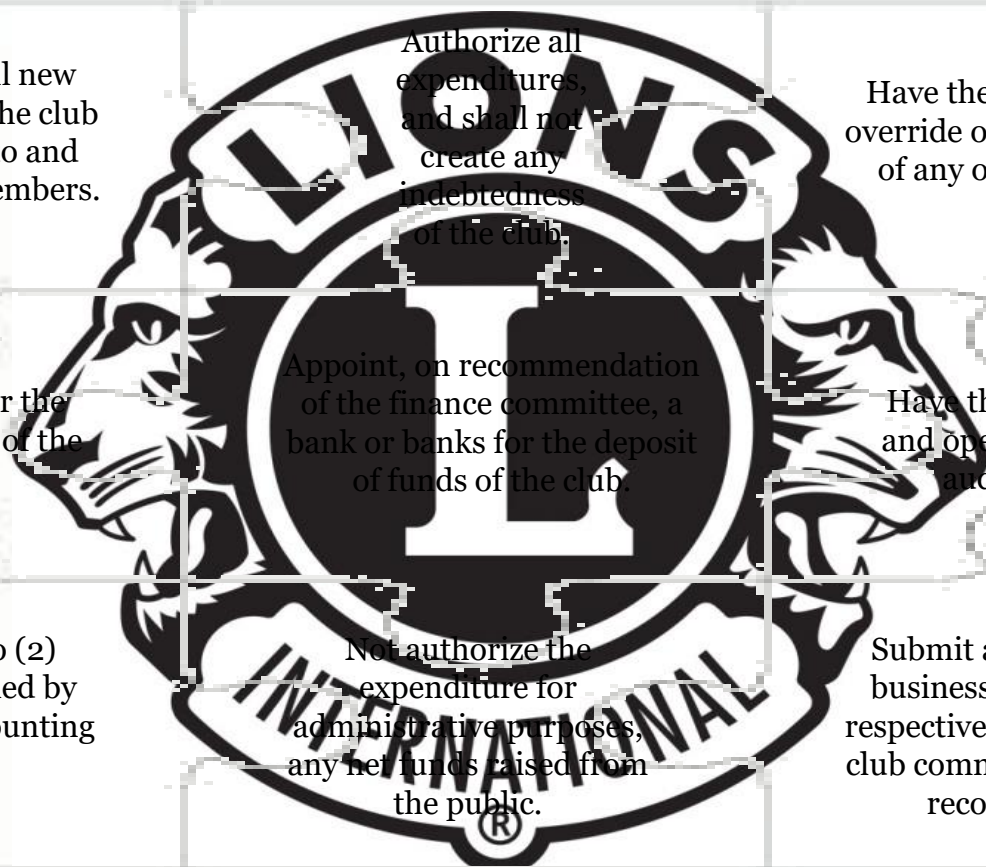
Appoint, on recommendation of the finance committee, a bank or banks for the deposit of funds of the club.

Have the books, accounts and operations of the club audited annually.

Maintain at least two (2) separate funds governed by generally accepted accounting practices.

Not authorize the expenditure for administrative purposes, any net funds raised from the public.

Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation.





The Lions Learning Center offers free online courses to assist members with leadership development.

Additional Resources

Consider taking the following online courses:

- ☐ Club Officer Training
- ☐ Effective Listening
- ☐ Effective Teams

More information about the Lions Learning Center can be found through the Learning link on the MyLion home page.





Welcome to Section 3:

Responsibilities of the Club Secretary

Please turn to page 5 of your workbook.



Responsibilities of the Club Secretary



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

- ❖ Attending all club and board meetings
- ❖ Organizing club and board meetings
- ❖ Recording meeting minutes
- ❖ Keeping club records
- ❖ Receiving and responding to club correspondence
- ❖ Completing and filing all club reports with LCI
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone





How many meetings will you need to attend?

