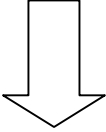


**CLUB SECRETARY'S DUTIES**



**DATE COMPLETED**



**ATTEND**

Club Officers' Training prior to taking office  
encourage all officers to attend training

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Club Board of Directors/Dinner Meetings  
assist setting goals, budgets, calendar of events  
record accurate Minutes for all meetings

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Zone Meetings (usually 3/year)

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Cabinet Meetings (usually 4/year)

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District 13-C Convention

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State Leadership Seminars/State Convention

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International Convention (if possible)

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**KEEP ACCURATE MEMBERSHIP RECORDS**

Attendance: meetings, club events, visitations

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Dues: send notices/reminders (May/June)  
submit payments to treasurer/complete membership cards

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Roster Updates/Committee Assignments

---

Member Sponsorship

---

New Member Applications

---

Update Banner Patches

---

**ORDER CLUB SUPPLIES**

Past President Pin/Plaque (April)

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Membership/Club Awards  
Member Service Chevrons

**DATE COMPLETED**

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Attendance 100% Pins

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Multiple Years Perfect Attendance

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New Member Kits (free)

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Certificates

---

Constitution & By-Laws (1 free for Sec)

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**ANNUAL ELECTIONS**

Written Notice to all members 2 weeks prior to Nominations Mtg (Feb/March)

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Three Written Notices/Slate to all members prior to Election Mtg (no later April 15)

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File PU101 no later than April 30 w/LCI & District Cabinet Secretary

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Arrange for Installation of all Officers

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**CERTIFY**

Delegates for District, State & International Conventions (if applicable)

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Complete 100% President's Award Application (if applicable)  
submit to DG by June 30

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**FILE REPORTS**

Monthly Membership Report (LCI/District Cabinet Secretary)  
by 20th of month if filing hard copy via mail  
by end of month if filing electronically

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Monthly Activities Report (District Gov/Region Chair/ Zone Chair)  
by end of each month

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Annual Activities Report (LCI) no later than July 15

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**FYI**

**BE AWARE OF ALL REPORT FILING DEADLINES**  
**BE FAMILIAR WITH THE DISTRICT DIRECTORY KNOW YOUR CLUB CONSTITUTION & BY-LAWS**