**GLT Leadership Program**

**DISTRICT N-2**

****

**2020-21**



**SECRETARY SCHOOL**

**PARTICIPANT HANDOUT**

**Updated**

**April 1st, 2021**

 **“QUALITY LEADERSHIP IS THE KEY TO OUR SUCCESS.”**

# LIONS SECRETARY SCHOOL 2020-21

Congratulations to all on your election as secretary of your Lions clubs. A good secretary is a guarantee that his/her Lions Club will continue to be successful, not only in the community, but in our district and Lions International. You are the president's right-hand person and the key to his or her success.

The club officer’s manual can be found on the LCI website. Go to [www.lionsclubs.org](http://www.lionsclubs.org/) and click on member center and then on managing a Club on the top toolbar. On the left click on Club Resource Center. In the middle of the page click on club officers, then on manuals and guides. The Officer’s Manual is the third item listed. It can also be found under the secretary resources. This is an excellent manual which I recommend you print for your use. This section of the LCI website has many of the forms used by a secretary.

 During the school we will talk about filing manually, as well as filing electronically.

**YOUR RESPONSIBILITIES:**

**[1] Working with**:

1. Your club president
2. The board of directors
3. The district
4. Lions International
5. The club membership
6. Your bulletin editor

## [2) Maintaining and keeping club records up to date

1. Minutes of regular and board meetings
2. Attendance records
3. Records of members
4. Membership and activities report

##  [3] Correspondence

1. Incoming (home address or box # easy to get at. Pick up often and act upon as soon as possible). Use some coding system.
2. Outgoing: Do as quickly as possible, keep a copy of each one.

## [4] Ordering and maintaining club supplies, pins and awards

1. 100% attendance, yearly and 5, 10, 15, 20, etc. (order from LCI store toolbar on LCI website).
2. Officer's and director's pins and badges

 (Lapel pins, vest badges, order from International)

1. Monarch/Charter Chevrons (10, 15, 20, etc. years of service) sent to DG by LCI.
2. Visitation awards (pins and bars from CST.)
3. Key awards (issued automatically from Lions International)
4. Club Excellence award (On LCI, district & Hantsport websites)
5. Be knowledgeable of the awards available to the club and its members.

**Eg: 100% Secretary, Club Excellence, Outstanding President, Secretary and Rookie of Year.** (Forms on Hantsport website.)

1. General club supplies (usually looked after by another Lion). Lions in Canada will order their supplies from LCI Store online.

## [5] Completing forms. Getting (Password-See Appendix B)

* "M" Reports C-23 (manually **or electronically**)
* District Activity Report monthly **to DG, VDGs, ZC, and NS Lion Editor) (see completed sample attached).**

### LCI Yearly Activities Report (done electronically)

* Global Membership Committee members to both DG and GMT Coordinator-July 31
* Global Membership Committee reports to DG and GMT Coordinator by May 31 and Dec 31
* PU 101 forms (**electronically or form on LCI website under club resources) Copy to DG and VDGs by May 15.**
* Support Center-Training Area

###  [6] The secretary's role in the Zone & District

1. Attending Zone Meetings (Prepare a club report)
2. Attending Cabinet Meetings & District Conventions
3. Keeping the Governor, Vice- Governors & Zone Chairmen up to date on club activities.

#### Zone Advisory Committee

* Zone Chairman
* Club Presidents
* Club Secretaries
* Meets at least three times each year.
* Voting at zone meeting-ZC, Pres., Sect., or acting Pres. and Sect.

**Voting at Cabinet Meetings**

* Past District Governors
* District Governor
* Vice District Governor
* Cabinet Secretary Treasurer
* Zone Chairmen
* District Chairmen
* Club Presidents
* Club Secretaries

## Acting Officers at Zone/Cabinet Meetings

* ZONE: Written confirmation to ZC prior to meeting.
* CABINET: Written confirmation to CST prior to meeting.

## Voting at Conventions

Nova Scotia and MD Conventions:

* One voting delegate per 10 members, or major portion thereof.
* List to CST prior to convention.
* Good standing.
* Member a year and a day.

### 7) Policy Manual, By-Laws and other Legal Documents

Each club should have copies of the N2 By-Laws and Policy Manual. These may be obtained from the Hantsport and District Lions Club’s website: [http://www.hantsportlionsclub.com](http://www.hantsportlionsclub.com/)

There is also other valuable district information on this website, such as 100% Secretary and Club Excellence forms.



