



**District 201C1**

**lions australia**

Australia, Papua New Guinea, Norfolk Island



# **CABINET SECRETARY Procedure - Guideline**

**lions australia**  
*we serve*



Updated 1<sup>st</sup> September 2012



## DRAFT CABINET SECRETARY ACTION DIARY (RELEVANT TO OPERATION OF DISTRICT DATABASE)

MONTH	DAY	ACTION	DATABASE MANUAL REFERENCE
<b>JULY</b>	5	Print & Mail Semi Annual Audit Reports (Return 1)	
	30	Reminder to Clubs re District Convention Returns (Returns 2 & 3)	
<b>AUG</b>	2	MMR Data Entry & Reports	
<b>SEP</b>	2	MMR Data Entry & Reports	
	2	Update Member Info from Audit Returns (Return 1)	
	2	Initialise District Convention (for October Convention)	
	3	Enter District Convention Delegates (Return 2)	
	30	Print District Convention Remembrance Ceremony List (Return 3) for Host Club	
<b>OCT</b>	2	MMR Data Entry & Reports	
	10	Print District Convention Delegate Reports (One week prior to Convention)	
<b>NOV</b>	2	MMR Data Entry & Reports	
<b>DEC</b>	3	MMR Data Entry & Reports	
<b>JAN</b>	2	MMR Data Entry & Reports	
	2	Print & Mail Semi Annual Audit Reports (Return 4)	
	5	Print & Email to Cab Treasurer Semi Annual Dues Invoices	
	5	Prepare Next Year Cabinet Structure & Proposed Officers & Print Draft Directory	
	5	Reminder to Clubs re PU101 & MD Convention Returns (Returns 5, 6 & 7)	
	20	Mail District Officer Letters of Offer	
<b>FEB</b>	2	MMR Data Entry & Reports	
	28	Update Member Info from Audit Returns	
<b>MAR</b>	2	MMR Data Entry & Reports	
<b>MAR</b>	2	Initialise MD Convention (If April convention)	
	31	Enter PU101 Returns (Return 5)	
<b>APR</b>	2	MMR Data Entry & Reports	
	2	Initialise MD Convention (If May convention)	
	3	Enter MD Convention Delegates (Return 6)	

	4	Print List of Names for MD Convention Remembrance Ceremony. (Return 7) & Mail to Master At Arms (Later date for May Convention)	
	10	Print Complete MD Directory Reports for MD.	
	10	Print MD Convention Delegate Reports (for April Convention)	
<b>MAY</b>	2	MMR Data Entry& Reports	
	10	Print MD Convention Delegate Reports (for May Convention)	
<b>JUN</b>	2	MMR Data Entry& Reports	
<b>JUL</b>	2	MMR Data Entry& Reports	
	2	Print & Mail Semi Annual Audit Reports (Return 4)	

## DUTIES OF THE CABINET SECRETARY

### Overview.

The duties of the Cabinet Secretary/Assistant Cabinet Secretary are:-

*“ The Cabinet Secretary under the supervision of the District Governor shall carry out such duties as the District Governor may assign to him/her. He shall give at least ten (10) days previous written notice of Cabinet Meetings and shall as soon as possible after each meeting mail/email to each District Officer an accurate report of the proceedings. The records must be available at all times to the District Governor. He shall cause to be kept an accurate report of the proceedings at District Conventions and meetings”.*

