

CHECKLIST FOR LEO PRESIDENT

1. Before July 1

- (a) Find the needs of your members.
- (b) Ensure that a proper community needs analysis was carried out in the last one or two years. If not, conduct one.
- (c) Acquaint yourself with the international President's program and the District Governor's (DG) goal for the year.
- (d) Check Club inventory, scrap book/newspaper cuttings, photo albums and etc.
- (e) Appoint various Committee Chairmen in consultation with Board of Directors (BOD).
- (f) Hold a session with your Club members assisted by Leo Advisor/Faculty Advisor to explain the job requirements of every officer and Committee Chairman and communication lines in the Club.
- (g) Ensure the Club plans for a major service activity for the year
- (h) Ensure the Club plans for a major fund raising project with substantial membership participation.
- (i) See that Installation of your Club officers is held before August 1. Preferable it is a simple ceremony.
- (j) See that you and your BOD members attend a Club Officers Seminar. If the District has not made any plans to hold one, request your Leo Advisor to organize one for your club.
- (k) Prepare Club's calendar for the year

2. Secretarial Matters

- (a) Ensure that an updated Club Directory is ready by July 1 and copies are posted to all Club Members, the DG, District Chairman for Leo Clubs (DC), Regional Committee Chairman for Leo Clubs (RCC) and the sponsoring Lions Club.
- (b) Ensure that MAAR1 Reports are posted to the DG, DC, RCC & Leo Advisor not later than 5th of the following month. Clubs are advised to close their report of the Projects & Activities by the 25th of each month.
- (c) Plan with the Secretary, the agenda of meeting before sending out the notice of the meeting.
- (d) Ensure that notices of meetings and minutes of previous meetings are sent out at least a week before the meeting.
- (e) Ensure that correspondence received is properly attended to.
- (f) Ensure that photocopies of correspondence together with other relevant information are sent to the officers concerned, if action is to be taken by them.
- (g) Ensure that courteous replies are sent out promptly.
- (h) Ensure that members are kept informed at meetings of all the information received.

3. Financial Matters

- (a) Ensure that no net income or fund raised from the public is utilized for administrative purposes.
- (b) Ensure that a budget is prepared and presented at the beginning of the year.
- (c) Ensure that separate accounts are kept for project/activities and administration
- (d) Ensure that creditors are paid promptly.
- (e) Ensure that fund to defray the expenditure of the activity is ready before commencement of the activity.
- (f) Make certain that all the International Guidelines are followed as regards to member delinquent for non-payment of dues.
- (g) See that accounts are audited every six months.
- (h) Ensure that the audited statements of accounts are posted to the DG, DC, RCC, Sponsoring Lions Club's President and Leo Advisor.
- (i) Ensure that International Leo Levy fee of US\$90 and District dues are adopted in the collection of dues from members.
- (j) Ensure that the Treasurer prepares a statement of account /financial report for presentation at RC meeting

WHAT IS LEO?



LEADERSHIP EXPERIENCE OPPORTUNITY

Not everyone is a born leader. Therefore, the International Association of Lions Clubs is offering Opportunity to the younger generation to be trained up as Leaders in the Community.

All Leos are potential leaders of tomorrow. The activities involve young adults, those who are ready and able to face the many challenges that the world has to offer. Those Leos, who serve in official capacities such as President or Secretary, learn to shoulder responsibilities as well as to share and delegate it to their fellow members.



CHECKLIST FOR LEO SECRETARY

1. Preparatory Work - Receive From your Predecessor the following by 1st January at the latest

- (a) All Club files - past & current
- (b) All Club records, minutes books, past MAAR1 Reports
- (c) Club membership, attendance and award records
- (d) Club inventory, scrap book/newspaper cuttings, photo albums

If you have not received the above, please request for them from your predecessor

2. Preparatory Work - Do It Immediately. Things to do immediately upon taking over the post of Secretary. Tick the box if you have completed the task

- (a) Update your Club Directory. Mail it to your members, DG., DC. for Leo Clubs & his RCC.
- (b) Help President in preparing your Club Calendar for the year including your Club Anniversary
- (c) Organize your filing system with separate files for MAAR1 Reports and Quarterly Reports and correspondence with the:
 - (i) Sponsoring Lions Club
 - (ii) District Chairman for Leo, Zone and Region Chairman
 - (iii) International
- (d) Check with Leo Tamer on the inventory of all club properties and their whereabouts.
 - (i) Gong and gavel
 - (ii) Club's Banner & Charter Certificate
 - (iii) Club's Awards
 - (iv) Bannerettes of the Club and other Clubs
 - (v) Past Club files, magazines, esp. Charter Night Souvenir Programme
- (e) Prepare a fact sheet of your Club including a brief history of your Club, place of meetings, projects carried out, forthcoming projects, venues, date, time & the contact for detailed information
- (f) Help the President in organizing a telephone message relay system to convey urgent messages and news to your members

3. Returns and Rewards

- (a) Ensure duly and correctly filled-in MAAR1 Report, send to DG, DC and RCC before due date
- (b) Ensure duly and correctly filled in Quarterly Report, send to the sponsoring Lion Club, LCI, DG, DC, and RCC before the due date
- (c) Ensure your attendance with written reports of your club activities at all RCC meetings.

