

Club Secretary's Responsibilities	Completed by	Completed
Attend Club Officers Training prior to taking office.	By July	_____
Attend Board of Director's meeting to set goals, proposed budgets, committees and calendar of club activities	July 15	_____
*File Membership and Activities Reports by end of each month. (Hard copies mailed by 20 <sup>th</sup> . Online Reports must be filed by last day of month.)	Monthly	_____
Send dues reminders to members that are not paid by 6/30	Pay by 8/1	_____
Send dues reminders to members that are not paid by 12/31	Pay by 2/1	_____
Give two week notice at club meeting for date of club's annual elections. Mail notice to members not in attendance. Final date for elections is April 1.	March 1-15	_____
Order club materials (President's pin, Past President's pin, Lion of the Year award, etc.	April 1	_____
Complete and send PU-101 to Lions Clubs International and District Governor for next year (information for Directories)	May 1	_____
Ensure all District contest data sent. All reports MUST be postmarked by the 20 <sup>th</sup> or e-mailed by last day.	March	_____
Certify and give cards to delegates and alternates to State Convention	April 1	_____
Certify delegates and alternates to International Convention and give duplicates to delegates and alternates.	May 1 - June 15	_____
Send in names of members qualifying for long-term attendance awards.	April 1	_____
Attend all Zone Meetings within your zone. Encourage Club President, other club officers and club members to attend.	Every 3 months Date TBA by Zone Chr	_____
Attend 29-L Conference and/or MD-29 State Convention with Club President and encourage other members to attend	March/May	_____
Attempt to attend and encourage others in club to attend the WV Lions Leadership Retreat.	Nov./Dec./Jan.	_____
Encourage new incoming officers to attend club officers training.	May – June	_____
Send in application for Club Excellence Award if all requirements are met by Club.	June 30	_____
Send in Annual Activities Report to Lions Clubs International. (If filed online monthly, report accumulates itself.)	June 30	_____

Reviewed/Updated May 2020