

## The Role of the Club Secretary

Region Chair Melinda Blaza  
Lions District 4-C6

---

---

---


---

---

---

---

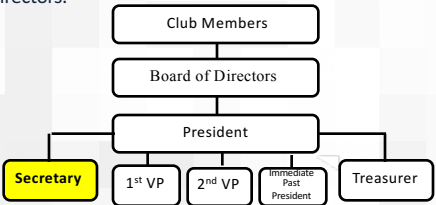
---



## The Role of the Club Secretary

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

- You are the liaison officer between the club and your district as well as the LCI.
- You are under the supervision of the president and the board of directors.



```

graph TD
    CM[Club Members] --> BD[Board of Directors]
    BD --> P[President]
    P --> S[Secretary]
    P --> V1[1st VP]
    P --> V2[2nd VP]
    P --> IPP[Immediate Past President]
    P --> T[Treasurer]
  
```

---

---

---


---

---

---

---

---



## The Role of the Club Secretary

As the club business manager and member of the board of directors, your primary responsibilities include:

- Attending all club and board meetings
- Organizing club and board meetings
- Recording meeting minutes
- 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

---

---

---

---

---

---

---

---



## The Role of the Club Secretary

Typical Meeting Schedule for a Club Secretary:

- **Monthly**
  - Board of Directors regular meeting
  - Club regular meeting
- **As Needed**
  - Board of Directors special meetings (when requested by 3 or more board members)
  - Club special meetings (requested at least 10 days prior)
- **Annually**
  - Officer transition meeting
  - Charter Anniversary

---

---

---


---

---

---

---

---



## Club Secretary Meeting Duties

The 3 Phases of the Club Secretary's Meeting Duties:

1. Before the Meeting
2. During the Meeting
3. After the Meeting

---

---

---


---

---

---

---

---



## Club Secretary Meeting Duties

Phase 1 – Before the Meeting

- Provide members with advance notice of meeting dates/times
- In conjunction with the president, create a meeting agenda
- Assemble any correspondence to give to appropriate chairpersons or members
- Prepare awards or new member kits if necessary
- Prepare club roster for taking attendance

---

---

---


---

---

---

---

---



### Club Secretary Meeting Duties

Phase 2 – During the Meeting

- Take attendance
- Record meeting minutes
- Document any guest speakers, non-Lion visitors and visiting Lions
- Collect and record dues and give members receipts
- Gather activity information from committee chairpersons
- Ask new members to fill out appropriate forms

---

---

---


---

---

---

---

---



### Club Secretary Meeting Duties

Phase 3 – After the Meeting

- Record attendance
- Record awards presented
- Verify money collected and record payment of dues
- Deposit or present money collected to the treasurer and obtain receipt
- File/distribute a copy of the meeting minutes after they are approved
- Follow up on any outstanding issues from the meeting

---

---

---


---

---

---

---

---



### Recording the Meeting Minutes

Spend some time with the outgoing secretary to review the current way minutes are taken.

➤ Typically, minutes will record:

- Type of meeting (Regular, Special or Board)
- Date and place of meeting
- Name of person presiding over meeting
- Whether previous meeting minutes were approved
- All motions, their movers and whether the motions were sustained or lost
- All points of order and appeals and whether they were sustained or lost
- Time the meeting was called to order and adjourned

---

---

---


---

---

---

---

---



## Recording the Meeting Minutes

- Minutes are important because they are the only surviving record of what was said and done at the meeting.
- Minutes are the clubs legal record of its proceedings, the secretary's signature establishes evidence of the original document's authenticity.

---

---

---


---

---

---

---

---



## Recording the Meeting Minutes

Good minutes have these characteristics:

- Record what the club does and not what members say.
  - Debate is considered informal and not recorded.
- Be structured:
  - Separate paragraphs for each subject item.
  - Provide meaningful headings.
  - Written using plain English and simple sentences .
  - Be precise in the information recorded.
  - Contain adequate (but not too much) detail.
  - Proper terminology is important.

