

Lions District 201Q1

Club Secretary Monthly Checklist

July Secretary Checklist

First-week message focus: Please use this July checklist to confirm the basic administration settings for the new Lions year, especially Portal access, officer records, dues, government records and District communication channels.

To dos

- Reply to the Cabinet Secretary to confirm the club communication channel is open. Add the current District Cabinet Secretary emails to the club address book.
- Confirm the Club Secretary has active access to the Lion Portal. Escalate access issues immediately so reporting is not delayed.
- Check officer, executive, membership, meeting venue and contact details in the Lion Portal. Update anything that changed after changeover.
- Pay Lions International and District dues as invoices are issued. Use the club name and club number as the payment reference.
- Check Queensland Office of Fair Trading records and annual returns. Correct anything overdue or inconsistent with club records.
- For clubs with an ABN, check ABR/ATO details and authorised contacts. Update within 28 days of becoming aware of any change.
- Submit club events to the District Calendar using the current Cabinet Secretary contact details.
- Check the club's NFP self-review return status early. Do not leave this until the October deadline period.

To note

- Club officer development and how-to resources are available through the District website. Direct new officers there before problems build up.
- The District news page and District Calendar are the main places for current notices, training and events.
- Confirm current zone, club and District officer details against the latest District Directory before publishing or forwarding notices.
- If a club is struggling with membership, meeting structure or direction, use the Club Quality Initiative and ask District for a club development session early.
- Convention registration and accommodation notices may open early. Watch the District website and send updates to members promptly.

To prepare

- Prepare any Club Notice of Motion for the District Convention. Confirm the current-year closing date before finalising wording.
- Prepare records for annual returns, treasurer handover, banking authority updates, ABN/ATO access and Office of Fair Trading requirements.
- Prepare Christmas Cake and Mints planning, including gluten-free orders where relevant.
- Prepare a list of club service projects, fundraisers and community events that should be submitted for the District Calendar or District news.
- Prepare a simple club membership health check for the first board meeting of the year: current members, prospective members, resignation risk and upcoming induction needs.

To promote

- National Diabetes Week: check current Diabetes Australia dates and decide whether the club will run a diabetes awareness or service activity.
- District Convention registration and accommodation.
- Christmas Cakes and Mints early planning, especially for clubs that rely on pre-orders or business sales.
- Government grant alerts through grants.gov.au for clubs seeking service project funding.
- Community Service Impact Award: promote the continuation of this District recognition and encourage clubs to prepare nominations for strong service projects. Check the current criteria, reporting period and closing date before sending.
- Heart of the Lions Award: promote the continuation of this award and invite clubs to identify individual Lions whose service, attitude or club spirit deserves recognition.
- Kindness Matters Award: promote this award and encourage clubs to recognise practical acts of kindness, service and community care that reflect the Lions spirit.
- Club Quality Initiative or club development planning for clubs that need to refocus or rejuvenate.

Useful links

- District 201Q1 website: <https://www.lions201q1.org.au>
- District service projects and awards: <https://www.lions201q1.org.au/service-projects.html>
- 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>

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August Secretary Checklist

First-week message focus: Please use this August checklist to keep dues, Portal records, District visits, convention planning, cakes, training and 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 dues and District dues promptly. Use the club name and club number as the payment reference.
- 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. Confirm the current date and link before forwarding.
- Convention registrations and accommodation may already be open. Some motel blocks may require direct phone booking rather than online booking.
- 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.

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.

Useful links

- District 201Q1 website: <https://www.lions201q1.org.au>
- District service projects and awards: <https://www.lions201q1.org.au/service-projects.html>
- 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>
- Wear It Purple resources: <https://www.wearitpurple.org/>

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September Secretary Checklist

First-week message focus: Please use this September checklist for convention deadlines, club delegate forms, insurance, government records, AGM preparation 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.
- Submit District Governor's Community Service CA\$H Awards or equivalent service award applications if the current program is open.
- 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.
- Check District news weekly and forward only the notices relevant to your club members.

To note

- The September 2025 convention deadlines in the attached 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. Confirm the current date and link before promotion.

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.

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. Also promote the message that members can ask R U OK? any day.
- 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.
- 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>
- District service projects and awards: <https://www.lions201q1.org.au/service-projects.html>
- 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>
- R U OK? Day resources: <https://www.ruok.org.au/r-u-ok-day>