In particular, your duties include (but are not limited to) the following:-

- **Formation of the New Cabinet:-**
  - Assist the District Governor elect when requested with selection of cabinet officers and prepare and dispatch letters of appointment to the new Cabinet Officers.
  - Prepare and circulate details of the new cabinet.
  - Organise appropriate mailing lists and details of District Governor Elect's expectations of the new cabinet.
- **Prior to Taking Office.**
  - Prepare the various return forms required during the year.
  - Prepare recording sheets (e.g. for receipt of monthly WMMR reports, returns forms, etc)
  - Assist at Club Development Day training.
  - Establish an appropriate filing system for the year.
- **District Governor's Visitation Programme:-**
  - Advise clubs well in advance of the date and any special requirements for the visit.
  - Coordinate any changes to the visitation schedule.
  - Brief the governor on the club just prior to the visit.
  - Confirm with the club final arrangements just prior to the visit.
- **District Cabinet Meetings:-**
  - Advise cabinet officers of meetings dates, cut-off dates for receipt of reports and format of reports.
  - Send reminders prior to cut-off time for reports.
  - Collate and distribute reports prior to the cabinet meeting.
  - Ensure that minutes are taken during the meeting, distribute minutes to all cabinet officers by the specified date.
- **District Conventions:-**
  - Call for nominations to elected positions, notices of motion, details of club delegates and alternate delegates, names of deceased members to be included in the memorial service.
  - Seek approval from Constitute & By-Laws Chairman for notices of motion received, prior to sending copies to clubs.
  - Assist the governor with preparation of the convention programme.
  - Coordinate with convention organizing committee to ensure that all arrangements are satisfactory.
  - Ensure that number of ballot boxes are supplied, that delegate cards, ballot papers are printed and appropriate security is in place.
  - Prepare the appropriate recording sheets (attendees).
  - Ensure that the proceedings are recorded.
  - Produce minutes of the convention and distribute as required by the District constitution and/or policy minutes.
  - Notify clubs of the results of elections and notices of motion by required date.
  - Return the "District Convention Report DA20" to Lions Clubs International immediately after the District Convention.
  - Ensure that a copy of the convention minutes are forwarded to EO of MD201 and any Notices of Motion for MD201 National Convention.

- **Multiple District Conventions:-**
  - Submit details of club delegates and alternate delegates and for names of deceased members to be included in the memorial service.
- **Circulation List for "The Lion" Magazine:-**
  - Follow up changed address details for all magazines returned to Multiple District Office as being "not deliverable"
- **District Changeover or Awards Night:-**
  - Assist the governor with the ordering of awards.
  - Assist where required with organizing the night (e.g. printing of programme, invitations to official guests, seating arrangements, etc).

## **General**

We have much to learn from each other and for this reason it is strongly recommended that you make a special effort to attend the training session in January/February prior to commencement of your term of office, if you cannot personally attend, that a representative of District should attend in your place.

The Cabinet Secretary Co-ordinator is available to assist and give advice to Cabinet Secretaries as required.

Lion Don Van Weezep  
Cabinet Secretary  
2007-2008 2010-2011

PDG John Rodger  
Administration Officer  
2007 - 2011

## PRIOR TO TAKING OFFICE

- **Correspondence and Filing Systems**
  - A considerable amount of correspondence flows between District and Clubs and between District, Multiple District and Lions Clubs International. It is one of your prime responsibilities to account for inwards and outward letters, minutes of meetings, notes for information, various administrative forms, etc. To do this you must develop efficient and effective systems for handling correspondence and administrative matters. Most importantly as we are in the electronic era, it is highly recommended to have a backup systems to save all electronic communications (email).
- **Mailing Register**
  - Open a mailing account with Australia Post at your local Post Office and dispatch all mail on that account and have the mailing charges send directly to the District Treasurer.
- **Recording Systems**
  - Throughout your term as Cabinet Secretary, you will request that club secretaries and cabinet officers return to you various reports, return files etc. To keep track of who has completed the various returns, you will need to prepare appropriate recording sheets. These include attendance forms for cabinet meetings, recording forms for receipt of WMMR/MAR reports, confirmation of details for the District Governor's visits, PU101.
- **District Directory**
  - **Cabinet Officers**
    - MD201 will request your District Governor to forward to MD201 office no later than the end of March the full details of the incoming years Cabinet.
  - **Clubs**
    - Incoming Officer details of Lions, Leo and Lioness Clubs are provided from information received from Clubs on their PU101 return forms – hard copy or electronically.
- **District Diary**
  - You may be requested to assist the District Governor Elect in establishing the forthcoming years District Diary. It is desirable that the dates for as many events as possible should be established before the start of your year to enable district officers and clubs plan their calendars and avoid clashes.

## TAKING OFFICE

- **Your First Mail Out to Clubs**
  - Clubs must be in receipt, **prior to their first meeting in July**, the closing dates of the following are before the opening of the District Convention in October:-
    1. **Notices of Motion relating to the proposed adoption of or amendment to District projects** – 90 days
    2. **Notices of Motion** – 60 days
    3. **Nominations** – 60 days

District Governor.	Use District Nominations Form
1 <sup>st</sup> Vice District Governor.	Use District Nominations Form
2 <sup>nd</sup> Vice District Governor.	Use District Nominations Form
Host Club for District Convention.	Use Club Letter Head
<u>District Representatives – Non Cabinet</u>	
Lions Medical Research Foundation.	Use District Nominations Form
Association of Communities Service Organisations.	Use District Nominations Form

District Constitution By-Laws Chairman, to verify closing dates.