###  [8] Membership record keeping

1. New member (Form ME-6B) is a pocket sized form(**on LCI website)**)
2. Transferred member (form ME-20) **on LCI website.**
3. Re-instated member (include on M report)
4. Dropping a member (include on M report)

###  (All of the above can all be recorded electronically)

E. Types of membership (include on M report)

1. Active
2. Life
3. Member at large
4. Privileged
5. Honorary
6. Associate
7. Affiliate

### 9) Family Membership Plan (Done electronically)

* Who are family members?
* Dues structure.

### 10) MD N Composition

* N-1 New Brunswick, PEI & 3 Maine clubs
* N-2 Nova Scotia
* N-3 Western Newfoundland & Labrador & 2 Quebec clubs
* N-4 Eastern Newfoundland

### 11) Attendance Make Up Rules (13 days before & 13 days after)

* Regular/special meeting of another club.
* Director Meeting of your home club.
* Committee meeting of your club.
* Project or activity of your club.
* Zone or Cabinet Meeting or convention.
* Visit to International Headquarters.

### 12) Dealing with New Members

* Application
* Induction
* Membership Kit
* Orientation
* Sponsor’s Role
* Committee Assignments
* Records

### 13) Monthly Membership Report

* LCI

### 14) District Monthly Activities Report

* District Governor
* Vice-District Governors
* Zone Chairman
* Editor Nova Scotia Lion

### 15) District and MD Awards

* Best Club-Contest
* Visitations-Personal, club
* Public Relations-Scrapbook
* MD Best Secretary June 30
* MD Best President June 30
* MD Rookie of Year June 30
* 100% Secretary July 31
* Lion of the Year July 31

**MONTH TO MONTH ACTIVITIES FOR A LIONS CLUB**

**JULY**

100% secretary and club excellence forms to DG-July 31

International Convention (sometimes late June)

District Governor's organizational meeting (sometimes August)

Bills will be received from District and International

**AUGUST**

Global Membership Team members to DG and GMT Coordinator by the 31st – Should be July 31st

District Golf

**SEPTEMBER**

1st Zone Meeting (maybe held in October) District dues must be paid by October 1st

International dues must be paid by October 1

USA/Canada Lion's Leadership Forum

**OCTOBER**

Fall Cabinet Meeting

World Service Day

District Bowling

**NOVEMBER**

Multiple District Fall Rally

2nd Zone Meeting (sometimes later)

Lions Information Schools (usually held in October-November period)

Diabetes Awareness Month

**DECEMBER**

Club Global Membership report to DG and GMT Coordinator-December 31

Merry Christmas

**JANUARY**

Founders Month

Bills will be received from District and International

3rd Zone Meeting (could be held in February-April period)

Appoint Nominating Committee

Club Speak-out (normally held in November-February period)

**FEBRUARY**

Winter Cabinet Meeting

International dues must be paid by March 1

District dues must be paid by March 1

District Curling (usually held late February to early March)

Zone Speak-Out (held in February or March)

**MARCH**

Nominations to District for 2nd Vice-District Governor

1st meeting report of nominating committee [information only]

2nd meeting report of nominating committee (nominations from the floor, if any)

**APRIL**

Elections, if needed, for next year’s officers at first meeting

Lions Awareness Month

4th Zone Meeting (optional)

Nova Scotia Convention in late April-early May

Lions Cavalcade for Diabetes

**MAY**

Walk for Dog Guides

Multiple District Convention (usually the long weekend in May)

PU 101 submitted to DG, VDGS and International by May 15

Lion's Recycle for Sight Month

Global Membership report to DG and GMT Coordinator by May 31

**JUNE**

Nominations for Lion of the Year send to the District Governor.

**Nominations for the Best President, Best Secretary and Rookie of Year are to be sent to the District Governor by June 30. They must be signed by the Zone Chairman**

LCI Activity Report filed by June 30 (completed monthly if possible)

**EACH AND EVERY MONTH**

* District Activity Report which is to be postmarked **(or filed electronically)** no later than the 2nd of the month. **Send to DG, two VDGS, ZC, and Editor NS Lion**.
* M Report, if filed using MYLCI, by midnight the last day of the month/
* LCI M Report by 20th**if mailed, sent by FAX, or e-mail**
* **(Unless filing electronically)** the President reads and signs the M Report

**NO copies of the M Report to DG, VDGs, ZC or NS Lion**

Bulletin or newsletter sent to DG, two VDG, ZC and 3 judges.

* District Activity Report, bulletin/newsletter, pictures, and articles sent to Editor N.S. Lion.

