



Club Secretary Online Training

Workbook

Welcome to Club Secretary Training!

Congratulations on your election to the position of club secretary. This online training course has been designed to provide you with basic information and resources to prepare you for this position.

At the end of this course, you will be able to:

- Recognize the purpose of a Lion's club and its placement within the structure of Lions Clubs International
- Summarize the responsibilities of club secretary
- Access additional resources as needed

This workbook will guide you through the training course using supplementary information to enhance your understanding of important concepts related to your position as club secretary. The workbook is organized into sections that correspond with the sections of the PowerPoint presentation.

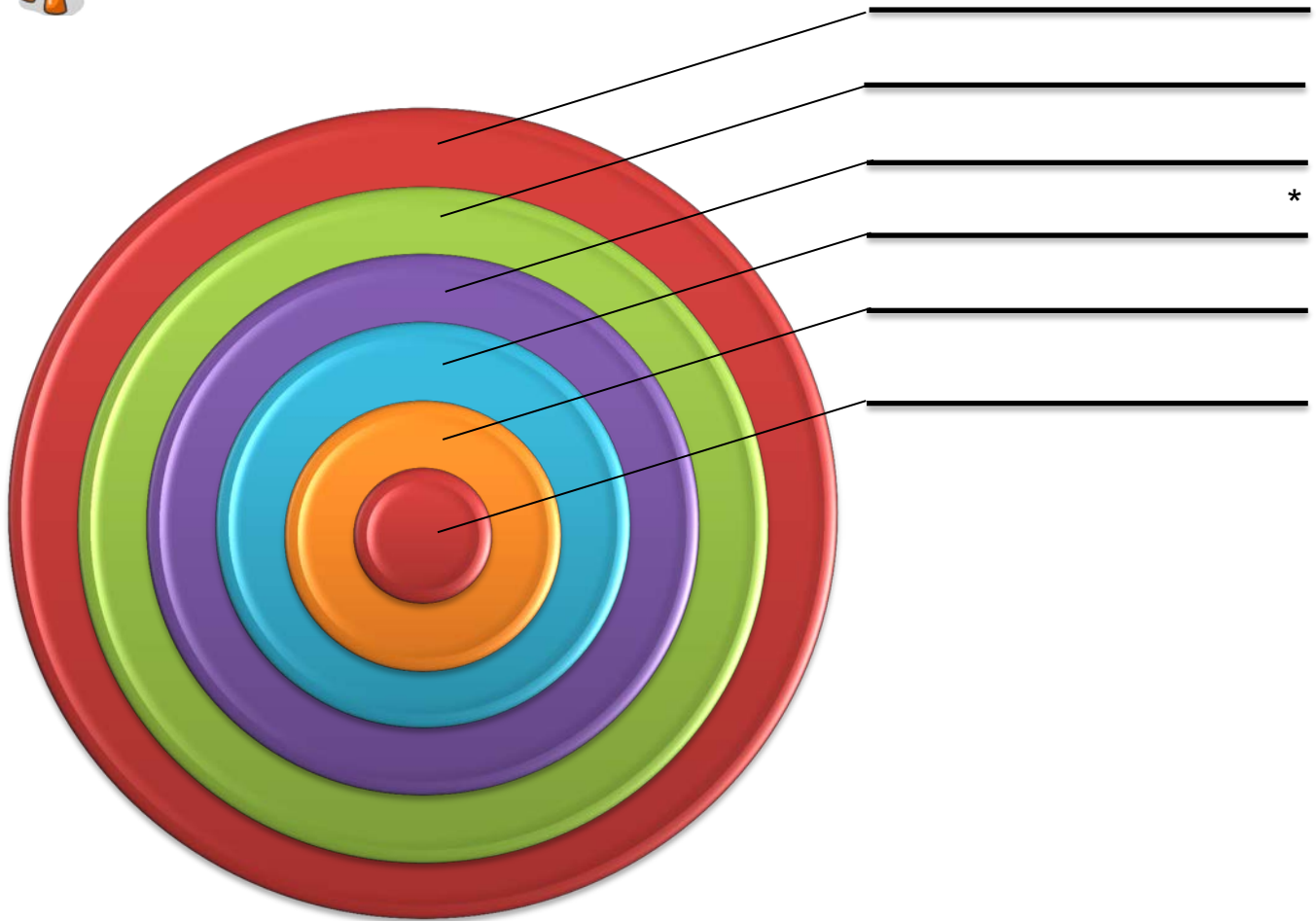
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Section 1: Introduction



Structure of Lions Clubs International (Fill in the blanks)



1. _____ clubs make up a zone.
2. _____ clubs make up a region*.
3. A district is comprised of _____ clubs with _____ active members.
4. Several districts in a given area comprise a _____.
5. Each Lions club is in one of seven _____.

