

District 14-D

Lions 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, 2011 and ends on June 30, 2012.
2. All Lions Secretaries are automatically entered
3. Application can be downloaded from District's Web Page (www.lionsdistrict14d.org Resources/Awards)
4. The Zone Chairperson is in charge of giving a signed application to the District Governor by July 31, 2012.
5. All Secretaries earning this award will be recognized and receive an award at their respective Region Rally.

Requirements

1. Monthly Membership Report (MMR) and Activity Report (AR) MUST Be completed correctly and entered by the last day of each month at LCI website.
2. Secretary must attend one cabinet meeting.
3. Secretary must attend three of four zone meetings.
4. Secretary must attend their respective Region Rally.
5. Secretary must attend President Honor Night.
6. Submit Annual Club Officer Report (PU-101 Form) to LCI and State Office by May 15, 2012 (Mailed or Sent Electronically)
7. Secretary must attend the District Convention