- ❖ Attending all club and board meetings
- ❖ Organizing club and board meetings
- ❖ Recording meeting minutes
- ❖ Keeping club records
- ❖ Receiving and responding to club correspondence
- ❖ Completing and filing all club reports with LCI
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone





The following schedule is common:

Types of Meetings

Monthly

- Board of Directors regular meeting
- Club regular meeting

As Needed

- Board of Directors special meetings (when requested by 3 or more board members)
- Club special meetings (requested at least 10 days prior)

Annually

- Officer transition meeting
- Charter Anniversary



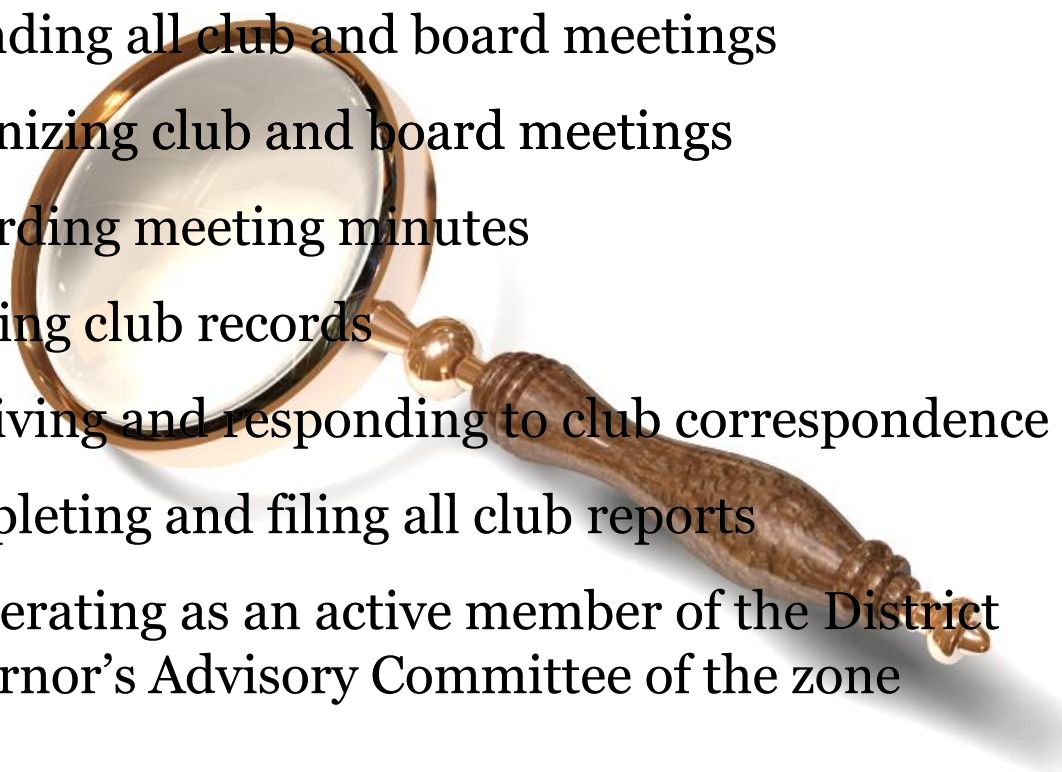
Responsibilities of the Club Secretary



A large portion of your responsibility is linked to organizing meetings.

Let's take a closer look.

- ❖ Attending all club and board meetings
- ❖ Organizing club and board meetings
- ❖ Recording meeting minutes
- ❖ Keeping club records
- ❖ Receiving and responding to club correspondence
- ❖ Completing and filing all club reports
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Your meeting duties consist of 3 stages.

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



Responsibilities of the Club Secretary



Stage 1 – Before the meeting

- Provide members with advance notice of meeting dates/times
- In conjunction with the president, create a meeting agenda
- Assemble any correspondence to give to appropriate chairpersons or members
- Prepare awards or new member kits if necessary
- Prepare club roster for taking attendance





Stage 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
- Gather activity information from committee chairpersons
- Ask new members to fill out appropriate forms





Stage 3 – After the meeting

- Record attendance
- Record awards presented
- Verify money collected and record payment of dues
- Deposit or present money collected to the treasurer and obtain receipt
- File/distribute a copy of the meeting minutes after they are approved
- Follow up on any outstanding issues from the meeting



Responsibilities of the Club Secretary



The secretary is also responsible for preparing for board meetings. Refer to page 6 in the workbook for more details.

It is important to remember that secretaries' responsibilities vary according to regional practices and established club procedures.

You should adapt the suggestions in this module to fit your club's needs.



Responsibilities of the Club Secretary



Now let's look at recording meeting minutes

- ❖ Attending all club and board meetings
- ❖ Organizing club and board meetings
- ❖ Recording meeting minutes
- ❖ Keeping club records
- ❖ Receiving and responding to club correspondence
- ❖ Completing and filing all club reports
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Responsibilities of the Club Secretary



Spend some time with the outgoing secretary to review the current way minutes are taken.

