

Club Secretary

A Resource Guide for Club Secretaries

GROWING TOGETHER IN MD-36



EXPAND THE HORIZON

This resource guide has been compiled in an effort to clearly outline the duties of the club secretary. It will be modified and amended as new information and/or procedures come available. If you have suggestions for improving this guide contact PDG Richard Smith at RAS39@Q.com or 541 459 3914

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Overview of Secretarial Duties

Each Meeting and Board of Directors Meeting

1. Take attendance
2. Record the minutes of the meetings

Monthly

1. Submit the MMR (Monthly Membership Report)
2. Submit the Activities report

Quarterly

1. Attend Zone meetings with President

March/April

1. Elect new officers
2. Submit Officer Reporting Form (PU-101)
3. Apply to LCI and District for members awards

End of Year

1. Check records for 100% attendance awards
2. Check records for years of service awards
3. Make out new attendance record form for next year
4. Submit Annual activities report (A-1) *(if you have not done it monthly)*

Twice a year

1. Check members list with International's list on the back of the dues statement sent to the treasurer

New member

1. Fill out and file membership application
2. Fill out member record
3. Submit new member info to LCI through MMR report (see "Monthly #1)

Supplies

1. Secretary orders club supplies or awards

Attendance

At the beginning of each meeting the secretary should take a roll call of all members. The roll may be taken by calling out the list of member names, quietly recording in a log those members present, or having members check in on an attendance sheet provided each meeting. The secretary must keep an accurate log of attendance for the year.

When absent, members can fulfill their attendance requirements by making up the missed meeting 13 days prior to or 13 days after the missed meeting by: 1) Attending another Lions club meeting; 2) Attending his/her home club Board meeting; 3) Attending his/her home Club

standing committee meeting; 4) Attending a Lions zone, district, state, or international meeting; or 5) Helping on a Lions Club project.

A Guest Register should be used for guest speakers, prospective members, non-Lion visitors and visiting Lions to personally record their names and positions, or it could be part of the attendance sheet as described in "Attendance".

The Board of Directors may grant credit for missing a meeting for illness, military service, jury duty, elected governmental position or other statutory requirements, and occupational duties.

Quorum

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, unless the by-laws state otherwise. The secretary must announce whether or not a quorum exists.

Minutes

The Minutes of a meeting is the record of the proceedings. The essentials are as follows:

1. The kind of meeting: "regular, special, or board."
2. Name of the assembly: "Lions Club of _____."
3. Date and place of meeting
4. Name of person presiding at meeting
5. Whether minutes of the previous meeting were approved
6. All motions (that were not withdrawn), their movers and whether the motions were sustained or lost
7. All points of order and appeals, whether sustained or lost
8. The time of the call to order and of adjournment

The minutes should only record what the club does, and not what members say. Therefore:

1. Debate is considered informal and not recorded
2. Generally the name of the member making a motion is recorded, the seconder is optional. Be sure to record that motion carried or lost.
3. When a vote is taken by ballot, the number on each side should be recorded
4. 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:

1. Motions that are successfully voted into policy are "carried, adopted, or sustained." Avoid using "passed."
2. Motions that are not carried are "lost or defeated. Avoid using "failed."
3. Reports that are endorsed by the club are "adopted or accepted." Avoid using "received," which simple means read to the assembly.

Monthly Membership Report (MMR)

Completing the MMR is a very important secretarial task. It serves to keep International and your district officers informed as to your club's membership status. Here are some tips on completing the paper MMR: (*this method is not encouraged*)

1. Please note the block in the upper left-hand corner. It says "Mail by Last Day of Month." That's what it means! Many secretaries eliminate their club from the district governor's contest because they send the MMR late. When completing this box the total should be the same as the total of the box in the upper right hand corner of the MMR.

2. In the center box at the top "(D) Club Use . . .)" tally any drops or transfers for the month. Make sure that the dropped member's name and member number is listed in the space at the bottom of the page.
3. In the box in the upper right hand corner "Club use . . ."
 - a) On the first line report the members from the last MMR report. (Make sure to check that this number does agree with last month's report.)
 - b) On line "A" indicate the number of new members. Make sure to list their name and pertinent information in the space provided in the middle of the report page.
 - c) Continue by completing the rest of the lines and make sure the line "Members at Close of Month" does represent the number of members at the close of the month.
4. In the boxes below the three membership tally boxes check the data for accuracy. Make changes there as necessary.

Filing on-line: It is easy to file your MMR on-line. All you need is your membership number and a special password supplied to you by LCI. If you don't have the password, call LCI and they will send it to you. LCI has a training site for this activity online. Your CABINET SECRETARY can also be a big help to you, if you need assistance. Once you file on-line, you will be hooked.

Activities Report

The Activities Report can also be filed on-line monthly, then tallied at the end of the year. This saves a lot of time.

Six steps to a strong Lions Club

1. Have a Major Service Activity.
2. Have a Major Fund Raising Project.
3. Strong Public Relations.
4. Well organized, Enjoyable Meetings.
5. Association Spirit
6. A Strong Membership Development and Retention Program.

