



*"Empowering Vision and Innovation"*



**District 4-A1**

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**Roles and Responsibilities**

**of Club Presidents,  
Secretaries & Treasurers**



# **Session Objectives**

- **Summarize the responsibilities of the club president, club secretary, and club treasurer**
- **Locate and explore additional resources as needed**
- **Create a powerful team in your Club**
- **Plan for a successful year and future**



# Presidents & Secretaries & Treasurers Link Club Members and the District

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- As president, you will lead your club in service activities that help support your local community and surrounding areas



# Presidents & Secretaries Link Club Members and the District

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As secretary, you are an integral part of the leadership team, working to support the club president as he or she leads your club in service activities that help support your local community and surrounding areas. You support the treasurer and fiscal responsibility to members.



# As Treasurer you are the financial officer and member of the board of directors, your responsibilities include:

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- Understanding your duties in reporting
- Keep Administration and Charity books separate
- Reporting to the board and membership the financial status of projects and the club
- Work cooperatively with the President and Secretary



# Presidents & Secretaries & Treasurers Link Club Members and the District

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However, it's also important to remember that you are a part of something much bigger.



# The Big Picture!

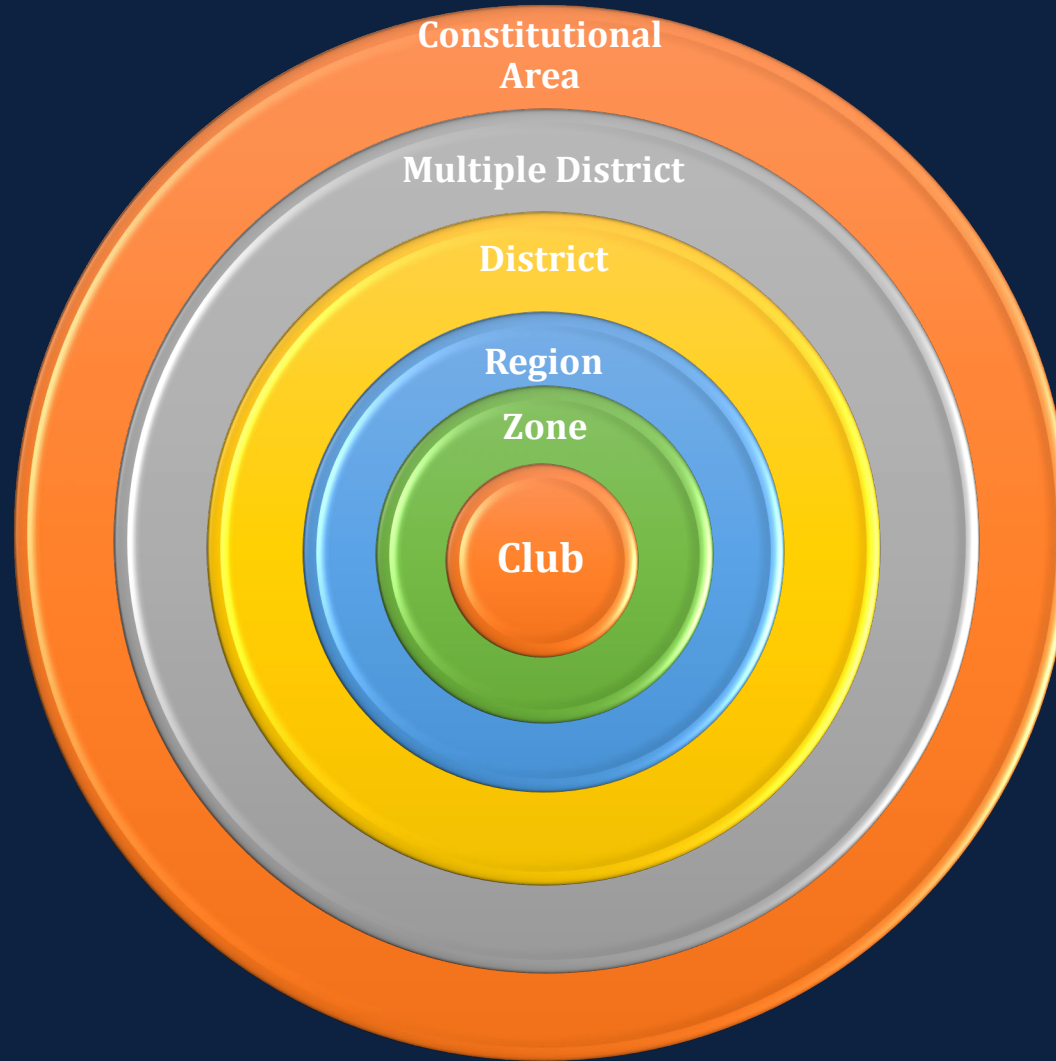
Lions Clubs International is comprised of a large network of Lions, with clubs at the center.

