



Club Secretary Duties

- a summary -

Following each regular club meeting –

1. Formalize the minutes of the meeting
2. Record the attendees
3. Distribute minutes via email
4. Send a copy to the Zone and Region Chairs
5. Send a note to the web master of the ongoing drawing winner (for web posting)
6. Work with the President to plan the next meeting
7. Make the signup sheet for the next meeting

Following each Board meeting –

1. Formalize the minutes of the meeting
2. Distribute minutes via email

At the end of each month –

1. Enter Club activities for the month at Lions International web site
2. Enter the membership report online at Lions International web site
3. Check with the District office to understand any additional monthly reports they desire and the required distribution list.

After each new member inducted –

1. Enter that new member data as part of the monthly membership report
 - (first enter normal report including the number of new members;
 - then "Submit" the report;
 - then review the report before final closing;
 - then enter members added and members dropped;
 - then "Close" the report;
 - then "Print" the report for your records)
2. Order through Lions Club Supplies
 - New Vest
 - New Name Badge
 - Lions Pin (if needed)
 - Vest Clasp (if needed)
3. Send a note to web master stating for the web site
 - new member's name and spouse's name
 - local mailing address
 - telephone (home, cell)
 - email address
 - birthday (for Tail Twister birthday list)



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Before Club Officer elections –

1. Give entire Club membership 2 weeks prior notification of the “Nominations Meeting”
2. Give entire Club membership 2 weeks prior notification of the “Elections Meeting”

After Club Officer elections in April –

1. Submit PU101 – new office report
(This can be submitted online through Lions International website)

At end of each fiscal year (between last June meeting and June 30) –

1. Submit annual activities report on Lions International website
(this is a summary of each month’s report)
2. Submit IRS Tax Form 990-N (for tax exempt organizations w/ < \$25,000 income annually)

Go to Website: <http://epostcard.form990.org/default.asp>

Userid: 990214551nn where ‘nn’ is a sequential number that increases by 1 each year; for the filing year 2010, nn was 01; for 2011, nn will be 02; etc.

Password: case sensitive, get from the prior Club Secretary

Sometime after the start of the new fiscal year –

1. Create membership cards for members who want them

Other --

1. Prepare for new member induction
 - Keep a supply of new member kits, Lion pins, Lion vest clasps
 - Give Membership Chair the new member kit prior to new member induction.
 - Membership Chair should fill out the new member certificate
2. Attend Zone meetings and report back to the Club / Board
3. Recommend create a database on PC / MAC of Club membership
4. Recommend keep activities report in spreadsheet form to simplify year end report
5. Recommend keeping binders current and discarding anything old except for membership applications (keep them forever)
6. Check the Club mailbox prior to regular and board meeting or make arrangements for it to be checked (PO Box 985 in Hanalei)
7. Do stuff as asked by District, Region, and Zone
8. Don’t get roped into writing letters for other officers to sign
9. Project Chairs should write their own letters of request or appreciation
10. At Club meetings, you pay only \$1 to get a drawing ticket. Your breakfast is paid by the Club.
11. Remember – he who keeps the minutes rules. Whatever you say in the minutes becomes the official record of the Club. Say it as you think best from your interpretation. If you weren’t responsible, you wouldn’t be Secretary.
12. You do plenty already -- Don’t be volunteered for additional without careful thought