A copy of the District Mail Out should also be forwarded to all Cabinet Officers.

## CABINET MEETINGS

- **Notification to Cabinet Officers**
  - Whilst the deadlines for submission of cabinet reports may have been advised to all cabinet officers prior to them taking up their respective portfolios, you will find that, in order to get the maximum response in terms of reporting, you should send out a reminder a couple of weeks prior to the report deadline.
- **Agenda and Cabinet Reports.**
  - The agenda number for each portfolio is assigned by the District Governor prior to the beginning of the year and usually remains fixed throughout the term of the Cabinet.
  - All reports to Cabinet must use the District Cabinet reporting Form, the only report that is not used is the District Treasurer Profit and Loss statement.
  - Should any Cabinet Officer wish to propose any major changes to such documents as Policy Minutes, proposed changes be added to the Cabinet Officer's report so that all Cabinet Members have ample opportunity to read and digest the subject matter prior to the meeting. It is unfair to expect members of Cabinet to vote on something that they haven't had time to study fully.
- **Minutes of Cabinet Meetings**
  - The minutes of the cabinet meetings are not intended to be a full transcript of what took place at the meeting. The minutes should contain a list of all those in attendance and a list of apologies, also any Motions should be submitted in writing so that the exact details are printed in the minutes.

## CABINET SECRETARY FORUMS

A Cabinet Secretary designate Training Seminar is held in conjunction with the January District Governors Council meeting and a Cabinet Secretary Meeting is held at the Multiple District 201 National Convention (generally) in May of each year, where instructions are given.

## DISTRICT CONVENTION

- **Prior to the Convention**
  - **Convention preparation** – This section deals only with the administrative duties that are the responsibilities of the Cabinet Secretary in relation to the district convention. In addition to the duties set out below, the Cabinet Secretary may also be required to assist the District Governor and/or the convention organizing committee with various logistical details and planning such as the actual convention programme, seating arrangements, protocol, etc.
  - Your administrative planning for your district convention should begin four to five months before the date of the convention. One of the first duties is to familiarize yourself with the details and requirements of the various constitutions (district, multiple district and international). In your first club mailing you should advise clubs of the convention date and venue details (if your convention is in October)
- **Convention Notices of Motion and Nominations**
  - You will need to advise clubs that any notices of motion of a project nature *must be received by you* at least ninety days prior to the date of opening of the convention. This may also require you to send a notice to clubs prior to you taking office as Cabinet Secretary.
  - Since notices of motion other than projects as well as various nominations, one request for all notices of motion and all nominations would suffice. A sample format of such a letter is included at the end of this section. It makes clear any nominations must be in type/writing and signed by the nominee together with the president – secretary of the club.
  - Receipt of notices of motion and nominations should be acknowledged soon after you receive them and should be forwarded to the District Constitution & By-Laws Chairman for any comment and copies of the nominations should be forwarded to the nominations chairman for confirmation of the candidates eligibility for the office for which he/she has nominated.



- You are required to 'post, deliver or email to all clubs within District 201C1 a copy of all motions to be placed before the convention (and the basic information submitted on a motion relating to a District project) at least thirty (30) days (or in the case of motions to establish a District project forty five (45) days prior to the opening of the district convention.

- **Call For Delegates and Alternates**

The International Constitution and the District Constitution determine the number of delegates and alternates for which a club is entitled, states that:-

*Each chartered club in good standing in the Association and it's District (Single or Sub- and Multiple) shall be entitled in each annual convention of its District (Single or Sub- and Multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club, or major fraction thereof, of said club as shown by the records of the International Office of the first day of the Month last preceding that month during which the convention is held, PROVIDED, however, that each such club shall be entitled to at least one (1) delegate and one (1) alternate, and FURTHER PROVIDED, that each District (Single or Sub-Multiple) may, by express provision in its respective Constitution and By-Laws, grant full delegate status to each Past District Governor who is a member of a club in such District independent of the club delegate present in person shall be entitled to cast one (1) vote of his/her choice of office to be filled by, and one (1) vote of his/her choice on each question submitted to, the respective convention. The major fraction referred to in this Section shall be five (5) or more members. Any club which is newly chartered, and any other chartered club which takes in new members prior to the convening of any such convention, shall have its delegate quota determined on the basis of members who have been enrolled for at least one year and a day in the club shown on such record date in the records of the International Office. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.*

It should be noted that for an October Convention the number of delegates/alternates would be based on the club membership in the records of the International Office as at 1<sup>st</sup> September.

