



# **LIONS CLUBS INTERNATIONAL**

## **DISTRICT 105SW**

[www.lions105sw.org.uk](http://www.lions105sw.org.uk)

# **THE CLUB SECRETARY'S HANDBOOK**

**Fiscal Year 2011 - 2012**



## **LIONS CLUBS INTERNATIONAL DISTRICT 105SW**

### **NOTES FOR CLUB SECRETARY**

The Secretary's **main duties** fall into the following headings:

Club Records  
Lions Clubs International Records  
Correspondence  
Communication Flow

Ideally you need to have or access to a computer and the internet to be a club secretary but the role can be undertaken if you do not although it will much easier if you do. You do need to be organised, understand the need for administration and be a good listener for taking minutes of meetings.

#### **Club Records**

To keep and maintain:

- a. Accurate Minutes of Club Meetings (may be prepared by Minute Secretary)
- b. Accurate Minutes of Directors Meetings
- c. Membership List – remember implications of Data Protection Act
- d. Membership cards can be printed via a function in the Web Monthly Membership Reporting (WMMR) section of the Lions Clubs International (LCI) website. Criteria can set by the Secretary.
- e. Committee details
- f. Members' attendance and service records (may be held by Membership Chairman)
- g. Result of Elections

## Lions Clubs International (LCI) Records>Returns

To provide the following information:

1. **Monthly Membership Report (MMR).** A separate note from PDG Christine Rowe in this booklet gives guidance. The preferred option is to file online and e-mail a copy to PDG Christine Rowe. There is still an option to submit hard-copy forms to Lion Christine as outlined in the note but this is less efficient and our District 105SW wants to promote online submission. If the Club Secretary does not have internet access another member can update the MMR online using the Secretary's login and password.
2. **District Activity Reports.** These should be submitted by e-mail to PDG Christine Rowe with the copy of the Monthly Membership Report to cover the period between one Business Meeting and the next.  
Please complete as fully as possible as not only does this give the District Governor and Zone Chaimen an overview of what our clubs are achieving but it will also help you with the completion of the Activities Reports for Oak Brook – see below. A pro-forma of the District Activity Report is attached and will be e-mailed to each Secretary in late June/early July.

There is now the facility to file a monthly electronic Activities report to Oak Brook.

3. **LCI Annual Activities Report.** This now has to be submitted electronically. This is best completed monthly rather than wait until the end of the fiscal year. If this is not completed each month, then details of the year's activities and donations will need to be submitted in June.

Access is via the MMR login and the report is called the Lions Club Activity Report. You will be prompted to complete this report once the MMR has been completed.

4. **Membership List.** An updated list should be sent to PDG Christine Rowe by 31<sup>st</sup> August in order that she can check the records for the distribution of the **LION**. Any subsequent changes of membership or address during the year will be picked up by her from your monthly Membership Report.
5. **PU101.** This should either be completed online and a copy saved and e-mailed to Multiple District Headquarters (MDHQ) or completed and returned to MDHQ via post or e-mail as soon as possible after your election meeting, as instructed on each copy. You will have a proof copy returned you for final checking prior to printing. There is now only the need to send one copy to

MDHQ. If the only copy you send it's the one to send to MDHQ, they will complete the details on the Oak Brook site

6. **Voting Delegates to International Convention.** This is mailed to you by Oak Brook and requires completion if any club member is attending International Convention.
7. **Multiple District Convention Delegates/Alternates Voting Registration form.** This form should be completed for members attending Multiple District (MD) Convention and should be returned as instructed on the form. A nil return is required if no member is attending.
8. **District Convention Delegates/Alternates Voting Registration form.** This should be completed for members attending District Convention and is in addition to the Convention Booking form which is required for each attendee to cover accommodation/social/Health & Safety aspects of the weekend. Again, nil returns are required by the date advised.

### **Correspondence**

Keep together all correspondence – file as you feel comfortable – by date, subject, source or whatever way in which you can easily find information. It will be a combination of paper and electronic but try to avoid the temptation to print everything.

Often other Officers – President, Treasurer, Activities, Welfare, Service and Social Chaimen will also keep correspondence as well.

