



District 24L

Club Secretary Training

Presented By: Lion Vicki Davies

May - June 2025

Welcome new and returning Club Secretaries



The goals for Club Secretary Training is to: summarize responsibilities, explain timelines, and provide information and resources necessary to prepare for the club secretary position. At the end we will have open discussion with questions and hopefully answers.

- ▶ Maintain the club roster and report membership to the LCI Portal
- ▶ Prepare all documents, agendas for meetings and record minutes of all business proceedings
- ▶ Keep files of all pertinent records Manage club correspondence
- ▶ Actively participate in zone meetings
- ▶ Turn over all records to incoming secretary at conclusion of term of service

Disclosure: Not all clubs are run the same way, the responsibilities of a club secretary may be slightly different with each club.

Responsibilities of the Club Secretary

- ▶ Attend all club and board meetings
- ▶ Organize club meetings, set the agenda (Some club presidents do this, and some clubs have the president and secretary work together)
- ▶ Keeping club records
- ▶ Receive and respond to club correspondence
- ▶ Submit club reports with the LCI Portal (Service Activities)
- ▶ Attend and take minutes of club and board meetings. (If you are unable to attend a club meeting, it is your responsibility as secretary to find someone to take minutes for you)
- ▶ Attend three Zone meetings each year, Fall and Winter Conference.
- ▶ Prepare awards and new member kits. (New member kits are available on the LCI store after July 1st each year with the new LCI Presidents signature.
- ▶ Enter new officers in the LCI Portal by May 15th.
- ▶ Prepare awards for club, secretary & treasurer award, state achievement award, and club excellence award.



Recording Meeting Minutes

During the Meeting: Take attendance (if required by club), record meeting minutes, gather activity information from activity chairperson, document guest speakers and visitors both Lions and non-Lions.

The minutes should only record what the club does, and not what members say. Therefore:

- ▶ Debate is considered informal and not recorded
- ▶ The name of the member making a motion is recorded; the one who seconds is optional. Be sure to record whether the motion carried.
- ▶ When a vote is taken by ballot, the number on each side should be recorded.
- ▶ When a roll call vote is taken, a list of names voting on each side should be recorded
- ▶ Motions that are successfully voted into policy are “carried, adopted, or sustained.” Avoid using “passed.”
- ▶ Motions that are not carried are “lost or defeated”. Avoid using “failed.”
- ▶ Reports that are endorsed by the club are “adopted or accepted.”

MY MEMBERSHIP



MY CLUB



MY CA



MY ASSOCIATION



 Dashboard
Lion Me... Refresh ▾

The Portal Home Page for Launch
As of Apr 21, 2024, 5:09 PM-Viewing as -



Welcome to the Lion Portal

We have taken the functionality of MyLion, MyLCI, Insights and other tools and combined them into one cohesive and consistent experience – the Lion Portal.

These resources and FAQs will help make sure that you and your fellow Lions and Leos keep current on Lion Portal news.

Frequently
Asked
Questions

[Training Videos](#)

Helpful
Resources

DONATE

QUICK LINKS

- [Lions Clubs International Convention ›](#)
- [Global Action Team ›](#)
- [Melvin Jones Fellowship ›](#)
- [Lions Quest ›](#)

[Contact Members Services](#)
Email: lionsupport@lionsclubs.org



Managing the Club Roster and Member Contact Information

- ▶ One of your most important tasks is to maintain an accurate club roster of members. MyLCI serves as your main resource to ensure that the club roster is always an accurate listing, and that each member's contact information is kept current. Before the end of the Lions year print off a roster, pass it around during a club meeting, and ask members to make any corrections. The roster can be found in the club portal under my club, club actions, view reports, Lions club contact list.
- ▶ Make membership changes or add or delete members.
- ▶ Understanding Membership Types and Categories for Each Member of Your Club
- ▶ Officers for the upcoming year (July 1st) must be submitted to LCI by May 15th

Account Name	STEPHENS CITY
Parent Account	District 24 L
Region or Zone	Zone:K
Lion ID	9258
Youth Programs	

STEPHENS CITY

District 24 L

Zone:K

9258

Youth Programs

▼ Club Details

Description

▼ Address

Virginia

United States

Lions Club

26

Club Sub-Specialty Specialty Description 

9/24/1946

Website

<http://lionwap.org/eclub/sites/stephenscityva>

Manage Club Members

Manage Club Officers

Manage Delegates

[View Delegates](#)[View Club Officers](#)

Active Members



Lions Club International Member Portal

- ▶ **Contact Members Services** Email: lionssupport@lionsclubs.org Phone: 630-468-6900
- ▶ **Membership!** This is information about you! Name, Personal information, Members Sponsored, Positioned held in Club and District.
- ▶ **Service** - This is where you can either create a service activity or look at the service activities your club has done for the past 3 months.
- ▶ **Learn** - Online Training, Institute Training, and Local Training
- ▶ **Reports** - (In Club Actions) Provides different report
- ▶ **Lions Shop** -An easy way to order the most common club supplies and Lions Clubs International branded merchandise. Club presidents, secretaries or treasurers can login to their Shop account through the Member Portal and use club funds to purchase items.

Become familiar with your club By-Laws, you may want a copy to keep for your records. Many clubs have taken the LCI club by-laws and adjusted them to fit their clubs needs.