*Regions are optional

As a club within the greater International Association of Lions Clubs, your mission is:

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

The purposes of Lions clubs shall be:

- To create and foster a spirit of understanding among the peoples of the world.
- To promote the principles of good government and good citizenship.
- To take an active interest in the civic, cultural, social and moral welfare of the community.
- To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.



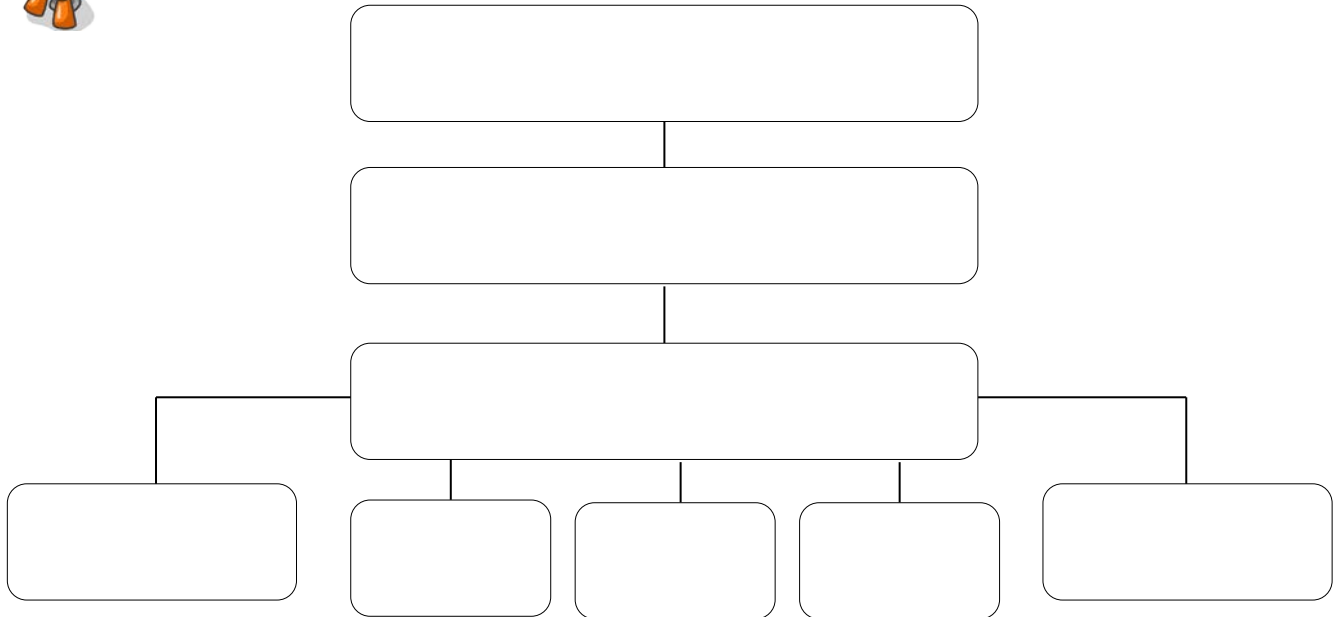
As a newly elected officer, how can you help promote the mission and purpose of Lions clubs?

Section 2: Your Club Leadership Team



Club Organizational Chart

(Fill in the chart)



As secretary, you are the business manager of the club!

- The club secretary is under the supervision and direction of the president and the board of directors, and is the liaison officer between the club and the district (single or sub and multiple) in which the club is located, and the association.
- The responsibilities of the club secretary are many and varied and call for a high degree of dedication. The secretary has more to do with the practical running of the club than any other officer. He/she should be a good organizer, be methodical and above all, be reliable. The duties converge with those of the president and it is essential that both officers work as a team. Though the president is expected to provide the club’s leadership, the secretary is the key to his or her success during the year!

The board of directors includes:

- the president
- the immediate past president
- vice presidents
- secretary
- treasurer
- Lion tamer (optional)
- tail twister (optional)
- membership chairperson
- any other elected directors

*Descriptions of each position can be found in the Club Officers Team Manual

The board of directors have the following duties and powers:

- a. It constitutes the executive board of the club and is responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of the club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.
- b. It authorizes all expenditures and should not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- c. It has power to modify, override or rescind the action of any officer of this club.
- d. It shall have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of the club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- e. It appoints, on recommendation of the finance committee, a bank or banks for the deposit of the funds of the club.
- f. It appoints the surety for the bonding of any officer of the club.
- g. It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- h. It submits all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
- i. It maintains at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund to record activity or public funds raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section (g) of this article



What are some things you can do as secretary to help the club leadership team work well together?

