

Lions District 201Q1

Club Secretary Monthly Checklist

August Secretary Checklist

First-week message focus: Please use this August checklist to keep dues, Portal records, District visits, convention planning, cakes, training, service reporting and award promotion on track before the year becomes too busy.

To dos

- Confirm the DG team visit date. Reply to District promptly if the visit date has not yet been locked in.
- Email the Cabinet Secretary with any change to meeting date, time, venue, officer details or contact details. Also update the Lion Portal.
- Pay Lions International and District dues promptly. Use the club name and club number as the payment reference.
- Enter July service activities in the Lion Portal and collect photos, numbers served and project outcomes for District reporting.
- Check the NFP self-review return status. Lodge or prepare the return by the ATO due date if the club is required to lodge.
- Check Office of Fair Trading records and returns. Fix missing records before AGM and annual return pressure starts.
- Check ABN details and authorised contacts for ABN holders. Update ABR/ATO records within 28 days of becoming aware of a change.
- Submit upcoming club events to the District Calendar.
- Check Christmas Cakes and Puddings stock and order needs. Confirm whether cake display trays are required when ordering.
- Check gluten-free cake cartons where relevant. If stock quantities are short, contact the supplier with batch details and follow the current District instructions.
- Provide cake sales information to the Cake Chair if requested so members and the public can find clubs selling cakes.

To note

- The District news page and online newsletter should be checked weekly. Do not wait for every notice to arrive by email.
- Monthly Q&A on Zoom is usually on the last Sunday at 6.00 pm Brisbane time. For August 2026, this is Sunday 30 August.
- Convention registrations and accommodation may already be open. Confirm the current booking instructions before forwarding to members.
- Use the current Lions Australia Insurance Centre documents only. Do not rely on old Certificates of Currency saved from a previous Lions year.
- Replace any 2025 FDI or workshop dates with current District or Multiple District training opportunities before sending.
- Awareness dates in old checklists need annual checking before publication.

To prepare

- Prepare any club nominations, Notices of Motion or convention business that must be lodged in September.
- Prepare Youth of the Year planning if the current club registration paperwork has been released.

- Prepare the club publicity calendar for August and September awareness days.
- Prepare members to attend current social media, PR, new member orientation or leadership workshops if offered.
- Prepare AGM notice, reports, financial statements and annual return material. Check your club constitution and policy for notice requirements.
- Prepare in-memoriam details and a suitable photo for any deceased member to be supplied to the Cabinet Secretary when required.
- Prepare a live evidence folder for Community Service Impact Award nominations covering July to September projects.

To promote

- International Youth Day: 12 August.
- National Meals on Wheels Day: last Wednesday in August. For 2026, this is Wednesday 26 August.
- Wear It Purple Day: final Friday in August. For 2026, this is Friday 28 August.
- District news, online newsletter, District Calendar and monthly Q&A.
- District Convention registration and accommodation.
- Christmas Cakes and Puddings sales.
- Current social media, PR, new member orientation or leadership training workshops.
- Community Service Impact Award: encourage clubs to collect project evidence now, not after photos and outcomes are lost.
- Heart of the Lions Award: invite clubs to identify quiet achievers and Lions who have gone above and beyond.
- Kindness Matters Award: encourage nominations for Lions, Leos or community members who demonstrate kindness and practical community care.

Useful links

- District 201Q1 website: <https://www.lions201q1.org.au>
- District service projects and awards: <https://www.lions201q1.org.au/service-projects.html>
- District Community Service Impact Award: <https://www.lions201q1.org.au/service-award>
- District news: <https://www.lions201q1.org.au/news>
- District calendar: <https://www.lions201q1.org.au/calendar>
- District member resources: <https://www.lions201q1.org.au/member-resources/district-club-checklist>
- District Convention 2026 registration: <https://events.humanitix.com/district201q1-convention-2026>
- Wear It Purple resources: <https://www.wearitpurple.org/>
- Meals on Wheels Australia: <https://mealsonwheels.org.au/>

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Club Secretary Monthly Checklist

September Secretary Checklist

First-week message focus: Please use this September checklist for convention deadlines, club delegate forms, insurance, government records, AGM preparation, quarterly service evidence and service awareness promotion.

