

CLUB OFFICER ACTION CHECKLIST
(July 1, 2006 - June 30, 2007)

CLUB SECRETARY'S RESPONSIBILITIES	COMPLETE BY	COMPLETE D
Attend organizational meeting of the LY 2006-2007 Board of Directors to establish club goals, approve budget, and set calendar of club activities and fund raisers.	JUL 15	
Along with club president and treasurer, receive and review audit report of all club finances of prior year from club Audit Committee.	JUL 15	
Attend Zone training session (if available) for Presidents, Secretaries, & Treasurers.	JUL 31	
Submit "Membership Reports" to Lions Clubs International and submit District "Activities Reports" to District Governor and Zone Chairperson.	MONTHLY AFTER MEETING	
Maintain biographical sketch on every club member recording attendance, induction date, birthday, activities, recognitions, achievements, awards, etc.	MONTHLY	
Maintain a sufficient supply of new member kits, lapel pins, place mats & cards, napkins, membership cards, dues reminders, etc.	ON-GOING	
Receive, record, and transfer to treasurer all monies collected by the club. Likewise, record and co-sign with treasurer all expenditures contracted by the club. (See NOTE Page #2)	MONTHLY	
Be prepared to record minutes of both club & board of directors meetings and give secretarial reports at these meetings.	MONTHLY	
Attend all Zone Meetings in your zone as well as club officer training sessions.	TBA	
Send "dues reminders" to members not paid through DEC 31.	AUG 31	
Attend District Conference along with club president and encourage others to attend.	TBA	
Sponsor new member(s).	ONGOING	
Try to attend WV Leadership School & encourage others to attend.	JAN (TBA)	

CLUB SECRETARIES RESPONSIBILITIES
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Send "dues reminders" to members not paid through JUN 30.	FEB 28	
Give two week prior notice to club membership by mail, personal delivery, or newsletter of the date of club's annual election of new officers.	MAR 1	
Ensure all District contests data sent for awards at WV State Convention.	MAR 31	
Order club materials; e.g., President's pin, Past President's pin, awards, etc.	APR 1	
Complete and submit PU-101 (new officers) Form to Lions Club International and District Governor for LY 2007-2008 International and District Directories.	APR 1	
Certify delegates and alternates to WV Lions State Convention and distribute cards to those planning to attend.	APR 1	
Certify delegates and alternates to International Convention on forms mailed to club secretaries in January. Give duplicates to club's delegates and alternates.	APR 15	
Try to attend WV Lions State Convention and encourage others to attend.	APR (TBA)	
Send in names of any members qualifying for Key Awards (Forms KM-1 or CK-1)	MAY 31	
Send in names of members qualifying for 100% Attendance Awards and long-term attendance awards. (Awards are given for continuous attendance & need not correspond with Lion Year.)	MAY 31	
Complete all requirements for 100% Secretary Award.	JUN 30	
Send in application for Club President Excellence Award if all requirements are met.	JUN 30	
Be prepared to turn over all club secretarial records to successor, if applicable.	JUN 30	

NOTE: If club combines the positions of secretary and treasurer, all financial transactions executed by the Secretary/Treasurer must be recorded by the club president and all expenditures must be co-signed by the club president. Do not place the burden of club financial responsibility on only one individual!