Club Secretary

e-Book

Lions Clubs International

Table of Contents

Welcome to the Club Secretary E-Book! 1

Leading Your Club 1

Prepare to Lead; Prepare to Succeed 2

Start with Self-study or Facilitated Training for the Club Secretary Position 2
Become Familiar with Your Club Constitution and By-Laws 2

Familiarize Yourself with MyLCI 3

Learn How to Access MyLCI 3
Create Your Account in MyLCI 3
Club Administrator 3
MyLCI Technical Support and Troubleshooting 3

Managing the Club Roster and Member Contact Information 4

Understanding Membership Types and Categories for Each Member of Your Club 4
Processing Newly Recruited Members 4
Creating Custom Data Downloads for Communications 5

Purchase Club Items Online at the LCI Shop 5

The First 30 Days in Your Position 6

Attend Club Officer Training Offered by Your District 6
Review the Club Roster 6
Update all Contact Information for Your Members 7
Establish the Club Calendar 7

Monthly Tasks 8

Prepare for Programs and Meetings 8
Maintain the Club Business Records 9
Manage Correspondence 9
Report Membership Changes Monthly 10
Communicate with the District 10
Report Service Activities as a Backup for the Club Service Chairperson 10

Quarterly Meetings 11

Zone Meetings 11

Semi-annual Tasks – Focus on December and June 11

Review and Update the Club Roster 11

Annual Events 11

Club Elections 11
District/Multiple District Conventions 12
Delegates for the International Convention 12

Manage Club Governing Documents 12
Year-end Check List 13
Complete Award Applications 13
Prepare Documents and Orient the Incoming Secretary 13
Legalities and Technicalities 13
Use of Funds Guidelines 13
Lions Trademark Overview 13
Lions Clubs International and Lions Clubs International Foundation Privacy Policy 14
Amendments to Your Constitution and By-Laws 14

Welcome to the Club Secretary E-Book!

This guide is designed to support you in your role as secretary for your club. It contains tools and resources for you to be successful not only in your individual role, but as a cohesive team member with your fellow club officers and members.

It's easy to navigate the e-Book. Just click on the various sections contained in the Table of Contents pertinent to the tasks you perform to fulfill your role. From there, you will find useful information and hyperlinks that take you directly to tools, resources and documents that make your job easier.

Leading Your Club

If you spend some time studying, training and planning to fulfill the responsibilities of your position prior to the start of your term in office, you will better support the activities of your club. You and your fellow servant-leaders will more effectively work together to lead the club in realizing its vision and ensure it to be a success.

Prepare to Lead; Prepare to Succeed

Start with Self-study or Facilitated Training for the Club Secretary Position

If you are new to the position of club secretary, or just want to be sure that you have the most updated position description, tools and resources available, it is good to spend some time in the self-study online training module.

Log in to the Lions Learning Center and click on the Course Catalog to find two self-study courses:

- Club Officer Training – this course reviews the club organizational structure and club officer responsibilities
- Club Secretary Responsibilities – This course reviews:
- Maintain the club roster and report membership to LCI
- Prepare all documents, agendas for meetings and record minutes of all business proceedings
- Keep files of all pertinent records
- Manage club correspondence
- Actively participate in zone meetings
- Turn over all records to incoming secretary at conclusion of term of service

Become Familiar with Your Club Constitution and By-Laws

Your club constitution and by-laws provides the basic structure and policies to guide your club's operations and to meet the obligations of a club chartered with the International Association of Lions Clubs. It also serves as your club's main reference document if there are questions about appropriate procedures to conduct club business.

Standard Club Constitution and By-Laws - This template document serves as the basis for a club to create its own governing document in accordance with the International Constitution and By-Laws. If your club does not have its own, use this standard document.

Familiarize Yourself with MyLCI

MyLCI is an online portal which connects you directly to the international association. It makes it easier to manage the club membership roster, maximize communications and complete reporting required by the association.