To dos

- Lodge any current-year Notice of Motion by the District due date. Do not use the 2025 date unless it has been confirmed for the current year.
- Lodge nominations for District Governor, Vice District Governors, International Director or other District positions by the current-year deadline.
- Check current District award forms and prepare nominations for strong service projects and member recognition.
- Complete Convention Form A for club delegates and alternates by the current District deadline.
- Complete Convention Form B for bereavement or in-memoriam details. Provide a clear member photo to the Cabinet Secretary where required.
- Email the Cabinet Secretary any changes to club meeting details, venue, contact details or officers, and update the Lion Portal.
- Notify the Cabinet Secretary of deceased members and funeral arrangements as soon as known.
- Confirm club insurance renewal instructions and download Certificates of Currency from the Lions Australia Insurance Centre.
- Check the NFP self-review return. Lodge by 31 October if required.
- Check Office of Fair Trading records and returns, and ABN/ATO details for ABN holders.
- Issue AGM notice in accordance with the club constitution and policy. Check the required notice period before sending.
- Submit August service activities in the Lion Portal and forward relevant project stories or photos for District news.

To note

- The September 2025 convention deadlines in the old checklist are not reusable unless the District confirms the same dates for the current year.
- Insurance contacts and broker details can change. Use the current Lions Australia Insurance Centre as the live reference point.
- Convention Forms A and B should move earlier or later depending on the current convention date and District instructions.
- District eNews and the District news page should be shared with newer members so they know where to find updates.
- Monthly Q&A on Zoom continues. For September 2026, this is Sunday 27 September; confirm the current link before promotion.
- R U OK? Day 2026 is Thursday 10 September. Also promote the message that members can ask R U OK? any day.

To prepare

- Prepare convention delegate calculations. Check the current formula and membership count before submitting delegates and alternates.
- Prepare voting delegate authorisations or club resolutions if required by District Convention rules.
- Prepare convention travel and accommodation bookings. Do not assume online booking is available if District has reserved motel blocks.

- Prepare Youth of the Year registration and club-level planning if the current paperwork has been released.
- Prepare October awareness promotions if the club wants to support mental health, breast cancer, arthritis, carers or child safety activities.
- Prepare AGM reports, financial statements, annual return documents and officer update documents.
- Finalise July to September Community Service Impact Award evidence before 30 September so the nomination can be lodged in October.

To promote

- Childhood Cancer Awareness Month: all September.
- Prostate Cancer Awareness Month: all September.
- World Suicide Prevention Day: 10 September.
- R U OK?Day: Thursday 10 September 2026. Encourage genuine conversations and follow-up, not tokenism.
- International Day of Peace: 21 September. Consider Peace Poster, Peace Essay or school engagement where suitable.
- Leukaemia Foundation Light the Night: check the current-year event date before publication.
- District online workshops, new member orientation and Youth of the Year updates.
- Big Audacious Service or other service newsletters and examples of practical club projects.
- Community Service Impact Award, Heart of the Lions Award and Kindness Matters Award.
- District Convention registration, delegate forms, nominations and accommodation reminders.
- Monthly Q&A and the District Calendar.

Useful links

- District 201Q1 website: <https://www.lions201q1.org.au>
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- District Community Service Impact Award: <https://www.lions201q1.org.au/service-award>
- District news: <https://www.lions201q1.org.au/news>
- District calendar: <https://www.lions201q1.org.au/calendar>
- District member resources: <https://www.lions201q1.org.au/member-resources/district-club-checklist>
- District Convention 2026 registration: <https://events.humanitix.com/district201q1-convention-2026>
- R U OK?Day resources: <https://www.ruok.org.au/r-u-ok-day>
- International Day of Peace information: <https://www.un.org/en/observances/international-day-peace>

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Club Secretary Monthly Checklist

October Secretary Checklist

First-week message focus: Please use this October checklist to finalise compliance returns, submit July to September service award nominations, lock in convention representation and promote October wellbeing and awareness activities.

