



SECRETARY RESOURCES

Lions Portal - Learn <https://myapps.lionsclubs.org>

Search> **Club Secretary Learning Path & Club Secretary Responsibilities**

Club Secretary e-Book

This tool walks the club treasurer through the fiscal year, providing a calendar for tasks as well as tools and resources to fulfil their roles and responsibilities.

<https://www.lionsclubs.org/v2/resource/download/79864207>

Service Activity Information for Reporting Service

Allows service information to be entered in the document and shared with the person who enters service reports online. Also provides a list of the global causes and project types.

<https://www.lionsclubs.org/v2/resource/download/157566131>

HOW-2-DO-Service Reporting > <https://lions201q1.org.au/how-2-do>

A step-by-step guide to report in the Lions Portal

<https://lions201q1.org.au/images/resources/HOW-2-DO-Service-Reporting-New-Lions-Portal.pdf>

Bookshelf > <https://lions201q1.org.au/bookshelf>

Checklist Guide for Club Secretary Template Document - Change to suit your club - Word Templates

Generic Letterheads & Email Footers for clubs +++ Basic Club Agenda + Club Invocations Book

Thank you certificates - Template +++ Plus So much more

<https://lions201q1.org.au/bookshelf>

District Directory

Full contact list for District officers & portfolios, and so much more within

<https://www.lions201q1.org.au/directory>

District Calendar

All district events and DG team club visits - Club anniversaries - Zoom Meetings

<https://lions201q1.org.au/calendar>

Monthly Q&A Sessions (Last Sunday of every month from 6pm)

Not sure?, Why not join in and ask your fellow Lions members? It's a great way to network & Learn!

<https://lions201q1.org.au/zoom>