


Welcome

Lions District 5M10 Club Secretary Training




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Duluth Lions Club

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Introduction



Welcome to Section 1:  
Introduction

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Objectives

This course will provide you with the basic information and resources necessary to prepare you for the office of secretary.

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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Introduction

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.

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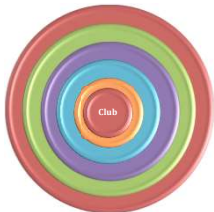
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Structure of Lions Clubs International

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.



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### 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

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### Purpose of Lions Clubs

In order for our mission to become a reality, our clubs need to serve many purposes.

Read your club's Constitution and Bylaws. Your club may have also written club policies. These will help guide you.

Let's do a quick check of the Standard Club Constitution and By-Laws to see if you know all the purposes of a Lions club.

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### Purpose of Lions Clubs

District 10 is part of a multiple district called MD5M. This multiple district contains clubs from Minnesota, Manitoba and Northwest Ontario. District 10 includes clubs from Northeast Minnesota and Northwest Ontario.

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### Purpose of Lions Clubs

Do you know your Constitution and Bylaws?

You will see a series of statements. Think "Yes" if the statement reflects one of the stated purposes of Lions clubs or think "No" if it is not a stated purpose of Lions clubs.

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### Your mission as a Lion:

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

**We Serve**

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### Purpose of Lions Clubs

The purpose of Lions clubs is...

*To unite the members in the bonds of friendship, good fellowship and mutual understanding.*

**YES**  
This is one of the stated purposes of Lions clubs

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**Purpose of Lions Clubs**

The purpose of Lions clubs is...  
*To encourage service-minded people to serve their community without personal financial rewards, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.*

YES

NO

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**Welcome to Section 2:  
Your Club Leadership Team**

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**Purpose of Lions Clubs**

The purpose of Lions clubs is...  
*To take an active interest in the civic, cultural, social and moral welfare of the community.*

YES  
This is one of the stated purposes of Lions clubs

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

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**Purpose of Lions Clubs**

Okay, that was easy.

Which of the following statements is **NOT** a stated purposes of Lions clubs?

To create and foster a spirit of understanding among the people of the world.

To promote the principles of good government and good citizenship.

To promote political leaders who support the mission of Lions clubs.

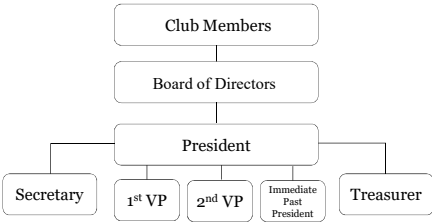
To provide a forum for the open discussion of all matters of public interest...

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**Your Club Leadership Team**

The Club Organizational Chart



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### 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 Lions Club International (LCI).
- You are under the supervision of the president and the board of directors.

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graph TD
    CM[Club Members] --> BD[Board of Directors]
    BD --> P[President]
    P --> S[Secretary]
    P --> VP1[1st VP]
    P --> VP2[2nd VP]
    P --> IPP[Immediate Past President]
    P --> T[Treasurer]
    
