

Criteria for 100% Club Secretary Award

1. Have 100% attendance at regularly scheduled meetings (does not include routine secretarial duties at other than special or regularly scheduled meetings of the Board) or a make-up defined by the International Association of Lions Clubs.
2. Send all MEMBERSHIP and ACTIVITY reports to the District Governor on or before the 7th day of the month.
3. Attend in person or be appropriately represented at all regularly scheduled Zone meetings. The elected secretary shall arrange for a substitute if he/she will not be present. Should the Zone Chairman fail to have three (3) Zone Meetings, the Club Secretary shall not be penalized.
4. Respond to all special reports requested by the District Governor within ten (10) days of receipt, or as otherwise directed.
5. Attend in person or be appropriately represented at all twelve (12) regularly scheduled meetings of the Club Board.
6. Attend the business session as a Delegate or Alternate at one (1) of the following: Cabinet Meeting, Multiple District Convention or District Convention.

There is still time for many of the club secretaries in our District to achieve these goals. There are still two Cabinet meetings left as well as our District Convention. Additional Region and/or Zone meetings will also be scheduled during the second half of this year. Only you can determine whether you are qualified to receive this award.

DG Dave