If you will be using MyLCI for the first time, once you have been reported as the incoming club secretary, you may establish your user ID and password any time after April 1. You will initially have access to the training area until the beginning of your term in office on July 1, when you will gain full access to MyLCI.

Learn How to Access MyLCI

When you Logon to MyLCI, you have access to essential information about your club, district and multiple district which can help to streamline your administrative tasks.

- Introduction, Basic Features - This short video provides a brief overview of the features of MyLCI.

- Navigating MyLCI - This short video provides guidance on how to navigate on MyLCI.

Create Your Account in MyLCI

- Registration and Password Instructions - These easy instructions will aid you in gaining access to MyLCI.

Club Administrator

In order to assist some club officers who may have difficulty operating certain technologies, Lions Clubs International created the role of "club administrator" to support a club president or secretary with administrative tasks that are completed through MyLCI/MyLion. This role has access to the same information in MyLCI/MyLion as the club president and secretary. Together and in consultation, the president and secretary may assign this administrative role if deemed beneficial for effective club operations. The club administrator is not a formal position recognized by LCI, but functions to provide administrative assistance only.

MyLCI Technical Support and Troubleshooting – Email: MyLCI@lionsclubs.org or call: 630-468-6900.

Managing the Club Roster and Member Contact Information

One of your most important tasks is to maintain an accurate club roster of members. MyLCI serves as your main resource to ensure that the club roster is always an accurate listing and that each member's contact information is kept current. Be sure to report every month even if there are no changes to the roster.

- In MyLCI, under the My Lions Club/Reports - Run the **Club Roster** report to see the current list of all of your club's members.

- Report Membership in MyLCI - Refer to this question and answer guide regarding adding, dropping and transferring members or how to edit member contact information. If you do not have access to a computer or the internet, you may complete the writable PDF form of the Monthly Membership Report.

- Member Reporting Demonstration - View this video to see how to add, edit or drop members from the club roster.

- Family Unit Demonstration - This video demonstrates how to create, edit or discontinue a family unit in your club.

Understanding Membership Types and Categories for Each Member of Your Club

The rights and obligations of each of your club members and their subsequent membership dues owed are based upon a combination of Membership Type and Membership Category, which affect the international and club-level dues.

- Membership Types and Categories – This quick-reference guide explains the details of various membership programs available:

    - **Membership types** – The association provides both regular membership and special discounted membership programs for families, college students, former Leos and young adults. These types determine international fees and dues levels billed to each Lion.

    - **Membership categories** - There are several membership categories which provide various levels of involvement for regular club members to best fit their needs as volunteers. Local club dues may vary for these categories and those dues levels are provided for in the club's constitution and by-laws.

Processing Newly Recruited Members

Your club membership chairperson will work closely with you when adding new members to your club. When a new member joins the club, the membership chairperson will assist the member in selecting

the membership category that appropriately matches their chosen level of involvement with the club. In addition, it is important to be aware of the various membership types available through the association that provide a potential member a reduced level of international dues, including family membership, student membership and Leo to Lion membership.

- Membership Application - This form may be emailed directly to a prospective new member. You may use the information from the form to add new members in MyLCI. Be sure to retain a copy of all new member applications with your official club documents and make a copy to give back to the prospective member.

Creating Custom Data Downloads for Communications

- Download Club Officer or Member Information - Use this key feature of MyLCI to create mailing address, email address and phone lists for easier communication.

Purchase Club Items Online at the LCI Shop

The MyLCI Shop is an easy way to order the most commonly used supplies and Lions Clubs International branded merchandise.

Here are some quick links to the most frequently requested items:

- Club Meeting Supplies - This section of the club supplies online catalog contains gavels, gongs, meeting forms, and member name badges.

- New Member Kits - The items contained in the New Member Kit welcome a Lion into the organization and recognizes the new member's sponsor as well.

