



# LIONS

## Cabinet Secretary

### Running Sheet Guidebook



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## ROLES OF CABINET SECRETARY DESIGNATE

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**November** – after the District convention and DGE has been officially appointed plan First Executive Meeting

**December** – Meeting with DGE Team to plan the new Lions year.

**January** – 3 days in Sydney – Cabinet Secretary Training.

**January** – Planning Meeting with DGE Team.

**January** – prepare a letter of offer to incoming Cabinet Members.

**January** – (28th) send out individual emails attaching a Letter of Offer for the Cabinet Position with a return by February (DGE will announce his incoming Cabinet at the February Cabinet meeting). Ensure the DGE edit and sign off the “Roles and Responsibilities” that are attached to each Cabinet Letter of Offer.

**January** – (28th) set up incoming cabinet Officers email addresses.

**January and February** – collate all signed and returned Letters of Offer.

**January and February** – set up Cabinet Officers’ and partners’ Birthday and Anniversary registers, to be available for DG to announce at each Cabinet Meeting. Also, collate a list of Lions who have passed away since the previous Cabinet meeting.

**February** – Set up listing for Cabinet Officers and Partners name badges.



**February** – The current Cabinet Secretary will send out PU101 forms to all clubs with a return date of 31st March.

**March** – (20th), through the current Cabinet Secretary, send reminders to Clubs re PU101 return date.

**March** – Prepare Incoming Cabinet Officers MD Directory – due to go to Cabinet Secretary Coordinator by late April, if completed earlier, email to CSC.

**March** – forward incoming Cabinet officer name badge listing to the supplier.

**March** – (31st) phone all clubs with outstanding PU101 forms.

**March/April** – Finalise Clubs MD Directory and forward to MD Cabinet Secretary Coordinator by late April – the Cabinet Secretary of the day will forward a letter and the PU101 form early February, just ensure that this happens, you will also receive a copy of the form.

**March/April** – work with DGE to plan Incoming Cabinet Officer training day (usually April), plan incoming Club officer training dates (usually June) and July Cabinet Changeover. CSD prepares all letters to Host Clubs for the Training and Changeover function.

**March/April** – work with DGE Team to prepare Cabinet Officer reporting templates ready for discussion at Cabinet Officer training. Cabinet Secretary Designate to email forms to all relevant Cabinet Officers.



**April/May** – prepare DG Team visitation letters and collate responses, the DG Team will work on their listing and forward you the dates for you to prepare the letters.

**May/June** – Ensure DGE has prepared a template Front Cover page for Cabinet papers.

**May/June** – work with DGE re the planning of Cabinet Meetings during their term of Office. Send confirmation letters to all host clubs advising of District requirements to host a Cabinet Meeting.

**July Cabinet meeting** is normally the Sunday after the Cabinet Changeover, this Cabinet Meeting will have been planned with the Host Club when organising the Cabinet Changeover.

**June** – Prepare incoming/Outgoing correspondence register for use from 1st July.

**July 1st** – now that all the above are completed, you are the Cabinet Secretary, and your role is now official.



# ROLE OF CABINET SECRETARIES

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Info to Come: