



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.

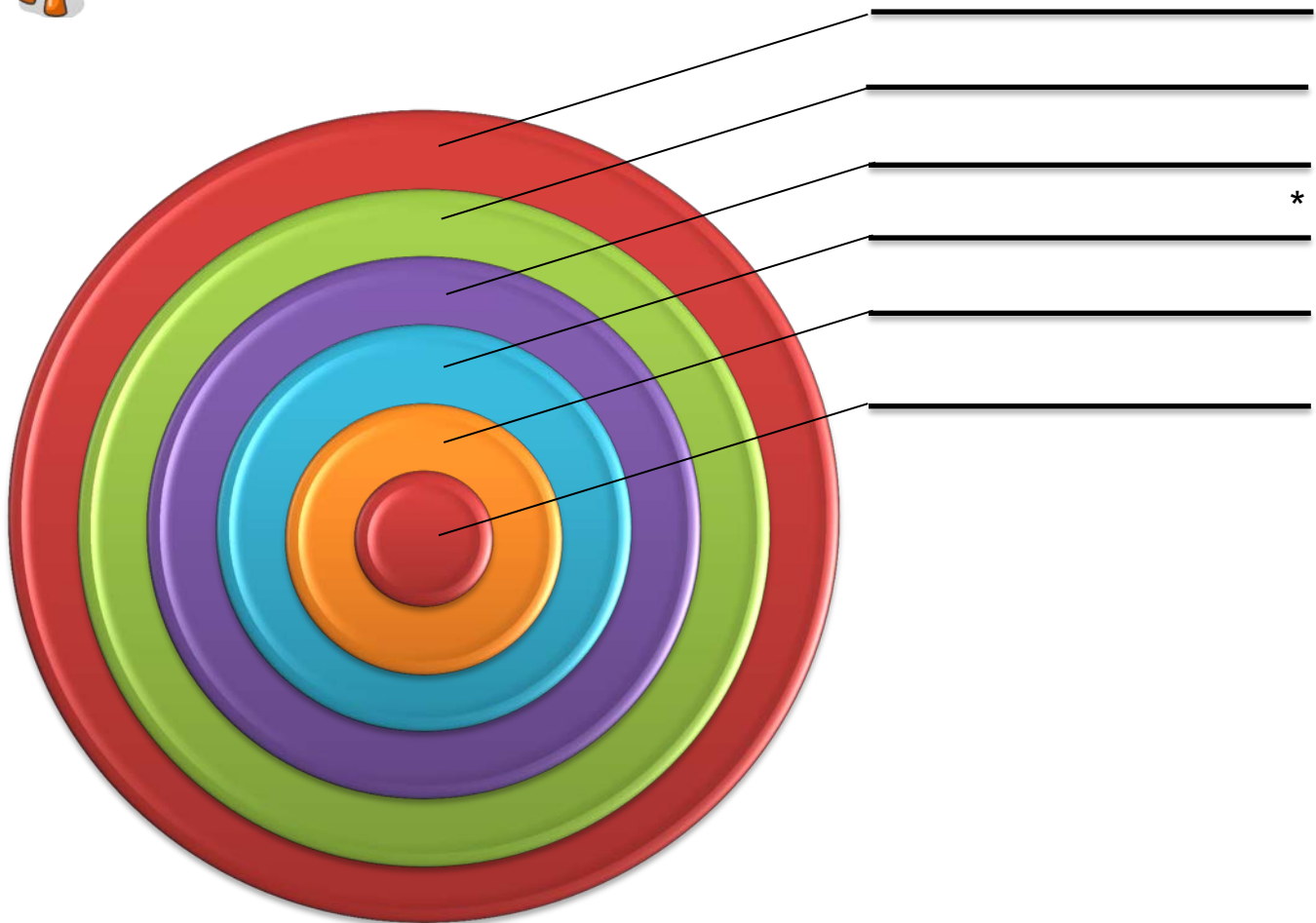
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Section 1: Introduction



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.

