

Club Secretary Responsibilities

This module will provide you with the basic information and resources necessary to prepare you for the position of club secretary. The objectives for this module are for you to:

- Summarize the responsibilities of the club secretary.
- Explain the timelines for various responsibilities.
- Access additional resources as needed.

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Introduction

About this Module: This module contains information and resources designed to guide you through your term as a club secretary. Feel free to explore or skip any topic based on your individual learning needs.

Objectives for this module are:

- Summarize the responsibilities of club secretary
- Explain the timelines for various responsibilities
- Access additional resources as needed

As the club business manager and a member of the board of directors, the club secretary has six primary responsibilities:

1. Organize club and board meetings
2. Attend all club and board meetings
3. Prepare agendas for and record minutes at every meeting

4. Keep club records and receive club correspondence
5. Complete and file all club reports
6. Engage as an active member of the district governor's advisory committee of the zone

In this module, you will learn about these responsibilities and the resources available to you.

Before beginning your tenure as club secretary, familiarize yourself with your club's constitution and by-laws. The current secretary can direct you to this document.

For more information about beginning your role as secretary, click [HERE](#) to access the "Prepare to Lead; Prepare to Succeed" section in the Club Secretary e-Book.

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Attending Meetings

Club secretaries attend various types of meetings.

Expectations for attendance are noted below.

- Monthly/Weekly
 - General membership meeting
 - Board meeting
 - Club service activities
- Quarterly
 - Zone meetings
- Annually
 - Officer transition meeting
 - District convention
- As Needed
 - Special meetings of the club or the board and zone or district events

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Organizing Meetings

Many of your responsibilities as club secretary are linked to organizing meetings.

Your meeting duties consist of three stages:

1. Before the meeting
2. During the meeting
3. After the meeting

Before the meeting

- Meeting Notices
 - Provide members with advance notice of meeting dates/times.
- Meeting Agenda
 - In conjunction with the president, create a meeting agenda.
- Correspondence
 - Assemble any correspondence to give to appropriate chairpersons or members.
- Awards & Member Kits
 - Prepare awards and new member kits if necessary.
- Club Roster
 - Prepare club roster for taking attendance.

During the meeting

- Take attendance
- Record meeting minutes
- Gather activity information from committee chairpersons
- Ask new members to fill out appropriate forms
- Document any guest speakers, non-Lion visitors and visiting Lions

After the meeting

- Attendance - Record attendance
- Awards - Record awards presented
- Payment of Dues - Assist treasurer with dues processing upon request
- Meeting Minutes – File/ distribute a copy of the meeting minutes after they are approved
- Follow Up - Receive new membership applications from club membership chairperson and present to board for approval

The club secretary is also responsible for preparing the following for board meetings.

- Coordinate the topics to be covered and create the agenda, at the request of the president.
- Notify board members and individual committee chairpersons of the meeting's time and location.

- Prepare to record the meeting minutes in detail to provide a business history of the club.
- Understand that these responsibilities vary from club to club; establish ground rules with the president to avoid confusion.

Remember that secretaries' responsibilities vary according to regional practices and established club procedures. Adapt the suggestions in this module to fit your club's needs.

[The Your Club, Your Way!](#) Guide can help your club determine the kind of meeting that works best for your members.

For more information see the "Monthly Tasks" section in the [Club Secretary e-Book](#).

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Minutes

Spend some time with the outgoing secretary to review the current process for taking minutes.

Typically, information to record includes ...

1. Type of meeting (regular, special or board)
2. Date and place of meeting
3. Name of person presiding over meeting
4. Whether previous meeting minutes were approved
5. If a motion carries or is lost
6. All points of order and appeals and whether they were sustained or lost
7. Time the meeting was called to order and adjourned
8. Names of board members (for board meetings)

"Do I have to record everything that is said and done in a meeting?"

Minutes are meant to record what the club does and NOT what members say during the meeting. Therefore, any debate or discussion is considered informal and not recorded.

Proper terminology and form are important when recording minutes. You can find more information in the Robert's Rules of Order section at the end of this module.

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Club Records & Correspondence

One of the most important responsibilities of a club secretary is keeping club records.

