

Secretary/Treasurer Training

District 2-E1 Cabinet Meeting

Anson, Texas

July 26, 2008

Secretary/Treasurer duties defined in Lions Club Constitution and By-Laws Publication LA-2, pages 15 – 16, Article II Officers, SECTION 1 Duties.

**ARTICLE II
Officers**

Section 1. **DUTIES.**

- d. **Secretary.** He/she shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district (single or sub-and multiple) in which this club is located, and the association. In fulfillment of this, he/she shall:
- (1) Submit regular monthly and other reports to the international office of the association on blanks provided by it containing such information as may be called for by the board of directors of this association;
 - (2) Submit to the district governor's cabinet such reports as it may require including copies of regular membership and activities reports;
 - (3) Cooperate with and be an active member of the district governor's advisory committee of the zone in which the club is located;
 - (4) Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts;
 - (5) Arrange for issuance, in cooperation with the treasurer, quarterly or semi-annual statements to each member for dues and other financial obligations owed to this club, collect and turn the same over to the club treasurer and obtain a receipt;
 - (6) Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

e. **Treasurer.** He/she shall:

- (1) Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors;
- (2) Pay out monies in payment of club obligations only on authority given by the board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors;
- (3) Have custody and keep and maintain general records of club receipts and disbursements;
- (4) Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club;
- (5) Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

Club Management Responsibilities are described in the Club Officers Manual, LA-15, pages 10 -12.

II. CLUB MANAGEMENT

Teamwork is one of the keys to successful club management. Club officers can collectively shape the way in which they work together that will be best for all concerned. There are, however, specific responsibilities and areas of authority for each club officer. Using these as a guide, your leadership team can determine the most effective way to manage your club throughout the year.

During the club president's term, he/she will need to form the Nominating Committee. Please note that, according to the Standard Form Lions Club Constitution and By-Laws, the committee should be functional by March, and club elections must take place by April 15. Information about elected officers is to be reported on the Officer Reporting Form (PU-101) or through the membership reporting area of the association's Web site.

6. Know Your Forms: Take time to familiarize yourself with the various forms clubs submit on a regular basis. Please note that most of these forms are available for submission online via the association's Web site at www.lionsclubs.org.

- **Monthly Membership Report (MMR) - (C-23-A):** Used to report membership status to International Headquarters. The paper report is due the 10th of the following month from clubs in the USA, the 15th of the month from clubs in Canada and the 20th of the month from clubs elsewhere.

The electronic version of the Monthly Membership Report (WMMR) must be filed by 4:00pm Central Standard Time, by the 28th of the following month. A chart of the dates that a report can be filed online is shown below:

WMMR Month

July
August
September
October
November
December
January
February
March
April
May
June

Dates to Report

June 29 – August 28
July 29 – September 28
August 29 – October 28
September 29 – November 28
October 29 – December 28
November 29 – January 28
December 29 – February 28
January 29 – March 28
February 29 – April 28
March 29 – May 28
April 29 – June 28
May 29 – July 28

If a club makes changes to their membership electronically, these changes occur automatically in the association's membership records. Changes can continue to be made during this time as often as they wish. The report is cut off on the 28th of each month, and no further changes can be made for that month. Changes must be included in the next month's report.

PLEASE NOTE: A club cannot file future reports month(s) ahead. In the event a club needs to submit a report prior to the current month, the Web site allows four prior months to be entered online. For reports older than four months, it will be necessary to submit that month's MMR in paper format as a revised report. Of course, prior months submitted online can be viewed.

Both the paper and electronic Monthly Membership Report **must be submitted each month** even though there are no changes in membership.

• ***Club Officer Report (PU-101):*** Clubs submit their officer contact information on this form annually on paper or through the membership reporting area of the association's Web site by May 15.

Clubs submitting a paper copy should return the original copy to International Headquarters in the pre-addressed envelope. Also forward a copy to your district governor.