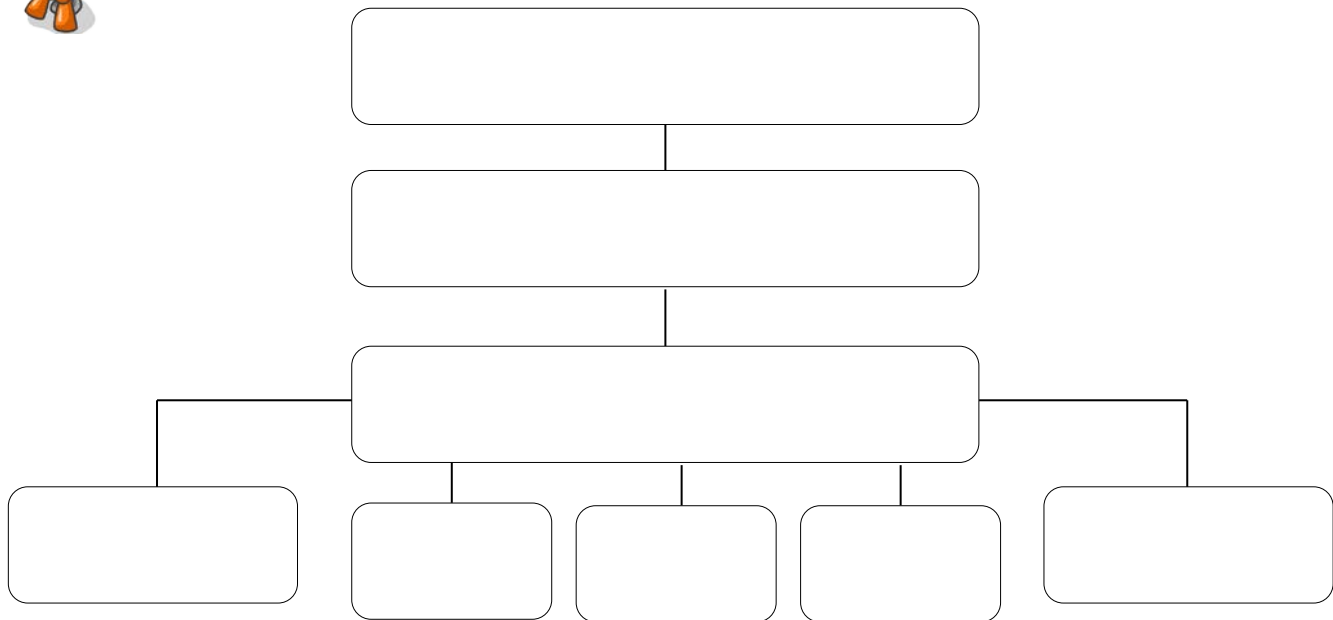


As a newly elected officer, how can you help promote the mission and purpose of Lions clubs?

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

Lions Learning Center

The Lions Learning Center is an online training center accessible through MyLion (app.mylion.org). The center has a library of free courses available to you as a club officer that gives you access to leadership tools and can encourage your personal growth within Lions International.

You will need an account with MyLion in order to access the courses. To sign up for an account, you will need your member number, which you can get from your club secretary or on the mailing label of your Wisconsin Lion state newsletter or LION Magazine.

Step 1:

Once you are logged into MyLion, click on the MyLion drop-down menu, which is circled in Image 1.

If you see Image 1a when you log in, hover your mouse over to the Learn app on the landing page and click the go button (see circled). This will take you directly to the Lions Learning Center and you can skip Step 2.

Step 2:

Hover over to the Learn icon, which is circled on the menu in Image 2. Click the icon to access the Lions Learning Center.

Step 3:

Hover over to the Learn icon, which is circled on the menu in Image 2. Click the icon to access the Lions Learning Center.

Step 4:

To access the online training courses, drag your mouse to the Lions Learning Center “Go” Button, which is circled in yellow in Image 3.

