

Lions District 201Q1

Club Secretary Monthly Checklist

September Secretary Checklist

First-week message focus: Please use this September checklist to control convention deadlines, Cabinet reporting, insurance, government records, AGM preparation, service reporting and September awareness promotions.

To dos

- Lodge any Notice of Motion, District officer nomination or convention business by the confirmed current-year District deadline.
- Confirm Convention registration, accommodation and delegate arrangements with the club board. Do not leave bookings until the October rush.
- Complete or prepare Convention Form A for club delegates and alternates as soon as the current form is issued.
- Complete or prepare Convention Form B for bereavement or in-memoriam details. Provide a clear member photo to the Cabinet Secretary where required.
- Email the Cabinet Secretary with any changes to club meeting date, time, venue, officer details or contact details, and update the Lion Portal.
- Confirm club insurance renewal instructions and download current Certificates of Currency from the Lions Australia Insurance Centre.
- Check the NFP self-review return status and prepare supporting information so the club is not exposed near the 31 October deadline.
- Check Office of Fair Trading records and annual return status, especially if the club AGM has been held or is about to be held.
- Check ABN details and authorised contacts for ABN holders. Update ABR/ATO records within 28 days of becoming aware of a change.
- Submit September and October club events to the District Calendar and send suitable service stories or photos to District news contacts.
- Check that key club service activities have been reported in the Lion Portal so award and impact reporting is not weakened.

To note

- The District Service Projects page includes the District Community Service Impact Award, Youth of the Year, Peace Poster, Junior Public Speaking and other service program links.
- The Community Service Impact Award requires strong evidence, clear storytelling, photos, media or social media visibility, and confirmation that the Service Activity Report has been submitted in the Lion Portal.
- Insurance contact details and documents can change. Use the current Lions Australia Insurance Centre before forwarding insurance instructions.
- The 2025 checklist dates are not automatically reusable. Confirm all convention, forms, nominations and training dates for 2026 before circulation.
- For Brisbane Chinese 2026 Convention matters, the District Cabinet Officers page lists the Convention Chair contact as conv2026@lions201q1.org.au.

To prepare

- Prepare convention delegate calculations, voting authorisations and any club resolution needed to appoint delegates and alternates.
- Prepare convention travel, accommodation and meal arrangements, especially for members who need assistance with online registration.
- Prepare the club AGM notice, reports, financial statements and annual return materials. Check the club constitution and policy for notice requirements.
- Prepare Youth of the Year, Peace Poster, Junior Public Speaking and other youth project planning if your club intends to participate.
- Prepare the club publicity calendar for September and October awareness days.
- Prepare a Community Service Impact Award nomination file for July to September projects: project report, 300-600 word story, 3-6 photos, media evidence and Portal reporting confirmation.
- Prepare Christmas Cakes and Mints promotion, ordering, stock control and community sales points.

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. Promote the message that members can ask R U OK? any day.
- Leukemia Foundation Light the Night: check the current-year event date before publication.
- Peace Poster, Peace Essay and Junior Public Speaking opportunities, subject to current District guidance.
- District Convention registration, delegate forms, nominations, accommodation and program reminders.
- Community Service Impact Award: encourage clubs to prepare July to September submissions before the 30 October close.
- Heart of the Lions Award: invite clubs to identify members whose service, attitude or club spirit deserves recognition. Confirm the current nomination process before publication.
- Kindness Matters Award: encourage clubs to recognise Lions, Leos or community members who demonstrate kindness and practical community care.
- District news, District Calendar, online newsletter and monthly Q&A.

Useful links

- District 201Q1 website: <https://www.lions201q1.org.au>
- District news: <https://www.lions201q1.org.au/news>
- District calendar: <https://www.lions201q1.org.au/member-resources/district-calendar.html>
- District club checklist page: <https://www.lions201q1.org.au/member-resources/q1-hub/club-checklist.html>
- Cabinet dates: <https://www.lions201q1.org.au/member-resources/district-dg-s-cabinet-team/cabinet-dates.html>
- Service projects and awards: <https://www.lions201q1.org.au/service-projects.html>
- Community Service Impact Award: <https://www.lions201q1.org.au/service-award>
- R U OK? Day resources: <https://www.ruok.org.au/r-u-ok-day>
- Lions Australia Insurance Centre: https://lionsclubs.org.au/members/resources/insurance_centre/

Lions District 201Q1

Club Secretary Monthly Checklist

October Secretary Checklist

First-week message focus: Please use this October checklist to finalise Convention readiness, lodge NFP and government compliance items, close the July to September service award opportunity and promote October wellbeing, carers and child-safety activities.

