

## 2011 Aide Memoir for Club Secretaries.

Continuity in practice is important through the 1st July changeover period. In order to avoid passing messages through post box third parties, the preferred method of communication is electronic but paper is still available should you require it.

Information Sources: 'Club Officers Manual' and the WMMR (Web Membership Management Reporting) 'Quick Reference Guide' available from Members Resources on the District website.

Each Club Secretary will be invited to register their personal I/D and Password with Oakbrook in June for their WMMR 'M' and 'A' Club submissions through the year. Over 80% of Clubs submit Reports electronically. WMMR is the central database of Lions Clubs International.

**1. Club Monthly 'M' Reports** records membership details. Submit on time immediately after every monthly Club Meeting, electronically to WMMR (even no change). Any paper copies go direct to Oakbrook and they will upload to WMMR. There is no need to send other paper copies locally within the District. Your inputs can be seen and collated by the District Officers from WMMR.

**2. Club 'A' reports.** This records service activities, money donated, estimated hours of service and can be completed monthly on WMMR at the same time as you do the 'M' Report. Annual 'A' Reports are no longer required.

**3. Club 'PU101' Form – new Clubs Officer annual reporting process.**

To be completed immediately after the election of Club Officers has taken place each Spring. The annual election process is to be complete by 15 April.

The 2011 PU101 process is:

Either: Clubs will complete PU101 in April through WMMR for electronic submission to Oakbrook and send a copy to MDHQ. (The MDHQ copy is required for the new Directory entries)

Or: Complete an online PU101 at the MD Website [www.lionsmd105.org](http://www.lionsmd105.org) and send to MDHQ. They in turn will advise Oakbrook.

Please ensure all details are correct ie. Member number, name, contact details and email address.

This allows DG Elect and District Treasurer to extract that detail from WMMR for dues mailing early in July.

**4. Club Minutes.** Forward each monthly Club Meeting Minutes, by email or hard copy to the District Governor not District Secretary.

### 5. The Lion Magazine

New members do not receive the LION magazine automatically from 'M' Reports. The Club Secretary needs to inform the District LION Magazine Officer, Lion Stephen Simmonds 02920 757818 [magdistribution@lions105w.org.uk](mailto:magdistribution@lions105w.org.uk) of new members, dropped members and any change of addresses. There is a LION Magazine Form on the Club Members page of the District Website for that use.

### 6. Conventions

All District Convention arrangements and Booking are displayed on the District Website. Instructions about how to advise delegates for conventions will come from District, Multiple District and International respectively. It is vital that the instructions in all cases are strictly followed. Please ensure that you quote the total Club member numbers and delegates allowed.

If the form is not completed by the due date, then your delegate/s cannot vote.

### 7. District Governor's Club Visit.

One of the DG's Team will make a visit to each Club through the year at a Business Meeting. It is a complex calendar exercise based upon the details available on the District Website with each Club's Meeting place details and Meeting classification. ie. Business, Committee or Social.

### 8. Club Charter Anniversary.

For Calendar arrangements, each Club Charter Anniversary is shown on the Website providing the Club celebrates the annual occasion.