

**District 14-D**  
**2016-2017**  
**Lions/Lioness Secretary's 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, 2016 and ends on June 30, 2017.
2. All Lions/Lioness 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, Region Chairperson or Lioness Coordinator is in charge of giving a signed application to the District Governor by July 31, 2017.
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 reports MUST Be completed correctly and delivered (Mailed/Emailed) to all required District officers by the last day of the month.
- \_\_\_\_\_ 2.\* International's Membership Report MUST be completed and delivered (Electronically) by the last day of the current month (Not required by Lioness Clubs)  
If not filed electronically, must be mailed by the 20 of the current month
- \_\_\_\_\_ 3. Secretary must attend one cabinet meeting.
- \_\_\_\_\_ 4. Secretary must attend three of four zone meetings.
- \_\_\_\_\_ 5. Secretary must attend their respective Region Rally.
- \_\_\_\_\_ 6. Secretary must attend President Honor Night.
- \_\_\_\_\_ 7.\* Submit Annual Club Officer Report (PU-101 Form ) to LCI by May 15, 2017  
(Mailed/Complete Electronically) (Not Required by Lioness Clubs)
- \_\_\_\_\_ 8. Submit Club Officer Report to PA State office and District governor by May 15, 2017  
(Not Required by Lioness Clubs)
- \_\_\_\_\_ 9. Secretary must attend the District Convention
- \_\_\_\_\_ 10. Secretary must be registered to attend the State Convention.

**\*Required! The secretary must complete 3 of the other 5**