As the secretary, keep the following club files accurate and up to date:

1. The club charter
2. The constitution and by-laws
3. The club history
4. The minutes of all club and board of directors' meetings
5. Annual reports of club officers and committees
6. Activity and service reports (coordinate with club service chairperson)
7. Roster of club members

The club secretary receives a lot of information, from Lions Clubs International and other sources, pertaining to training, events and meetings.

Correspondence may come electronically or through post and involve the president, treasurer, committee and/or project chairpersons. It is important that all correspondence be opened, read and distributed in a timely manner.

It is strongly recommended that the club secretary and president meet at the start of the term to discuss how correspondence will be answered, kept and reported.

In some clubs, the secretary is responsible for the club newsletter and is integral to the club's public relations.

For more information and resources about developing your club's communication plan, click on "[Publicity Ideas](#)".

If you are not directly responsible for these duties, stay in close contact with those who are. Good communication ensures that all important club news is published; the new marketing communications chairperson role was created to help alleviate the burden of this important function.

For more information, see the "Monthly Tasks" section in the [Club Secretary e-Book](#).

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Club Reports

It's important to submit accurate and timely reports.

Some of the reports you'll be responsible for include:

- Monthly membership report
- Club officer report
- Club supplies order
- (Additionally, you may be asked to collaborate with the club service chairperson to create the service activities report.)

You can use MyLCI to manage your club roster and reports.

MyLCI is the web-based reporting tool used by many Lions clubs around the world. It is accessed through the website, and all required forms are submitted there.*

*Not all districts use MyLCI. If yours does not, check with your current secretary about how reporting is done for your club.

Click [MyLCI](#) to access the website.

There are many benefits to using MyLCI. On MyLCI you can:

- Submit monthly membership and officer reporting forms online
- View, update and download club member information or print membership cards
- Create a club roster so the treasurer can invoice membership dues

For more information, see the "Monthly Tasks" and "Quarterly Meetings" sections in the [Club Secretary e- Book](#).

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The District Governor's Advisory Committee

The district governor's advisory committee comprises:

- The zone chairperson
- The club presidents, first vice presidents and club secretaries within the zone
- The club membership or service chairpersons within the zone (optional)

What does the committee do?

This committee advises the zone chairperson about matters within the zone and makes recommendations on matters affecting all clubs in the district.

As a member of the district governor's advisory committee, you have certain responsibilities. Read the descriptions below to learn more about what you will be expected to do as secretary.

- Confirm with the zone chairperson that your work is efficient and follows the provisions and policies that govern the club
- Commit to attend the district convention, and if possible, the multiple district or international convention
- Share best practices about secretarial duties with other secretaries in the zone
- Promote various club functions and events, such as inter-club meetings, installation of club officers, induction of new members or ceremonies honoring various award recipients
- Compile any club reports or information requested by the zone chair. In preparation for the advisory committee meeting
- Assist with preparations if your club is chosen to host a zone meeting

The district governor's advisory committee is expected to meet at least three times annually.

The benefits of attending these meetings are:

1. Allows you to exchange ideas regarding programs, projects, fundraising and membership issues
2. Offers a forum for establishing cooperative relationships between clubs
3. Gives you the opportunity to meet other Lions in your area

You can find out more about district governor's advisory committee meetings by scrolling through the "[Model District Governor's Advisory Committee Meetings](#)" guide.

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Succession Planning

Once you complete your term as club secretary, you still will play an important role in the future success of the club by planning for an effective transition. Review the club roster for accuracy and completeness and print the membership reports available in MyLCI for member contact information, membership types and family units.

- Make new attendance record forms for the coming year
- Prepare annual report of activities, donations, hours, etc., for the year-end banquet or meeting
- Confirm all club files are up to date and ready for transfer to incoming club secretary
- Meet with incoming club secretary to review records and outstanding issues

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Summary

Keeping track of your responsibilities as club secretary can be challenging. The guide below is meant to help you organize your term based on a general timeline.

