

100% CLUB SECRETARY 2018-2019

AWARD FORM

Contest Period July 1, 2018 - March 31, 2019
Submission Deadline: June 30, 2019
Contest Chair: CS Jeri Retzlaff
email: cs@district4c5.org
cell phone: 916.206.3678

The Club President or Board of Directors applies for this award, no later than June 30, 2019 using the form attached, through and with the approval of the Zone or Region Chairperson.

The Award shall be presented at the District Governor's Appreciation Event.

Note: There is also a President's Excellence Award issued by request and compliance with rules form Lions Club International.

CRITERIA

1. Recommendation of the Club's President or Board of Directors, based on performance to include submission of MMR's & Activity Reports that are accurate, complete and on time, to International, District Governor, Region Chairperson and Zone Chairperson; complete and accurate members accounts and record books, submitting applications for awards to District and International, preparing minutes of meetings and prompt payment of MD-4 and International dues and fees, if such is within his or her jurisdiction.
2. Perfect Club attendance or "make-up" of absences according to the rules.
3. Attendance at each Zone Advisory Committee Meeting, each District Cabinet Meeting and the District Training for Club Secretaries. The Club Secretary may be excused from one meeting, for a valid reason, if represented by a Vice President. Only the District Governor can excuse the Secretary from the Club Officer Training.
4. MMR's and Activity Reports are electronically transmitted or postmarked before the first of each month.
5. Ensures timely Submission of Form PU101 (New Club Officers) to the District and Lions Club International by April 15, 2019.