

CLUB SECRETARY MENTOR CHECKLIST

The following training should be conducted by the Club Officer Mentor within 30 days

Club Name: _____ Club Number: _____

Club Secretary Name: _____

Club Secretary's Contact Information: _____

Roles and Responsibilities:

The club secretary is under the supervision and direction of the president and the board of directors. The secretary is the liaison between the club and the district in which this club is located, and the association. The responsibilities include:

1. Submit regular [monthly membership reports](#) to LCI.
2. Submit to the district governor's cabinet reports needed.
3. Be an active member of the district governor's advisory committee of the club's zone.
4. Keep and maintain general records of the club, including records of minutes of club and board meetings, attendance, committee appointments, elections, member information, addresses and telephone numbers of members and members' club accounts.
5. Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.
6. Deliver, in a timely manner, at the conclusion of their term in office, the general records of the club to their successor in office.

Resources: Material may be covered over multiple sessions

Introduce the club secretary to the [club resource center](#) and the [Lions Learning Center](#) on the [LCI website](#) and cover in detail the following materials.

- Standard Form Club Constitution and By-Laws – Review the sections of the [Constitution and By-Laws](#) and review the sections in detail, noting when the information might be applied.
- Member Center: Leadership Development Section: Training Materials: [Club Officer Orientation – Club Secretary](#).

Provide the new club Secretary with a link and, when possible, go through the presentation in person so the club secretary has a thorough understanding of the roles and responsibilities and sources of information that can be accessed if additional information is needed.

The course includes:	Meetings	Reports	Records
	Advisory Committee Member	Dues	Correspondence
	Leadership	Resources	End of Term

- WMMR Reference Guide
- Provide additional resources, sample minutes, reports and other materials that might be helpful.
- Encourage the club secretary to contact you with questions and ideas.
- Encourage the club secretary to attend the zone meetings or to visit your club to see how other clubs are managed.