



Leo Club Secretary Training

Welcome new Leo club officers

You have received this handbook because you are a Leo club officer. Congratulations. Your club members have elected you to a leadership position because they are confident in your ability to lead. The success of your Leo club – and every Leo club – depends on the dedication of its leaders. Your commitment to fostering the ideas of the Leo Club Program will result in pride and satisfaction for you, your Leo club, your sponsoring Lions club, and your community. The purpose of this handbook is to provide you with useful information about the Leo Club Program, and your responsibilities as a Leo leader.

What makes a leader?

Energy, self-confidence, intelligence, persistence and the ability to express oneself are all leadership traits. Additional characteristics include:

- › Trustworthiness
- › Fairness
- › Knowledge of individual needs and interests of club members
- › A vision for the future of the club
- › Acceptance of responsibility

Strong Leo leaders are the foundation of successful Leo clubs. Traits such as energy, intelligence, and persistence are evident among Leo leaders. Obviously, your fellow Leos have recognized these qualities in you. Leo leaders live the Leo motto (Leadership, Experience and Opportunity). Your year(s) as a Leo leader will help increase your self-confidence as well as your organization skills. You will learn to rely on your fellow club members. You will develop strong friendships.

Club Secretary's Role

The secretary serves the club by maintaining both club records and minutes from board of directors' meetings. The secretary also maintains lists of officers, committee appointments, attendance records, and membership rosters. The secretary is responsible for submitting the Leo Club Membership Report (Leo-72) to International Headquarters.

Often, the secretary also submits the Report of a Successful Leo Club Project or Activity (Leo-SPA) to International Headquarters. Further, club secretary may support club editor to publish newsletter, press releases etc. A sample press release is provided as an annexure at the end of handbook.

Duties of a Club Secretary

- › To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings
- › To deal with the day to day running of the club including all correspondence (both internally and externally)
- › To process and deliver appropriate correspondence and information to district, multiple district and to international
- › To organize committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate
- › To liaise with other club committee members to ensure all appropriate administration is in place to represent the club at meetings
- › To have a knowledge and understanding of roles and responsibilities of other club committee members
- › To maintain up to date contact details of all members, committee members, other key club personnel and district council officers

Running a Club Meeting

Leo leaders should be familiar with parliamentary procedures outlined in Robert's Rules of Order.

- › Club meetings should include a written agenda as well as:
- › A call to order by the president
- › Opening ceremony (e.g. the national anthem, salute to the flag, or other local custom)
- › A roll call of members and the introduction of guests
- › The serving of refreshments, if any
- › The introduction of speaker(s)
- › The secretary's report and the reading of the minutes from the previous meeting
- › The treasurer's report - a copy should be filed for audit
- › The reading of minutes from the board of directors' meeting
- › The reading of correspondence received since the last meeting
- › The reading of committee reports and approval of actions
- › The discussion of old business
- › The presentation of new business
- › Adjournment

Top Tips for Minute Taking

- › List the people present, and those who sent apologies. Circulating a list for people to sign in will save you time here if there are large numbers
- › At the end of a discussion during the meeting, summaries what you have recorded to ensure you have interpreted the conversations correctly. Also confirm who is responsible for any actions, and a date to be completed by
- › Write the minutes in the same order as the agenda, and keep them short and concise
- › Be objective in writing the meetings, and not biased towards any decisions
- › Write up minutes straight after a meeting, whilst memories are still fresh
- › Circulate minutes to the committee as soon as possible after the meeting, so that those that were
- › absent know what happened, and those with actions are prompted to follow up as appropriate
- › Make a diary note to follow up actions with people after 2 weeks to check progress
- › Great words to use consistently in minutes are as follows:
 - Agreed: indicates a strong consensus to support a recommended course of action
 - Noted: indicates that a matter was reported, but no decision was necessary
 - Received: indicates that a report was presented and accepted
 - Approved: indicates that a recommendation has been endorsed
 - Recognized: indicates that information was accepted, but no decision was taken
 - Resolved: indicates that a motion was formally proposed, voted upon and passed.
- › Circulate and publicize non-confidential reports from Committee meetings to demonstrate the Club's progress and achievements A sample minute template is annexed at the end of the handbook

Reporting to International Headquarters

- › When clubs complete a significant single project or fundraiser, they are invited to send written details and photographs to the Youth Programs Department. Using the Report of a Successful Leo Club Project or Activity (LEO-SPA) form, Leos can explain:
 - › Who benefitted from the project or activity.
 - › What events transpired
 - › When the project or activity was held
 - › Where the project or activity occurred
 - › Why the project or activity was organized
 - › How the club accomplished this community service

Leos can submit this information to:

LIONS CLUBS INTERNATIONAL,
YOUTH PROGRAMS DEPARTMENT,
300 W 22ND ST, OAK BROOK IL 60523-8842, USA.
Telephone number: 630-571-5466.
Fax machine number: 630-571-8890.

Using MyLion App

MyLion is a web based android application which can be used to report and publicize the projects and events conducted by your respective Leo club to enhance the PR among not only the Sri Lanka Leos, but also among the international Leos. Any Leo can download the MyLion App and create their own account.