To dos

- Lodge the NFP self-review return by 31 October 2026 if the club is required to lodge. Escalate immediately if access or ABN authorisation is not ready.
- Submit the July to September Community Service Impact Award nomination by 30 October 2026 if the club has a suitable project.
- Finalise Convention registration, accommodation, voting delegates, delegate forms and club authorisations.
- Confirm Notices of Motion, nominations and other convention business have been lodged or are not required.
- Confirm current Certificates of Currency and insurance documents are held by the Secretary and Treasurer for upcoming activities.
- Email the Cabinet Secretary and update the Lion Portal if any meeting, venue, officer, contact, bank authority or membership details have changed.
- Notify the Cabinet Secretary of any deceased members and provide funeral details and a suitable photo for in-memoriam purposes when required.
- Hold or prepare the club AGM in accordance with the constitution and policy. Minute all officer, financial and reporting decisions clearly.
- Check Office of Fair Trading annual return obligations. For Queensland incorporated associations, annual returns are generally due within one month after the AGM unless an exemption applies.
- Submit October and November club events to the District Calendar and provide service stories or photos for District news where suitable.
- Check service reporting in the Lion Portal for October activities so the next award quarter does not start with missing records.

To note

- Queensland Mental Health Week runs from 3 to 11 October 2026 and coincides with World Mental Health Day on 10 October.
- National Carers Week runs from 11 to 17 October 2026 and is suitable for clubs supporting carers, young carers or wellbeing projects.
- Day for Daniel 2026 is Friday 30 October and is a strong child safety awareness opportunity for clubs with school or youth connections.
- Community Service Impact Award judging depends heavily on impact evidence, story quality, photos, media visibility and correct Portal reporting.
- Kindness Matters can be promoted through CaringKids and kindness-focused club recognition. Confirm the current nomination form before sending.
- Convention details may shift. Check District news, the District website and the Convention Chair before issuing final instructions.

To prepare

- Prepare the club delegate briefing pack for Convention: agenda items, motions, voting guidance, travel details and member apologies.
- Prepare a post-Convention reporting plan so delegates can report key decisions back to the club promptly.
- Prepare Christmas Cakes and Mints sales rosters, stock records, business pre-orders and banking arrangements.
- Prepare November diabetes awareness activities, including World Diabetes Day and any Lap the Map participation.
- Prepare Peace Poster, Peace Essay or Junior Public Speaking submissions if the club is participating. Confirm the current-year District deadline before sending entries.
- Prepare officer and committee change records for OFT, ABR/ATO, banking and Lion Portal updates after the AGM.

To promote

- Mental Health Awareness Month: all October.
- 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. Promote child safety resources and red-themed awareness activities where appropriate.
- Community Service Impact Award: July to September nominations close 30 October 2026.
- Kindness Matters Award and Heart of the Lions Award. Confirm current forms and deadlines before publication.
- District Convention attendance, delegate responsibilities and accommodation reminders.
- Christmas Cakes and Mints community sales.

Useful links

- District 201Q1 website: <https://www.lions201q1.org.au>
- District news: <https://www.lions201q1.org.au/news>
- District calendar: <https://www.lions201q1.org.au/member-resources/district-calendar.html>
- District club checklist page: <https://www.lions201q1.org.au/member-resources/q1-hub/club-checklist.html>
- 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>
- ABR update ABN details: <https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details>
- Queensland OFT 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://qldmentalhealthweek.org.au/>
- National Carers Week: <https://carersweek.com.au/>
- Day for Daniel: <https://danielmorcombe.com.au/day-for-daniel/>

Lions District 201Q1

Club Secretary Monthly Checklist

November Secretary Checklist

First-week message focus: Please use this November checklist to submit Cabinet reporting, complete Convention follow-up, keep government and Portal records current, manage Christmas Cakes and Mints, and prepare December service and risk activities.

