

July 21, 2018

Dear Lions Club Secretary:

Congratulations on your election to this important office for your Lions Club in 2018-2019!

You are the liaison between your club, District 2-T2, and Lions Clubs International (LCI). It is extremely important that you provide a prompt reporting of your club's membership total and service activities each month.

ESSENTIAL DUTIES OF THE CLUB SECRETARY:

- 1) Attend all Club & Board of Directors meetings.
 - 2) Assist President with meeting organization.
 - 3) Notify members of the time/place of all meetings.
 - 4) Keep Club records – minutes & member attendance.
 - 5) Receive and respond to club correspondence/emails.
 - 6) Share all information received from District 2-T2 with club members (*i.e. district newsletter*).
 - 7) Order annual awards from Lions Clubs International or other licensed vendor.
 - 8) Complete and file all club reports with Lions Clubs International and District 2-T2:
- **Monthly membership report (MMR) each month – even if there is no change in membership.** File with Lions Clubs International, Cabinet Secretary, Vice District Governors, Region Chairs, Activities Chairman, and Contest Chairman. Addresses are available in the District Directory that you and your club president will receive at the first of the year.
 - We prefer that you submit your MMR and service project report electronically through the “My LCI” portal on the LCI website. By doing so, LCI, the District Governor/Vice District Governors, and Cabinet Secretary are able to access reports online.
 - If you are sending paper copies of each month's MMR, they should be mailed to LCI, Cabinet Secretary, Vice District Governors, your Region and Zone Chairman. If your club is participating in the District Activities Contest and District Governor's Contest – then the MMR and hard copies of the Activities Contest form and the District Governor's Contest form should be mailed to the respective chairmen.

Reporting deadlines are as follows:

- **ELECTRONIC COPIES** of MMRs and District paperwork are **due by the last day of the month.** (LCI date stamps reports – late reports will be shown as filed the next month.)
- **PRINT COPIES** OF MMRs are due to LCI and District 2-T2 by **the 20th of each month.**

If you have questions or need help, please contact me at 806-762-0181 (W); 806-745-8565 (H); or 806-786-9409 (M) or carmon.mccain@gmail.com. You may also contact IT Chair Lion Andra Gregory at 325-207-2134 or at Andra.Gregory@hotmail.com

District Governor Terry Hawkins and her leadership team look forward to working with you this year! She can be reached at 806-787-7976 or Thawkins046@gmail.com

Sincerely,

PDG Carmon McCain

2018-2019 District 2-T2 Cabinet Secretary
Lubbock Hub Lions Club