This structure facilitates communication and promotes service on a local, regional and global scale.





# Structure of Lions Clubs International



- A club consists of a minimum of 20 members
- A zone consists of 4 – 8 clubs
- A region consists of 10 – 16 clubs \*
- A district is comprised of at about 35 clubs with 1250 active members
- Our multiple district (MD4) is all of California
- Constitutional Area 1 is the US



**Clubs are the**

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**Individual clubs and their members are  
at the heart of the Association.**

**Without their commitment to serving  
others locally, we could not maintain  
our legacy of global service.**



# Clubs are the

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*Our Mission:*

***TO EMPOWER volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs***



# Purpose of Lions Clubs

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**In order for our mission to become a reality, our clubs need to serve many purposes.**

**Let's do a quick check of the Standard Club Constitution and Bylaws to see if you know all the purposes of a Lions club.**





# Club Purposes

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- To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- To encourage service-minded people to serve their community without personal financial rewards, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.



# Club Purposes

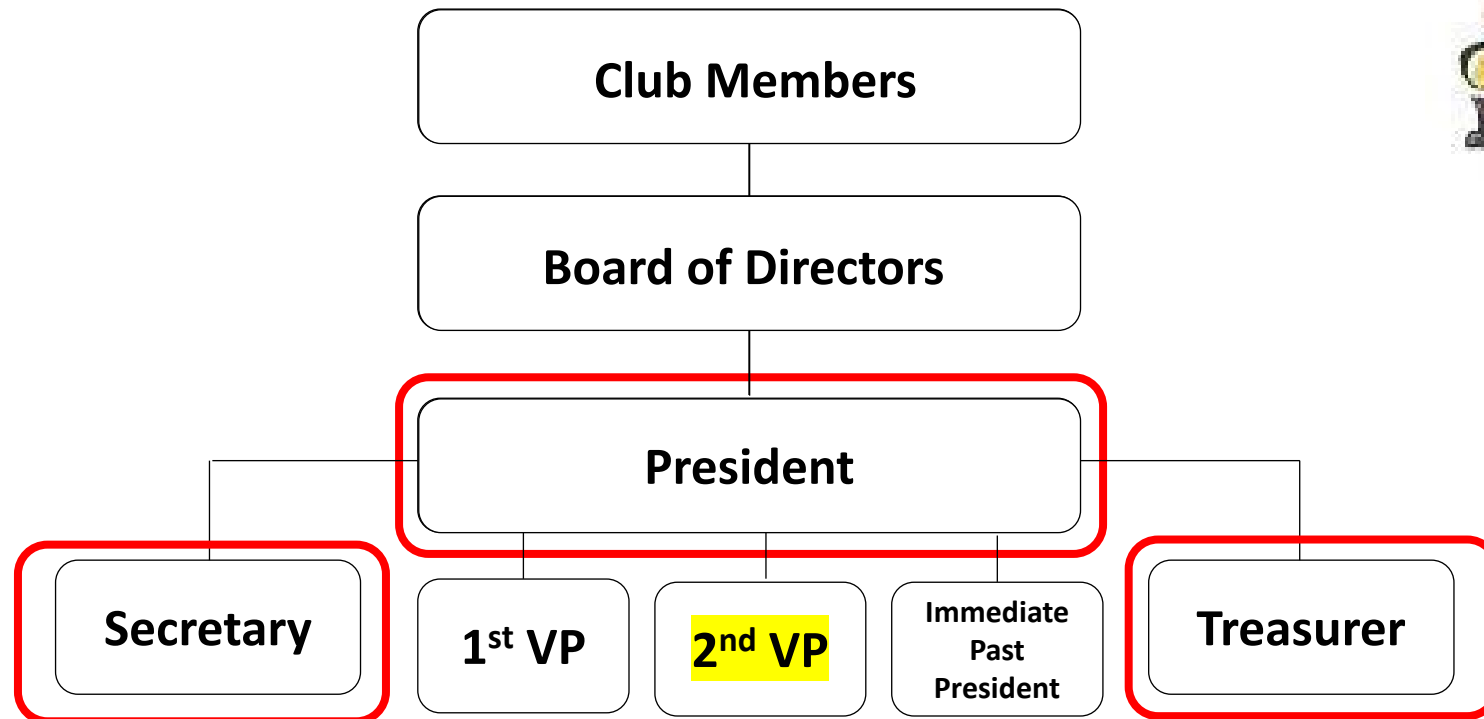
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- To take an active interest in the civic, cultural, social and moral welfare of the community.
- To create and foster a spirit of understanding among the people of the world.
- To promote the principles of good government and good citizenship.
- To provide a forum for the open discussion of all matters of public interest...