- **Necrology**

- At the same time as details of delegates and alternates are requested, it is customary to solicit details of Lions, Leos, Lionesses and partners who have passed away since the last District Convention. Ensure that members previously reported as deceased, are not omitted from the necrology service and the list of names should be forwarded to the Convention Secretary in time for printing with the other convention papers.

- **Accreditation**

- The Cabinet Secretary is responsible for ensuring that each delegate and alternate delegate is duly accredited and that a full credentials report is provided at the start of each business session of the convention, a copy of the report is below.

Delegates	PCC	PDG's	Total Votes		Alternates	Other Lions	Lioness	Partners	Leos	Visitors	Total
56		18	<b>74</b>		17	61	3	53		4	<b>212</b>

- The Convention Secretary should be able to submit the total of attendees (212) and a breakdown of this, Total Lions + Partners + Lioness + Leos + Visitors = **212**

Total = Total Votes + Alternates + Other Lions (**152**) Lioness (**3**) Partners (**53**) Leos (-) Visitors (**4**) Total Conventioneers = **212**

- **Voting Cards and Ballot Papers**

- It is your responsibility to ensure that prior to the convention, that Ballot Boxes are supplied, the delegate voting card (in bright color paper) and Ballot Papers (different color for each one) a copy of each color Ballot Paper to be placed on the Ballot Box.
- It is also suggested that prior to the Convention you prepare sheets for recording credentials report details and details of delegate cards issued.

- **Accreditation**

- You need to ensure that you (or your appointee) are available to attend the accreditation desk throughout the advertised times for accreditation.
- As people come to the accreditation desk you locate the sheet for the respective club and enter any details that were not pre-recorded onto the sheet.
- Member identification should be confirmed by producing of club dinner badge or a letter from the club secretary, if the person is a delegate, you will need to sign the next numbered delegate voting Card.
- To facilitate a record of the number of delegates, alternates, PDG's etc, attending the convention, a "Convention Attendance Record" is required. As each attendee reports to the accreditation desk, a mark/tick should be placed in the appropriate row and column of that sheet.

- **Voting**

- Voting at Conventions can waste a considerable amount of Convention's valuable time if not properly planned.
- The following procedure has been found to take a minimal amount of time and is recommended.
- When the ballot is opened, you need at least two people seated at a table and have the delegates file past the table. Initial each ballot paper as they are handed out. Mark the delegate card suitably so it cannot be presented again and mark off on the delegate sheet that the card number has been issued with the voting papers.

## **POST CONVENTION**

It is absolutely essential for the proceedings of the convention to be recorded in a format which at least ensures that the details of the decisions made by the convention are accurately known. The amount of detail in the convention report or minutes, or who should prepare them is a matter for the District. Tape recordings of the convention proceedings are often made to assist in this documentation process. However, tape recorders at convention have been known to malfunction so that some other form of recording proceedings, even if abbreviated, should also be used.

Following the convention, resolutions of the District Convention to go to the Multiple District 201 EO. Resolutions to go forward to the Multiple District Convention must be in the hands of the Executive Officer 60 days prior to the Convention opening date.

Also you must advise Lions Clubs International and the Multiple District Office at Newcastle of the result of the ballot for the position of District Governor elect , 1<sup>st</sup> Vice District Governor elect and 2<sup>nd</sup> Vice District Governor elect – including their partners.

## **MULTIPLE DISTRICT CONVENTION**

- **Convention preparation**

- The Cabinet Secretary designate should make arrangements to attend the Multiple District Convention prior to taking office to observe procedures for registration and accreditation which they will be expected to carry out at District and Multiple District Conventions during their year of office.

It is usual prior to a Multiple District Convention for Lions Clubs International to forward to the District Governor, with a copy to the Cabinet Secretary, a complete list of club members as per their records on the first day of the month last preceding that month during which the Multiple District Convention is held, not as shown in club or District records of the same date. The number of delegates/alternates to which each club is entitled is determined from this documentation.

- **During the Convention**

- In addition to the duties that you carried out at your District Convention, you will be asked during the Multiple District Convention to assist the Sergeant – at – Arms on such occasions as counting of votes during notices of motion, distributing paperwork, etc. You or your nominated representative will need to attend each of the accreditation sessions until such time as all expected members from your District have arrived at the Convention and have been accredited.

