

# Club Secretary

## Bachelor Course 122

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### Club Secretary Responsibilities:

- Liaison officer between Club and District/LCI
- Communications hub for your Club
- File all official reports
  - Monthly Membership Report
  - Monthly Service Activities Report
  - Monthly meeting minutes
- Keep members informed
- A member of District Governor's Advisory Committee of the Zone
- Attend all Club and Board of Directors meetings
- Help Club President compile all agendas
- Record all meeting minutes
- Receive, respond to all Club correspondence – promptly and professionally
- Complete and file all reports to LCI
- Work with Treasurer to make sure IRS Form 990N is filed electronically annually by Nov. 15.
- Transfer all records to your successor
- Attend Zone meetings with Club President
- Work with Club Treasurer to issue semi-annual dues statements to all members
- Submit new member information to LCI
- Work with Club Webmaster to ensure club's website is maintained and current
- Order club supplies and awards
- Submit PU101 (New Club Officer Report)

### Promote:

- Attendance at all Club functions
- Attendance at nearby Club projects and events
- Attendance at District events and Multiple District events
- Attendance at Regional Leadership Institutes and LCI Institutes
- Attendance at USA/Canada Lions Leadership Forum
- Attendance at International Convention
- Participation in LCI webinars and Lions University

### Meeting Duties:

- Provide advance notice of meetings to members via electronic or mail
  - Date, place, time
  - Minutes of previous meeting, Treasurer's Report, agenda for upcoming meeting
- Help Club President create meeting agenda
- Forward correspondence to appropriate chairperson
- Take attendance, including complete name/title of guests and visitors
- Record minutes
- Collect dues, provide receipts
- Gather information from Committee Chairs
- Keep an attendance log. Announce if quorum exists at beginning of meeting
- Have new member kits available

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## Tips for Meeting Minutes

- Record type of meeting, date, place
- First and last name of person presiding, time called to order and adjourned
- All motions, *first and last name* of their movers
- Action on motions. *Only motions are recorded: debates/discussions not recorded.*
- Remember this is a permanent, legal record
- If keeping electronic files, make sure to **BACK THEM UP ON SEPARATE SOURCE**

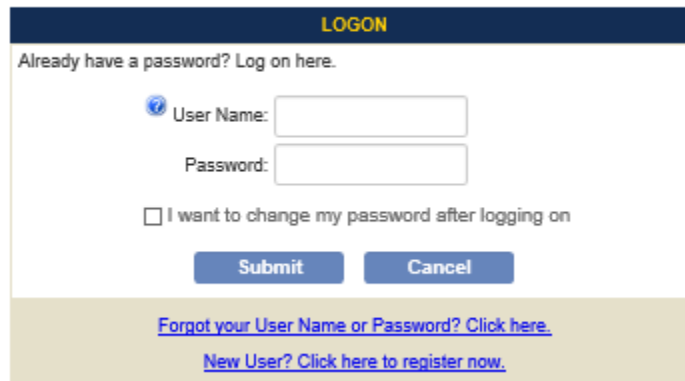
## Permanent Files should include:

- Club Charter
- Club Constitution/By-Laws
- Club History
- Minutes of Club/Board of Directors meetings
- Annual reports, including IRS Form 990N
- Membership Reports and Activity Reports
- Roster of Members (address, phone, year joined, etc.)

## MyLCI Overview

- [www.lionsclubs.org](http://www.lionsclubs.org)
- Click on “MyLCI” at top toolbar of LCI website homepage.
- Enter your username and password, click submit
- To Create New Account: click “new User” link and follow directions
- Forgot username/password, click “forgot your user Name or Password”, follow directions

## Welcome to the LCI Logon Page



The screenshot shows the LCI Logon Page. At the top, there is a dark blue header with the word "LOGON" in yellow. Below the header, the text "Already have a password? Log on here." is displayed. There are two input fields: "User Name:" and "Password:". The "User Name:" field has a blue eye icon to its left. Below the input fields, there is a checkbox labeled "I want to change my password after logging on". At the bottom of the form, there are two buttons: "Submit" and "Cancel". Below the form, there are two links: "Forgot your User Name or Password? Click here." and "New User? Click here to register now."