• ***Monthly/Yearly Club Activity Report (A-1)***

In a few simple steps, Lions club secretaries can report their club's activities online directly through the association's Web site:

- Log onto the Lions Web site: **www.lionsclubs.org**.
- Click on the banner that reads: *Submit Membership and Activity Reports* on the left-hand side of the page.
- Enter a member number and password to complete the report.

The online site:

- Allows a secretary to report activities monthly or as needed.
- Automatically tabulates each club's information in a year-end summary and eliminates the need to submit a separate year-end report.
- Provides space for supplemental information about club activities
- Allows district governors to view all club reports in the district.

The online report has replaced the earlier paper report form. Secretaries should use the online report *to ensure inclusion* of their club's accomplishments in the year-end summary that is published after July 31, the cutoff date for activity information from the previous Lions year. For more information, contact **executiveservices@lionsclubs.org** or call International Headquarters at extension 315.

• **Club Supplies Order Form (M-74):** This form is used to order club supplies from International Headquarters. Remember to allow plenty of time for orders needed by a certain date. Only club presidents and secretaries can place orders. Clubs may place orders through the association's Web site.

The Club Supplies and Distribution Division at International Headquarters has many additional forms that can be very helpful for club management. Please refer to the Club Supplies Catalog.

On-line Reporting

Instructions for Printing PU 101

Select Submit Membership.

Click on Membership: Review Membership Information. After review and update

Click on Club: Select Club Officers

Click on Next Year then Add

Click on Title - Select Member for that office from list on bottom right corner.

Go to bottom of page Press Submit.

Go back and select another Club Officer and continue until you have filled all Office's

When complete go back to Club and click on Reports and select PU 101

Click on Run Report

When PU 101 appears go to top of page and save to a file

You then send email with this file attached.

Good Luck Questions John W. Massey (325) 698-0435 Email jwm1472@sbcglobal.net

District 2-E1 Governor's Contest Report

<http://lions2e1.org/cont2e1.html#DISTRICT GOVERNOR'S CONTEST>

On-line

Submit Information on Electronic Form: **<http://lions2e1.org/dgcont0809.html>**

Off-line

Fill out the monthly information in the form below. Print the form using the **CutePDF Writer** printer driver to create an Acrobat Reader .pdf file. Save respective file to hard disk and attach to an email to appropriate District Officers.

Download Form in PDF Format - Form Fill – PDF: **DGContest0809f.pdf**

Download form in **Excel Spreadsheet Format** - Self Extracting ZIP file: **dgcontrpt0809.xls**

CutePdf Writer

Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. PDF is the same format used to distribute the District Newsletter and all downloadable documents from the MD-2 and District 2-E1 websites. Acrobat Reader is used to view PDF files. CutePDF Writer (formerly CutePDF Printer) is the free version of commercial PDF creation software. CutePDF Writer installs itself as a "printer subsystem". This enables virtually any Windows applications (must be able to print) to create professional quality PDF documents - with just a push of a button!

FREE for personal and commercial use! No watermarks! No Popup Web Ads! View at:

<http://cutepdf.com/Products/CutePDF/writer.asp>

Download at:

<http://cutepdf.com/download/CuteWriter.exe>

When form-fill Registration forms are filled in use CutePDF Writer to save the filled-in form in PDF format. Most Application Forms are provided as form-fill documents on this website. This is recommended for submitting the DG's Monthly Activity Report using either the Form-fill Form or the Excel spreadsheet Form.

Annual Lions Dues

International	September 10	March 8	Annual
Dues			33.75
Convention			.50
Magazine			4.75
Total International	19.50	19.50	39.00
District 2-E1			
Administrative			5.50
Convention			1.50
State Convention			1.00
MD2 Administrative			7.00
Promote Texas			.50
Total District	7.75	7.75	15.50
Texas Lions Camp	10.50	10.50	21.00
Total Dues	37.75	37.75	75.50