Section 3: Responsibilities of the Club Secretary

As club secretary, your primary responsibilities will include...

- Attending all club and board meetings
- Organizing club meetings
- Keeping club records
- Receiving and responding to club correspondence
- Completing and filing all club reports with LCI
- Cooperating as an active member of the district governor's advisory committee of the zone

Attending all club and board meetings



Notes:

Organizing club meetings



What are the secretary's responsibilities:

Before the club meeting?

During the club meeting?

After the club meeting?



To prepare for board meetings, a secretary should:

- At the request of the president, coordinate the topics to be covered and create agenda
- Notify board members and individual committee chairpersons of the time and location of the meeting
- Be ready to record the minutes of the meeting in detail to provide a business history of the club
- These responsibilities will vary from club to club; therefore it is recommended that the secretary establish ground rules with the president to avoid confusion at board meetings

Recording meeting minutes



Notes:



The minutes should only record what the club does, and not what members say. Therefore:

- Debate is considered informal and not recorded
- Generally the name of the member making a motion is recorded; the one who seconds is optional. Be sure to record that motion carried or lost.
- When a vote is taken by ballot, the number on each side should be recorded
- When a roll call vote is taken, a list of names voting on each side should be recorded



When recording and reporting the minutes, proper terminology is important.

- Motions that are successfully voted into policy are “carried, adopted, or sustained.” Avoid using “passed.”
- Motions that are not carried are “lost or defeated”. Avoid using “failed.”
- Reports that are endorsed by the club are “adopted or accepted.” Avoid using “received,” which simply means read to the assembly.



Taking Attendance:

- The secretary must keep an accurate log of attendance for the year
- Attendance may be taken by calling out the list of member's names, quietly recording names in a log, or having members check in on an attendance sheet
- A quorum is the minimum number of members required at a meeting for the transaction of business. Usually a quorum is the majority of members. The secretary must announce whether or not a quorum exists.
- There should be a policy in place for members to make up missed meetings if necessary

Keeping club records



What should club files include?

Receiving and responding to club correspondence



Notes:

Completing and filing all club reports



Notes:

Cooperating as a member of the DG's advisory committee



Who are the members of the District Governor's Advisory Committee?



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

- Work with the zone chairperson to 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 within the zone
- Discuss ways of helping clubs that need assistance with membership growth or leadership development
- Promote various club functions and events, such as inter-club meetings, installation of club officers, induction of new members or ceremonies honoring Key Award recipients



Additionally, as secretary you may also be requested to:

- Assist in compiling reports in preparation for the advisory committee meeting
- Assist with preparations if your club is chosen to host a zone meeting



What are the benefits of attending the District Governor's Advisory Committee Meetings?

Section 4: Planning Your Term

Preparing for your term

Monthly

Quarterly

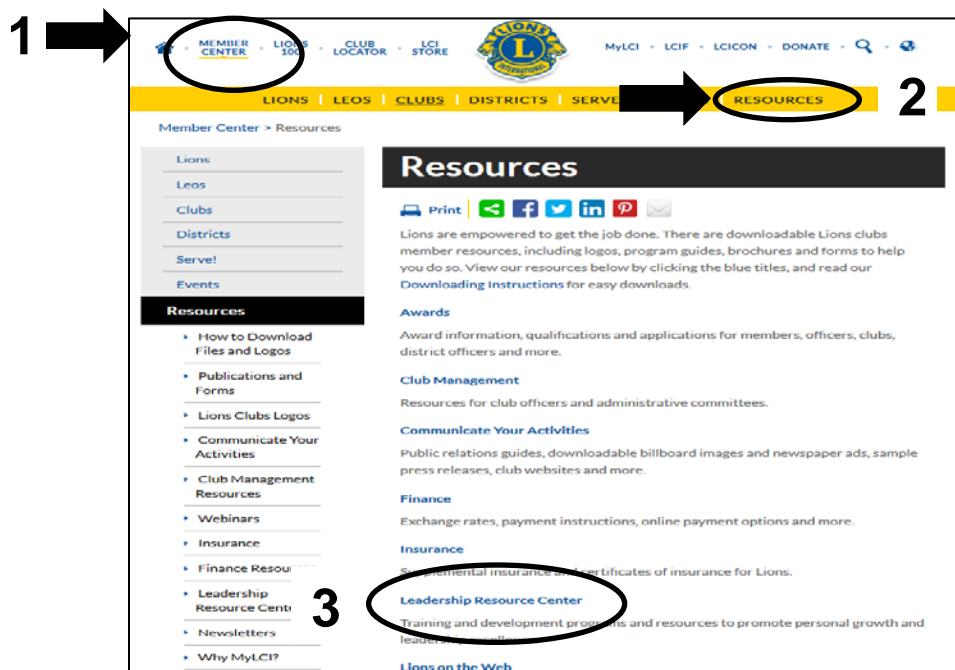
Bi-Annually	
As needed	
Election time	
End of term	



What are some goals you hope to achieve during your term as club secretary?