# Your Club

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# Your Club Leadership Team

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The board of directors includes:

- the president
- the immediate past president
- vice presidents
- secretary
- treasurer
- membership chairperson
- service chairperson
- lion tamer (optional)
- tail twister (optional)
- any other elected directors





# Your Club

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- As president, you are the chief executive officer of the club.
- You have limited power (no absolute authority) and your authority to act comes from directives from the board of directors, club members and club's Constitution and Bylaws
- You work in cooperation with and have shared responsibilities with your board of directors



# Your Club

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- Annually the Club's Constitution and Bylaws should be reviewed with the Lions Clubs International Standard Club Constitution and Bylaws.
- Since 2019 Clubs are required to use the Standard Club CBL.
- Clubs can add items to the Standard CBL but the items cannot conflict with the Standard CBL.



# Your Club

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- As President one of your most important tasks is listening and utilizing everyone's strengths and ideas
- You are the key to creating a culture of

**“Why not?”**



# Your Club

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- Each Lions club is comprised of a team of leaders that support the activities of the club.
- Each Lions club is different in size, culture, and service
- There is no one size fits all
- However, there are key positions that each Lions club needs to have.





# Responsibilities of the Club President

As club president, your primary responsibilities include...

- Presiding at all club and board meetings
- Issuing the call for regular and special meetings of the board of directors and club
- Appointing the standing and special committees of the club
- Ensuring that regular elections are duly called, noticed and held
- Cooperating as an active member of Zone as an advisor to the District Governor



# Responsibilities of the Club Secretary

As the club business manager and member of the board of directors, your primary responsibilities include...

- Attending all club and board meetings
- Organizing club and board meetings
- Recording meeting minutes
- Keeping club records
- Receiving and responding to club correspondence
- Completing and filing all club reports with LCI
- Cooperating as an active member of Zone as an advisor to the District Governor



# Responsibilities of the Club Treasurer

As the club treasurer and member of the board of directors, your primary responsibilities include...

- Attending all club and board meetings
- Keeping financial records – Chairity Fund and Administration Fund (separate accounts)
- Keep a copy of each financial transaction
- Track dues billings and payments and other costs and payments
- Reporting regularly to the board and membership of projects and club status
- Filing club reports with IRS – CA Attorney General and other entities as required



# Responsibilities of the President

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**There are 3 phases to managing an effective meeting.**

**1. Preparation**

**2. Facilitation**

**3. Follow-up**





# Responsibilities of the President

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## Phase 1 - Preparation

**With the help of your club secretary, you will:**

- Give advance notice of meeting dates/times – 3-7 days
- Select a program for the benefit of the-club members
- Prepare a well-planned agenda, distributed in advance – 7 days
- Have a good understanding of parliamentary procedures (Robert's Rules)
- Ensure the facilities used are adequate for your meeting purposes



