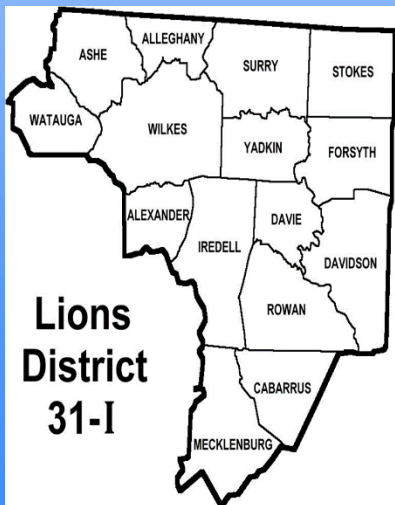




District 31-I

Club Secretary-Treasurer Training





Secretary

Role, Responsibilities and Tasks



Who is the Club Secretary?

- Elected Club Officer
- Member of the Board of Directors
- Member of Zone Advisory Committee



The first 30 days

- Register user name and password as Secretary (Only if you don't have password)
- Attend Officer Training
- Review (with Treasurer) Club Roster
- Update Member Contact Information
- Establish Club Calendar



Monthly Tasks

- Prepare for Meetings and Programs
- Maintain Club Business Records
- Manage Correspondence
- Report Membership Changes
- Communicate with District
- Report Service Activities
- Share District Newsletter with members



Periodic Tasks

- Quarterly Tasks
 - Attend Zone Meetings
 - Communicate Cabinet & State meetings to members
- Semi-annual Tasks
 - Review & Update club member records
 - Coordinate membership dues with Treasurer



Annual Tasks

- Club Elections
- District Conventions
- Report club delegates to district, state and International Convention
- Manage Club documents
- Complete Award applications
- Report new officers and orient new secretary



Privacy

- Collection and use of membership data
 - Keep Member info private.
 - Password protect club member info.
 - Written permission before disclosing any member's information.
 - Do Not share directories or contact information; even with Boys and Girls Homes, Leader Dog, or other non-Lion organizations.



Ethical Standards

- Adhere to:
 - Code of Ethics
 - Anti-discrimination guidelines
 - Use of publicly raised funds
 - Rules of audit



Ethical Standards

- Conflict of interest
- Solicitation
- Privacy
- Ethical Standards are legally binding.
- You have responsibility to bring violations to attention of your District Governor and LCI.



Records

Club secretary files:

Club Activities Report (online)

Dues/Invoices

Attendance

Bulletins/Newsletters

Club roster/member
information

Member cards

Correspondence (all)

Awards/pins

Club meetings/minutes

Monthly Membership Report

Members' Service Record

Committees



Resources

- Lions club members
 - Past secretaries or other club secretaries
 - Club officers
 - Cabinet Secretary/Treasurer
 - Past District Governors
 - District leadership development training chairperson



Resources

- Publications

- Standard Form Club Constitution and By-Laws (LA-2)
- Club Officer's Manual
- District Directory of other clubs' officers
- Lions Clubs International catalog (Club Supplies)
- Club archives



Remember



- Be familiar with:
 - Club Officer Manual
 - Constitution and By-Laws (LA-2)
 - District Lions Club Constitution and By-Laws (LA-4)
 - International Constitution and By-Laws (LA-1)



Remember



- Share information
- Order member pins and kits for new members
- Hold Elections in March & Report on MyLCI
- Plan Installation & End of Year Awards



Treasurer

Roles, Responsibilities and Tasks



The Role of the Club Treasurer

- Maintains club financial records and checking accounts
- Member of club board of directors





Treasurer's Role

- Board **must** approve all payment and secretary record in club board minutes
- Report bank balances at board meetings with brief income and expense statements
- Keep members informed!!!!!!
- Present financial information at club meetings
- Collect money and issue receipts



Keep Funds in Order

- Work with the secretary to send out club dues invoices
 - Prepare budgets
 - Administration budget
 - Determine collection period (annual, semi-annual)
 - Determine amount – Club dues need to cover:
 - District, multiple-district, and international dues
 - All other expected administrative expenses
 - Activities budget (funds received from public)
 - Anticipate income and expenses for each planned project



