

Multiple District 105 Lioness Clubs



Section 3 Club Secretary's Information

Notes for the Assistance of Secretaries

As Club Secretary you are responsible for:

1. Assist the president with the preparation of meeting agendas which can be distributed prior to the meeting. The minutes of the previous meeting should be proposed, seconded and agreed by members. Any financial proposals made at meetings must be recorded in the club minutes with a proposer and seconder and voting noted. It is good practice to circulate the minutes to members as soon as possible after the meeting.

2. Sending a copy of your Club minutes to your Lions Club Secretary. This will ensure that your Club activities are covered for insurance purposes by the Lions Clubs International policy. It is important that receipt of the Minutes is recorded in your Lions Club minutes. Any non-Lionesses who intend assisting at a function should be named in the minutes to ensure they are covered by the Lions Insurance. If your club has help on the day of an event from a person other than a member or someone named on your minutes you should ensure a list is created on that day and the person helping should sign to say they were in attendance.

3. Completing Monthly Membership and Activity Reports. These are due on 1st of each month (See form enclosed). The completed form should be sent to your Multiple District Lioness Chairman, Deputy Multiple District Lioness Chairman, District Lioness Chairman, District Governor, Multiple District Lioness Co-ordinator, Sponsoring Lions Club Liaison Officer and a copy kept for your own Club's records.

Ensure the completed forms are available at your own Club meetings so that members know what you are reporting to the District and Multiple District.

4. Completing the Membership List on an annual basis, (See form enclosed). The completed form should be sent no later than 31st July each year to your Multiple District Lioness Chairman, District Lioness Chairman, Sponsoring Lions Club Liaison Officer, Multiple District Lioness Club Secretary, and a copy kept for your own Club's records.

5. Completing a Proposal for Membership Form for any new Lionesses. This form is for internal use in your Club and provides useful information regarding your member eg Contact details, birthday, partner's name etc. The Multiple District Lioness Chairman and Multiple District Secretary should be informed of any new members.

6. Completion of a Transfer form for any member leaving your Club ensuring it is sent to the new Club which they are joining. A copy of the form should also be sent to your District Lioness Chairman and the Multiple District Lioness Clubs Membership Officer.

7. Dealing with correspondence received for the Club, ensuring that all club members are aware of it and respond as required. Be aware that there may be deadlines for replying which need to be met.

8. Writing of letters as requested by the President and agreed by the Club members, including invitations to Formation/Certification Anniversary Celebrations.

9. Renewing any local licences such as Lottery Licence etc.

10. Keeping your Club informed of any events for which you receive information, e.g. Zone meetings, Charters etc. You will be the person most people contact to circulate information.

11. Passing on the copy of the Multiple District 105 Officers, Organisation and Directory of Clubs which you will receive for your President. You will receive 2 copies at the start of each fiscal year – only one of them is yours!

12. Ensuring that elections for Club Officers are held by the end of March in order that the details can be included in the Lions Multiple District Officers, Organisation and Directory of Clubs and the Lioness Multiple District District which are issued each year.

You will receive a form for completion each April from the Multiple District Lioness Secretary, which must be completed by the stated deadline and returned to her.

13. Notify the Multiple District Almoner regarding births, deaths, ill health, etc. of a member or close family member.



MULTIPLE DISTRICT 105 LIONESS CLUBS MEMBERSHIP LIST



To be completed each year by the Club Secretary no later than 31st July each year and copies sent to the following Officers:

Multiple District Lioness Secretary
District Lioness Chairman

Multiple District Lioness Chairman
Sponsoring Lions Club Secretary

Multiple District Almoner

Club Name: _____

District: _____

Completed by: _____

Date: _____

Members Name	Address	Tel No	e-mail / Fax No	Position Held
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:		(H) (B)		

	Post Code:	(M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		
Partner:	Post Code:	(H) (B) (M)		

Name of Sponsoring Lions Club President: _____

Name/Address of Sponsoring Lions Club Liaison Officer: _____

Post Code: _____ Tel No: _____ e-mail: _____

PROPOSAL FOR MEMBERSHIP



The following individual is proposed for membership of:

_____ Lioness Club

She is sponsored by: _____

Name: _____ Date of Birth: _____

Home Address: _____

_____ Post Code _____

Telephone: Home _____ Mobile _____

Business _____ Fax: _____

e-mail: _____

Partners Name: _____ Is he a Lion: _____

If yes, please state which Club _____

Acceptance

Recognising the importance of humanitarian service in co-operation with my Lioness Club and sponsoring Lions Club and realising the opportunities given to me to enjoy the friendship of my Club, I hereby accept the full responsibility of membership in the Lioness Club.

Signed: _____ Date: _____

To be returned to the Lioness Club Secretary

TRANSFER FORM



To be completed by the Lioness Club Secretary of the Club which the Lioness is leaving and to be forwarded to the Lioness Club which she would like to join.

Lioness _____ would like to transfer from
_____ Lioness Club in District _____
to _____ Lioness/Lions Club in District _____
with effect from _____

She has been a member of this Club for _____ years and is in good standing.

Previous Offices Held:

Reason for Transfer:

Signed: _____
Lioness Club President

Date: _____

Signed: _____
Lioness Club Secretary

Date: _____

Please forward a copy of this form to your Lioness District Chairman



Directory of Officers

Please complete the details below for the Multiple District 105 Lioness Clubs Directory of Officers and Multiple District Lions Directory:

Fiscal Year: _____

Name of Club: _____ **District:** _____

General Information:

Year Club was Formed: _____

Sponsoring Lions Club: _____

Meeting Venue: _____

Frequency of Meetings (eg 2nd & 4th Monday) _____

Time of Meeting: _____

Is your Club twinned with another Club? Yes/No

If Yes, Please give name of Club and Country _____

CONTACT DETAILS:

President:

Name: _____

Partners Name: _____

Address: _____

Town: _____ Post Code: _____

Tel: (Home) _____ (Business) _____

(Mobile) _____

e-mail: _____

Secretary:

Name: _____

Partners Name: _____

Address: _____

Town: _____ Post Code: _____

Tel: (Home) _____ (Business) _____

(Mobile) _____

e-mail: _____

Treasurer:

Name: _____

Partners Name: _____

Address: _____

Town: _____ Post Code: _____

Tel: (Home) _____ (Business) _____

(Mobile) _____

e-mail: _____

Information collated on this form may be used for the purpose of Directories and Websites within the organisation but will not be passed on to any third parties.

If for any reason you do not wish the contact details to be published on the website, please tick the box.

Form to be completed and returned no later than 30th April annually to:

Multiple District 105 Lioness Clubs Secretary
(See Current Directory for Contact Details)



Monthly Membership and Activities Report

Club Name: _____ District: _____

Month: _____ Fiscal Year: _____

Fund-raising Activities	Total Raised this Month £

Service / Welfare Activities	Total Raised this Month £

Social Activities

If your Club participates in any Lions Projects (eg Message in a Bottle, Youth Award, Peace Poster etc), please include in the appropriate section above

Future Events

Special Projects		
Joy Boys	Bought	Donated
M.D. P.R. Leaflet	Bought	Distributed
Hospital Packs	Bought	Donated

Multiple District / District Competitons		International		Public Relations	
Travelling Lion		Gift for Living			
Scrapbook		L.C.I.F.			
Other		Street Children			

Meetings Attended			
Zone		District	
Multiple District		Other Lions/ Lioness Clubs	

<u>Total Membership:</u> _____
Comprising of: _____ Gains _____ Losses _____ Transfers
_____ Prospective _____ At Large _____ Honorary
<u>New Members:</u>
Name Address Tel No e-mail
<u>Members Lost / Transferred:</u>
Name Reason

Report Produced by: _____ (Secretary)
Signature: _____ Date: _____

Copies of the Completed form should be sent to the Following:
 Multiple District Lioness Club Chairman
 District Lioness Chairman
 Sponsoring Lions Club Secretary