

District N-4 BEST SECRETARY

Contact Information:

Name: _____ Club _____ Club membership _____ Date: _____

Signatures: President _____ Zone # _____ Chair: _____

1. Eligibility: The Secretary shall have:

- served as Club Secretary, for at least 6 months, from _____ to _____, year _____ - _____
- good standing in a Club in good standing
- earned the 100% Secretary award in the year of this nomination
- performed duties at a quality level exceeding the basic requirements of the Club Secretary position
- submitted this form to the District Governor between 30 June and 15 July at, N4IPDG@lionsn4.ca

2. Lions promotion:

Lion wears appropriate Lions emblem at Lions meetings, activities and PR events Yes No
 Lion is a positive example of the objects, ethics and mission of Lionism Yes No

3. Meeting Attendance:

Club Meetings: _____%; Zone Meetings: # _____; District: # _____; MD Meetings: # _____
 Visits to other Clubs: # _____; Other Lions events: # _____; District / Zone/ LCI Training: # _____

4. Duties:

- Lion performed all duties, as assigned by LCI, District N-4 and the home Club: Yes No
- Paid Dues/invoices on time: LCI (1st Oct, 1st March); N-4 (1st Nov, 1st April); Zone (1st Dec) Yes No
- Maintained current records of: Membership, Clubs fees, Committee Activities Yes No
- Prepared and distributed: Agenda, Minutes, correspondence as required Yes No
- Prepared and sent monthly reports and Zone Reports as required to: LCI, DG, CST, Zone Chair Yes No
- Recorded all service and fundraising activities and Lions' involvement Yes No
- Maintained calendar of Club, Zone and District events; sent Club reminders as appropriate Yes No
- Sent PU101 form to LCI and the District Governor as scheduled Yes No
- Ordered Club supplies, awards, Lions' items from LCI as needed, anticipating future needs Yes No
- Supported the President, Treasurer, Board and other Lions in performing their duties Yes No
- Recorded all Lion awards (Club / District / LCI) in Secretary's Record Book Yes No
- Reported to Pins & Visitation Chair all Lions eligible for Visitation Awards Yes No

Comments: _____

For DG use: _____

This Club Secretary met all the requirements for, and received:

the 100% Secretary Award: Yes No and the Best Secretary Award: Yes No,
 and is eligible for Nomination for the MDN Outstanding Secretary Award: Yes No