

CLUB SECRETARY MENTOR CHECKLIST

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

Club Name: _____

Name: _____

Email Address: _____ Phone Number: _____

Roles and Responsibilities (for full description, please see the Standard Form Club Constitution and By-Laws):

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. Keep and maintain general records of the club, including records of minutes of club and board meetings, attendance, committee appointments, elections and membership roster.
3. Submit reports to the district governor's cabinet as requested.
4. Be an active member of the district governor's advisory committee of the zone in which this club is located.
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: Introduce the new club secretary to the resources as noted below. (Material may be covered over multiple sessions):

- ☐ Review the club secretary webpage.
- ☐ Standard Form Club Constitution and By-Laws: Review the sections of the Constitution and By-Laws in detail, noting when the information might be applied.
- ☐ Lions Learning Center (LLC) available on the Lions Clubs International website by clicking on the Member Login link.
 - Club Officer Training – Introductory overview of club officer roles and responsibilities and club structure.
 - Club Secretary Responsibilities – This module summarizes responsibilities, explains time lines and provides information and resources necessary to prepare for the club secretary position.
- ☐ Provide the club secretary with a link to the LLC and when possible, go through the presentation in person so they have a thorough understanding of the roles and responsibilities and sources of information that can be accessed if additional information is needed.
- ☐ MyLCI: Review the task specific help screens for their role as club secretary.
- ☐ Provide additional resources, sample minutes, reports and other materials that might be helpful
- ☐ Encourage the club secretary to visit your club to see how other clubs are managed.

Club Secretary correspondence from LCI: Encourage the club secretary to have a unique email on file to ensure that they don't miss out on important, helpful communication.