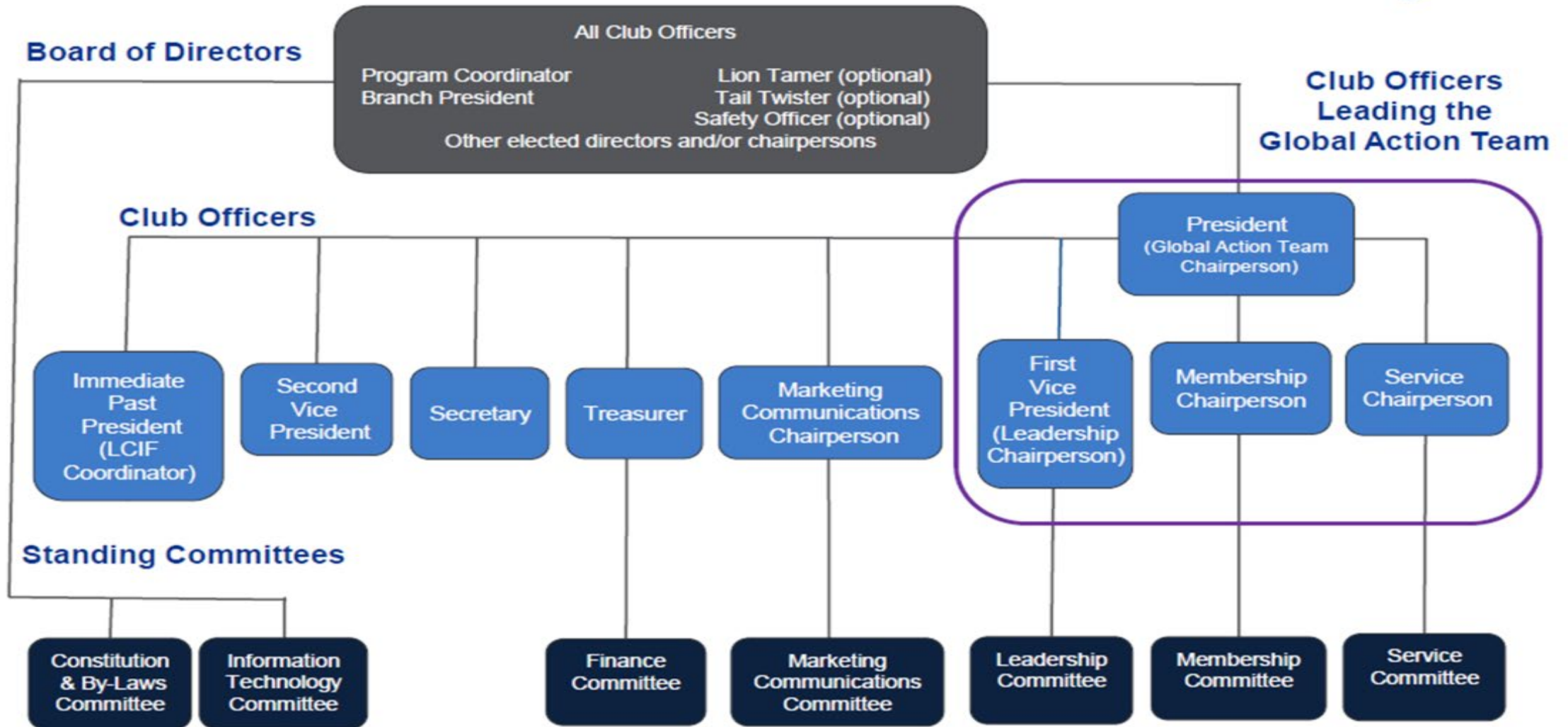


Web-Sites

- ▶ District 24L <https://valions.org>
- ▶ Lions Clubs International <https://www.lionsclubs.org>
- ▶ Lions of Virginia <https://lionsofvirginia.org>
- ▶ Club Secretary LCI <https://www.lionsclubs.org/en/resources-for-members/resource-center/club-secretary>



Standard Club Structure



CLUB PRESIDENT ROLE AND RESPONSABILITY

1. Attend Zone Meetings – at least three
2. Attend Officer Training
3. Attend Fall Conference, Winter Conference, State Convention
4. Assign Club Chairs
5. Identify future leaders/officers
6. Chair the club and board meetings
7. Understand Roberts' Rules of Order
8. Work with secretary on tailored agendas
9. Understand how to use portal and check membership and service inputs
10. Understanding award criteria
11. Ensure Transparency and Accountability: The president must oversee accurate financial reporting and maintain clear records of all income, expenses, and fundraising activities.
12. Understand the advantages of leveraging Artificial Intelligence

TREASURER ROLES AND RESPONSIBILITIES

1. Pay International Dues twice a year
2. Pay State Dues once a year
3. Provide Treasurer reports for each board meeting
4. Ensure Admin and Activities funds are not mixed
5. Prepare, with the finance committee, the budget
6. File with the IRS – 990?
7. Track requirements for 100% Treasurer
8. Attend Officer Training – in person or virtual
9. Get a copy of LCI Treasurers Manual
10. Bill members and collect dues
11. Adhere to Club and Legal Guidelines:
Funds must be used in accordance with Lions Clubs International policies and local laws. This includes keeping administrative funds separate from public (charitable) funds and ensuring that charitable donations are used solely for approved service projects and not for operational expenses

MEMBERSHIP CHAIR ROLES AND RESPONSIBILITIES

1. Develop a membership growth plan
2. Develop a membership retention plan
3. Develop a successful onboarding plan for each new member
4. Work with secretary to ensure new membership kits are ordered at the beginning of the Lion Year
5. Ensure membership kits are prepared for member induction
6. Attend Membership Chair Training or take virtually
7. Work with District GMT as required
8. Look at leveraging AI for recruitment

QUESTIONS AND DISCUSSIONS

My Contact Information

- **Lion Vicki Davies**
- **540-542-9493 (text or call)**
- **teteof2@gmail.com**

(Thank you for taking this training)