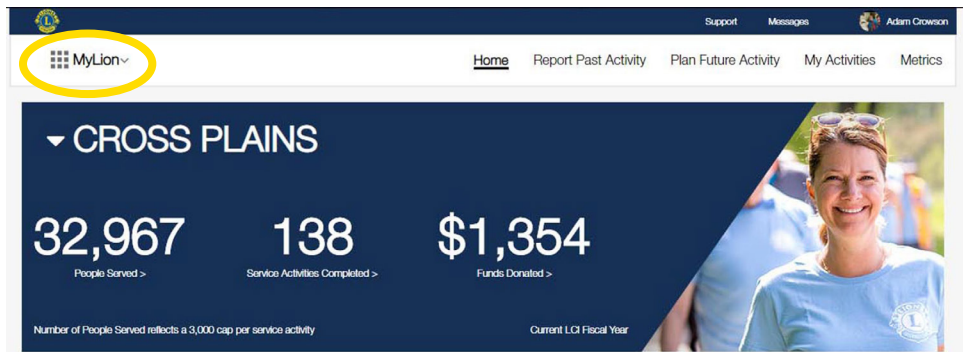


Image 1

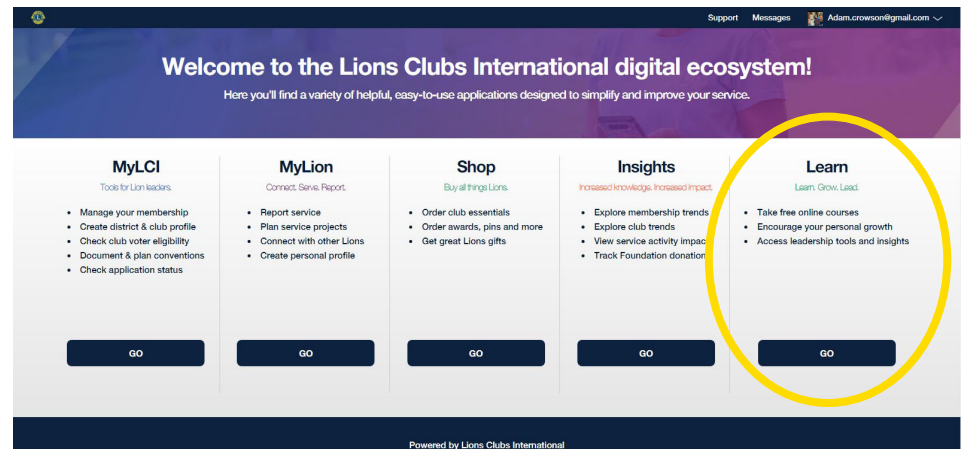


Image 1a

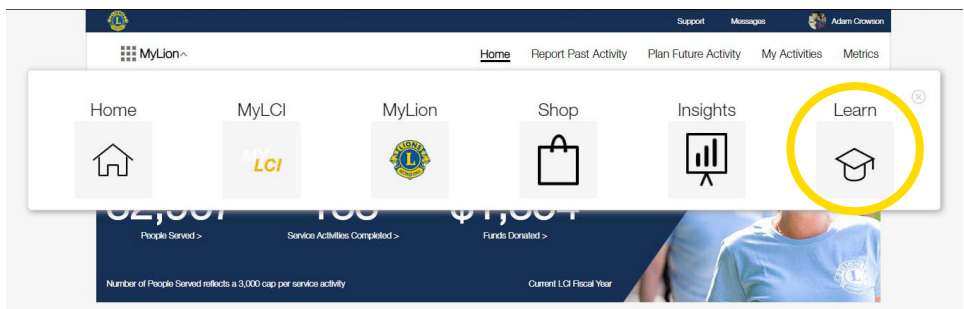


Image 2

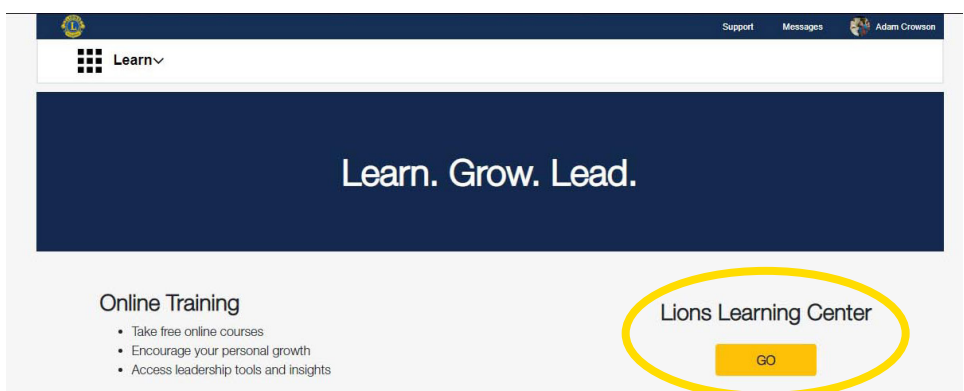


Image 3

Step 5:

Locate the link to the content library (see Image 4) and click it.

