



# **The Club Secretary**

**Lions of South Carolina**

**Club Officer Training**

**HANDBOOK #3**

# Table of Contents

<b>The Club Secretary .....</b>	<b>3</b>
Constitutional Duties and Responsibilities .....	3
Roles of the Secretary .....	4
Keeping Club Records.....	7
Receiving and Responding to Club Correspondence.....	7
Completing and Filing Club Reports .....	8
Annual IRS Form 990N .....	8
Member of the District Governor’s Advisory Committee of the Zone .....	9
Tips for a Successful Year .....	10
Resources .....	10
Source.....	10

## **The Club Secretary**

The club secretary must wear many hats to perform the tasks that are assigned to them. The list of duties of the secretary is long and its tasks are varied. This Lion serves as a vital link between the community and the club, and between the club and other clubs, its zone, its district, its multiple district, and between the club and Lions Clubs International.

Because of the many responsibilities of the position, in many clubs the secretary serves for several years giving that individual time to become comfortable with all of the roles they must assume. It is advisable that the secretary have an assistant so that in case of emergency there is another Lion familiar with the position and its duties.

### **Constitutional Duties and Responsibilities**

- Submit regular monthly and other reports to the international office of the association containing such information as may be called for by the Board of Directors of this association.
- Submit to the district governor's cabinet such reports as International may require including copies of regular membership and activities reports.
- Cooperate with and be an active member of the district governor's advisory committee of the zone in which the club is located.
- Have custody, keep and maintain general records of this club, including records of the minutes of club and board meetings, attendance, committee appointments, elections, members' address and telephone numbers and members' club accounts.
- Arrange for issuance, in cooperation with the treasurer, of quarterly and semi-annual statements to each member for dues and other financial obligations owed to the club, collect and turn the same over to the club treasurer and obtain a receipt.
- Give bond for the faithful discharge of the office of secretary in such sum and with such surety as determined by the board of directors.
- Deliver in a timely manner, at the conclusion of your term in office, the general records of the club to your successor in office.

## **Roles of the Secretary**

Below is a list and short description of the major roles of the club secretary. Keep in mind, though, that each Lions club is unique and although the position will have similarities in all clubs, there will also be differences in any group of clubs.

### **Club Officer:**

Lions look to the secretary, as a club officer, for leadership, information about Lionism and specifically for information about your club. It is important to have that information at hand or be prepared to provide it in a timely manner.

### **Member of Board of Directors:**

The club secretary is a member of the board of directors and serves as the secretary to that group. As such, you are responsible for sending notices of meetings, recording attendance, taking minutes of the meeting, providing agendas to the members before the board meeting, and having any information that might be needed available for the board meeting.

### **President's Right Hand:**

While traditionally many secretaries serve multiple terms, it is advisable that club presidents be limited to no more than two consecutive terms. For that reason, the secretary should work closely with the president to make their term easier and more productive. At the beginning of the term, the secretary should meet immediately with the president to set in advance how to be of most help. The president may want to handle their own correspondence and activities report or they may ask the secretary to file them with their oversight. This early meeting should also include a discussion of routing mail and what can be answered without the president's input and how and when to remind the president of pending business and board and directors meetings. In so doing it is important to review previous meeting minutes and agendas to note upcoming business that will require club action. The secretary should also provide the president with any documentation that might be needed for the club meeting.

## Communication Link:

The club secretary is the primary communication link between the club, the district, the multiple district, and Lions Clubs International, as well as between the club and the community. You will handle correspondence, notifications from and to members, and other types of correspondence which can be electronic or hard copy. The secretary must maintain an up-to-date club roster and provide updates to members on a regular basis. In some clubs, the secretary is responsible for sending notifications for meetings and/or meeting changes.

## Liaison with LCI, MD-32, and District Officers:

Much of the information from LCI, the Multiple District and the District Officers is sent to the secretary. All of this must be shared with the president before any action is taken.

## Recorder of Minutes:

The secretary is responsible for taking minutes during meetings and writing the minutes up to be approved or amended at the next meeting. It is not necessary that the minutes be read at the meeting if the members have a copy of the minutes so that they know what they are voting on. In many clubs, the secretary sends the minutes for the previous meeting and the agenda for the upcoming meeting to all members a few days before the next meeting. This has the advantage of saving time at the meeting and also making members who missed a meeting aware of what was done at the previous meeting and what will be coming up at the next. Minutes are the only record of what was said and done at a meeting. They should be concise and complete containing enough information to reconstruct the actions that were taken at the meeting.

## Secretary:

Although most of the secretary's responsibilities have not changed over the life of our association, the method for keeping records and producing and delivering reports has changed dramatically with the availability of computers and internet access. Reports that required hours to prepare and days to reach recipients by mail can now be done in minutes and filed instantaneously. Therefore, it is recommended that a club secretary be

computer literate or have an assistant who can help with the reporting aspect of the positions. Much of the tedious work of the position is now accomplished using the MyLCI website.

Taking Minutes:

Some tools for preparing to record the minutes:

Prepare an expanded agenda. Use the regular agenda, but leave spaces between each item to record the information that needs to be included in the minutes.

Prepare a sign-in sheet which members can sign or initial to record attendance. This should be attached to the minutes.

