



**LIONS CLUBS
INTERNATIONAL**

DISTRICT 105SW

**THE CLUB
SECRETARY'S
HANDBOOK**

Fiscal Year 2008 - 2009



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
Information Flow

Firstly you do not have to have a computer and internet access to be a club secretary – but it will be much easier if you do – and 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. Committee details
- e. Members' attendance and service records (may be held by Membership Chairman)
- f. Result of Elections

Lions Clubs International (LCI) Records

To provide the following information:

1. **Monthly Membership Report (MMR).** A separate note from Peter Rowe gives guidance. The best option is to file online and e-mail a copy to Peter Rowe otherwise you will need to submit the forms (black and green copies) to Peter Rowe as outlined in the separate note.

2. **Activity Reports.** These should be submitted to Peter Rowe with the Monthly Membership Report to cover the period between one Business Meeting and the next. Please complete as fully as possible as this not only does this give the District Governor an overview of what our clubs are achieving but it will also help you with the completion of the annual Activities Report for Oak Brook – see below. A pro-forma of the 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. **Annual Activities Report A-1.** This now has to be submitted electronically.
4. **Membership List.** An updated list should be sent to Peter Rowe by 31st August in order that he 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 him from your monthly Membership Report.
5. **PU101.** This should be submitted as soon as possible after your election meeting, as instructed on each copy. This will be filed online if you submit electronic MMRs.
6. **MD Club Officers Form.** Again this should be submitted immediately after your election meeting and is essential to ensure your club's entry in the MD Directory is updated.
7. **Voting Delegates to International Convention.** This is mailed to you by Oak Brook and requires completion if any club member is attending International Convention.
8. **Multiple District Convention Delegates/Alternates Voting Registration form.** This form should be completed for members attending MD Convention and should be returned as instructed on the form. A Nil return is required if no member is attending.
9. **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/H & S aspects of the weekend. Again, Nil returns are required.

Correspondence

Keep together all correspondence – file as you feel comfortable – by date, subject, source or whatever way in which you can easily find information.

Often other Officers – President, Treasurer, Activities, Welfare, Service and Social Chairmen 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.

Service Awards – you will need to monitor and order chevrons and the like from LCI, generally for presentation by the District Governor or other District Officer at either a club meeting or Charter Anniversary.

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 30th September following term of office

DG's Club visit – confirm on behalf of club, send directions, minutes of last few meetings and a list of members to provide background. Similar information should also be supplied to official guests attending Charter Anniversary

Inbound Mailings

LCI	Ad hoc as appropriate
MD	Generally five per year – dates will be supplied with the first mailing in August
District	Monthly at the end of each month
Other	From various sources

More will become electronic or refer you to a website

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 are coloured lilac and have a watermark requesting Nil Returns.

Information Flow

Meetings

Help the President prepare including provision of an agenda

MD Directory

Check the details are correct when issued in July/August – advise Dist Sec and Newsletter editor of corrections to be circulated in the Newsletter

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 – 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 – Peter 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.

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.



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 _____



Monthly Membership Reports filed on line

Go to www.lionsclubs.org select 'Submit Membership and Activities Reports and log in.

If you are having problems with your password, e-mail wmmr@lionsclubs.org giving your own LCI number and Club identification number, as well as your e-mail address.

Select Membership

Select month required (it is usually set as the month before!)

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

Update
Review
Transfer
Drop
Reinstate

If there are no alterations, then click on 'No Membership Activity'
Hit OK

YOU MUST NOW E-MAIL ME A COPY OF THIS REPORT AND **NOT** THE OLD PAPER REPORT, as this causes duplication

To do this, go on the route:

Club

Reports

Monthly Membership Report - **Print**

(Making sure that you have the correct month)

Run Report

Save a copy of this – I suggest to 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, as this is not successful or a copy of the pdf file as an attachment – this arrives as Notepad and is all gobbledegook)

I presume that you will print a copy of this off for your own records

(Incidentally the copy actually states the date and time that the submission was made-
so don't be late!!)

Then you can e-mail this as an attachment to me together with the Activities Report. This is the District Activities report which has the spaces for your activities, and not the on-line report.

The Activities Report on-line is the one which if you complete each month saves you having to complete the annual report, this is concerned with donations and service hours.

Lion Peter Rowe
peter.perowene@tiscali.co.uk



Lions Clubs International



DISTRICT 105 SW *Monthly Membership Reports*

To all Club Secretaries

You will all have received some information from Oak Brook about a change in the timing of reporting Membership figures as from April 2008.

This change is being made because Oak Brook wants its data more up to date and therefore is encouraging Clubs to submit their MMR's on line. Currently 70% of all Clubs world wide do so, but in our District it is less than 50%.

For those who file the MMR's on line this will mean very little difference as they have to be filed by the last day of the month, and copied to me - peter.perowene@tiscali.co.uk

Those of you who still send a hard copy, the requirement is that Oak Brook needs these by the 20th of the month, which means that I need to have received these by the 13th of the month at the very latest for posting to the States.

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 these Clubs who still send hard copies, to realise that the numbers submitted in May and November each year, which might be the April and October figures, will be the numbers which will be used to calculate the dues each half year.

All this suggests that it is a good time to move to electronic online reporting. It is very quick and easy, but if you are unsure, then I am only too happy to help. There is a practice area on the International website where you can "play" so that you can see how easy it all is!

Go to www.lionsclubs.org and then click on 'Submit membership and Activity reports'
The site details are: <http://www3.lionsclubs.org/EN/RegisterLogin/HomeLogin.aspx>

It is not necessary for the Club Secretary to do this as this can be done by any Club member with internet access, using the Secretary's password. Each incoming Club President and Secretary will be getting their password in June. All the current Presidents and Secretaries were sent theirs last June.

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

Lion Peter Rowe

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THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT 105-S W

Monthly Activities Record Sheet for the Month of:- 200

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 c/f to next month		

Return to District M&A Officer Lion Peter Rowe with your Membership Report by end of month

DISTRICT 105-SW Ray Hill Memorial Award

			Points	Score
1	Membership/ Activities Reports	Membership & Activities Report received no later than 1 st of each Month Each Month	+10	
2	Roll	For forwarding list of current members to the "LION" Distribution Officer before 31 st August	+20	
3	Dues	For payment of International dues by 31 st July and 31 st January and MD & District dues by 31 st August and 28 th February Each Occasion	+15	
4	General Admin	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	
5	Accounts	Submit Club Accounts following audit to District Treasurer by 31 st December	+50	
6	Zone Meetings	For attending each District Governor's Advisory Committee Meeting (1) Either Club President/Vice President (2) Club Secretary (3) Club Treasurer	+30 +20 +20	
7	Attendance	Incoming Officers Meeting (1) President, Secretary and Treasurer for coming year 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/Vice President (2) Treasurer/Secretary Each Officer (3) Lions members 2 years or less service Each member	+20 +10 +10 +30 +20 +10	
			TOTAL	

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 1st February to 31st January annually. Amended and approved by Cabinet May 2007