

**LIONS CLUBS INTERNATIONAL
DISTRICT 201 Q4**



**LIONESS CLUB
SECRETARY**

Revised by Lion Don Knopke May 2019

DUTIES OF CLUB SECRETARY

- The Lioness Secretary shall be under the supervision and direction of the Lioness President and the Board of Directors.
- Works closely with the Lioness President and Lioness Treasurer
- Attend all Board of Directors and Regular Club Meetings
- With the Lioness President, Treasurer and Membership Chairman attend the Zone and Area Meetings
- Assist the President with the preparation of the Agenda for Regular Club and Board of Directors Meetings
- Record and maintain an accurate record of all proceedings from the Board of Directors and Regular Club Meetings
- Have Lioness President sign the Minutes of Meetings once approved.
- Record attendance and apologies for all Meetings.
- DO NOT accept apologies from the floor, all apologies must be tendered to Secretary prior to the Meeting – to protect insurance cover.
- Distribute Minutes of each Meeting to Club Members
- Ensure copies of Minutes of each Meeting are forwarded to the Sponsor Lions Club for their records and insurance purposes
- Prepare an organisational Chart of the Club
- Apply and order Club Awards as Members qualify
- Have on hand New Member Kits and Lioness Badges
- Have certificates of appreciation on hand. (most of these are electronic these days)
Design your own

Club Records

- Maintain list of Members' names, addresses and telephone numbers – distribute copy to each Club Member (alternatively, print in Club Bulletin/Newsletter)
- Maintain Membership Attendance Record and Record of Service and Awards

Mail and Emails

- Collect mail regularly
- Check Emails as often as you can
- Maintain a Register of Inwards and Outwards Correspondence
- Responsible for handling both Inwards and Outwards Correspondence
- **Post Office Box.**
- Is this financially viable now that most correspondence is by Email?
- Central address eliminates confusion
- Record Inwards Mail with date received in numbered Correspondence Register
- Incoming Correspondence should be directed to President promptly

- 'Junk mail' may be removed PROVIDED the items have clearly nothing to do with Club business
- Be careful not to 'censor' mail – remember other Members may be interested
- Club correspondence should be available to all Members at the Meetings.

Junk and Irrelevant Mail/Email

You will get many Emails in particular that are irrelevant to your club. You only need to pass these on if they are relevant.

The cabinet secretary will forward a lot of emails to you that are irrelevant, however there are >80 Lions/Lioness/Leo Clubs in the district. He/she does not know which clubs are involved in each and every project, so please be understanding, what is irrelevant to you may be very important to another club

M.D. 201 Lioness Committee – Material

- Lioness Club Officers Handbook Forwarded each year to Club Secretary and available on MD website
- Proposal for Membership Form Copy from Lioness Club Handbook ..
- Lioness Club Monthly Report Form Forwarded each year to individual Clubs and there is a Copy in Lioness Club Handbook and on MD website
- MD Lioness Clubs 'Yes we Can' Booklet
- Can we de-mystify & simplify Correct Meeting Procedure for our Lioness Clubs? Available from District Chairman or MD Lioness Committee
- **M.D. 201 Lioness Clubs Material**
- Lioness Transfer Member Form Copy from Lioness Handbook
- The Fonnies Premier Project Award Application Form
 - Forwarded at commencement of each year with other material and distributed to individual Clubs
 - Annual Competition to recognize the Best Project conducted by a Lioness Club within Multiple District 201.

Merchandise

Many Items are in short supply or have been discontinued, check with MD Lioness committee if items are not listed on the Lions Shop website

Lioness Clubs Monthly Report

By 28th of the month

Distribution

Copy	Cabinet Secretary
Copy	Lioness Chair
Copy	Zone Chairman
Copy	Sponsor Lions Club
Signed Copy	Lioness File

Quarterly Report

Prepare Quarterly Report on Membership, Project and Activities for presentation by Lioness President to the Zone Chairman's Meetings.

Other Reports

- Prepare and forward PU101 and PU101A Forms to the Cabinet Secretary by the due date of 15th April.
- Failure to get these forms in on time, will result in your Club details being omitted from the Lions MD Directory.

