

COUNCIL of GOVERNORS MEETING
CONTEST and AWARDS
January 30, 2019

I have recently received the attached which shows proposed changes to the current Secretary Excellence Award. I believe these changes need to be reviewed thoroughly and no decision should be made by this Council without careful consideration.

PDG Janct

CLUB SECRETARY EXCELLENCE AWARD RULES

Questions regarding the decisions made by the Contests and Awards Committee and the MD19 Office with regards to an Award, must be received in writing by the MD19 Office and or the Contest and Awards Chairperson by December 31st of the Lions Year following the Year of the Award for any adjustments to be made. For example if the Award is for the 2012-2013 year (July 1, 2012 – June 30, 2013), any questions concerning the decisions made by the Contests and Awards Committee or the MD19 Office must be received in the MD19 Office and or by the Contests and Awards Chairperson by December 31, 2013.

To all Lions Club Secretaries who qualify for this honor, Multiple District 19 presents a Secretary Excellence Award at the MD19 Annual Convention following their term of office. This Award shall be given by the Contests & Awards Committee based on the statistical record of the MD19 Office for the period of July 1 to June 30. A Charter Secretary of a club is eligible to receive this Award if the Club's Charter Night is held prior to October 1, and a minimum of ~~267~~225 -points is earned.

TO QUALIFY FOR THIS AWARD, A MINIMUM OF ~~267~~225 POINTS MUST BE EARNED FROM THE FOLLOWING:

POINTS

1. The Secretary shall have served faithfully and diligently, for a minimum of six (6) months, during his/her term of office as attested to by the Club President.

2. **CLUB ACTIVITIES SUMMARY** – either A or B **55**

A. A summary of the year's activities shall be prepared by the Secretary and received by the MD19 Office, with a copy to the District Governor, no later than July 25th. A sample summary report and format are included in this Contests and Awards Book following the Secretary of the Year Award Winners. **(55 points)**

OR

B. The Annual Lions Club Activities Report, provided by Lions Club International, shall be submitted online by the Club Secretary with a copy saved and forwarded to the MD19 Office and the District Governor no later than July 25th. **(55 points)**

3. **ZONE, DISTRICT AND MULTIPLE DISTRICT MEETINGS** **~~185~~160**

~~A. — He/she shall attend at least 2 out of 3 Zone/District Governor Advisory Meetings for his/her Zone and be represented by a member of his/her club if absent from the 3rd. 20 points for each Zone Meeting (MAX 3)~~

~~based on the Zone Chairperson's Zone Meeting Report Form supplied by the MD19 Office (Max) 60~~

A. The club secretary shall receive (Max) 60

(1) 20 points for each District Governor Advisory Meetings (also known as zone meetings) he or she attends for his or her club's zone, based on the Zone Chairperson's report to MD19 office, up to a maximum of 60 points.

OR

(2) 60 points for attending 1 or more District Cabinet Meetings.

B. He/she shall attend his/her District Conference during his/her term of office. 50 points for attending based on the District Governor's Conference Report. **50**

~~C. He/she shall attend the MD19 Annual Convention during his/her term of office. 25~~

~~D.C.~~ Attend a Club Secretary online or face-to-face Multiple District 19 (MD19) approved Club Secretary training at the zone or district level after his / her club election and before June 30th of the Lions Year prior to taking office. If training is not provided by June 30th, the Club Secretary may attend a training at the zone or district level by September 30th during the Lions year in which he / she serves as Club Secretary. The District Global Leadership Team Coordinator will report on a form found on the MD19 website the completion of all club officer training to his / her District Governor and MD19 Office by October 25th of the current Lions year. **50**

4. GOOD FINANCIAL STANDING 25

A. His/her club shall be in good financial standing with the Multiple District as of July 1st **15**

B. Semi-annual MD19 dues paid in or before September and March. (Max) **10**

5. MULTIPLE DISTRICT 19 ROSTER INFORMATION 42

The Club Secretary must report the newly elected Club Officers on the LCI Website using MyLCI on or before May 15th of the year preceding the Lions Year the newly elected officers take office. Following the reporting of the club officers on MyLCI, the club secretary goes to "My Lions Club" on MyLCI and clicks "Reports". After clicking on "View / Print" the "Lions Club Officers Report" should come up on the screen. This report is saved to

the Secretary's computer and then emailed to the MD19 Office as an attachment. Using this method, the Club Officers for the next Lions Year must also be reported to the MD19 Office on or before May 15th to be considered "On time".

Directions: (The following directions will appear in the Contests & Awards Rules for two years starting with the 2017-2018 Lions Year and will appear in the 2017-2018 Secretary Manual.)

1. Open MyLCI
2. After entering your User Name and Password, your Lions Club Page appears:
3. On the "Home" page, click on My Tasks" click on "Enter Next Year's Officers" and enter each of your club officers as directed
4. Under "My Lions Club" drop down list, click on "Reports"
5. Click on "Lions Club Officer Report for Next Year"
6. Click on "View / Print"
7. IF after selecting "Allow Once", the report does not immediately come up, try repeating Steps 5 and 6 again.
8. Save this Document "Lions Club Officers (Lions Year)" to computer
9. Email this document as an attachment to MD19 Office, md19lions@lionsmd19.org.

TOTAL POSSIBLE POINTS:

307 282

6. CONGRATULATORY LETTERS TO NEWLY ORGANIZED CLUBS

The Secretary shall be awarded 2 bonus points for each congratulatory letter mailed or emailed to Lions Clubs organized during his/her term of Office in MD19. A copy of each letter must be received in the MD19 Office NO later than 30 days following the announcement of the new club's organization in the MD19 newsletter.

**DIRECTIONS TO SUBMIT
YEAR-END SERVICE AND ACTIVITIES REPORTS**

At the end of the year you can access a collated version of your entire year of Service Activities Reports, which is one of the year-end report options for the Secretary Excellence Award (*Annual Lions Club Activities Report*).

1. Once you have logged into your club's "MyLCI" site, click on "My Lions Club" and select "Service Activities".
2. On next page, click on "Find Activities" (Right side of screen), then select "Advanced Search".
3. The next page will show an Advance Search dialog box. Select the year in question under "Fiscal Year" and then click the "search" button at bottom of box.
4. The year Activities will display on the page. Click on the "View/Print" button (top left side of page next to the 'add activity' button) and a PDF of the report is generated.
5. Save the report to your computer by clicking on 'File" (top left of PDF) and select "Save As". It would also be a good idea to name the file so you can easily find it.
6. Send as an attachment to the MD19 Office: md19lions@lionsmd19.org