Accreditation procedures for the Multiple District Convention are generally as for your District Convention. However, Past District Governors are not given an automatic vote at Multiple District Conventions but the current District Governor and all Past International Directors do have an automatic vote (independent of their club's delegate quota)

You will be provided by the Multiple District Treasurer with a list of those from your District who attended and eligible for fares equalization. A map showing the range from the Convention will be supplied and you need to complete the relevant details on the form and return it promptly.

Remember that a maximum of two delegates per Club can qualify.

# Copy

## **To be mailed to all Clubs in June (25<sup>th</sup> ie) – received prior to 1<sup>st</sup> Meeting in July**

**MEMO TO : Lions & Lioness Clubs, District 201 C1**

**FROM: Cabinet Secretary**

**SUBJECT: Re District Convention Project Notices of Motion.**

In accordance with Article 12 of the District 201 C1 Constitution, any notices of Motion for our District Convention 8<sup>th</sup> October to 10<sup>th</sup> October 2010 must comply with the following deadlines.

**Deadline for submission of Notices of Motion relating to the proposed adoption of or amendment to District Projects is SATURDAY, JULY 10<sup>th</sup>, 2010.**

### **12.1 Motions**

Subject to 12.5 and 12.7 the only Motions to be considered at a Convention shall be those which have been vetted by the Constitution and By-Laws Chairman.

12.1.1 These Motions must have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the date of the opening of the Convention by a Club within the District and which has been signed by the Clubs President or Secretary, or,

12.1.2 Have been submitted by the District Cabinet no less than sixty (60) days prior to the date of the opening of the Convention. PROVIDED that the limit of sixty (60) days shall be increased to ninety (90) days in the case of any Motion to establish a District Project.

### **12.2 District Project Motions**

Any Motion relating to a District Project must contain full organisational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the project, or where the details of a District Project are being amended, such Motions must contain sufficient information to identify the effect of the amendment on the organisational details of the project and the financial responsibilities of the participating Clubs.

### **12.3 Explanatory Notes**

Further to clause 12.2 all Convention Motions must be accompanied by an explanatory note and/or preamble setting out the reasons for the Motion.

### **12.4 Notice to Clubs**

The Cabinet Secretary shall advise all Clubs within the District of all Motions to be placed before the Convention, and any information submitted on a Motion relating to a District Project, at least thirty (30) days, or in the case of Motions to establish a District Project at least forty five (45) days, prior to the opening of the Convention.

**Deadline for submission of Constitutional Notices of Motion's and any General Notices of Motion's not of a project nature is:**

**MONDAY, August 9<sup>th</sup>, 2010.**

Cabinet Secretary.

# Copy

## **To be mailed to all Clubs in June (25<sup>th</sup> ie) – received prior to 1<sup>st</sup> Meeting in July**

**MEMO TO** : Lions & Lioness Clubs, District 201 C1

**FROM:** Cabinet Secretary  
**SUBJECT:** Re District Convention Nominations

In accordance with Article 12.3 of the District 201 C1 Constitution, any Nominations for our District Convention 8<sup>th</sup> October to 10<sup>th</sup> October 2010 must comply with the following deadlines.

**Deadline for submission of Nominations is MONDAY, August 9<sup>th</sup>, 2010.**

### **Nominations.**

1. District Governor 2011 – 2012
2. 1<sup>st</sup> Vice District Governor 2011 – 2012
3. 2<sup>nd</sup> Vice District Governor 2011 – 2012
4. Host Club for District Convention – 2012

#### **District Representatives – Non Cabinet**

1. Lions Medical Research Foundation – Term to October 2013
2. Association of Communities Service Organisations – Term to October 2013

### **12.3 Eligibility**

No member shall be entitled to be elected as a District Representative pursuant to this Article unless such member:-

- 12.3.1 Is an active member in good standing of a Lions Club in good standing in the District.
- 12.3.2 Is nominated by a Lions Club in the District and such nomination is certified in writing by the President or Secretary of the nominating Lions Club and that such nomination, together with the nominees written consent, is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention.
- 12.3.3 The Districts Nominations Committee shall have confirmed the eligibility of the candidate.

### **12.4 No Nomination**

Should no proper nomination have been made, or should the only qualified nominee die or withdraw prior to the time of the matter being dealt with at the convention, then nominations shall be sought from the floor from the Delegates at the Convention.

**Deadline for submission of Constitutional Notices of Motion's and any General Notices of Motion's not of a project nature is:**

**MONDAY, August 9<sup>th</sup>, 2010.**

Cabinet Secretary.