Each club should have copies of the N2 By-Laws and Policy Manual. These may be obtained from the Hantsport and District Lions Club’s website: [http://www.hantsportlionsclub.com](http://www.hantsportlionsclub.com/)

There is also other valuable district information on this website, such as 100% Secretary and Club Excellence forms**.**



Don't be afraid to ask if you are not sure of your responsibilities as secretary.

**Note:**  Secretary should have copies of all the forms to be used throughout the Lions year.

## CLUB QUALITY INITIATIVE (CQI)

The Club Quality Initiative (CQI) is a [five step workshop process](http://www.lionsclubs.org/EN/common/pdfs/CEP_Workshop_4step.pdf)  designed to help Lions discover new ways to improve the way their club operates. On completion of the workshop and completion of a final report to LCI, the club will receive a Banner Patch.



# Using MyLCI to File and Access Reports - Go To Welcome to the LCI Logon Page

Put in USERNAME and Password and click on submit. The MyLCI homepage opens up. On upper toolbar (left) click on MyLions Club and the following dropdown menu appears.

Members: This is where you add, drop, transfer a member into your club, reinstate (a member who has been out less than one year etc.), members. You can also change member’s information. If there are no changes click on No Activity This Month.

* My Lions Club menu, select Members. If you do NOT have any membership changes to report for the month, click the Report No Changes for Month drop down arrow and select the month you are reporting on. You will then receive a confirmation message and you’re done!

## EG: TO ADD A MEMBER

* If you DO have membership changes to report, such as a new member, \* click the Add Member drop down arrow and select either New Member or Prior Member of this Club.
* If we select New Member, \* the Add Member page is displayed. What you are seeing now is only showing the top half of the page. From here you would tab from field to field to fill out the information. If the software finds any errors, a message will be displayed in red below the entry field.
* The bottom portion of the Add Member page displays where you will enter the new member’s mailing address. \* Once you select the country for the member, the rest of the address entry fields will be displayed. After entering the complete address, a preview of a mailing label will be displayed. If you find that mailing label is not properly formatted, you can go back and re-enter the mailing address. With Lions in 206 countries and geographical locations we want to ensure that each member’s mailing address is correctly formatted for their area.
* **Club Information: The basic information regarding your club is here and can easily be updated.**
* **Officers: Club officers shown here. This is where you do your PU 101 electronically as well as change officers during the year.**
* **Statements/Dues’ Club balances with LCI, as well as dues status included here.**
* **Reports: The following reports are available by clicking on the report names.**
* **Family Unit Report**
* **Club Attendance Sheet**
* **Club Roster**
* **Club Monthly Reporting History**
* **Monthly Membership Report - Detail**
* **Lions Club Contact List**
* **Lions District Officer Contact List**
* **Club Roster of Membership Data**
* **Lions Club Officer Report for Current Year Lions Club Officer Report for Next Year**

**On the upper right-hand side of the page, you will see SUPPORT CENTER. Click on that and the following drop-down menu appears.**

# MyLCI Support Center

Resources

[Training Area](https://mylci.lionsclubs.org/TrainingRedirect)

[Create a free Web site for your District](http://www.lionsclubs.org/EN/member-center/managing-a-district/e-district-house.php)

How Do I …

[Remove tasks from my task list?](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

[See the clubs in my district?](http://extranet.lionsclubs.org/common/docs/District/NavigationPlusFAQ_EN.pdf)

[See the officers in my multiple district?](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

[Use the MyLCI web site?](http://extranet.lionsclubs.org/common/docs/District/NavigationPlusFAQ_EN.pdf)

[Change my contact information](http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf)

Please note the training area is available to you. It is relevant to your club so you can practice performing functions without affecting the member data in the training site. It is well worth your while to practice on this site before doing your July 2016 reporting.

# MyLCI Filing PU 101 Electronically

1. Go to [www.lionsclubs.org](http://www.lionsclubs.org)
2. Upper toolbar-click on Member Logon
3. Welcome to login page- put in username and password-click submit.
4. Home Page opens-click on My Lions Club on upper blue toolbar.
5. On drop down menu click on officers.
6. Click (on Select Term) then click on (next year).
7. List of Positions-select position
8. Click on add officer
9. Select member from list-click on name
10. Click on save
11. Go back to officers and start process again

# MyLCI E-mail Your PU 101 to DG & VDGs

1. Click on reports on the dropdown menu; A list of reports show up,

Click on the Lions Club Officer report next year, that opens your PU 101,

If it is correct you can save to your desktop and send to the DG and VDG’s as an attachment.