Send out correspondence as requested – remember this will be the face of your club to some people/organisations so take time over content and presentation. Ensure that you use a common letterhead within your club, hopefully the corporate version and that the logos used are the current versions. They are available for download via the district website - [www.lions105sw.org.uk](http://www.lions105sw.org.uk).

Service Awards – you will need to monitor and order chevrons and the like from MDHQ, generally for presentation by the District Governor or other District Officer at either a club meeting or Charter Anniversary. The 100% Attendance Pins can also be ordered from MDHQ – reference PA09.

President's Excellence Award – application, the relevant form can be found on the LCI website, should be submitted to LCI with DG's signature by 30<sup>th</sup> September following term of office. The link to download the form is: <http://www.lionsclubs.org/EN/common/pdfs/da-1.pdf>.

DG's Club visit – confirm on behalf of club, send directions, minutes of last two meetings and a list of members to provide background. A copy of the previous year's accounts can also be helpful. Similar information should also be supplied to official guests attending Charter Anniversary

## Inbound Mailings

LCI	Ad hoc as appropriate.
MD	Generally five per year – confirmed dates will be supplied with the first mailing in August. However in the past they have been in August, November, February, March and April. Timings are based to a degree on the circulation of information about and prior to MD Convention. These are likely to move to electronic mailings in the very near future.
District	Monthly at the end of each month and the district would encourage all clubs to accept electronic mailings.
Other	From various sources.

All Club Secretaries will be supplied with a password to access the District 105SW website as more and more information will become available there and ultimately this will replace the District monthly mail-drop for those clubs with access to the internet.

Return of Forms – Selected forms require positive action including Nil Returns such as Autumn and Spring Forum attendance, Delegate and Alternate Forms for Multiple District and District Conventions plus occasional other forms. The District forms have a watermark requesting Nil Returns.

## **Communication Flow**

### Club Meetings

Help the President prepare including provision of an agenda.

### MD Directory

Check the details are correct when issued in July – advise District Secretary and Newsletter Editor of corrections to be circulated in the Newsletter.

This year the three club officers – President, Secretary and Treasurer – will receive a copy plus one per 5 members of the club or as ordered by the Secretary when submitting the PU-101 to MDHQ. Additional copies, subject to availability, will be available from MDHQ at a cost of £1 to cover postage.

For information Cabinet members and PDG's will also receive a copy, unless they get one as a Club Officer.

The district now e-mails an updated district directory each month to every club secretary. Please remember to keep this confidential and heed the notice on the front page about its use.

## Incoming Correspondence

Advise members of **everything** – how you do it is down to you – copy everything, put in folder to be circulated at meeting, read it out or summarise at the meeting, refer to website for District mailings.

## Zone Meetings

These meetings are open to all Lions but it is very important that at least the President and Secretary attend each Zone meeting as they are a vital element of the information flow in all directions.

## **Conclusion**

What is the Secretary's role?

A link for information coming into and going out of the club

Share that information with your club

If in doubt ask – who? Your President, a past secretary (but things might have changed), Zone or Region chairman, District Secretary and in the case of MMR's and Activity Reports – Christine Rowe

The Ray Hill Memorial Award is awarded at District Convention to the club which fulfils the most criteria of various aspects of administration in the previous twelve months – a copy of the rules is attached.

Manuals are available for Club President, Secretary and Treasurer on the District website in the Membership Resources area – [www.lions105sw.or.uk](http://www.lions105sw.or.uk). If this is a problem please contact the District Secretary. Also there is a comprehensive Club Officers Manual on the LCI website in the club resource area: <http://www.lionsclubs.org/EN/common/pdfs/la15.pdf>

Any concerns or comments for discussion can be passed through your Zone Chairman who will report them to Cabinet. Remember all members have a right to attend Cabinet meetings, subject to prior advice of their proposed attendance to the District Governor.

Above all else keep on top of things – do not leave writing of minutes of meetings to a few days before the next meeting, return forms before the deadline (it will help the recipient), keep everything in an orderly manner – but do not lose sight of what we are doing as Lions, improving the quality of life of those less fortunate than ourselves.

**Lion Lesley Clarke** – District Secretary 2011-2012

May 2011



### **Monthly Membership Reports filed on line**

Both our District 105SW and Lions Clubs International (LCI) prefer all clubs to file their Monthly Membership Reports (MMR) online. It is very quick and easy, but if you are unsure, then I am only too happy to help. There is a training area on the International website where you can “play” so that you can see how easy it all is!