# Responsibilities of the President

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## Phase 2 - Facilitation

- **Start and end the meeting on time. [set time limits for each item]**
- **Follow the agreed upon procedure for conducting business. (Robert's Rules)**
- **Make the meeting fair for everyone.**
- **Avoid political or religious discussions.**
- **Treat everyone with respect and kindness.**



# Responsibilities of the President

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## Phase 3 – Follow-up

**With the help and cooperation of the club secretary,**

- **Follow up on the action items in your meeting – or follow-up with those that promised to complete a task**
- **Send out the meeting minutes within 3 days of meeting**
- **Send agenda and minutes out for the next meeting 7 days prior to meeting**
- **Acknowledge and thank those that assisted the club and/or fulfilled their commitments**



# Responsibilities of the Secretary

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**Your meeting duties consist of 3 stages.**

- 1. Before the meeting**
- 2. During the meeting**
- 3. After the meeting**



# Responsibilities of the Secretary

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## Stage 1 – Before the meeting

- In conjunction with the president, create a meeting agenda and disseminate as required
- Assemble any correspondence to give to appropriate chairpersons or members
- Prepare awards or new member kits if necessary
- Prepare club roster for taking attendance



# Responsibilities of the Secretary

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## Stage 2 – During the meeting

- Take attendance
- Record meeting minutes
- Document any guest speakers, non-Lion visitors and visiting Lions
- Collect and record dues and give members receipts
- Gather activity information from committee chairpersons
- Ask new members to fill out appropriate forms



# Responsibilities of the Secretary

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## Stage 3 – After the meeting

- Record attendance (quorums & contact)
- Record awards presented
- Verify money collected and record payment of dues
- Deposit or present money collected to the treasurer and obtain receipt
- File & distribute a copy of the meeting minutes after they are approved
- Follow up on any outstanding issues from the meeting





# Responsibilities of the Secretary

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The secretary is also responsible for preparing for board meetings.

It is important to remember that secretaries' responsibilities vary according to regional practices and established club procedures.

**What are things the Secretary does that are different in your Club?**



# Responsibilities of the Treasurer

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**Prepare and submit monthly and semi-annual financial reports to the board of directors of this club.**

**Give bond (accept responsibility) for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.**

**Deliver, in a timely manner, at the conclusion of his/her term in office, the financial accounts, funds and records of the club to his/her successor in office.**

**Serves as chairperson for the finance committee.**



# Responsibilities of the President

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**Your next responsibility deals with the appointment of standing and special committees of the club.**

**As president, you will work in cooperation with the chairpersons of these committees to effect regular functioning and reporting.**