Section 5: Resources

How to access online courses:

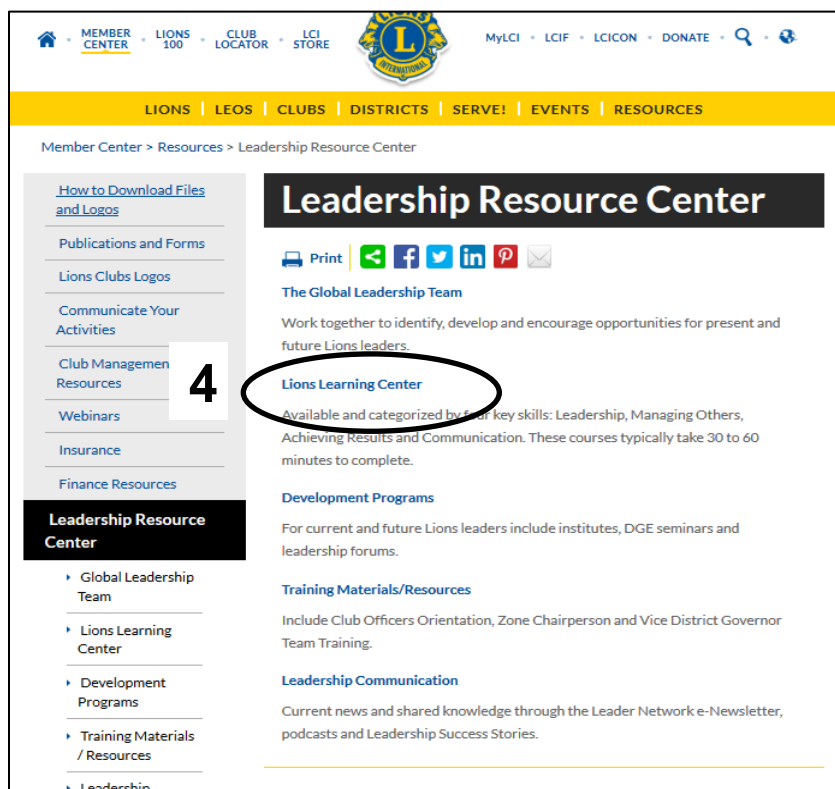


To access the online courses go to www.lionsclubs.org.

1. Click on Member Center
2. Click on Resources
3. Click on Leadership Resource Center
4. Click on Lions Learning Center

Recommended courses for club secretary:

- Introduction to Lions Leadership
- Effective Listening
- Effective Teams
- Public Speaking
- Public Relations
- Meeting Management
- Writing Your Personal Mission Statement
- Goal Setting
- Managing Change



***Note:** The Lions Learning Center (LLC) is a separate system from MyLCI. To create an account and log into the LLC you will use your Lions Member ID number and create your own Password.

You can gain additional insight and information by familiarizing yourself with the documents and training material on the following webpages.

Webpages:

- My LCI
<https://mylci.lionsclubs.org/>
- Club Officer Orientation
<http://members.lionsclubs.org/EN/resources/leadership-resource-center/training-resources/club-officer-training-orientation.php>
- The Leadership Resource Center
<http://members.lionsclubs.org/EN/resources/leadership-resource-center/index.php>
- Lions Clubs Member Resources
<http://members.lionsclubs.org/EN/lions/index.php>
- District and Club Administration
<http://members.lionsclubs.org/EN/districts/index.php>
- Webinars
<http://members.lionsclubs.org/EN/resources/webinars/index.php>

MyLCI video tutorials:

- MyLCI Introduction
<https://www.youtube.com/watch?v=v-SQEj4wiel>
- Using the MyLCI website
<https://www.youtube.com/watch?v=VhegiWA6HPA>

If you haven't accessed these publications during the presentation, you can do so now by using the links provided.

Publications:

- Constitutions and By-Laws
<http://www.lionsclubs.org/EN/member-center/resources/publications/resources-pub-legal.php>
- Club Officer Manual
<http://www.lionsclubs.org/EN/common/pdfs/la15.pdf>
- Art of Recognition
<http://www.lionsclubs.org/EN/common/pdfs/ldsp003.pdf>