	Date:	July-2010
		<u>Budget</u>
	Beginning Balance	
<u>Administrative Income</u>		
Meals	\$	-
Dues (\$70/50.50/21 /Member)		1,732.00
Interest Income (\$30000 at 1.25%)		375.00
Club Pins (250 at \$3.50 each)		875.00
Tall Twister Fines		50.00
	Total Administrative Income	\$ 3,032.00
	Total on Hand	
<u>Administrative Expenses</u>		
Meals	\$	200.00
International Dues		936.00
District Dues		494.00
Council Dues (\$2 per member)		52.00
International Convention		-
Club Supplies		200.00
Miscellaneous		124.00
Newsletter Printing		20.00
Newsletter Postage		106.00
Udovich Memorial		\$80.00
		-
Club Pins (250 at \$3.26 each)		820.00
Transfer to Humanitarian Fund		-
	Total Administrative Expense	\$ 3,032.00
	Administrative Income less Expense	\$ -



	<u>Budget</u>
	Beginning Balance
Humanitarian Income	
Brooms	\$ 1,500.00
White Cane Donations	320.00
Camp Dogwood Tickets (\$30 per member)	780.00
Fordway Gum Sales	800.00
Williams Memorial and Donations	600.00
Flag Income (400 at \$25 each)	9,600.00
Transfer from Administration Fund	-
Total Humanitarian Income	<u>\$ 13,600.00</u>
	Total on Hand
Humanitarian Expense	
Brooms	\$ 1,000.00
Raffle	-
Local Humanitarian	2,500.00
Humanitarian (Board Discretion)	400.00
Miscellaneous Humanitarian Expense	-
World Service Day (LIFE Center Picnic)	150.00
VIP Christmas Party	1,150.00
VIP Picnic	250.00
Camp Dogwood Campers	625.00
VIP Fishing Trip	400.00
Vision Van	135.00
Meals on Wheels	450.00
Concord Bible Teaching	100.00
LIFE Center Golf Tournament	300.00
Salvation Army Women's Auxiliary	100.00
Insurance	174.00
Peace Poster	350.00
Udovich Building Fund	-
White Cane (\$150.00 /member)	3,120.00
SiteFirst II	275.00
VAVS	-
Jack Stickley Fellowship	500.00
Camp Dogwood Tickets (\$30 per member)	780.00
Total District Goals (\$18/Member)	432.00
Flagbill Postage	220.00
Flag Maintenance & Replacement	189.00
Total Humanitarian Expense	<u>\$ 13,600.00</u>
Humanitarian Income less Expense	<u>\$ -</u>
Ending Balance	<u>\$ -</u>



Keep Funds in Order

- Recommend Bank where funds are **kept...Board of directors must approve** every year.
 - Officers for signing and co-signing checks are on file with the bank. (Good to have a backup in case of illness.)
- Keep Administration and Activities accounts separate.
 - **Cannot use Activities funds for administration**



Keep Funds in Order



- With the club board of directors:
 - Set limits regarding the amount of petty cash the club will handle (if any).
 - Establish a system for reimbursement.
- Prepare receipt for monies received.
- Request and use checks whenever possible
 - Cash exchanges can cause confusion and create potential for unclear accounting



Keep Funds in Order

- Reconcile bank statements
- Record monthly income and expenses promptly
- Review monthly itemized statement of credits and charges from international headquarters for accuracy and submit to the club board of directors for approval



Treasurer Role

(End of Term)



- Audit Reports/Records

- For safeguarding records, both administratively and publicly have audit of records at the end of each fiscal year
- Respected prior club officers could be appointed to do the audit

- File Tax Return

- Failure to file can result in having to pay taxes.



Resources

Publications to be familiar with:

- International Constitution and By-Laws (LA-1)
- Standard Form Lions Club Constitution and By-Laws (LA-2)
- Club Officer Manual