MyLeo Reporting

MyLeo is an online portal utilized for reporting all club activities within the Leo Multiple. It serves as a centralized portal where clubs are strongly encouraged to report all their club activities. This ensures that all activities are accounted for in the final evaluations.

When submitting reports through the MyLeo portal, it is compulsory to include a screen capture of the corresponding MyLion report. This addition serves as a verification and improves the credibility of the reported activity.

Tips on being a good secretary

ORGANIZATION

- › File things! This is very important - you need to be able to find papers and reports quickly and easily. Get a stack of cheap cardboard folders and label them. Have a separate file for every important issue.
- › File things quickly. Don't let huge mounds of papers you haven't looked at build up. If you sort them out regularly it is a small and manageable job.
- › Have a 'to do' list or notebook. It helps to have everything you need to do write down in one place. Don't rely on your memory.
- › Get a book to record correspondence the club receives.
- › Get a diary to record dates of future meetings.

SHARE INFORMATION

- › Make sure information that comes to you gets passed on, or publicized more widely. Often things for a club are sent to the Secretary and never get any further.
- › Work closely with other Committee members, particularly the president.

DON'T TAKE ON EVERYTHING

- › A common complaint from Secretaries is that they end up doing everything. Be clear with your Committee about what tasks you will do.
- › If you start to feel overburdened, talk about it with your committee, and see if jobs can be shared out more.

Recognizing the Service of Leos

The district council will be evaluating your reports throughout the year to monitor each club's performance. At the end of each Leoistic year, the council will recognize your club members' efforts by awarding them based on wide range of categories.

The winners at the district level shall also be nominated for multiple district awards nominations which will be awarded at multiple district conference.

Furthermore, Lions Clubs International also has many awards for qualified Leos.

- › Leo of the Year Award honors outstanding Leos.
- › Leo Club Excellence Award is awarded to one qualified Leo club per district. The Lions district governor nominates one Leo club for this annual award.
- › 100% Leo Club President or District President Award is available upon completion of certain criteria.
- › Leo Club Anniversary Award is sent to Leo clubs on their fifth, 10th, 15th, 20th, 25th, and 30th anniversaries.
- › Leo October Membership Growth Award - Leo club advisors may present this award to any Leo who recruits three or more new members during the month of October.
- › LCIF awards include certificates of appreciation, a chairman's certificate, a banner patch, or a club plaque.

ANNEXURE A

[SAMPLE PRESS RELEASE]

For Information Contact:

(Name)

(Phone number)

(E-mail address)

For Immediate Release

LEO CLUB MEMBERS PROVIDE SERVICE TO THE COMMUNITY

(City, date) -- The **(name)** Leo Club recently served the community by **(enter description of the community service project)**. This volunteer activity occurred at **(location)**. Completion of the Leo club service project is a benefit to the community because it **(describe how community or specific organization benefited)**.

According to **(name, title such as club president or project chairperson)** of **(name)** Leo Club, "This and other projects will allow Leos to meet pressing needs in our community including **(mention a few)**. Leo members thank everyone who contributed to this important work. You are truly helping Leos make a difference in our community."

The **(name)** Leo Club has **(#)** members and meets on **(day of week/month)** at **(time)** at **(location)**. **(Name)** is the current Leo club advisor. Young people, ages **(list age range)** who would like more information about the **(name)** Leo Club can contact **(name)** at **(phone number/add Web site address if appropriate)**.

ANNEXURE B

[SAMPLE MEETING MINUTES]

Date: (Meeting date)

| INFORMATION | ATTENDEES | APOLOGIES |
|---|-----------|-----------|
| <i>Start time:</i> | 1. | 1. |
| <i>Location:</i> | 2. | 2. |
| Equipment Required: Projector / Laptop / AV / | 3. | 3. |
| Key Agenda Items | 4. | 4. |
| | 5. | 5. |
| | 6. | 6. |
| | 7. | 7. |
| | ### | ### |
| | | |

| No | Description | Action |
|----|---|------------------------------|
| 1 | Leo Walk Leo Sadeepa highlighted that expected participation from the club should be 10 and Leo Dumindu assured that the minimum will be 12 Leos. | Dumindu; Inform club members |
| | ### | |

| CLOSE OF MEETING |
|-------------------------------|
| Meeting closed: |
| Date of next meeting: |
| Minutes to be distributed by: |
| Special considerations: |
| |
| |
| |

| NOTES |
|-------|
| ### |

ANNEXURE C

[SAMPLE BOARD RESOLUTION]

We, undersigned, being all the directors of this Leo Club consent and agree that the following Leo Club resolution was made

On _____ (date)

At _____ (time)

At _____ (location)

We do hereby consent to adoption of the following as if it was adopted at a regularly called meeting of the board of directors of this Leo club. In accordance with the standard Leo club constitution and bylaws of this Leo club, by unanimous consent, board of directors decided that:

Therefore it is resolved, that the Leo club shall:

The officers of this Leo club are authorized to perform the acts to carry out this Leo club resolution.

Director's Signature Printed name Date

Director's Signature Printed name Date

The president and the secretary of this Leo club, certify that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of directors.

Secretary's Signature Printed name Date

President's Signature Printed name Date

Leo Advisor's Signature Printed name Date

