

**DISTRICT 14-D**  
**2022-2023**  
**LIONS SECRETARY EXCELLENCE AWARD**

The office of Secretary is one of the most important jobs in a Lions Clubs. The success or failure of a club will be determined largely by the efficiency with which the Secretaries perform their duties. The Secretary is the Club's President's "right hand person" and also as importantly the Liaison Officer between the Club and both District 14-D and Lions International. Therefore, a Secretary who performs their duties should be recognized and rewarded.

**Rules:**

1. Contest starts with new Lionistic year on July 1, 2022 and ends on June 30, 2023.
2. All Lions Secretaries are automatically entered
3. Application can be downloaded from District's Web Page ([www.lionsdistrict14d.org](http://www.lionsdistrict14d.org) Resources/Awards)
4. The Zone Chairperson is responsible for giving a signed application to the District Governor by July 31, 2023.
5. All Secretaries earning this award will be recognized and receive an award at his/her Region Rally.

**Requirements**

1. \*\*\*District's membership and activities MUST be reported on My Lion by the last day of each month
2. \*\*\*LCI Membership Report MUST be reported on My LCI by the last day of each month
3. Secretary must attend one Cabinet Meeting
4. Secretary must attend three of 4 Zone Advisory Meetings
5. Secretary must attend their respective Region Rally
6. Secretary must attend Presidents' Honor Night
7. \*\*\*Annual Club Officer Report (PU-101) submitted to LCI by May 15, 2023
8. Club Officer Report submitted to PA State Office and District Governor by May 15, 2023
9. Secretary must attend the District Convention
10. Secretary must be registered to attend the State Convention

**\*\*\* REQUIRED Secretary must complete 3 of the remaining 7**