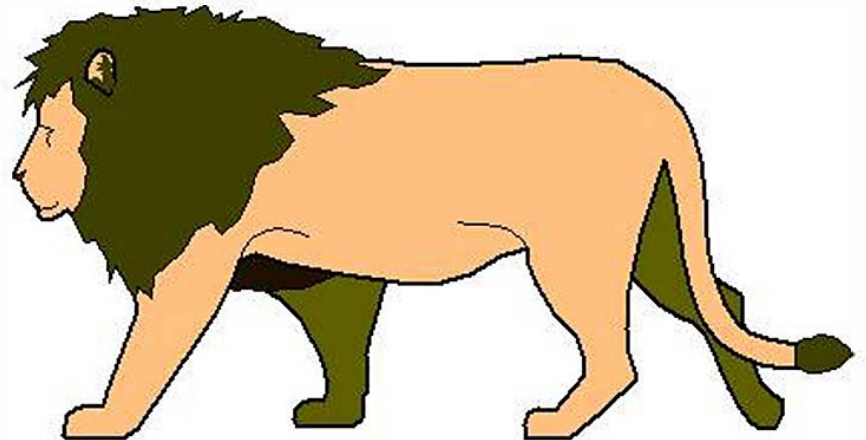


To Be an Effective Lions Club Secretary

PDG Robert Vokes
Mpls. Next Generation Lions



2021 Club Officer Training

Overview



- Essential Skills
- Club Secretary
- Responsibilities (Details)
- Taking Minutes
- Sample Agenda
- Successful Lions Clubs
- Selected Resources
- Questions/Discussion

Essential Skills



- Verify that you want to be the secretary of your Lions club and know why
- Know and be able to articulate why you are a Lion
- Have a positive attitude
- Assess your strengths and build on them
- Be open to and embrace change
- Use electronics for communication and learning
- Know your Lions club and its culture
- Know the members of your Lions club

Club Secretary



- Is the Club President's right-hand person
- Liaison between club, District 5M-5, Multiple District 5M, and LCI
- Purchases club supplies (primarily through LCI)
- Active member of the District Governor's Advisory Committee (zone meetings)

Club Secretary (Cont'd)



- Maintains records
 - ✓ Club Roster
 - ✓ Attendance
 - ✓ Meeting minutes
- Makes reports to
 - ✓ LCI membership (MyLCI)
 - ✓ LCI activities (MyLion)
 - ✓ District 5M-5 (Club Activities)
- Prepares
 - ✓ Meeting agenda
 - ✓ Minutes

Responsibilities (Details)



Before Taking Office

- Create an e-mail data base of all club members
- Create an e-mail data base of all club officers and directors

Monthly

- File Membership Report with LCI (MyLCI)
- File Activities Report with LCI (MyLion)
- File Activities Report with District 5M-5 (Club Activity Report)

Responsibilities (Details)

Monthly (Continued)

- Take attendance, Board and Membership meetings
- Take attendance, Social/Program meetings
- Take minutes, Board and Membership meetings
- Take minutes, Social Program meetings (*only if* business is conducted)

- With the club president, prepare the agenda for the Board meetings
- Send the agenda, previous minutes, financial report, and any additional appropriate items to all members 3 days prior to the Board meetings

Responsibilities (Details)



New Members

- File new member information with LCI (MyLCI)
- Add new member to club attendance form(s)
- Notify District 5M-5 Newsletter Editor (Club name, member, sponsor)
- Notify District 5M-5 Data Base Editor (member, e-mail address)
- Order Club Member Badge for new member (LCI)

Dropped Members

- Drop member with LCI (MyLCI)
- Notify District 5M-5 Data Base Editor (member, e-mail address)
- Remove member from e-mail data base and attendance form(s)

Responsibilities (Details)



Annually in April

Order awards and other materials for annual awards/installation meeting (June)

From LCI

- Lion of the Year Plaque
- Club President's Award Plaque
- Club President's Plaque (for outgoing Club President)
- Past Club President Pin (for outgoing Club President)

Responsibilities (Details)



Annually in April (Cont'd)

Order awards and other materials for annual awards/installation meeting (June)

From Lions Organizations

- Melvin Jones Fellowship (LCIF)
- Helen Keller Award (MN Lions Vision Foundation)
- Hearing Research Fellowship (MN Lions Hearing Foundation)
- Dream Catcher Award (MN Lions Diabetes Foundation)
- Top Dog Award (Can Do Canines)

Responsibilities (Details)



Annually in April (Cont'd)

- File the result of elections of officers and directors with LCI (MyLCI)

Annually in July

- Fill out Club Excellence Award form for previous year and send to Immediate Past District Governor for signature (if club qualifies)

Responsibilities (Details)



As Needed

- Have supply of new member kits and pins on hand (with *current* Int'l President's name)
- Order various club supplies and paraphernalia as requested
- If a Lion, Lioness, or a Leo dies, ensure that a photo and appropriate paperwork is sent for the Memorial Service at the Midwinter Convention
- Complete paperwork and photo for the "Every Day Hero" award presented at the Midwinter Convention

Taking Minutes

- Record of what was *done* at a meeting, NOT what was *said* at a meeting
- Includes kind of meeting, name of organization, date, time and place of the meeting
- Attendance, especially chair and secretary
- Approval of minutes of previous meeting (and whether corrected)
- All motions, including wording, person making motion and disposition
- Reports (sometimes summarized)
- Any additional actions taken or decisions made
- Time of adjournment and secretary's signature

Minutes for Lions Clubs with Charitable Gambling



Resource

Lion Jan Cariveau

jancariveau@comcast.net

Sample Detailed Agenda

ANYTOWN LIONS CLUB
Board of Directors Meeting
[Date]

Topic	Person	Purpose	Time
Agenda Review	President	Approval	1 minute
Minutes of Prior Meeting	Secretary	Approval	2 minutes
Finance Report	Treasurer	Acceptance	5 minutes
Bills for Payment	Treasurer	Approval	2 minutes
Old Business			
Fundraiser	Lion Smith	Information	5 minutes
Service Project Report	Lion Jones	Approval	10 minutes
New Business			
Membership/Retention	Lion Ferguson	Discussion	15 minutes
Holiday Festivities	Lion Jackson	Approval	10 minutes
New Service Project	Lion Johnson	Discussion	10 minutes

Successful Lions Clubs

- Have at least one major service project that benefits their community
- Conduct at least one major fund-raising activity that benefits the community and other levels of Lionism
- Have effective club meetings in which members have fun and fellowship
- Are involved in Lions activities beyond their local community
- Regularly involve all members in club meetings and projects
- Recognize members, both formally and informally
- Evaluate their performance
- Proactively manage change
- Have fun regularly

Selected Resources

- Past Secretaries
- District Administrator
- LCI Publications & Training Materials
 - ✓ E-Book for Club Secretaries
 - ✓ Standard Club Constitution & Bylaws
 - ✓ Club Officer Installation Ceremony
 - ✓ Lions Learning Center
- Web sites
 - ✓ <http://www.lionsclubs.org> (Lions Clubs Int'l)
 - ✓ <http://www.lionsmd5m.org> (Multiple District 5M)
 - ✓ <http://5m5lions.org> (District 5M-5)

Questions/Discussion



Robert Vokes

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