**There are two categories of committees.**

- 1. Administrative**
- 2. Activities**

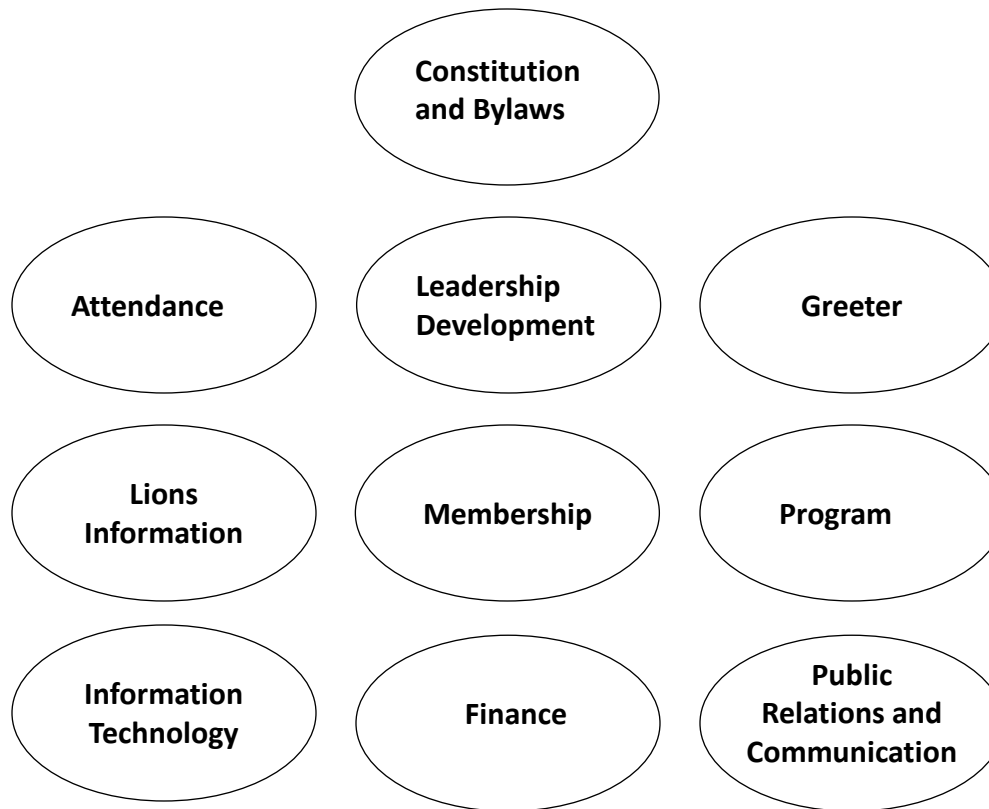


# Responsibilities of the President

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Possible Administrative Committees

**What Administrative Committees do you have?**



# Responsibilities of the President

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Possible Service / Activities Committees

**What Service / Activities Committees do you have?**

Sight  
Preservation  
Awareness &  
Action

Hearing  
Preservation  
Awareness &  
Action

Environmental  
Services

Community  
Services

Disaster  
Preparedness

Diabetes  
Awareness

Lions Services for  
Children

Lions Opportunities  
for Youth

International  
Relations



# Responsibilities of the President

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Next let's look at Elections.

- The president needs to appoint a nominating committee, which will submit the names of the candidates for club officers to the club at the nomination meeting.
- The nomination meeting is held in March or earlier. Club members must be informed of the meeting at least 14 days in advance.
- An election meeting needs to take place no later than April. Notice of the meeting should be sent to club members 14 days in advance and should include the names of all approved nominees.
- Clubs can hold elections earlier but not later than April.



# Responsibilities of the President

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And one more very important responsibility is:

- To see that the Club files tax and charitable filings with:
  - The IRS
  - The California Attorney General's Office
  - The California Secretary of State
  - The California Franchise Tax Board
  - The Raffle Application and End of the Year Report
  - Annual Youth Protection Compliance Form (June 30)





# Responsibilities of the Treasurer

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**Every Lions Club should maintain at least two (2) Accounts:**

**One for Club Administrative funds and one for Community Service funds. Others call it Project or Charity Account**

**You may have more than one account for each, but Community funds may NEVER be combined into the Administrative Account**

**Never co-mingle funds**

**Never use Community Service funds to cover Administrative Costs**



# **Responsibilities of the Club Officers**

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## **Community Service**

**Funds from any Public Activities (food sales, fireworks sale, white cane drives, etc...**

**Anything that the public is invited to attend and participate in.**

**You MAY NOT use Community Service funds to cover Admin costs**

**Community Service Funds may only be used to cover the costs of activities that benefit the public.**



# **Responsibilities of the Club Team**

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## **Administration Fund**

**Funds from CLUB ONLY activities (dues, fines, internal raffles, etc.)**

**Fundraiser where only Club Members and Lions are allowed to participate**

**You MAY USE Administrative funds to pay Community Service costs (donations to charities or service project costs)**



# Responsibilities of the Secretary

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**You've noticed the Secretary takes lots of minutes. Typically, minutes will record...**

- **Type of meeting (Regular, Special or Board)**
- **Date and place of meeting**
- **Name of person presiding over meeting**
- **Whether previous meeting minutes were approved**
- **All motions, their movers and whether the motions were sustained or lost**
- **All points of order and appeals and whether they were sustained or lost**
- **Time the meeting was called to order and adjourned**



