



District 24L Club Secretary Training

Presented By: Lion Vicki Davies

The Club Secretary serves as the administrative backbone of a Lions Club, managing records, communication, and coordination between the club, district, and international organization.

Welcome new and returning Club Secretaries



The goals for Club Secretary Training is to: summarize responsibilities, explain timelines, provide information and resources necessary to prepare for the club secretary position, and review how to utilize the portal. At the end we will have open discussion with questions and hopefully answers.

- ▶ Enter new members, changes in membership status, and update club information into the LCI portal
- ▶ Prepare all documents, agendas for meetings and record minutes of all business proceedings
- ▶ Keep files of all pertinent records Manage club correspondence
- ▶ Actively participate in zone meetings
- ▶ Turn over all records to incoming secretary at conclusion of term of service

Disclosure: Not all clubs are run the same, the responsibilities of a club secretary may be slightly different with each club.

Responsibilities of the Club Secretary

- ▶ Attend all club and board meetings
- ▶ Organize club meetings, set the agenda (Some club presidents do this, and some clubs have the president and secretary work together)
- ▶ Keeping club records
- ▶ Receive and respond to club correspondence
- ▶ Submit club reports to the LCI portal (Service Activities, fundraisers, meetings)
- ▶ Attend and take minutes of club and board meetings. (If you are unable to attend a club meeting, it is your responsibility as secretary to find someone to take minutes for you)
- ▶ Attend three Zone meetings each year.
- ▶ Monitor LCI statements for due bills. (LCI does not send out paper invoices)
- ▶ Order new member kits at the beginning of the physical year, Prepare awards.

Disclosure: Not all clubs are run the same, the responsibilities of a club secretary may be slightly different with each club. You should receive direction from the previous club secretary.

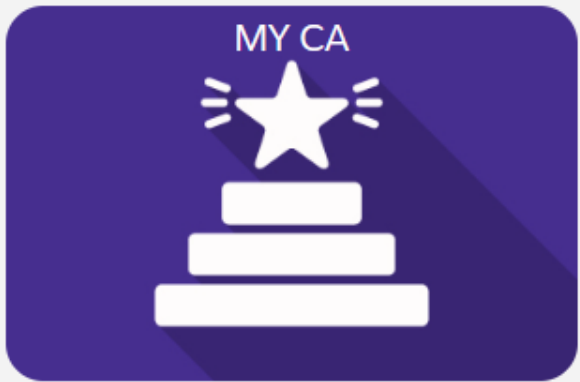
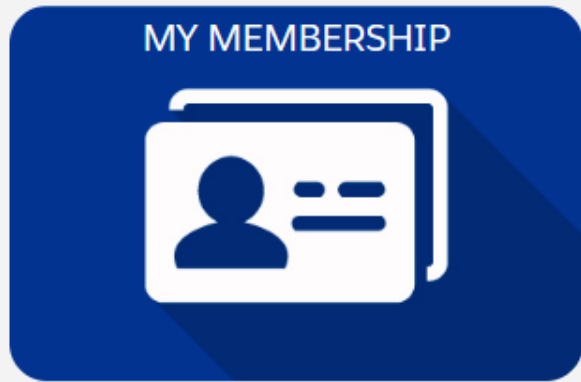


Recording Meeting Minutes

During the Meeting: Take attendance, record meeting minutes, gather activity information from activity chair-people, document guest speakers and visitors both Lions and non-Lions.

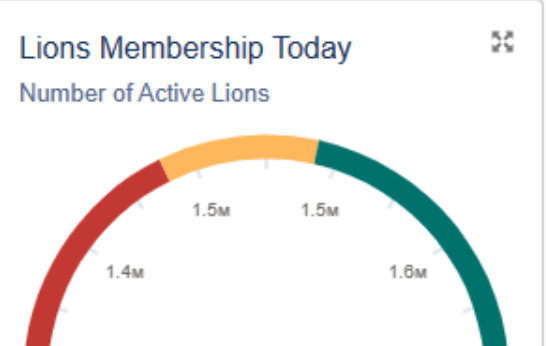
The minutes should only record what the club does, and not what members say. Therefore:

- ▶ Debate is considered informal and not recorded
- ▶ The name of the member making a motion is recorded; the one who seconds is optional. Be sure to record whether the motion carried.
- ▶ 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
- ▶ 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.”



Dashboard **Lion Me...** Refresh

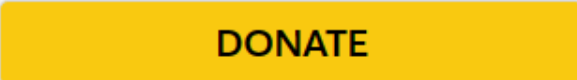
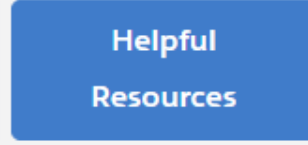
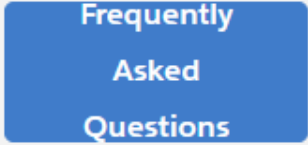
The Portal Home Page for Launch
As of Apr 21, 2024, 5:09 PM-Viewing as -



Welcome to the Lion Portal

We have taken the functionality of MyLion, MyLCI, Insights and other tools and combined them into one cohesive and consistent experience – the Lion Portal.