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## My LCI Club Officer Home Page

- “Home” displays My Tasks, My Club, My Info, My Members, My Service Activities, and My Officers.
- “My Tasks” shows info on your reporting status
- “My Club” displays info about club mtgs currently in the database
- “My Info” displays your personal contact info
- “My Members” shows members w/address,ph#, email
- “My Service Activities” shows activities, funds, # people served, 4 Global Campaign activities met.
- “My Officers” shows District/zone officers

**STUART (100) - District 9 SW - IA UNITED STATES**

**Home**

**My Tasks**

- Enter current year's officers.
- Enter Membership Report for Oct 2014.
- Report "No membership changes" for Oct 2014.
- Enter Service Activities including any Centennial Service Challenge Activities for Oct 2014.

**My Club**

STUART  
founded in 2008

Meeting  
Every 1st Monday at 07:00

United Methodist Church  
219 NW 2nd Street  
STUART, IA 50250

**My Info**

2014 - 2015 Club Secretary  
NYLA MAAS

Member Correspondence Address  
[REDACTED]  
MENLO, IA 50164

Officer Correspondence Address  
[REDACTED]  
MENLO, IA 50164

Home [REDACTED]  
Mobile [REDACTED]  
E-mail [REDACTED]@hotmail.com

**My Members**

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓									

Membership Summary

Regular Member	33
<b>Total</b>	<b>33</b>

**My Service Activities**

Recent Service Activity  
several club members took vision screening tra...

2014-2015 Service Activity Summary

Total service activities	10
Number of Lion Hours	256
Funds Raised (USD)	250.00
Funds Donated (USD)	250.00
Number of People Served	300

Centennial Service Challenge  
Youth Vision Hunger Environment  
✓ ✓ ✓ ✓

**My Officers**

District Governor  
Patrick A Parker

Cabinet Secretary  
Beverly A Fletcher

Cabinet Treasurer  
Chris M Anderson

Region Chairperson

Zone Chairperson  
KRISTY LONSDALE

## My Service Activities

- **To Add Activity:**
  - Far left, click Add Activity: complete activity type, title, description, always click on SHARE INFO”, click the applicable Global Campaign, then **SAVE**



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- **To Find Activity:**
  - Far right, find by month, by Global Campaign
  - Global Campaigns: Engaging our Youth, Sharing the Vision, Relieving Hunger, & Protect Environment. SAVE

## Reports



## MyLCI Support Panel

- Always available on right hand side of screen
- Expand/collapse w/down arrow to right of “Support Center” on blue Support Center bar
- Available features change depending on officer type (based on your login), & page displayed on screen

## MyLCI Member Data Functions

- Keep all member data current: address, phone, email
- **File Monthly Membership Report EVERY MONTH, even if no changes in members for the month**
- Add a Member: new, returning, transfer
- Edit a member, drop a member, create a family unit
  - Family units: create head of household first,
  - Then add additional members of unit



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## MyLCI Reports & Data

- Data Download

YOU SELECT what areas you want

More info on submitting reports can be found in Club Officer Team Manual  
Club secretary can order club supplies online.

## MyLCI Extras

- System will log you out after 20 minutes, so *ALWAYS SAVE YOUR WORK*.
- The Support Center panel changes depending on the page you are on.
- **Remember to always click “SHARE” on every Service Activity you enter**, otherwise district leaders and LCI can't see your activity.

## To Get Help From LCI:

- [mylci@lionsclubs.org](mailto:mylci@lionsclubs.org)
- Phone 630-468-6900
- 8:30 am to 4:30 p.m. Central Time

## Additional LCI References [available at <http://www.lionsuniversity.org/bachelors/b122/>]

- Publications:
  - [Club Officer Team Manual](#)
  - [Art of Recognition](#)
  - [Constitutions and By-Laws](#) (LA-2 Standard Club)
- MyLCI video tutorials under Blue Support Panel:
  - [MyLCI Introduction](#)
  - [Using the MyLCI website](#)
- Lions Learning Center
  - [www.lionsclubs.org](http://www.lionsclubs.org) > Member Center > Leadership Development
  - [Lions Learning Center](#) Courses recommended for Club Secretary:  
Introduction to Lions Leadership, Effective Listening, Public Speaking, Public Relations, Meeting Management, Personal Mission Statement, Goal Setting, Managing Change