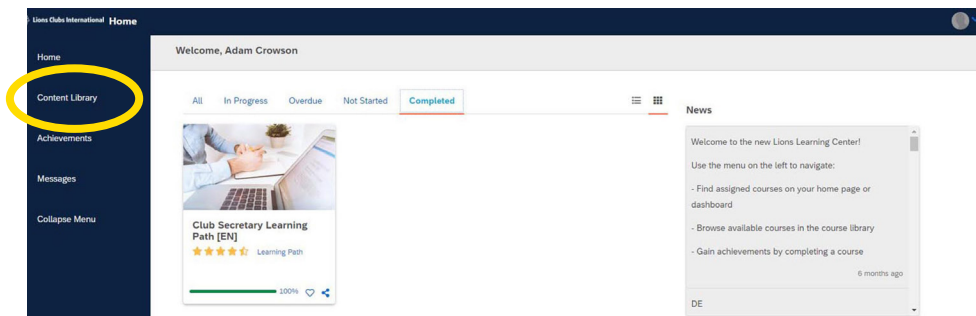


Image 4

Step 6:

A list of available courses in the content library will show up. Locate the courses that apply to your position. For Club Secretaries, you will want to select the Club Secretary Learning Path (circled in Image 5). This will take you through training courses for club officers and club presidents.

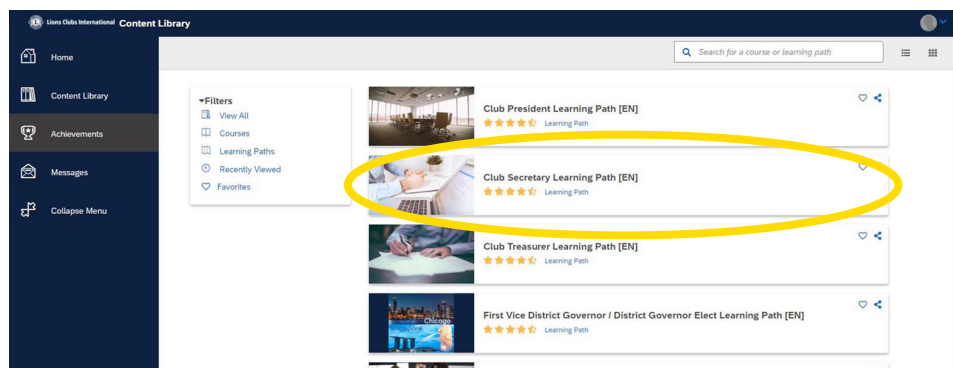


Image 5

Step 7:

Click “Start Learning Path” in Image 6 to access the coursework.

