



The Secretary's job is the most important one in most Clubs. You are expected to be the scribe of all things that happen throughout the year. You are expected to maintain the membership records and issue membership cards. You are the focal point of correspondence between the Club and your community, including those who need your assistance and those you need assistance from.

You must also remember that you are a member of the Lions organization and as such you need to maintain a relationship to the rest of the Lions world.



**SURPRISE!!!!**

You're Secretary ....

**For more information please contact your :**

- Your District Governor**
- Your Vice District Governors**
- Your Cabinet Sec-Treasurer**
- Your Zone Chairperson**
- Your Global Leadership Team**
- Your Global Membership Team**



**Lions Clubs International**

[WWW.LIONSCLUBS.ORG](http://WWW.LIONSCLUBS.ORG)

### **Mission Statement**

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

**SURPRISE!!!!**

**You're Secretary ....**



*Now, what are you going to do....?*

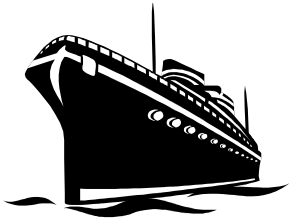
# **THE ONE MINUTE SECRETARY**



**A production of Lions District N-1  
Global Leadership Team—2013**



# The One Minute Secretary



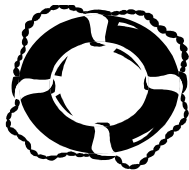
## Charting the course....

As a member of the Executive of your Club you are an **important part of the connection** your Club has to the world. This year you will be interfacing with many groups in your community such as; other clubs and organizations, local businesses, the government (federal, provincial and local), and the public.

You will also be maintaining the connection between your Club and the rest of the Lions world. It is the most important task a Secretary has to do. It is this connection that this pamphlet is all about.

It rests on your shoulders to make sure the **communications channels remain open** between your Club & Lions Clubs International, District N-1, your Zone and other Clubs.

This pamphlet points to some of the important things you should know....



**Rescue your Club  
from the void.**

**PU101 FORM** - This form will advise Lions Clubs International, your District Governor, your Vice District Governors and your Zone Chairperson of the results of your elections. This form must be filled in (on paper or on the Website) and returned to the proper destinations **by May 15th**. It needs to be filled out with all of the information available. This will let the incoming Governor and others know who are the important contacts in your Club. Without this information, the connection between your Club and the Lions world is severed.

**MEMBERSHIP REPORTS** - This form advises Lions Clubs International, your District Governor, your Vice District Governors and your Zone Chairperson of changes in the membership of your Club. Without this information you could experience billing errors, missing Lions magazines, loss of voting privileges and loss of recognition. Membership reports are due (on paper by the 20<sup>th</sup>) on the Website **by the end of each month**. They are to be issued even if there is no change in your membership in the past month. Remember, **that's every month**, including July and August, even if you don't meet.

**ACTIVITIES REPORTS** - This information can be sent to Lions Clubs International, your District Governor, your Vice District Governors and your Zone Chairperson in many different ways. Although it is not required on a monthly basis (required at the end of the Lions year) it is a good idea to keep everyone informed of what your Club has been up to. The report can be filled in on the Website or done on paper. It is especially important to inform your District Governor and Zone Chairperson of your activities before their official visits. A quick email message (or note) of recent events can be included with your monthly membership reports.

**DUES** - Depending on the rules in your Club, you may be required to send the payments for Lions Clubs International and District dues. It is expected that these bills will be brought to the earliest possible meeting and approved so that the payments can be sent **within 30 days of receipt of the bill**.

**MEETING ATTENDANCE** - As the Secretary of your Club, you are a member of, and are expected to attend, meetings of your Zone (3-4 a year as determined by the Zone Chairperson) and meetings of your District Cabinet (4 times a year as determined by the District Governor). These meetings are a valuable source of information to help make your job easier and more interesting.