- Lions Apparel - This area contains club vests, shirts, caps and other popular clothing items; many that may be customized with your club's information.

- Peace Poster Kit - Please note that these kits are available for purchase only from January 15 through October 1 each year.

- Awards and Medals - Browse this department for various medals and certificates.

- Plaques, Awards and Recognition - This section contains a wide variety of products to help you recognize outstanding Lions Clubs.

- If you have further questions regarding club supplies, please email orderdetails@lionsclubs.org.

The First 30 Days in Your Position

The beginning of the fiscal year is a crucial time for a secretary to complete many tasks. This includes maintaining the roster of the club and setting the calendar for events and projects. Another important task is to set up a system to retain business records; especially those that pertain to membership, committee reports, finances and record of decisions and actions taken by the club and board of directors.

Attend Club Officer Training Offered by Your District

The training offered through your district is designed to assist your entire team of club leaders to be more effective as a leadership team and provides an opportunity for each officer to learn the basic skills of the most common tasks.

Review the Club Roster

All dues invoices are based on the club roster as of June 30 and December 31. To ensure that your club is not held accountable for dues owed by members that are no longer in your club, review your roster before June 30 (with your outgoing club secretary) and then again before December 31. Here is a good way to review the roster:

- Login to MyLCI
- In MyLCI, under the My Lions Club/Reports, run the *Club Roster of Membership Data Report* to be sure all who are listed are still active in the club.
- In MyLCI, under the My Lions Club/Reports, run the Family Unit Report to review family unit members to ensure accuracy.
- Add any new members not yet reported to LCI – use the Membership Application to collect new member contact information.
- Prepare a list of members who may no longer be active in the club for the board to review for potential removal from the roster.
- Make final roster adjustments in MyLCI prior to June 30 and December 31 to ensure dues will be not be invoiced to the club for members no longer on the club roster. Be sure to confirm with the previous club secretary that all membership changes prior to June 30 have been recorded in MyLCI.
- Use MyLCI to print membership cards once dues have been received from members or order membership cards from the Member Service Center.

Update all Contact Information for Your Members

Current contact information for your members helps to ensure good communication within the club. Use the Member Information Update Report in MyLCI to gather current contact information for all club members.

Establish the Club Calendar

To keep the members engaged and foster meaningful involvement, the club calendar should be planned out well in advance and communicated continually to club members.

- Assist the club president in preparing the club calendar for the next fiscal year.
- Ensure that monthly club and board meeting dates are set. Review and update the club meeting location/time on the club's home page.
- Create an annual event calendar readily available for the club members.
- Check with district leaders for key events and deadline dates (conventions and district-level awards).
- Prepare for the quarterly meetings of the District Governor Advisory Board (zone meetings).
- Make note of the club meeting or event that includes the district governor annual club visit.
- Make note of visits by other district leaders.
- Be ready to assist with meeting logistics and making arrangements for club meeting space.
- If necessary, maintain a calendar of district and multiple district events.
- Lions Clubs International Calendar of Events - This online calendar provides important information and dates of major service, leadership and membership programs, initiatives and events, including the International Convention.

Monthly Tasks

As secretary, you will complete a set of tasks on a monthly basis. You will be preparing for meetings, recording proceedings of those meetings and events, completing follow-up and organizing the retention of meeting documents. You will also be communicating with the international association and district on a monthly basis.

Prepare for Programs and Meetings

- Your Club, Your Way - This guide will assist your club to define how it would like to have its meetings.

- Invitations - You may be requested to send invitations to presenters or guests on behalf of your club.

- Prepare club and board meeting agendas as requested by the club president.

- Prepare reports and minutes for the previous month's meetings for distribution at club or board meetings as appropriate.

- Hosting LCI guests - Your club may determine the level of protocol that you wish to follow for all visitors, including district governor and international guests. Be sure to communicate your club's traditions and level of formality when welcoming guests so that the guest understands what to expect when visiting your club.