To dos

- Attend, support and follow up the District Convention. Circulate key decisions, award outcomes, program notes and action items to the club after Convention.
- Confirm all voting delegate paperwork, apologies and Convention records are filed with the club minutes.
- If the club AGM has been held, lodge the Office of Fair Trading annual return within the required timeframe and keep a copy of the lodged documents.
- Update ABR/ATO authorised contacts, bank signatories, the Lion Portal and club records after any officer or committee changes.
- If the NFP self-review return was not completed by 31 October, escalate urgently with the Treasurer and authorised ATO contact. Do not let it drift.
- Continue Christmas Cakes and Mints sales, stock control, banking and reconciliation. Confirm unsold stock and business orders weekly.
- Report November service activities in the Lion Portal while details, volunteer hours, funds raised and people served are still fresh.
- Submit December and January club events, closures and special meetings to the District Calendar.
- Send strong service stories, photos and project updates to the District newsletter or news contacts before the monthly cut-off.
- Record any deceased member details and provide updates to the Cabinet Secretary for in-memoriam purposes.

To note

- World Diabetes Day is 14 November. For Lions, November is a strong month to promote diabetes awareness, screening, walking activities or Lap the Map style participation.
- Peace Poster and Peace Essay District deadlines have historically fallen in November. Confirm the current-year deadline before promising dates to schools or youth groups.
- Post-Convention follow-up matters can be lost quickly. The Secretary should capture actions in the next board agenda.
- Christmas Cake and Mint handling is a financial control issue as well as a fundraising activity. Keep orders, stock and banking records clean.
- Start collecting October to December evidence for the next Community Service Impact Award quarter now rather than trying to rebuild the story in January.

To prepare

- Prepare a short post-Convention report for the next club meeting: major decisions, District messages, award outcomes and action items for the board.
- Prepare December and January meeting arrangements, holiday closures, contact arrangements and welfare check-ins for members living alone or under pressure.
- Prepare a mid-year membership health check: current members, resignations at risk, prospective members, induction needs and transfer prospects.
- Prepare service award evidence for October to December projects: impact measures, photos, media links, member stories and Portal reporting confirmation.
- Prepare Treasurer handover notes for cake sales, convention costs, insurance documentation and any outstanding District or LCI dues.
- Prepare 2027 youth program follow-up tasks with schools, including Youth of the Year, Peace Poster, Peace Essay and Junior Public Speaking where relevant.
- Prepare risk management records for December community events, including BBQs, raffles, markets, cake stalls and volunteer rosters.

To promote

- World Diabetes Day: 14 November. Promote diabetes awareness, risk reduction, healthy walking and any club Lap the Map style activity.
- Remembrance Day: 11 November. Recognise service, remembrance and community connection where appropriate.
- International Men's Day: 19 November. Consider men's health and wellbeing messaging if suitable for the club.
- Christmas Cakes and Mints sales through community networks, businesses, markets and club partners.
- District Convention outcomes and photos, especially if members received awards or the club contributed to Convention activities.
- Community Service Impact Award: collect October to December project evidence progressively.
- Heart of the Lions Award and Kindness Matters Award: invite clubs to identify worthy members or community contributors before end-of-year functions.
- District news, District Calendar, online newsletter and monthly Q&A.
- Risk management for December events and end-of-year activities.

Useful links

- District 201Q1 website: <https://www.lions201q1.org.au>
- District news: <https://www.lions201q1.org.au/news>
- District calendar: <https://www.lions201q1.org.au/member-resources/district-calendar.html>
- District club checklist page: <https://www.lions201q1.org.au/member-resources/q1-hub/club-checklist.html>
- Cabinet dates: <https://www.lions201q1.org.au/member-resources/district-dg-s-cabinet-team/cabinet-dates.html>
- Community Service Impact Award: <https://www.lions201q1.org.au/service-award>
- World Diabetes Day: <https://worlddiabetesday.org/>
- Lions Australia Insurance Centre: https://lionsclubs.org.au/members/resources/insurance_centre/
- Queensland OFT 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>