These resources and FAQs will help make sure that you and your fellow Lions and Leos keep current on Lion Portal news.



QUICK LINKS

- [Lions Clubs International Convention >](#)
- [Global Action Team >](#)
- [Melvin Jones Fellowship >](#)
- [Lions Quest >](#)

Contact Members Services
Email: lionsupport@lionsclubs.org



Lions Club International Member Portal

- ▶ Contact Members Services Email: lionssupport@lionsclubs.org Phone: 630-468-6900
- ▶ Membership! This is information about you! Name, Personal information, Members Sponsored, Positioned held in Club and District.
- ▶ Service - This is where you can either create a service activity or look at the service activities your club has done for the past 3 months.
- ▶ Learn - Online Training, Institute Training, and Local Training
- ▶ Reports - Provides different report
- ▶ Lions Shop -An easy way to order the most common club supplies and Lions Clubs International branded merchandise. Club presidents, secretaries or treasurers can login to their Shop account through the Member Portal and use club funds to purchase items.

Become familiar with your club By-Laws, you may want a copy to keep for your records. Many clubs have taken the LCI club by-laws and adjusted them to fit their clubs needs.



Managing the Club Roster and Member Contact Information

- ▶ One of your most important tasks is to maintain an accurate club roster of members. The LCI portal serves as your main resource to ensure that the club roster is always an accurate listing, and that each member's contact information is kept current.
- ▶ Run the Club Roster report to see the current list of all of your club's members.
- ▶ Report membership changes or add or delete members.
- ▶ Understanding Membership Types and Categories for Each Member of Your Club
- ▶ Officers for the upcoming year (July 1st) must be submitted to LCI by May 15th
- ▶ To get the roster for your members with their information:
 - ▶ Go to My club - Then choose Club Actions from Right Upper Mid Section - Choose View Reports - Choose Lions Club Contact list.
 - ▶ This will provide you with a list of all members and their contact information.

Club Details Club Service Activities Club Financial Details

Account Name
STEPHENS CITY 

Parent Account ⓘ
[District 24 L](#)

Region or Zone ⓘ
[Zone:K](#)

Lion ID ⓘ
9258

Youth Programs ⓘ

Type ⓘ
Lions Club

Active Member Count
26

Club Specialty ⓘ

Club Sub-Specialty ⓘ

Specialty Description ⓘ

Charter Established Date ⓘ
9/24/1946

▼ Club Details

Description

▼ Address

Billing Address
Virginia
United States

Member Actions Club Actions

Manage Club Members

Manage Club Officers

Manage Delegates

View Delegates

View Club Officers

Club Members Club Officers Sponsored Clubs

26 Active Members 

Lion ID	Type	Status	Billing Address	Active Member Count
9258	Lions Club	Active	Virginia United States	26

Club Details | Club Statements | Club Service Activities | Club Financial Details

Member Actions | Club Actions

Account Name
STEPHENS CITY

Parent Account ⓘ
District 24 L

Region or Zone ⓘ
Zone:K

Lion ID ⓘ
9258

Youth Programs ⓘ

Manage Club Officers

* Select from the options below

- Create New Assignment
- End Assignment
- Add Officer Address

Next

Manage Club Members

Manage Club Officers

Manage Delegates

View Delegates

View Club Officers

Club Details

Description

Website
<http://lionwap.org/eclub/sites/stephenscityva>

Address

Billing Address
Virginia

Club Members | Club Officers | Sponsored Clubs



Web-Sites

- ▶ District 24L <https://valions.org>
- ▶ Lions Clubs International <https://www.lionsclubs.org>
- ▶ Lions of Virginia <https://lionsofvirginia.org>
- ▶ Service Reporting LCI <https://www.lionsclubs.org/en/service-reporting>
- ▶ Club Secretary LCI <https://www.lionsclubs.org/en/resources-for-members/resource-center/club-secretary>

President and Treasurer Responsibilities

- ▶ **Club President Responsibilities:** The club president is the chief executive officer of the club. He/she presides over meetings and calls the club to action to fulfill its program of service works; coordinating the efforts of board members and chairpersons to implement all activities of the club in both fellowship and service. Other responsibilities of a club president include appointing chairpersons, preparing to actively participate in zone meetings and managing club elections and leadership succession.
- ▶ **Club Treasurer Responsibilities:** The club treasurer serves as the main bookkeeper for the club's financial accounts; both administrative and public funds (service activities). This includes the administration of membership dues invoicing and collection, making deposits and recording expense receipts. The treasurer prepares, distributes and retains all financial reports and records.

QUESTIONS AND DISCUSSIONS

My Contact Information

- **Lion Vicki Davies**
- **540-542-9493 (text or call)**
- **teteof2@gmail.com**

(Thank you for taking this training)