- New Members Induction Ceremonies - This guide contains suggested wording to induct new members into the club.

Maintain the Club Business Records - for general membership, committee and board meetings.

- Agendas and minutes should be retained after club meetings and board meetings.
- Collect, distribute and retain committee reports for permanent meeting records.
- Maintain full documentation of all key business operations, including minutes, agendas, committee reports, financial statements, elections and membership applications.
- You may be asked to also retain and file financial documents or legal documents along with meeting minutes. Be aware of and prepared to keep financial or legal records.
- Maintain necessary documentation for local taxing or registering bodies.
- Maintain copies of all contracts and legal documents.
- Obtain insurance certificates as required for activities.

Manage Correspondence

As a general rule, LCI and the district will send Lions-related correspondence and packages to the business address of the club secretary. You can update your business address at any time using MyLCI. Note: packages containing non-paper items and products (pins and awards) cannot be shipped to a post office box.

- Prepare and assist with distribution of service and membership chevrons, etc. Awards are often provided to the club president for presentation.
- Create minutes of board meetings and send a draft to club president for approval. After approval, forward the minutes to all members.
- If not a task that is completed by the marketing and communications chairperson, send the club newsletter to all members and key district cabinet members.
- Utilize a sign-up sheet for visiting Lions or guests for the purpose of including the names in the minutes of each meeting.
- At each meeting, record members who volunteer to participate in club and or community service activities. This will allow the chair to know who will be participating.
- Send out reminder notice to all members one week prior to the club, zone, region and district events.

- Forward announcements of upcoming all district events, if requested to confirm which members would like to participate.

- Communicate to the club marketing communications chairperson the operational aspects of the club, i.e. number of members, newly elected club officers, committee chairs. Include a brief statement of who received thank you letters from the club.

- Create a monthly birthday and club anniversary list by member and date (month and date only), send to the marketing communications chairperson to include in the newsletter and the club president to announce at each club meeting.

Report Membership Changes Monthly

Report members monthly via MyLCI or use the paper form of the Monthly Membership Report. Remember to report even if there are no changes to the roster.

- Login to MyLCI - If you have never registered as a user of MyLCI before, you may do so on this page. Be sure to write down your user ID and password in a safe place once you are set up.

- Adding, Transferring and Dropping Members in MyLCI - Refer to this question and answer document for guidance regarding many membership reporting functions.

- Member Reporting Demonstration - View this video to see how to add, edit or drop members from the club roster.

- Family Unit Demonstration - This video demonstrates how to create, edit and end family units in your club.

- Membership Application - This writable form may be emailed directly to a new prospective member. Use this information to report this member into the club's roster in MyLCI.

- Application for Life Membership - This application is for members that meet the criteria to become Life Members of the Association.

Communicate with the District

When you use MyLCI, the information you report about your members, your elected officers or your club's service is instantly available to your zone and region chairperson as well as the district officers.

Report Service Activities as a Backup for the Club Service Chairperson

- Report service activities in MyLion monthly unless completed by the club service chairperson.

Quarterly Meetings

Zone Meetings

Zones consist of a group of 4 to 8 surrounding area clubs. The club officers from these clubs meet on a quarterly basis, usually during the first three quarters of the fiscal year, led by your zone chairperson. You can find all of your district officer's contact information on your club homepage of MyLCI. Look there for your zone chairperson's name and contact information.

The Model District Governor Advisory Committee Meeting - This guide assists both the zone chairperson and club officers understand what to expect at the quarterly zone meetings. Often times the zone chair asks a club to report regarding service, membership or other events. Each meeting may have a specific focus and provides an opportunity for club officers to meet and learn from each other.

Semi-annual Tasks – Focus on December and June

Review and Update the Club Roster

Your club will be invoiced twice a year by the international association. Most districts and multiple districts also invoice dues twice a year. Prior to invoicing your club members for their total club dues, the roster needs to be reviewed. Make sure that it accurately portrays a list of members still active in the club.