**Resources Available**

* **Club officer manual-website.**
* **Participant’s handout.**
* **LCI website.**
* **District/zone officers.**
* **District By-Laws/Policy Manual.**
* **LCI Standard Constitution**.
* **Hantsport Website http://www.hantsportlionsclub.com/**

**District Activity Form Sample**

## DISTRICT ACTIVITIES REPORT- Revised 2018

***For District use only with copies to DG, two VDG’s, Zone Chair and Editor of Nova Scotia***

***Lion to be completed each Month***

|  |  |
| --- | --- |
| **Club:** Riverside Lions Club  | **Month:** December  |

|  |
| --- |
| **25**  |
| **1**  |
| **4**  |
| **0**  |
| **4**  |
| **1**  |
| **0**  |
| **0**  |

|  |
| --- |
| **26**  |

**Fill in membership numbers as per your Clubs data on MyLCI**  Regular Members

**Fill in number of LCI Life members who are active or Non-Active\*** Active LCI Life Members

***(Active LCI Life members are those who attend meetings and*** Non- Active LCI Life members ***participate in Club projects and activities*)** Members-at-Large

 **(not Life members of Lions Foundation of Canada or N.S)** Honorary members

Privileged Members-

**Total of Regular and LCI Active Life Members** Associate Members

 ***This number used to calculate percentages for*** Affiliate Members  ***Visitations, etc.***

1. **ATTENDANCE : ZONE, CABINETS, CONVENTION, INFORMATION SESSIONS :**

###  Information Sessions (one time only per year)

|  |  |  |
| --- | --- | --- |
| Location  | Number of Lions attended  | Date attended  |
| **Riverside**  | **12 Lions**  | **February 10th**  |

Fill in numbers attended and date

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Own** Zone meeting  | Pres.  | **1**  | Sect.  | **1**  | No. others  | **12**  | Date  | **Dec 10th**  |
| DGO  | Pres.  |  | Sect.  |  | No. others  |  | Date  |  |
| Fall Cabinet meeting  | Pres.  | **1**  | Sect.  | **1**  | No. others  | **13**  | Date  | **Oct 30th**  |
| Winter Cabinet Mtg.  | Pres.  | **1**  | Sect.  | **1**  | No. others  | **13**  | Date  |  |
| Convention  | Pres.  |  | Sect.  |  | No. others  |  | Date  | **April 30th**  |

#### 2. DISTRICT & INTERNATIONAL DEADLINES: Use X if monthly deadline met

|  |  |
| --- | --- |
| District Activities report to DG by 2nd of the month  | **X**  |
| District Activities report to both VDG’s by the 2nd of the month  | **X**  |
| District Activities report to your Zone Chair by the 2nd of the month  | **X**  |
| Membership Report to LCI by specified date  | **X**  |

|  |  |
| --- | --- |
| Club Membership List to DG by Sept 30  |  |
| International Dues paid by Oct 1st | **August**  |
| District Dues paid by Oct 1st | **August**  |
| International Dues paid by March 1st |  |
| District Dues paid by March1st |  |
| PU 101 received by DG by May 15th |  |
| PU 101 received by VDG,s by May 15th |  |
| Annual Activities report to LCI by June 30th |  |
| Club membership committee list to DG by July 31st | **July**  |
| Club membership committee list to GMT by July 31st | **July**  |
| Club written membership report to DG by Dec 31st | **November**  |
| Club written membership report to GMT by Dec 31st | **November**  |
| Club written membership report to DG by May 31st |  |
| Club written membership report to GMT by May 31st |  |

**Fill in month completed**

**3. SHOW ATTENDANCE PERCENTAGE FOR MONTH:** 62  **%**

#### 4. OFFICER SCHOOLS: (50 points each-once per year) Fill in month attended

|  |  |
| --- | --- |
| Incoming President  | **May**  |
| Incoming Secretary  | **May**  |
| Incoming Treasurer  |  |
| Incoming Membership Chair  |  |
| Incoming membership Vice Chair  |  |

##### 5. MEMBERSHIP CHANGES: (Fill in numbers for the month you are reporting)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number**  |  | **Number**  |
| New  | **1**  | Dropped  | **0**  |
| Reinstated  | **0**  | Deceased  | **0**  |
| Transferred In  | **0**  | Transferred Out  | **2**  |

#### 6. BULLETINS/NEWSLETTERS sent to the following (use X if sent)

|  |  |
| --- | --- |
| DG  | **X**  |
| 1st VDG  | **X**  |
| 2nd VDG  | **X**  |
| Three Bulletin Judges  | **X**  |

