

## 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)

### 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)
5. Apply to LCI and District for members awards

### 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. Review completed membership application, file in club records, and begin new membership record card.

### Supplies

1. Secretary orders all club of supplies or awards either on-line, by phone, or mail order form.

## Attendance

At the beginning of each meeting the secretary should take a **Roll Call** of all members. The roll may be taken either by calling out the list of member names or quietly recording in a log those members present. The secretary must keep an accurate log of attendance for the year.

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.

A **Guest Register** should be used for guest speakers, prospective members, non-Lion visitors and visiting Lions to personally record their names and positions.

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, or 4. Attending a Lions zone, district, state, or international meeting

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.

## 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. The names of the chair and secretary
5. Whether the 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, but not the seconder
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:

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.

## Monthly Membership Report (WMMR)

The timeliness of completing the WMMR is just as important as it is for the paper report.

Detailed instructions for completing the WMMR can be found at:

[www3.lionsclubs.org/docs/quickreferenceguide.pdf](http://www3.lionsclubs.org/docs/quickreferenceguide.pdf).

Regardless of which reporting method the secretary uses he/she should check with the treasurer when he receives the dues statement from International to make sure your membership list agrees with theirs. Please remember to submit the report on time.

## Club Officer Reporting Form (PU-101)

The PU-101 lets International know important information about your club for the next Lions year. The information required is related to your meeting place and time of meetings. Also requested is information about your president, secretary, treasurer, and membership chairperson. Please make sure this information is accurate.

Although International requires this form to be filed by May 31 of each year, it serves the incoming district governor better if received by May 1 for use in the district directory. It is important that the district directory be distributed as close to July 1 as possible. Therefore, make sure your PU-101 is submitted on the date requested by your district governor.

## Annual Activities Report (A-1)

The secretary will receive the A-1 Report at the beginning of his/her year along with the other materials from International. However, the report is not due until the end of the Lions year. Therefore, secretaries often forget it.

The secretary can complete the Annual Activities Report (A-1) on line by using all Monthly Activity Reports completed during the year for the district. The secretary can simply add up those numbers and transfer them to the form provided by International on line. The A-1 report is due at the end of the Lions year.

If the secretary is using the new WMMR reporting method he/she can report activities under **CLUB-REPORTS**. The report entry is called

## MONTHLY/YEARLY ACTIVITIES REPORT.

Select the **PROCEED** button to start the process to enter and/or print the report. By entering your information monthly the system will generate your club's A-1 report at the end of the year. (August 16)

There is no club activity information loaded on the system from prior years. Everything from the 2006-07 year on, however, will be maintained for future reference.

## Membership Awards

**Chevrons** are issued in recognition of extended periods of membership in Lions Club International. The first chevron is earned starting in the 10<sup>th</sup> year of membership and in multiples of 5 years after that.

The club secretary is responsible for maintaining the membership records and ordering the chevrons for eligible members through the LCI Supplies Division.

**Perfect Attendance** may be rewarded with pin tabs for every year and are available through LCI Supplies Division.

## District Awards

The secretary is responsible for informing the district governor who is eligible for any district awards and should submit the names to the governor upon his/her request.

## District Responsibilities

Part of the oath of office for the secretary is to attend Zone meetings. In addition, there are benefits to attending the Zone meetings. The secretary:

1. Can meet and share ideas with other secretaries.
2. Can learn about possible programs, fundraisers, and service projects.
3. Can find out what is happening in the district.
4. Can learn from Zone Chairpersons programs.
5. Can earn points for the District Governor's Club contest and the 100% Secretary's award.



# We Serve

## Pocket Guide

## For the

## Secretary

## of

## Local Lions Clubs

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Available on Ohio Lions Web Site

[www.ohiolions.org/club\\_resources.htm](http://www.ohiolions.org/club_resources.htm)