```

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### 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
  - ❖ Membership Reports, Service Reports
- ❖ Cooperating as an active member of the District Governor's Advisory Committee of the zone

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### Your Club Leadership Team

A typical board of directors includes:

- the president
- the immediate past president
- vice presidents
- secretary
- treasurer
- Lion tamer (optional)
- tail twister (optional)
- membership chairperson
- Other possibilities may include a service person chair

A description of each role can be found in the LCI web site.

**Remember: Your Club Your Way**

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### Responsibilities of the Club Secretary

How many meetings will you need to attend?

**Types of Meetings**

- Monthly**
  - Board of Directors regular meeting
  - Club regular meeting (or as often as your club wants to meet)
- As Needed**
  - Club or Board of Directors special meetings (Check your constitution and bylaws for rules about special meetings)
- Annually**
  - Officer transition meeting
  - Charter Anniversary – Awards Banquet

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*Welcome to Section 3:  
Responsibilities of the Club  
Secretary*

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### Responsibilities of the Club Secretary

Your meeting duties consist of 3 stages.

- Before the meeting
- During the meeting
- After the meeting

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**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 – Why? To keep the meeting organized and on time.
- Assemble any correspondence to give to appropriate chairpersons or members: Mail, Email, Phone Messages  
However, don't wait until a meeting if it is something important.
- Prepare awards or new member kits as necessary
- Prepare and maintain the club roster for taking attendance

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**Responsibilities of the Club Secretary**

Stage 3 – After the meeting

- Record attendance (perfect attendance awards)
- Record awards (you may not want to duplicate awards)
- Verify money collected and record payment of dues (treasurer)
- 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

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**Example:**  
**Lions Weekly Meeting Outline** for \_\_\_\_\_  
 Ring Bell (12:10 p.m.)  
 Greeting – Good afternoon Lions and Guests.

Stand for the singing of America led by Lion \_\_\_\_\_  
 And remain standing for the invocation led by \_\_\_\_\_  
 Introduce Guests:  
 Announcements:  
**Northern Pride Lions Leadership Forum, November 2-3, Shooting Star Convention Centre, Mahanomen, MN**

Awards:  
 Tail Twisters:

Program: Turn meeting over to our Program Chair \_\_\_\_\_ who will introduce:

**Attendance Report:** \_\_\_\_\_

All stand for the Pledge of Allegiance (wait until all are standing) Lead the Pledge  
 ..... "I pledge allegiance"  
 Bell/Adjourn Thank you for coming today!

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**Responsibilities of the Club Secretary**

The secretary is also responsible for preparing for board meetings.

It is important to remember that secretaries' responsibilities vary from club to club.

You should adapt the suggestions in this presentation to fit your club's needs.  
 Your club. You way.

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**Responsibilities of the Club Secretary**

Stage 2 – During the meeting

- Take attendance (delegate if necessary)(have members record their service projects in a provided book)
- Document any guest speakers, non-Lion visitors and visiting Lions
- Collect and record dues (treasurer or finance committee)
- Take minutes. (yes it has to get done)
- Gather activity information from committee chairpersons (use a service recording form to collect this data)
- Ask new members to fill out appropriate forms (Membership Chair)

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**Responsibilities of the Club Secretary**

**How do you record minutes?**

Spend some time with the outgoing secretary to review the current way minutes are taken. Get a copy of templates. Typically, minutes will record...

- Type of meeting (Regular, Special or Board)
- Date and place of meeting
- Name of person presiding over meeting, attendance
- Whether previous meeting minutes were approved
- All motions, their movers and whether the motions were sustained or lost (carried/passed or failed) Motions coming from a committee only need a second.
- All points of order and appeals and whether they were sustained or lost
- Time the meeting was called to order and adjourned

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**Responsibilities of the Club Secretary**

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

Debate is considered informal and not recorded.

Proper terminology is important and should be used. Refer to Robert's Rules. Use your "google".

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**Responsibilities of the Club Secretary**

**Club Correspondence**

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

Correspondence may come electronically and involve the president, treasurer, committee and/or project chairpersons. It may be emailed though the district "Hub" and contain information from you District Governor or other district chairpersons.

It is important that all correspondence is opened, read and distributed in a timely manner.



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**What club records should you keep?**

Club files should include:

- The club charter
- The constitution and by-laws
- Policies (review and date routinely)
- 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

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**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.

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**If your club does not have a system for maintaining records, including attendance and payment of dues, get one started now. Make sure members are asked routinely to update their information. Why?**

- Correct email address to exchange information
  - Dates and times of meetings
  - Service activity information, request for volunteers
  - Voting on club matters (approving check requests)
  - Information about the District or LCI
- Accurate information for payment of dues.

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**Responsibilities of the Club Secretary**

**Do you want a Club Excellence Award?**

Then it is important to submit accurate and timely reports as this award includes maintaining or increasing your membership and reporting service activities.

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


- Monthly Membership Report
- Monthly Club Service Activity Report
- Club Supplies Order Form

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**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.



However, new formats are currently being introduced: MyLion Web and MyLion Mobile.

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**Responsibilities of the Club Secretary**

Club minutes typically record all the following except

**Question 1**

- a) The type of meeting being held
- b) The date and place of the meeting
- c) Who said what at the meeting