Minutes should include:

Type of meeting (Regular, Special or Board)

- Date and place of the meeting and time it was called to order
- The name of the presiding officer
- Confirmation that previous meeting minutes were approved as written or corrected
- Summaries of reports by treasurer, other officers, and committee chairs
- All motions with the name of the member making the motion. It is not necessary that the name of the person seconding the motion be reported. Record the disposition of the motion noting it is carried, adopted, sustained, or defeated or lost. Any one of those terms is appropriate for recording the disposition of a motion. Passed or failed are not proper terminology.
- Minutes are meant to record what the club does, not what the members say. Therefore, debate or discussion is not included in the minutes.

## **Keeping Club Records**

The secretary is responsible for maintaining accurate club records and keeping them in a safe place. At the end of the secretary's term the records are to be turned over to the incoming club secretary.

Club records should include:

- Club Charter
- Club Constitution and By-Laws
- Minutes of Club and Board of Directors Meetings
- Annual Reports of Officers and Committee Chairpersons
- Roster of Club members
- Attendance Records
- Record of members' payment of dues

## **Receiving and Responding to Club Correspondence**

A club secretary receives great amounts of information from LCI, with somewhat lesser amounts coming from the district and multiple district. The ease of electronic communication has greatly increased the amount of information coming via email, and decreased the amount coming through the postal service. This is also true for communication that comes from sources that are not Lions related. The secretary might also receive communications for other Lions Club officers. It is important that all communication is opened, read, distributed as appropriate, and handled in a timely manner.

In some clubs, the secretary is responsible for the club newsletter and is involved in the club's public relations, particularly the part that has to do with presence in print and electronic media. If the secretary is not responsible for public relations, it is important to be in regular contact with those who are to ensure that all club information is accurately published.

## **Completing and Filing Club Reports**

Completing and filing club reports in a timely manner is an essential duty of the club secretary. Reports to LCI should be filed using the [MyLCI](#) portion of the LCI website. If the club secretary does not have access to the website, it would be helpful to have an assistant to the secretary who would be able to file the reports under the secretary's direction.

Reports that the secretary is responsible for filing on MyLCI include:

- Monthly Membership Report (prior to midnight on the last day of each month)
- Monthly Club Activities Report (prior to midnight on the last day of each month)
- Club Officer Report (prior to April 15, for district purposes)
- Club Supplies Order Forms (as needed)  
Remember to complete in time to receive the order before the date needed.
- Family/Young Adult/Student/Military Verification Forms (as needed)

The secretary should verify member contact information at a minimum of once a year and update same when filing the Monthly Membership Report. District officers have access to this information and use it when trying to contact members. The only exception is club officers who have access to MyLCI. They may change their email address by selection "I want to change my log in name or my password after logging on" and clicking Submit.

For additional instructions on using and navigating MyLCI, please click the link below.

<https://www.youtube.com/watch?v=VhegiWA6HPA>

## **Annual IRS Form 990N**

Work with the Club Treasurer to make sure IRS Form 990N (Ecard) is filed electronically annually by November 15<sup>th</sup>. If this form is not filed the IRS can withdraw your club's tax-exempt status and pay income tax on all of your club's income.



## **Member of the District Governor's Advisory Committee of the Zone**

The District Governor's Advisory Committee of the Zone is made up of the Zone Chairperson, the Presidents, and Secretaries of the clubs within the zone. The committee is required to meet three times each year with the option for an additional meeting at the close of the year. The purpose of the meetings, also known as zone meetings is to:

- Promote the exchange of ideas regarding programs, projects, fundraising, and membership issues.
- Offer a forum for establishing cooperative relationships between clubs.
- Provide an opportunity to meet other Lions in the area.

The presidents and secretaries advise the zone chairpersons of matters within the zone and make recommendation on matters affecting the clubs in the district. The Zone Chairperson then shares these matters with the District Governor, and the other members of the cabinet. The Zone Chairperson, as the liaison between the clubs and the District Governor, will also share the DG's concerns and messages with the club. Another aspect of a zone meeting is for clubs to report on their upcoming activities by inviting other clubs to take part as appropriate.

As a member of the Advisory Committee of the Zone, the Club Secretary is expected to:

- Work with the zone chairperson to ensure every club in the zone operates efficiently and according to the Association's Constitution and By-Laws.
- Promote attendance at 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 officers, induction of new members, or ceremonies honoring Key Award recipients.
- Assist in compiling reports in preparation for the Advisory Committee Meeting.

- Assist with the preparation if your club is asked to host a zone meeting.

Remember that zone meetings are open meetings and any Lion is welcome to attend.

## **Tips for a Successful Year**

- Get organized
- Use LCI for every function that is available. It will save you time.
- Create templates for repetitive documents that you will prepare.
- Complete your minutes as soon as possible after each meeting.
- Have someone proofread your minutes before you distribute them to members.
- Check in with the president and treasurer between meetings to see if there is anything you need to bring to the meeting.

## **Resources**

Standard Club Constitution and By-Laws ([LA2.pdf](#))

Club Officers Team Manual ([LA15.pdf](#))

Club Secretary [e-Book](#)

Lions University, Bachelor's Program

Course 122: Club Secretary

<http://www.lionsuniversity.org/bachelors/>

MyLCI Introduction Video

<https://www.youtube.com/watch?v=v-SQEj4wieI&feature=youtu.be>

**Source:** Lions Club Handbook, USA/Canada Lions Leadership Forum