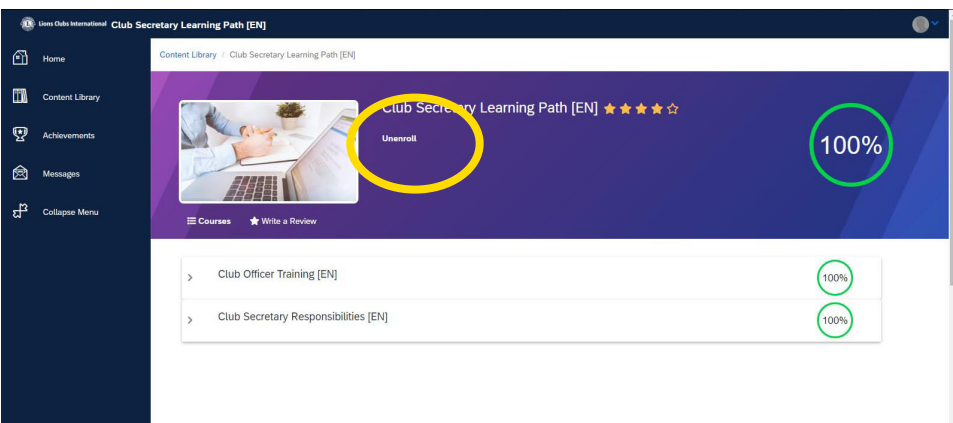


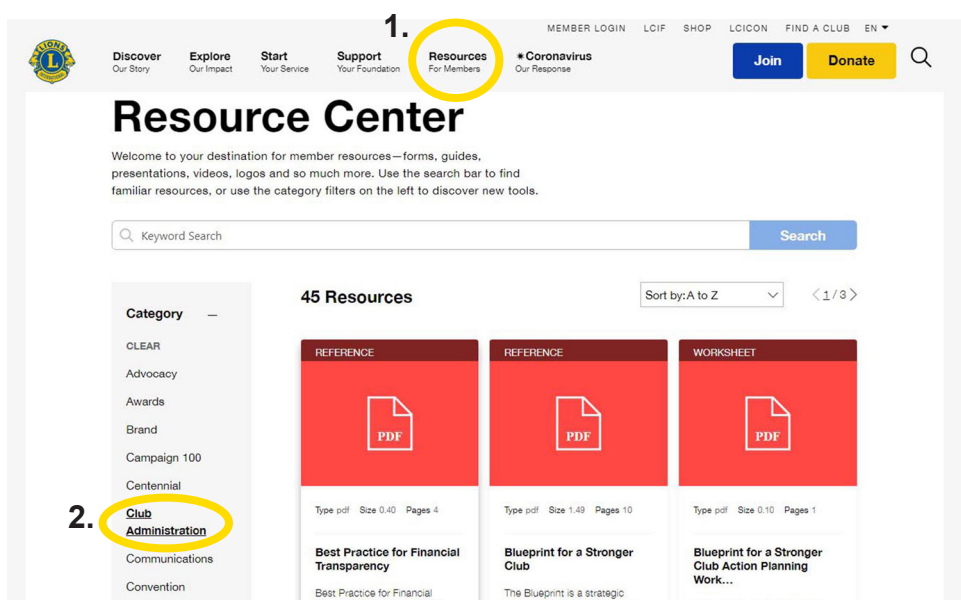
Image 6

Resource Center

Another good resource available to you is the Resource Center, which can be found at lionsclubs.org.

Click “Resources for Members,” circled in the image at right and then select the “Resource Center” on the menu that pops up.

Once inside the Resource Center, look for Club Administration category (circled in yellow on right). This will help you access multiple eBooks and other documents to teach you how to manage and grow your club.



You can gain additional insight and information by familiarizing yourself with the documents and training material on the Lions Clubs International website.

Websites

MyLion – Reporting service hours, access to MyLCI, Lions Learning Center, Insights into your club, and shopping for Lions International apparel and club supplies. app.mylion.org

MyLCI – Manage your club's membership roster, club members' contact information, and file your monthly membership reports. mylci.lionsclubs.org

Club Officer Orientation

Lions Learning Center: lionslearningcenter.litmos.com

Resources For Members: <https://lionsclubs.org/en/resources-for-members/resource-center>

Click on Club Administration or Leadership Development under the categories menu to access eBooks and documents pertaining to club officer training or to learn new ways to help manage and grow the success of your club.

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

Publications

Club Officer Manual

Secretary: <https://lionsclubs.org/v2/resource/download/79864207>

President/First Vice: <https://lionsclubs.org/v2/resource/download/79864376>

Treasurer: <https://lionsclubs.org/v2/resource/download/79864052>

Service Chair: <https://lionsclubs.org/v2/resource/download/79864106>

Club Officer: <https://lionsclubs.org/v2/resource/download/79863235>

LCIF Coordinator: <https://lionsclubs.org/v2/resource/download/88576921>

Blueprint for a Stronger Club

<https://lionsclubs.org/v2/resource/download/79862773>

Worksheet: <https://lionsclubs.org/v2/resource/download/79862894>

Club Quality Initiative

<https://lionsclubs.org/v2/resource/download/79863744>

PowerPoint: <https://lionsclubs.org/v2/resource/download/79863083>

Your Club Your Way

<https://lionsclubs.org/v2/resource/download/79862780>

Making It Happen: A Guide to Club Project Development

<https://lionsclubs.org/v2/resource/download/79864014>

Membership, Retention, and Awards

<https://lionsclubs.org/v2/resource/download/79863772>