

A-16

Club Officers Training Series



You're Going To Be a Great Club Secretary

Presenters: PDG Eleanor Colwell

PCC Tim Cheung

June 4, 2020

Some Guidelines for GoToMeeting:

1. Please mute yourself when not speaking
2. Speak when the current speaker is finished or comes to a pause
3. Avoid two people speaking at the same time. The audio will be jammed and we will not hear any of you speaking.
4. You can “Raise Your Hand” physically for your turn on questions/comments



Some Guidelines for GoToMeeting:



5. Be aware of background noise at your location
6. Remember if you're on a phone we can't see you
7. Use the 'chat box' to ask questions
8. If on video be aware of your image and 'background'

DG TEAM REMARKS



District Governor: Debbie Dawson

2VDGE Carolyn Stephenson

1VDGE Barry MacDonald

DGE Glenn Conduit

AGENDA:



1. Your role as Club Secretary – Lion Eleanor
2. Reports you need to prepare – Lion Tim
 - Monthly Membership Report
 - Service Activity Report
 - PU-101
3. Resources available to support you – Lion Eleanor



Your role as Club Secretary

PDG ELEANOR COLWELL

KNOW YOUR VALUE

- You are the organizer of your club
- You are the link between your club and the governor team
- You are the link between your club and your zone, region and district
- You are the link between your club and LCI



Club Organizer



- **Agenda**
- **Minutes –Directors, Business, Dinner Meetings**
- **Correspondence**
- **Ordering Supplies**

Other Records

Club Directory/Committees
Email Contact List
Motions
Attendance
Awards – Attendance, Chevrons
Invoices/Dues Paid/Membership Cards
Transfers In and Out



THE IMPORTANCE OF THE AGENDA

- It should be a collaborative task between the secretary, president and members
- It organizes meetings, saves time and is efficient
- It should be done for every meeting
- It could be sent in advance to members
- It demonstrates to visitors and potential members that you are an organized club.



Unlock the power of your computer!

A Sample Meeting Agenda

Lions Club
Regular Business Meeting June 4, 2020
Agenda



Call to Order
Opening Ceremony / Roll Call
Introduction of Guests
Guest Speaker, if any

Business Portion

Motion to approve the Agenda
Minutes of Last Regular Meeting
* Business Arising
Treasurer's Report
Correspondence
Committee Reports
Old Business
New Business
For the Good of Lionism
Adjournment

KEEPING ACCURATE MINUTES IS IMPORTANT

- They are the official records of your club's actions
- They are a vital part of any club review
- They help create your monthly reports
- They become a handy reference guide for future actions



WHEN CREATING MINUTES YOU SHOULD

- Be clear and concise – don't editorialize
- Include the full name of movers and seconders of motions
- Make the minutes available to all members timely
- Archive the minutes for future reference
- Have the President initial the official version



CORRESPONDENCE

- Collect club mail and disperse to the appropriate member/officer.
- Be a gatekeeper of junk mail
- Make sure proper action is taken.
- File correspondence in an appropriate manner.

Note: Some clubs have a recording secretary separate from a correspondence secretary.



OTHER RECORDS

- **Attendance (Mandatory)**
- **Club directory and email contact list (Handy)**
- **Record of motions**
- **Awards (create value by recognizing service)**
- **Invoices help the treasurer with dues/purchases**
- **You must accurately arrange for transfers in and out**





The Reporting Part of Your Role

PCC TIM CHEUNG

Linking to LCI and the Governor team

- Reports



- **Two (2) Reports you need to prepare Monthly:**
 - **MMR – Monthly Membership Report (using MyLCI)**
 - You need to submit one even when there is NO membership change for the month.
 - **SAR - Service Activity Report (using MyLION)**
- **Club Officer Report (PU-101) by May 15 2021**

Using MyLION to promote and report Club Service Activities (Webinar)

Webinar recording available at the following link

<https://attendee.gotowebinar.com/recording/8672742517337616135>

Lions Club Officer Report



- This report used to be called the PU-101
- The report provides vital information on your Club Officers to LCI as well as the Governor Team
- The information forms the basis of the District A-16 Directory.
- This report is due by May 15 of the current Lions year.



Live Demo *on Reporting* :

1. Service Activity Report (SAR) using MyLION
2. Monthly Membership Report (MMR) using MyLCI
3. Club Officer Report (PU-101) using MyLCI
and
4. Reports available in MyLCI



**DOES ANYBODY
EVER READ THESE
REPORTS ?**





Yes We Do.

The Governor Team has access to the reports of those clubs for whom they are responsible.

Does anybody ever read these reports ?



- Lions Clubs International feeds your **Service Activities Report** into their computers (systems). They accumulate data from all over the world and use this data when they approach various foundations to create partnerships.
- Some examples are the **Gates Foundation**, The **Clinton Foundation**, the **Carter Foundation**. These Foundations often provide valuable funds to our Lions Clubs International Foundation to support our many global efforts.
- They also use your information for Public Relations efforts.



You Can Save a Lot of Time By Downloading *Reports*

- **Log on to mylci.lionsclubs.org**
- **On the MyLCI Home Page, click on My Lions Club and see what the drop down menu gives you, especially the REPORTS.**

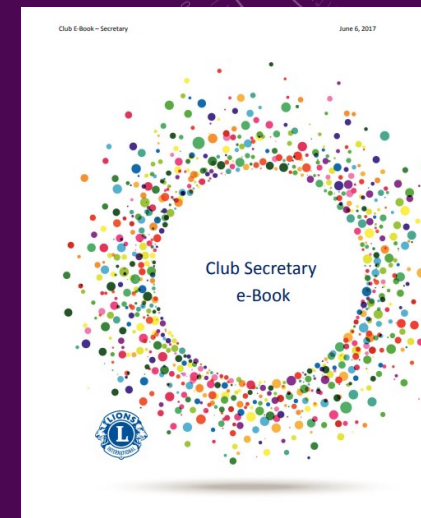


Resources Available To Support You

PDG ELEANOR COLWELL

Resources available to support you

- **E-books:**
 - Club Secretary e-book : da-cseb.pdf
- **Constitution and By-Laws (LCI and A-16)**
- **MyLION & MyLCI**
- **Lions Learning Centre**
 - Club Secretary Learning Path
- **District training**





Call for your Immediate Attention...

- Get yourself familiar with the MyLCI/MyLION/Shop apps
You have access to the Apps now.
You will be granted the Secretary role by July 1, 2020.
- Order a few (say 3) new member induction kits from LCI in July
(they are free of charge).
- Work on the hand-over with your current Club Secretary between
now and July.



QUESTIONS / COMMENTS



THANK YOU !