---

---

---


---

---

---

---

---



## Recording the Meeting Minutes

- Need to be informative and easy to navigate.
- The exact final wording of the motions, either as adopted or as disposed of.
- Avoid the phrase "Respectfully Submitted" (it's now considered passé)
- Minutes are the clubs legal record of its proceedings, the secretary's signature establishes evidence of the original document's authenticity.

---

---

---


---

---

---

---

---



## Keeping Club Records

Club files should include:

- The club charter
- The constitution and by-laws
- The club history
- Minutes of all club and board of directors meetings
- Annual reports of club officers and committees
- Activity reports
- Roster of club members

---

---

---

---

---


---

---

---

---

---



## Managing Correspondence

- The club secretary receives a lot of information, from LCI, LCIF, the District, other clubs, and organization the club supports, pertaining to training, events, and meetings.
- Correspondence may come electronically or through the mail and involve the president, treasurer, committee and/or project chairpersons.
- It is important that all correspondence is opened, read and distributed in a timely manner.

---

---

---

---

---

---

---

---

---

---



## Club Newsletter

- In some clubs, the secretary is responsible for the club newsletter and is integral to the club's public relations.
- If you are not responsible for these duties, it will be important for you to be in close contact with those who are. This ensures all important club news is published.

---

---

---

---

---

---

---

---

---

---



## Club Reporting

- It is important to submit accurate and timely reports as your club strives to earn the **Club Excellence Award**.
- Reports include:
  - Monthly Membership Report
  - Monthly Club Service Activity Report
  - Club Officer Report
  - Club Supplies Order Form

---

---

---

---

---

---

---

---

---

---



## Club Reporting – MyLCI

- MyLCI is the reporting website. It is accessed through the LCI website and all required forms are submitted here.
- There are many benefits to using MyLCI:
  - Submit monthly membership and officer reporting forms online.
  - View, update and download club member information or print membership cards.
  - Log your club’s service activities each month.
  - Review successful service activities that other clubs have shared.

---

---

---

---

---

---

---

---

---

---



## Online Resources

### Lions University Bachelors - Leading Your Lions Club

Lions University was established in 2014 to providing year-round online leadership development opportunities for our Lions Club members.

The Bachelor’s Program is intended to develop the skills necessary to lead a Lions Club. Courses are directed to the skills needed to be great club leader. ([lionsuniversity.org](http://lionsuniversity.org))

Modules Include:

- 102 – Lions Club Structure
- 106 – Club Governance
- 109 – Conflict Resolution
- 122 – Club Secretary

---

---

---

---

---

---

---

---

---

---



## Online Resources

### Lions Learning Center

The Lions Learning Center also offers free online courses to assist members with leadership development.

Consider taking the following online courses:

- Introduction to Lions Leadership
- Effective Listening
- Effective Teams

<http://members.lionsclubs.org/EN/resources/leadership-resource-center/lions-learning-center/index.php>

---

---

---

---

---

---

---

---

---

---



## Online Resources

### LCI Website – Lions Member Center

The Lions Member Center provides the resources you need to plan service activity projects, manage membership, lead your club or district and more.

- **Download:** Lions clubs resources, including logos, publications, forms and Certificates of Insurance.
- **Watch Videos:** See how Lions are making an impact around the world.
- **Plan Lions Projects:** Meet your community's needs by planning service activities focused on sight, youth, the environment and more.
- **Become a Lions Leader:** Discover training resources and leadership development opportunities, including online courses and webinars.

[members.lionsclubs.org/EN/index](http://members.lionsclubs.org/EN/index)

---

---

---

---

---


---

---

---

---

---



## Bibliography

1. Robert's Rules of Order – Newly Revised
2. Robert's Rules for Dummies by C. Alan Jennings, P.R.P.  
An informative, fun and easy to read guide to Robert's Rules of Order.
3. The LCI Website – Lions Member Center  
provides access to an extensive library of Lions related materials.

---

---

---

---

---


---

---

---


---

---



## The Role of the Club Secretary

Region Chair Melinda Blaza  
Lions District 4-C6



---

---

---

---

---

---

---

---