To update your MMR go to [www.lionsclubs.org](http://www.lionsclubs.org) select ‘Submit Reports and log in.

The link is: <http://www3.lionsclubs.org/EN/RegisterLogin/HomeLogin.aspx>

If you are having problems with your password which will have been either e-mailed or posted to you by LCI, e-mail [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org) giving your own LCI number and Club identification number, as well as your e-mail address.

Once logged on:

Select Membership

Select month required

Select membership option: Add (*make sure you have the option of new member selected*)

Update

Review

Transfer

Drop

Reinstate

Enter or Update the necessary fields.

If there are no alterations, then click on ‘No Membership Activity’ and hit OK.

Your MMR has now been submitted to LCI so you must now e-mail me a copy of this report to enable me to keep track of changes for the district and MDHQ for the mailing of the Lion magazine.

The copy actually states the date and time that the submission was made so don't be late!

Before logging out; to save a copy go on the route:

Club

Reports

Monthly Membership Report - **Print**

(Making sure that you have the correct month)

Run Report

I suggest that you save a copy of this to your Desktop as a pdf file

(Do not click on e-mail at this stage as you will be asked if you want to send a link and this arrives as an unreadable file)

Send me an e-mail to [chris.perowene@btinternet.com](mailto:chris.perowene@btinternet.com) and attach the pdf file copy of your month's report. You can send this to me together with a copy of the District Activities Report.

If you wish you can print a copy of both reports for your own records or just keep as saved files.

If you are unable to update online please note that Oak Brook needs hard-copy reports by the 20<sup>th</sup> of the month, which means that I need to have received these by the 13<sup>th</sup> of the month at the very latest for posting to the States. Any which arrive after this will be treated as the following months figures.

I appreciate that this means that some Clubs will not have had meetings before that date, but the easiest way is to understand that the report can be from Business meeting to Business meeting, as is the Activity report, and not by calendar month, which means you report a month in arrears (i.e. April's figures will be submitted as May figures).

It is important for all Clubs to realise that the numbers submitted as at the end of June and December are those which will be the numbers that will be used to calculate the dues each half year.

So those Clubs who send hard copies please be aware of the deadlines.

Should you have any questions please just contact me and I will be pleased to help you resolve any issues with MMR reporting.

**PDG Lion Christine Rowe**

Perowene  
Daws House  
Launceston  
PL15 7JF  
01566 773747  
[chris.perowene@btinternet.com](mailto:chris.perowene@btinternet.com)

## **Lions Club Service Activity Report on line**

As from January 2011 clubs will be able to:

- Provide a narrative description and upload up to two photos for each activity.
- Share service activity information with other clubs/districts.
- Search for activities by key words, activity categories, and/or geographic location.
- Set service goals/objectives and monitor progress toward achieving them.
- Generate custom reports and feed information into a variety of templates that can be used to showcase activities.
- Designate club/district signature activities.
- Access project ideas and activity planning resources for various service action campaigns.

### **Frequently Asked Questions**

#### **Will clubs be required to provide additional information with the new Club Service Activity Report?**

No. Clubs will still be reporting the same information (e.g., number of Lions and hours involved in service activities), but the new report allows them to also provide a description and upload up to two photos. Clubs may include as much or as little information as they wish. If there are items that do not apply, clubs may leave these blank.

#### **What happens when clubs check the “Share this Story” box?**

When clubs check the “Share this Story” box, they indicate that they are willing to share the title, description, and photos for a particular activity with others. Clubs will be able to search for activities conducted by other clubs. This may include clubs in their district or other constitutional areas. This information will also be available to LCI staff who may use this information to develop additional project planning resources and/or collect stories that may be featured on the LCI website, Lion Magazine, or other LCI publications.

#### **Is it possible to report on fundraising activities?**

Yes. Clubs will now be able to include information on fundraising activities. To add an activity that was organized to raise funds, clubs would enter *Fundraising Event/Campaign* for the activity type.

#### **What should I do if I cannot find the appropriate activity type?**

Clubs should choose the category that most closely matches their activity. They can choose from the recommended categories or select one from a list. As we continue to refine the report to more adequately capture service activity information, clubs may send their recommendations for activity types that should be added to [activityreports@lionsclubs.org](mailto:activityreports@lionsclubs.org).