To Prepare for Your Term

1. Attend local club officer training
2. Meet with the current secretary to review any outstanding issues
3. Create your account and review training materials if you use MyLCI for reporting
4. Verify officer membership information is correct on the club roster and at international headquarters and the MD/district level
5. Work with the club president and treasurer on the annual budget and assist with setting up any committees

Review Your Regular Responsibilities:

- Prepare for and attend programs and meetings
- Maintain club business records and reports
- Manage correspondence
- Report membership changes
- Correspond with district
- Attend zone meeting with the club president
- Update member roster semi-annually prior to dues invoicing
- Report to the president and board any delinquency issues and actions taken to collect funds that are due
- Review completed new membership applications and file in club records
- Submit new member information to LCI
- Order club supplies and awards through the Lions Clubs International online store
- Submit club officer report (PU-101 or via MyLCI)
- Receive and distribute information about MD/district and international conventions
- Apply to LCI and district for members' awards
- Ensure smooth transition for incoming secretary

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Knowledge Check

How well do you know the office of club secretary? Let's do a quick knowledge check (quiz) with five questions.

Knowledge Check 1: This is a choose one answer question.

Question: All of the following are the responsibility of club secretary, except:

- Appoint the standing and special committees of the club
- Organize club and board meetings
- Complete and file club reports
- Keep club records

The correct answer is: Appoint the standing and special committees of the club. The club president appoints the standing and special committees of the club.

Knowledge Check 2: This is a choose one answer question.

Question: How frequently do club secretaries have to attend club meetings?

- Monthly
- On an as-needed basis
- Annually
- All choices are correct

The correct answer is: All choices are correct. Club secretaries have to attend meetings on a monthly, as needed and yearly basis.

Knowledge Check 3: This is a choose one answer question.

Question: Club secretaries have responsibilities relating to the organization of meetings...

- Before the meeting
- During the meeting
- After the meeting
- All choices are correct

The correct answer is: All choices are correct. Club secretaries have responsibilities before, during and after meetings.

Knowledge Check 4: This is a choose one answer question.

Question: All of the following are recorded in meeting minutes except:

- Points of order and appeals
- Date and time of meeting
- Statements made during the discussion of a motion
- Time the meeting was called to order and adjourned

The correct answer is: Statements made during the discussion of a motion. Meeting minutes should never record statements made by members, which helps keep debate open and informal.

Knowledge Check 5: This is a choose one answer question.

Question: Which of the following are club files kept by the secretary?

- The club's history
- Annual reports of club officers and committees
- Activity reports
- All choices are correct

The correct answer is: All choices are correct. Club files include the club's history, annual reports and activity reports, among other records.

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Conclusion

Congratulations! You've completed the Club Secretary Responsibilities module!

You can continue your education through the Lions Learning Center, which offers a variety of online modules to assist members with leadership development. Screen reader versions of all the club officer courses are available.

If you have questions about the topics discussed in this module, please email us at clubofficers@lionsclubs.org.

To receive completion credit for this module, or if you have problems navigating through this module, please contact eLearning@lionsclubs.org.

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Appendix: Robert's Rules of Order

About Robert's Rules of Order:

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Although the protocol may seem long and involved, having an agreed upon set of rules makes meetings run more smoothly. Your club is free to modify them or find another suitable process that encourages fairness and participation unless your by-laws state otherwise.

Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a member. A second motion must then also be made. After limited discussion, the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws).

Postpone Indefinitely: This tactic is used to "kill" a motion, and the motion cannot be reintroduced at that meeting, though it may be brought up again at a later date. This is made as a motion, and a second is required. A majority vote is required to postpone the motion under consideration.

Amend: This is the process used to change a motion under consideration. When a member likes an idea, but not exactly in its current form, he or she may raise his or her hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After

the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion.

Commit: This is used to place a motion in committee, and it requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

Question: To end a debate immediately, the question is called and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it passed, the motion on the floor is voted on immediately.

Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time. A second is needed and a majority vote required to table the item being discussed.

Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Smaller Meetings: In a smaller meeting, like a committee or board meeting, often only four motions are used: motion (to introduce), amend (to change a motion), adopt (accept a report without discussion), adjourn (end the meeting).

Appeal: If a decision is made with which you disagree, you can ask to appeal the decision.

How well do you know meeting terminology?

To adjourn the meeting ... Say "I move we adjourn."

To suspend further consideration of an item ... Say "I move we table it."

To have something studied further ... Say: "I move we refer this matter to committee."

To object to a procedure or personal affront ... Say: "Point of order."

Remember, these are only guidelines. Consult with your club leadership to determine the best practices for your own club.

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