To dos

- Lodge the ATO NFP self-review return by 31 October unless the club has a substituted accounting period or confirmed exception.
- Lodge the Office of Fair Trading annual return within one month after the AGM if applicable. The Secretary should confirm completion, even if the Treasurer prepares the financial material.
- Update ABR/ATO details within 28 days of any change to club office bearers, address, associates or authorised contacts.
- Submit September service activities in the Lion Portal and close the July to September quarter cleanly.
- Submit the Community Service Impact Award nomination for the July to September quarter by 30 October. Include the project report, story, photos, media or social evidence and Portal reporting confirmation.
- Complete convention delegate, alternate delegate and bereavement forms by the date advised by the Cabinet Secretary.
- Lodge Notices of Motion and DG/VDG/ID nominations by the advertised Convention deadline. Confirm the deadline with the Cabinet Secretary or CBL Chair before release.
- Send final District Convention attendance reminders to members and confirm club representation.
- Ensure current Certificates of Currency and risk or insurance documents are on hand for October and November club activities.
- Submit October events and project stories to the District Calendar, District news and newsletter channels by the advised cut-off dates.

To note

- Monthly Q&A on Zoom is usually on the last Sunday at 6.00 pm Brisbane time. For October 2026, this is Sunday 25 October.
- Queensland Mental Health Week runs from 3 to 11 October 2026.
- World Mental Health Day is 10 October each year. It falls during Queensland Mental Health Week in 2026.
- National Carers Week 2026 is scheduled for 11 to 17 October. Confirm current national resources before public release.
- Day for Daniel 2026 is Friday 30 October.
- If your club AGM is held in October, check the club constitution for the exact notice period and voting requirements.
- District Convention 2026 is close. Do not leave delegate forms, voting authorisations or accommodation to the last week.

To prepare

- Prepare District Convention delegates, voting instructions, transport, member registrations, display material and club banner if applicable.
- Prepare November service reporting plans, including diabetes awareness, Lap the Map, Christmas Cakes, community Christmas activities and summer risk controls.

- Start the Community Service Impact Award evidence folder for the October to December quarter immediately.
- Prepare post-award and post-project stories for the District Newsletter and District website by the monthly newsletter cut-off.
- Prepare handover or update documents for any club role changes after an AGM or special meeting.
- Prepare mental health, carers, breast cancer, Day for Daniel and arthritis resources early in the month.
- Prepare World Kindness Day promotion for November, including Kindness Matters Award nominations where suitable.

To promote

- Mental Health Month: all October. Promote Australian Lions Wellbeing Foundation resources and practical club wellbeing.
- Queensland Mental Health Week: 3 to 11 October 2026.
- World Mental Health Day: 10 October.
- Breast Cancer Awareness Month: all October.
- World Arthritis Day: 12 October.
- National Carers Week: 11 to 17 October 2026.
- Day for Daniel: Friday 30 October 2026.
- Community Service Impact Award: July to September nominations close 30 October unless District advises otherwise.
- Heart of the Lions Award: continue identifying members who have gone above and beyond.
- Kindness Matters Award: nominate members or community supporters who demonstrate kindness and service.
- District Convention 2026: final promotion and attendance push.
- Lap the Map for Diabetes: promote November planning early.

Useful links

- District 201Q1 website: <https://www.lions201q1.org.au>
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- District Community Service Impact Award: <https://www.lions201q1.org.au/service-award>
- District news: <https://www.lions201q1.org.au/news>
- District calendar: <https://www.lions201q1.org.au/calendar>
- District member resources: <https://www.lions201q1.org.au/member-resources/district-club-checklist>
- District Convention 2026 registration: <https://events.humanitix.com/district201q1-convention-2026>
- ATO NFP self-review return: <https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/statements-and-returns/reporting-requirements-to-self-assess-income-tax-exemption>
- Queensland Office of Fair Trading annual returns: <https://www.qld.gov.au/community/fair-trading/associations-charities-and-non-for-profits/incorporated-associations/financial-responsibilities-for-incorporated-associations/lodging-your-association-annual-return>
- Queensland Mental Health Week: <https://www.qldmentalhealthweek.org.au/>
- National Carers Week: <https://carersweek.com.au/>
- Day for Daniel: <https://danielmorcombe.com.au/day-for-daniel/>