- d) The time the meeting was called to order

Discussion is not reported, only those members who made a motion or seconded one are recorded.

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**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. If you will be using MyLCI for the first time and you have been reported as the incoming club secretary, you may establish your user ID and password any time after April 1. Initially you will have access to the training area. On July 1, when your term starts, you will gain full access to MyLCI or MyLion. Your President will also have access to enter reports. Recently, LCI added a third position called Administrator to allow a third member access. This member will need to be added as a club officer.

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**Responsibilities of the Club Secretary**

If a motion does not receive enough votes, it is reported as having failed.

**Question 2**

True      False

It would be reported as "lost" or "defeated"

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**Responsibilities of the Club Secretary**

**Wow!**

That is quite a responsibility.

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

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**Responsibilities of the Club Secretary**

Here is your last question.

Club Secretaries are responsible for all but the following?

**Question 3**

- a) Ordering club supplies
- b) Scheduling meetings
- c) Reading and distributing club correspondence
- d) Maintaining club files

The club president is responsible for scheduling meetings however the club secretary is responsible for notifying meeting participants.

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**Responsibilities of the Club Secretary**

**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 exchanges ideas and works together about matters within the zone. They make recommendations on what could affect all clubs in the district.

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

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**Welcome to Section 4:  
Planning Your Term**



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**Responsibilities of the Club Secretary**

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

**DG's Advisory Committee**

- Work with the zone chairperson as they 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.


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**Planning your Term**

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

- Identify ways to prepare for your year as club secretary
- 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



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**Responsibilities of the Club Secretary**

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

**Benefits**

**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

However, District 5M10 is a huge district. Zone chairs may need to find other ways of communicating with clubs. This may be a club visit or a phone call. Large districts like 5M10 need to be creative in finding ways to communicate and share ideas.

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**Planning Your Term**

Before you officially take office, there are 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 and find out how they do things.
- Create your account and review training materials in MyLCI.
- Verify officer and membership information is correct on the club roster and at LCI and make sure District 5M10 has your email and that of your president. You will get information from your district though email.
- Work with the club president and treasurer on the annual budget and assist with setting up any committees

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**Planning Your Term**

Think about your calendar, on a regular basis you will:

**Monthly**

- Attend club and board meetings
- Submit Monthly Membership Reports
- Submit Monthly Activities Report
- Keep member records up-to-date
- Respond to or forward appropriately any letters, emails or other correspondence

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**Planning Your Term**

As needed, you will:

**As Needed**

- Review completed new membership applications and file in club records.
- Submit new member information to LCI, delete canceled members or change status of a member.
- Order club supplies and awards through LCI, or local vendor. Foundation awards are ordered from the appropriate foundation. Check the 5M10 web site.

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**Planning Your Term**

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

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**Planning Your Term**

In April, you may need to help your club and president elect officers for the next year.

**Election Time**

After the annual election, you will:

- Receive and distribute information about the Multiple District and International Conventions. If you have members attending the International Convention, you should assign them as delegates in My LCI.
- Apply to LCI and District for member's awards

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**Planning Your Term**

Twice yearly, you will:

**Bi-Annually**

- Confirm list of members on LCI and check against the bi-annual dues list that is sent to the treasurer
- 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)

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**Planning your Term**

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

**End of Term**

- Check records for 100% attendance (membership committee). Awards available at the Lions Store.
- 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.

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*Welcome to Section 5:  
Resources*

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*From the Demo*

My LCI

*Make sure you can:*  
 Identify Club Information  
 Members: Add, Edit, Delete---Monthly Report  
 Officers: Add with appropriate year when available after elections.  
 Add Administrator  
 View Statements  
 Add Service Activities  
 Add Signature Events  
 View Reports  
 Enter Delegates for International Convention

MyLION Mobile

Download the App on your mobile device. Register – you must know your membership number.

MyLION Web

Download on your computer. To take the place of MyLCI.

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**Planning your Term**

Before we finish...  
 The Lions Web Site offers free online courses to assist members with leadership development.

Additional Resources

Consider taking the following online courses:

- Writing Your Personal Mission Statement
- Goal Setting
- Managing Change

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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 additional resources you may need

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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. It will be on the 5M10 web site.  
*Time for a Demo.*

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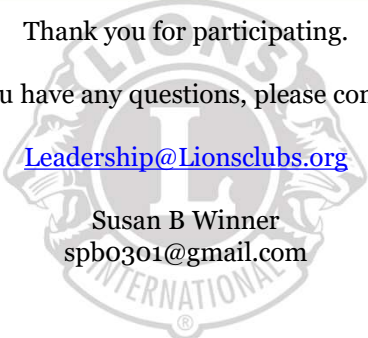
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Congratulations on completing your Club Secretary Training.



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Thank you for participating.

If you have any questions, please contact:

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