- Ensure that the club roster for December and June have been reviewed thoroughly. The Lions fiscal year runs from July to June.

- New Membership Dues Billing and Fees - This chart shows the international dues and fees that will be billed to the club for members based on the month in which the new member is reported.

- For accurate billing and communications, keep the club roster of membership information updated at all times.

Annual Events

Club Elections

Elections are usually held at the beginning of the fourth quarter (April). Refer to the Standard Club Constitution and By-Laws for the provisions regarding elections.

- The nominations committee will provide information for the names of those who have been nominated for officer and director positions. The secretary will then prepare ballots for elections as per policy. See "Exhibit B" in the Standard Club Constitution and By-Laws.

- Report new incoming club officers - By April 15, or directly after the club completes its elections, report officers and directors via MyLCI or via the Officers Reporting Form PU101.

District/Multiple District Conventions

The Club Secretary may be called upon to assist with several tasks associated with the district or multiple district conventions. The district may contact the club leadership to confirm and process items in preparation for the district conventions.

- Check with the cabinet secretary or council secretary regarding requirements to report the delegate certification list for the district conventions. The delegate formula is defined in The International By-Laws, Article IX.

- Complete any requested registrations for district events, including advertising, hospitality rooms and convention attendees.

- Check with the convention organizers for the opportunity to participate in the printed convention program ad pages or club reports.

- Process documents and any local club endorsement requirements for members running for higher officer positions.

Delegates for the International Convention

Each club is entitled to participate in the election of International Officers by assigning club members to serve as voting delegates to the convention. See the information about the international convention voting and assigning delegates.

Manage Club Governing Documents

- Standard Club Constitution and By-Laws - Your club may have its own constitution and by-laws. If not, your club comes under the *Standard Club Constitution and By-Laws*. Be sure to keep the most current edition available for references needed by club. Amended versions need to be distributed to all members.

- Club policies and procedures - If your club has written policies and procedures, keep a printed copy with you for all board and general club meetings, should questions arise regarding either.

Year-end Check List

Complete Award Applications

- Club Excellence Award - Your club can earn this award by achieving excellence in the four main components of LCI Forward; improving membership, community service, marketing communications and effective club management. The best clubs earn this year after year.

- Additional appreciation plaques, awards and Lions branded recognition products are available in the LCI Shop.

Prepare Documents and Orient the Incoming Secretary

Bank signatories - It is important to approve a resolution authorizing new signatories for club accounts at a board meeting after the completion of the club officer elections and prior to them taking office in the new fiscal year. The resolution should also contain the names of officers being removed as signatories at the end of the fiscal year. This resolution should be recorded in the club minutes and upon request may be made available to the club's banking institution.

A notebook is often used to retain documentation of agendas, minutes, membership rosters and reports, new member applications, committee reports and important correspondence for the year. If this is maintained on a monthly basis, it will be ready to serve as a reference for the incoming club secretary. If the club choosing to retain files electronically, all items that pertain to the documentation of all membership and business proceedings should be included.

Legalities and Technicalities

Use of Funds Guidelines - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.

General Liability Insurance Program - The International Association of Lions Clubs has a program of Commercial General Liability Insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.

- Certificates of Insurance - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own.

- Supplemental Insurance - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.

Lions Trademark Overview - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.

Lions Clubs International and Lions Clubs International Foundation Privacy Policy - Lions Clubs International (LCI) and LCIF recognize the importance of protecting the private information of our members.

Amendments to Your Constitution and By-Laws

From time to time, your club may choose to make amendments to your club constitution and by-laws. As club secretary, you may be asked to assist with this process. Check your own constitution and by-laws for the provisions regarding amendments to ensure that the process is completed according to policy. You may be asked to make the necessary draft amendments and communicate with the club members regarding the proposed changes and assist in implementing the required processes to complete the amendments.