Typically, minutes will record...

- Type of meeting (Regular, Special or Board)
- Date and place of meeting
- Name of person presiding over meeting
- Whether previous meeting minutes were approved
- All motions, their movers and whether the motions were sustained or lost
- All points of order and appeals and whether they were sustained or lost
- Time the meeting was called to order and adjourned



Responsibilities of the Club Secretary



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

Therefore, debate is considered informal and not recorded.

Proper terminology is important and should be used.

Please refer to page 7 in your workbook for more details.



Responsibilities of the Club Secretary



We will next look at keeping club records.

- ❖ Attending all club and board meetings
- ❖ Organizing club and board meetings
- ❖ Recording meeting minutes
- ❖ Keeping club records
- ❖ Receiving and responding to club correspondence
- ❖ Completing and filing all club reports
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone



Responsibilities of the Club Secretary



Club files should include:

- The club charter
- ❖ The constitution and by-laws
- ❖ The club history
- ❖ Minutes of all club and board of directors meetings
- ❖ Annual reports of club officers and committees
- Activity reports
- ❖ Roster of club members

If your club does not have a system for maintaining records, including attendance and payment of dues, get one started now.



Responsibilities of the Club Secretary



We will next look at club correspondence.

- ❖ Attending all club and board meetings
- ❖ Organizing club and board meetings
- ❖ Recording meeting minutes
- ❖ Keeping club records
- ❖ Receiving and responding to club correspondence
- ❖ Completing and filing all club reports
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone



Responsibilities of the Club Secretary



The club secretary receives a lot of information, from LCI and others, pertaining to training, events, and meetings.

Correspondence may come electronically or through post 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.



Responsibilities of the Club Secretary



It is strongly recommended that the club secretary and president meet at the start of the term to discuss how correspondence will be answered, kept and reported.

In some clubs, the secretary is responsible for the club newsletter and is integral to the club's public relations.

If you are not responsible for these duties, it will be important for you to be in close contact with those who are. This ensures all important club news is published.





Completing and filing club reports is another major duty of club secretary.

- ❖ Attending all club and board meetings
- ❖ Organizing club and board meetings
- ❖ Recording meeting minutes
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Responsibilities of the Club Secretary



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
- Club Supplies Order Form



Responsibilities of the Club Secretary



MyLCI is the reporting website used by many lions clubs around the world. It is accessed through the LCI website and all required forms are submitted here.

The screenshot shows the Lions Clubs International website. At the top, there is a language selection bar with options: English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, 日本語, 한국어, 中文. Below this is a navigation bar with links: Find a Club, LCI Store, MyLCI (highlighted with a red box), Convention, Contact Us, Donate, Lions Blog, and a search bar. The main header features the Lions Clubs International logo and a 'Lions World Lunch Relay' button. Below the header is a secondary navigation bar with links: About Lions, Becoming a Lion, The Foundation, Our Work, Our Impact, News and Events, and Member Center. The main content area includes a large banner for 'LCIF Is Your Foundation' with the text 'See How Lions and LCIF Make a Difference'. To the right of the banner is a 'Lions in the Headlines' section with several news items. Below the banner is a section titled 'Learn About Lions Clubs' with a video player and text describing the organization's mission. The sidebar on the right contains a 'News and Events' section with links to various news items and a 'How Do I ...' section with links to 'Donate Eyeglasses?', 'Invite New Members?', 'Donate Now to LCIF?', and 'Download Logos and Forms?'.



Responsibilities of the Club Secretary



There are many benefits to using MyLCI

You can:

- Submit monthly membership and officer reporting forms online
- View, update and download club member information or print membership cards

Welcome Club Secretary William Anderson | Print & Share | Logout

MyLCI

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

Support Center

SUNSET COMMUNITY LIONS CLUB

Tasks to Complete

1. Correct 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 31, 2012).
4. Enter service activity for May 2012.

Club Information

SUNSET COMMUNITY LIONS CLUB
founded in 1945

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

Happy Joe's
2555 W. 12th St.
Oak Brook, IL 60110-1234

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

2011-2012 Club Secretary
William Anderson

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

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

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

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



Responsibilities of the Club Secretary



Once new club officers are reported to LCI headquarters, an email will be sent, providing information on how to access the system and select your password.

You will find links to MyLCI video tutorials and frequently asked questions in the Resource section of this training module.

More information on submitting reports can also be found in the Club Officer Team Manual. 





That is quite a responsibility.
Wow!