4. Club Supplies, Membership Card and Awards

- (a) Place orders using official order forms through sponsoring Lions Club's Secretary
- (b) Circulate the latest Leo Catalogue to all members
- (c) Be familiar with publications and audio and visual materials you can obtain from the LCI.
- (d) Provide members who have paid up dues with the LCI official membership cards. If possible, laminate the cards once the members sign them.

- (e) Fill in regularly record of Club Service

5. Membership Matters

- (a) Ensure all the LCI guidelines on the new member recruitment are followed
- (b) File Proposal for Membership Forms separately

6. Meetings

- (a) Send notices of meeting and minutes of the previous meeting at least one week before the meeting
- (b) Prepare the agenda for all meetings in consultation with the President
- (c) Prepare a checklist of things you have to do before, during and after each separate meeting and follow it faithfully

7. Correspondence

- (a) Attend promptly to correspondence received.
- (b) If action is to be taken by other officer, extend the photocopies of the correspondence received
- (c) Check with the Club President and then send promptly courteous replies
- (d) Table the correspondence at your Club meeting

8. Newsletters

- (a) Provide your Club Bulletin Editor all project reports, biodata of members including their birthdays & wedding anniversaries and photographs
- (b) Ensure newsletters/club bulletins are posted to all members.

9. Nominations and Election

- (a) Ensure Nominations Committee is formed in Dec. or January.
- (b) Ensure Nomination Meeting is held by February at the latest.
- (c) Ensure Election Meeting is held by April at the latest
- (d) Ensure duly filled in **Leo-72 Form** is sent to the LCI, DG, DC, & RCC by May 15 the latest

10. General

- (a) Be familiar with your Club, M.D. and the LCI. Constitutions and By-Laws
- (b) Prepare, in consultation with your President and Leo Advisor, reports and recommendations for District Awards at Leo Forum

11. Handing over the Duties

- (a) Hand over all files, records, registry, Lions and/or Leo items to your successor at the last meeting of the fiscal year
- (b) Brief your successor on all pending matters that need his action
- (c) Brief your successor on his duties

Be a good secretary, you are the main pillar of your club.



CHECKLIST FOR LEO TREASURER

1. Preparatory Work - Receiving From Receive from your predecessor the following before 1st July at the latest.

- (a) Ledger/Journals
- (b) Cash book
- (c) Cheque books, used & current
- (d) File of monthly Club financial and bank statements
- (e) File of voucher
- (f) Receipt books, used and current
- (g) File of used bank pay-in-slips
- (h) Files of general correspondence.

If you have not received the above, please request for them from your predecessor.

2. Preparatory Work - Do It Immediately Things to do immediately upon taking over the post of Treasurer

- (a) Send out semi-annual individual statements of accounts to members by June 20/December 20 at the latest
- (b) Prepare, in consultation with Finance Committee headed by your President, a budget for the Club by July 1 at the latest. To ensure that the amount of dues collection is sufficient to operate the Club efficiently and be prepared to recommend to the General Meeting to increase the dues, if there is to be a deficiency.
- (c) Ensure that the new list of the bank account signatories are given to the bank(s) concerned by July 1 at the latest
- (d) Ensure that the Club has plans for fund raising projects

3. Regular Work

- (a) Issue receipts for every single payment; indicate whether it is cash or a cheque payment.
- (b) Table all payable bills with separate payment vouchers in BOD meeting for approval. Make payment with the approved voucher only upon the approval of BOD.
- (c) Payment preferably by your Club's cheque, if possible. Let recipient sign the voucher.
- (d) See that proper accounts are maintained for petty cash payment
- (e) See that bank pay-in-slips contain the information of the source of payment/receipt number
- (f) Deposit all monies and cheques received
- (g) Keep the cash book up-to-date
- (h) Ensure that all creditors are promptly paid

4. Monthly Work

- (a) Prepare and present in every BOD meeting:-
 - a statement of receipts and payments
 - a list of members delinquent for non-payment of dues

- bills for payment
- (b) Send statement of accounts and subsequently reminders to those members remain owing dues to the Club.
- (c) Check the accuracy of the bank statement

5. Semi-Annual/Annual Club Statements of Accounts

- (a) Prepare the statement of accounts soon after December 31/June 30
- (b) See that the Account Statements comprise income and expenditure account and balance sheet.
- (c) Get the Account Statements audited as early as possible
- (d) See that the annual Account Statement is tabled for approval at the Annual General Meeting.
- (e) See that the semi annual and annual Account Statements are submitted to the District & Lions Club International through your sponsoring club.

6. The end of the year

- (a) See that you hand over all the files, books, documents & property to your successor by July 1 at the latest.
- (b) If you have any recommendations to the BOD after your term as the Treasurer, present them at the first BOD meeting of the new fiscal year.
- (c) Brief your successor on all pending matters
- (d) Brief your successor on his duties

Be a good treasurer, you are the banker of your club. 🏆