

SECRETARY/TREASURER'S CHECKLIST

(Not in the order of occurrence nor importance)

1. Have a rubber stamp made for each checking account:
(Delete account number from previous stamp and pass along).

2. Open Checking accounts. Order Checks.
(ie. Operating, Project/activity, Scholarship accounts.)

NOTE: ALL CLUB ACCOUNTS ARE REQUIRED TO HAVE TWO SIGNATURES TO MEET INSURANCE BONDING REQUIREMENTS FOR THE LIONS OF TEXAS POLICY.

NOTE: DO NOT HAVE THE PRESIDENT, SECRETARY, AND/OR TREASURER SIGN CHECKS AHEAD OF TIME.

3. Transfer names on savings accounts, certificates of deposits.

4. Have stick-on mailing lists printed or be prepared to type addresses on many envelopes.

(A computer mailing list of all Club members would be beneficial. You will have meetings, monthly, quarterly, or semi-annual billings, reminders, and numerous other mailings).

5. Set up books on spread sheet, computer, or whatever you wish to use but have an audit trail of your deposits and disbursements.

6. Semi-annual billing in July and Jan. -- Based on June and Dec. M & A's. Billed by Lions International and the District Secretary/Treasurer.

7. Receive monies and disburse to appropriate places.

8. Report monthly to President and Board of Directors of financial condition of the Club, delinquent Club Dues, and etc..

9. Keep Bulletin editor informed monthly.

10. Be prepared to answer any and all questions from Club President and Board.

11. If your Club provides for you to be reimbursed for expenses, keep track of them. Have President approve and pay yourself.

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12. REGULAR and BOARD MEETINGS:

A. Record Board meetings. Tape Recordings will improve the quality of your minutes and diminishes the chances for error.

1. Take several empty tape cassettes with you depending on the length of your Board meetings.

2. Take an extension cord for the tape recorder. You never know where the electrical outlet is located.

B. Be prepared to receive cash at Club Regular and meetings.

1. Take a bank bag or two with you.

2. Have a cash receipts book with you. Memories do not last long.

C. Help your President prepare the agenda for the meeting.

D. Financial reports:

1. Monthly and Quarterly Financial Reports of Receipts and Disbursements compared to the Club Budget.

2. List of Members delinquent in their Club Dues.

E. Attendance roster. Blank sheets for Lions to sign.

F. Make sure you have extra District directories for those who need them.

G. If you are the one responsible for the Gavel, Club Gong, United States Flag, or Banner, and other District paraphernalia, make sure you take them to meeting.

H. Take paper clips, pens, pencils, stapler, staples, and anything else that will make your job easier.

13. Get with President after Mid-Winter and decide on your Club awards and order as early as possible to avoid any possible delays.

14. Most of all help the President in any possible way you can.