# Responsibilities of the Secretary

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**Minutes are meant to record what the club does and not what members say.**

**Therefore, debate is considered informal and not recorded.**

**Proper terminology is important and should be used. (Robert's Rules of Order)**



# Responsibilities of the Secretary

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Club files should include:

- The club charter
- The Constitution and Bylaws
- The club history
- Minutes of all club and board of directors' meetings
- Annual reports of club officers and committees
- Activity reports
- Roster of club members



# Responsibilities of the Secretary

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**The club secretary receives a lot of information, from LCI and others, pertaining to training, events, and meetings.**

**Correspondence may come electronically or through post and involve the president, treasurer, committee and/or project chairpersons.**

**It is important that all correspondence is opened, read and distributed in a timely manner.**



# Responsibilities of the President, Secretary and Treasurer

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**It is strongly recommended that the club secretary, treasurer and president meet at the start of the term to discuss budget, how correspondence will be answered, kept and reported, and how financial information will be kept and reported.**

**In some clubs, the secretary is responsible for the club newsletter and is integral to the club's public relations.**

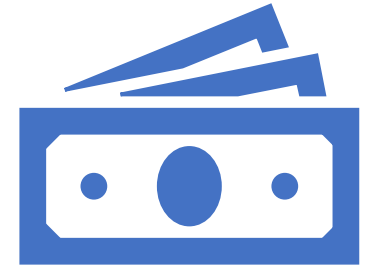
**If you are not responsible for these duties, it will be important for you to be in close contact with those who are. This ensures all important club news is published.**





# Responsibilities of the President, Secretary and Treasurer

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## Club Budget – Why do you need a budget?

**A budget allows you to create a spending plan for your club's finances. It helps you to know how much funding you still have to spend this year.**

**Adhering to the budget ensures that you will always have enough money for the things your club needs and the things that are important to your club.**

**Budgets are approved by the Board of Directors or membership depending on the Club's CBLs.**



<b>Anticipate</b>	<b>When creating a budget, anticipate all income and revenue sources. (fund raisers, donations, etc.)</b>
<b>Use</b>	<b>Use prior years budget as a starting point.</b>
<b>Anticipate</b>	<b>Anticipate expenses, by category, for the year.</b>
<b>Make</b>	<b>On any new service project, make sure that club can cover expenses. Look for hidden expenses, such as city fees and permits, taxes and setup costs.</b>
<b>Be</b>	<b>Be sure to include new ideas of the incoming President.</b>
<b>Make</b>	<b>Make sure the budget balances.</b>
<b>Get</b>	<b>Get Board approval on the official budget.</b>



# Monthly Budget Activity Report



**As deposits come in and checks are written, develop a report to show the Board how club is progressing against the budget.**



**Does the report show that Club is missing its fundraising goals?**



**Are any expense categories showing unusually high expenditures? Will Club have enough left in budget to cover remainder of the year?**

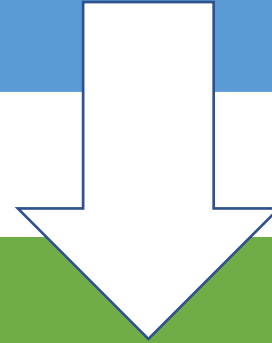


**Be sure to deliver any unexpected news to the Board for the review.**

# Reporting



Reports to the Board must be prepared prior to the Board meetings and copies should be available for each Board member. There should be a report for each account (Community Service and Administrative).



Bank Reconciliation (beginning balance, income, expense, current balance (include a list of any uncleared checks)).