**What should I do if there are items that do not apply to a particular activity?**

Clubs should provide the number of Lions and Lion hours dedicated to a specific activity, but other information that does not apply may be left blank.

**Club Service Activity Report Support**

For general questions about the report and the redesign, clubs may email [activityreports@lionsclubs.org](mailto:activityreports@lionsclubs.org).

For technical support, clubs may contact the WMMR Support Center at [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org) or 1-630-468-6900.



LIONS CLUB OF \_\_\_\_\_

## DATA PROTECTION ACT

### CONSENT FORM

Pursuant to the above Act, you are advised that this Lions Club maintains records of all Club members for the purposes of membership and service records, mailings, communications and administration activities at Club, District, Multiple District and International levels of Lions Clubs International. Such records necessarily contain personal data. This data is maintained in both manual and computer based filing systems.

The data held includes as follows:

Name

Address

Partner's name

Telephone numbers – business, home, mobile and fax

E-mail addresses

Occupation

Chairman/Officer positions held at Club, District, Multiple District and International levels

Attendance records

When appropriate names, addresses, telephone numbers and e-mail addresses of some Club Officers may also be published on the Club website.

Under the Act your consent is required for this data to be held. Please therefore sign below to confirm your consent and return to the club secretary.

I give my permission for \_\_\_\_\_ Lions Club to maintain data containing my personal details for Lionistic purposes as outlined above.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS**

**DISTRICT 105-SW**

**Monthly Activities Record Sheet for the Month of:-**

**20**

Lions Club of:

Secretary:

Please return with your Membership report by the last day of the appropriate month.

**Service and Fund-Raising Activities (This Month)**

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Service Hours:

Amount Raised: £

Planned Future Events

Zone Meetings/Club Visits/Social Events

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The following table is designed to assist with completion of the annual return to LCI

**Charitable Donations**

Category	Time in Lions Hours	Donation Amount	Category	Time in Lions Hours	Donation Amount
Sight Services			International Relations		
Hearing Services			Environment		
Health Services			Community Service		
Youth Services			Totals This Month		
Diabetes			Balance brought forward		
Other Services:			Balance cf to next month		

**E-mail to District MMR Officer Lion Christine Rowe with your Membership Report by end of month**

DISTRICT 105-SW Ray Hill Memorial Award

			Points	Score
<b>1</b>	<b>Membership/ Activities Reports</b>	Membership & Activities Report received no later than last day of each Month Each Month	+10	
<b>2</b>	<b>Roll</b>	For forwarding list of current members to the "LION" Distribution Officer before 31 <sup>st</sup> August	+20	
<b>3</b>	<b>Dues</b>	For payment of International, MD & District dues by 28 <sup>th</sup> February and 31 <sup>st</sup> August Each Occasion	+15	
<b>4</b>	<b>General Admin</b>	Return forms by closing date for: (1) District Convention Delegate/Alternate form (2) MD Convention Delegate/Alternate form (3) All other purple forms by due date	+20 +20 +20	
<b>5</b>	<b>Accounts</b>	Submit Club Accounts following audit to District Treasurer by 31 <sup>st</sup> December	+50	
<b>6</b>	<b>Zone Meetings (4)</b>	For attending each District Governor's Advisory Committee Meeting (1) Either Club President or Vice Pres (2) Club Secretary (3) Club Treasurer	+30 +20 +20	
<b>7</b>	<b>Attendance</b>	Incoming Officers Meeting (1) Incoming President, Secretary and Treasurer Each Officer District Forum (1) Lions members 2 years or less service Each member (2) President, Secretary and Treasurer Each Officer District Convention Business Meeting (1) Either Club President or Vice Pres (2) Treasurer /Secretary Each Officer (3) Lions members 2 years or less service Each member	+20 +10 +10 +30 +20 +10	
			<b>TOTAL</b>	

**The District Governor's Decision to be final in the event of doubt in any of the categories.**

If a tie ensues, tie-breaker will be the earliest date Club Accounts are sent to the District Treasurer.

The qualifying time scale for the contest will be:-

**From 1<sup>st</sup> January to 31<sup>st</sup> December annually.**

**Amended and approved by Cabinet Feb 2011**