Remember

- Accuracy is essential
- Punctuality - deadlines must be adhered to

Record Keeping

- Maintaining Membership & Activity Records
- Minutes of Meetings -
 - Regular Club
 - Board of Directors
 - Special Meetings

Lioness Club Forms

- Monthly Report - available ex MD Lioness Committee
- New Member Kit - available from Lions Australia Office Newcastle
- Certificate Of Membership - available ex MD Lioness Committee
- Certificate of Appreciation
- Supplies order /price list - available ex District Lioness Chair/MD Lioness Committee
- Lioness pins - available ex Newcastle Office
- Proposal for membership - copy from Lioness Club Officer Handbook

- Lioness member transfer form - copy from Lioness Club Officer Handbook

- Fonnie Tresise Premier Project' Application Form forwarded direct to Clubs by MD Lioness C'tee
- Incoming Officer Forms PU101/PU101A - forwarded direct to the Lioness Club by the Cabinet Secretary
- Lioness Standard Form Constitution - copy from Lioness Club Officer Handbook
- Lioness Conversion Form - available from District Lioness Chairman or MD Lioness Committee

DISTRICT 201 Q4
LIONESS COMMITTEE

District Lioness Chairman

Lion / Lioness John Round
3/192 Farm St
Kawana 4701

Mob: 0417 198 387

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DISTRICT 201Q4 – Lioness Clubs

. Zone 1	Buderim	
	Mooloolaba	
. Zone 2	Coolum Beach	
. Zone 7	Hervey Bay	
	Maryborough	
. Zone 8	Bargara	
. Zone 11	Duaringa	Not Active.
	Rockhampton	
. Zone 12	Yeppoon	
. Zone 14	Blackwater	
. Zone 15	Longreach	

Lions Insurance

Full details of the Lions Insurance Program and cover are published in the current edition of the Multiple District 201 Lions Directory.

To protect our Insurance cover

- Apologies must be registered with the Secretary prior to a Meeting and must not be accepted from the floor under any circumstances
- Each project must be authorized by a specific Motion of a Club Meeting and must be recorded in the Minutes
- A project attendance record must be maintained showing all Lioness Members (and non-Members) who have participated.

- The participation of ‘voluntary workers’ in a project must be specifically authorized by a Lioness Club Officer before insurance cover takes effect.
- Persons below the age of 15 years should not be used as ‘voluntary workers’
- Motor vehicles or trailers are not covered for on road operation - they must be separately insured.
- Any activity which is ‘not legal’ is not insured.
- Any project requiring skilled qualifications to perform the task must have a person with the appropriate qualifications and skills directing operations.
- Failure to comply with established requirements could negate the insurance cover
- Adequate safety precautions and procedures must be practised at all times.
- Appoint a Club Safety Officer
 - For comprehensive information re Safety Officer Refer to Chapter 9 – Multiple District 201 Club Administration Manual.
- If in doubt re Insurance cover, always check with the District Insurance Chairman or Lions Insurance Broker before commencing the project or activity.

Incorporation

- As a project of the Sponsor Lions Club, the Lioness Club is covered by the Incorporation of their Sponsor Club
- To comply with the requirements of the Department of Fair Trading the Lions Club Incorporation the annual returns must be furnished by the Lions Club.
- Books of Account and Statements of both the Lions and Lioness Clubs must be audited annually by an approved auditor
- A Lioness Club has two options
 - Lioness Club Books of Account, Statements and supporting documentation may be forwarded to the Sponsor Lions Club for auditing in conjunction with their Books of Account etc.
 - Or alternatively, the Lioness Club may have their Books of Account, Statements and supporting documentation audited separately by an Accountant, but must then forward the Auditor’s Certificate etc. to the Sponsor Lions Club for the Lions Club Auditor.
- To meet the requirements of the Incorporation Act the Sponsor Lions Club must submit copies of the audited accounts of both the Lions and Lioness Clubs with the Annual Return to the Department of Fair Trading.