# Reporting



**HAVE A LIST OF ITEMS THAT MAKE UP BOTH INCOME AND EXPENSE ITEMS READY (BOARD MEMBERS MAY ASK QUESTIONS).**

**PREPARE A FINANCIAL STATEMENT FOR EACH MAJOR PROJECT SHOWING INCOME, EXPENSES AND FINAL OUTCOME. THE BOARD USUALLY WANTS TO KNOW HOW WELL PROJECTS PERFORM.**

**REVIEW PROGRESS ON THE BUDGET. ARE WE REACHING OUR FINANCIAL GOALS? ARE WE SPENDING MORE THAN WAS BUDGETED? WHAT CAN WE DO TO GET BACK ON TRACK?**

**AFTER INVOICES HAVE BEEN SENT TO THE MEMBERS FOR DUES, REPORT PROGRESS. HAVE A LIST OF THOSE WHO HAVE PAID/NOT PAID. KEEP DUES ACCOUNTING SEPARATE FROM OTHER BILLINGS, LIKE PREPAID MEALS.**

❖ LCI Dues are \$49.00/year per member, billed \$24.50 every 6 months.

❖ MD4 (State) Dues are \$18.00/year per member, billed at \$9.00 every 6 months.

❖ District 4-A1 Dues are \$12.00/year per member, billed at \$6.00 every 6 months.

❖ Your Club may also add annual dues to help cover administrative expenses and other costs (Eye Foundation, Ear Foundation...)

## Dues Structure



# Important Dates & Information

- **JULY 1**, go to the bank and change the authorized signatures on their records.
- **Nov 15**, filings for the previous Lions year are to be filed on or before November 15. IRS – Attorney General – Secretary of State – Franchise Tax Board
- **June 30, Statement of Information**: Secretary of State with election of new officers.

**All Lions Clubs are under the group exemption of Lions Clubs International 501 (C) 4 organization and cannot be changed.**

# Insurance

**Lions Clubs International has a program of Commercial General Liability Insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.**

**Liability arising out of the sale or serving of alcoholic beverages is NOT covered. You will need to purchase this coverage locally.**

**Officers & Directors insurance/Crime coverage is NOT**

**Additional Liability and Accident Insurance is also available through LCI's carrier.**



# Insurance

**If you have specific questions about your Club's coverage, LCI suggests contacting:**

**DSP Insurance Services**

**1(800) 316-6705 or [lionsclubs@dspins.com](mailto:lionsclubs@dspins.com)**

**LCI Legal Division**

**1(630)571-5466 ext. 360 or [legal@lionsclubs.org](mailto:legal@lionsclubs.org)**

**Certificate of Insurance (Lions International)**

**<https://www.lionsclubs.org/en/resources-for-members/resorce-center/certificate-of-insurance>**



# Responsibilities of the Secretary

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**Some of the reports and forms you will be responsible for include:**

- **Monthly Membership Report (MMR)**
- **Monthly Club Service Activity Report**
- **Club Officer Report (PU-101) (due May 15 or earlier, or change in officers)**
- **Club Supplies Order**



# Responsibilities of the Club Team

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## As members of the Zone Meeting:

- Work with the zone chairperson to ensure every club in your zone operates efficiently and follows the Association's Constitution and Bylaws
- Promote attendance at the district, multiple district and international conventions
- Promote attendance at charter nights
- Discuss ways of helping clubs that need assistance with membership growth or leadership development
- Promote various club functions and events, such as inter-club meetings, installation of club officers, induction of new members or ceremonies honoring Key Award recipients



# Responsibilities of the Club Team

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## Attending Zone Meetings...

- **Allows you to exchange ideas regarding programs, projects, fundraising and membership issues**
- **Offers a forum for establishing cooperative relationships between clubs**
- **Gives you the opportunity to meet other Lions in your area**



# District Global Action Team

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**The Global Action Team is chaired by the District Governor.**

The GLT, GST, GMT and GET at the district level can serve as important resources for your membership and service growth and leadership development needs.

The District Governor is our Global Management Approach Coordinator this year and provides support and direction for growing membership, service and leadership.

The GAT members are available to sit down with you and brainstorm, assist you in developing a strategy, and just helping you in general.



# Presidents – Secretaries - Treasurers

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- What goals to you hope to achieve during your term?



# How Can 4-A1 Help Your Club? How Can 4-A1 Help You?

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Quickly list 3 things



# MyLCI / MyLion

- So let's take a hands-on look at MyLCI and MyLion