Let us do a quick review of what has been covered so far.



Responsibilities of the Club Secretary



The last topic to cover under responsibilities are your commitments beyond your own club.

- ❖ Attending all club and board meetings
- ❖ Organizing club and board meetings
- ❖ Recording meeting minutes
- ❖ Keeping club records
- ❖ Receiving and responding to club correspondence
- ❖ Completing and filing all club reports
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone





The District Governor's Advisory Committee

DG's Advisory Committee

The District Governor's Advisory Committee is comprised of

- the zone chairperson
- the club presidents and
- club secretaries within the zone

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

The zone chairperson then shares the recommendations with the district governor and the district cabinet.





As a member of the District Governor's Advisory Committee, you will be expected to...

DG's Advisory Committee

- Work with the zone chairperson to ensure every club in your zone operates efficiently and follows the Association's Constitution and By-Laws
- Promote attendance at the district, multiple district and international conventions
- Promote attendance at charter nights
- Discuss ways of helping clubs that need assistance with membership growth or leadership development
- Promote various club functions and events, such as inter-club meetings, installation of club officers, induction of new members or ceremonies honoring Key Award recipients



Responsibilities of the Club Secretary



You may also be requested to...

DG's Advisory Committee

- Assist in compiling reports in preparation for the Advisory Committee Meeting
- Assist with preparations if your club is chosen to host a zone meeting.





The District Governor's Advisory Committee is expected to meet at least three times annually.

Attending meetings...

- Allows you to exchange ideas regarding programs, projects, fundraising and membership issues
- Offers a forum for establishing cooperative relationships between clubs
- Gives you the opportunity to meet other Lions in your area

Benefits



Responsibilities of the Club Secretary



The Lions Learning Center offers free online courses to assist members with leadership development.

Consider taking the following online courses:

- ☐ Public Relations
- ☐ Public Speaking
- ☐ Meeting Management

Additional Resources





Welcome to Section 4: Planning Your Term

Please turn to page 11 of your workbook.



Planning your Term



The goal of this section is to provide you with guidance for structuring your term as club secretary.

We will ...

- Identify ways to prepare for your new role and responsibilities
- Outline the ongoing actions you will need to undertake throughout your term
- Identify items to consider as your club transitions to the next leadership team





Before you officially take office, there are a several steps you can take to better prepare yourself.

Preparing for your Term

- Attend Club Officer Training
- Meet with the current secretary to review any outstanding issues
- Create your MyLCI/MyLion account for reporting and review training materials
- Verify officer and membership information is correct on the club roster and at LCI and the MD/District level
- Work with the club president and treasurer on the annual budget and assist with setting up any committees





On a monthly basis, you will:

Monthly

- Attend club and board meetings
- Submit Monthly Membership Reports
- Submit Activities Report
- Keep member records up-to-date
- Collect and turn monies over to the club treasurer and obtain receipt
- Respond to/send out any letters or correspondence





On a quarterly basis, you will:

Quarterly

- Attend zone meeting with the club president
- Report to the president and board any delinquency issues and actions taken to collect funds due





Twice yearly, you will:

Bi-Annually

- 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 quarterly or annually)





As needed, you will:

As Needed

- Review completed new membership applications and file in club records
- Submit new member information to LCI
- Order club supplies and awards through LCI or local vendor





After the annual election, you will:

Election Time

- Submit Club Officer Report (MyLCI or PU-101)
- Receive and distribute information about MD/District and International Conventions
- Apply to LCI and District for member's awards



Planning your Term



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

End of Term

- Check records for 100% attendance and 'years of service' awards
- Make new attendance record form for the coming year
- Prepare annual report of activities, donations, hours, etc., for the year-end banquet or meeting
- 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.





Welcome to Section 5:

Resources

Please turn to page 14 of your workbook.





There is much to remember as you begin
your term as club secretary

At any time, you can review this entire
presentation or return to a specific section.





You can gain additional insight and information by familiarizing yourself with the documents and training material on the following webpages.

Webpages:

MyLion



Lions University



Carlos Vicente

carlos.vicente@bellaliant.net





Have we met our objectives?

In this online module we have:

- ✓ Examined the purpose of your club and the important position clubs hold within the structure of Lions Clubs International
- ✓ Summarized the many responsibilities you have as club secretary
- ✓ Provided links to additional resources you may need





Thank you for participating.

If you have any questions, please contact:

Leadership@Lionsclubs.org