1. **FUND RAISING PROJECTS:**

### Project $ Raised # Lions %club

Radio Bingo $1,250 6 12

Roast Beef Dinner $1,013 9 21

1. **SPONSORSHIP OF A NEW LIONS, BRANCH, LEO OR LIONESS CLUB:**

Branch Club

1. **DISTRICT AND/INTERNATIONAL ACTIVITIES:**

**a) 25 POINTS-List district and international activities not included in b) below (Eg: Does your Club collect eyeglasses, ink cartridges, etc.): List items collected**

Eyeglasses and Ink Cartridges

#### b) FOR THE FOLLOWING 15 DISTRICT/LCI ACTIVITIES 50 POINTS ONE TIMEONLY PERYEAR (Fill in month completed)

|  |  |
| --- | --- |
| **Activity**  | **Month Completed**  |
| Adopt-a-Highway  | **Oct**  |
| Alert Program Activity  |  |
| Environmental Photo Contest  |  |
| Drug Awareness Poster Contest  |  |
| Peace Poster Contest  |  |
| Club Level Speak-Out Contest  |  |
| Lions Quest  |  |
| CNIB  |  |
| Donation to LCIF  | **Nov**  |
| Donation - Lions Foundation of Canada  |  |
| Donation – Lions Foundation of Nova Scotia  | **Dec**  |
| Cavalcade for Diabetes  |  |
| Lions Awareness Activity Month (April)  |  |
| Eyeglass Recycling Activity Month (May)  |  |
| Diabetes Awareness Month Activity  |  |

**10. LIST PUBLICITY & PR DONE BY CLUB (ATTACH PICTURES AND NEWS ARTICLES):**

Article and pictures in local papers

##### 11. MATERIAL TO NOVA SCOTIA LION EDITOR (use x if materials sent))

|  |  |
| --- | --- |
| LCI Membership Report & District Activities Report  | **X**  |
| Bulletin/Newsletter  | **X**  |
| Pictures  | **X**  |
| News Stories  | **X**  |

##### 12. SERVICE PROJECTS (Hands on activities carried out by Lions in the name of Lionism) INCLUDE EVERYTHING HERE YOU WANT CONSIDERED FOR POINTS

Building ramp for senior

Senior’s breakfast

Sponsoring basketball tournaments

Driving senior to hospitals

**Donations:**

$1,000 Camp Maxwell

$2,999 LCIF

$250 CNIB

**13. VISITATIONS:**

#### a. (For best club contest) (SHOW REGULAR CLUB MEETINGS ONLY)

***Number of ACTIVE/REGULAR members as shown on top of this form plus Number of active LCI life members (those who attend meetings and participate in club projects and activities) NOT LIFE MEMBERS OF LIONSFOUNDATIONS***

|  |  |  |
| --- | --- | --- |
| **Date**  | **Club Visited**  | **# Lions % of membership Km. one way** |
| Nov 5th | Mill Cove  | 10 Lions 30% 100 km  |
| Nov 11th | Acadia  | 4 Lions 10% 21 km  |

**b. (For Visitation Contest) ZONE, DISTRICT, SPORTING EVENTS, REGULAR CLUB MEETINGS: *Number of REGULAR/ACTIVE members shown on top of this form plus Number of active LCI life members (those who attend***

***meetings and participate in club projects and activities) NOT LIFE MEMBERS***

***OF LIONS FOUNDATIONS***

### Date Activity # Lions % of membership Km. one way

Nov 1th zone 2 meeting 10 Lions 30% 100 km

Nov 3th district golf 4 Lions 10% 25 km

Nov 5th Mill Cove 10 Lions 30% 100 km

Nov 11th Acadia 4 Lions 10% 21 km

Nov 26 Information Session 9 Lions 28% 75 km

#### 14. MEMBERSHIP GROWTH AND RETENTION BONUS :( END OF JUNE)

**A club with 30 members on July 1st has 35 members on June 30th is awarded 100 points for a net membership increase and 100 points for retaining its membership(Maximum 200). A club with 20 members on July 1st and 20 members on June 30th is awarded 100 points for retention, but no points for membership growth. A club with 26 members on July 1st and 24 members on June 30th receives no membership growth or retention points. Calculated by Governor.**

#### 15. DISPLAY OF BANNER AT CABINET MEETINGS/CONVENTION

##### (Fill in month reported)

|  |  |
| --- | --- |
| DGO  | **July**  |
| Fall  | **Oct**  |
| Winter  |  |
| N-2 Convention  |  |

**16. Club completed the Club Quality Initiative:**

|  |  |  |
| --- | --- | --- |
| **Location** | **Number of Lions attended** | **Date completed** |
|  |  |  |

## DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_