

## 100 % CLUB SECRETARY AWARD

The Club President shall sign and certify that the below listed requirements for the 100% Secretary Award have been met as listed in the 2022 – 2023 District Directory. The certification must be approved by the Club's Board of Directors. Be approved by the Zone Chair and forwarded to the Cabinet Secretary for verification and submission to the District Governor no later than September 1, 2023. If qualified, recipient Club Secretary shall receive their award from the 2022 – 2023 District Governor no later than the second Membership Meeting in LY 2022 – 2024.

The award period is from August 1 through April 1

### Requirements which must be fulfilled:

1. The Club Secretary shall have submitted complete, accurate and timely Monthly Membership Reports as follows:
  - a. Electronically filed MMR's must be submitted by the last day of the month for the reporting period.
  - b. Club membership data including gains, loses, and totals shall be accurately tabulated and recorded.
  - c. Complete data, including sponsor's name and membership number shall be included for each new member.
  - d.
2. The Club Secretary shall meet the requirements for the 100% Attendance Award.
3. The Club Secretary shall record, maintain and report accurate minutes for all Board of Directors and club meetings.
4. The Club Secretary shall have submitted complete and accurate Officer Reporting Form (PU 101), no later than May 15<sup>th</sup>.
5. The Club must be in good standing with Lions Clubs International, Multiple District Four and District 4-L6.
6. The Club Secretary shall personally attend the Secretary's Workshop at the District Lions Learning Day/Academy.
7. The Club Secretary shall attend at least two (2) District Governor Advisory Committee meetings in their Zone during the year.
8. The Club Secretary shall attend at least three (3) of the District Membership Meeting during the year.
9. The Club Secretary has prepared and helped the transition for the incoming Club Secretary/

