

**DISTRICT 41  
BEST SECRETARY OF THE YEAR  
NOMINATION FORM**

Name \_\_\_\_\_

Club \_\_\_\_\_ No. of Club members \_\_\_\_\_

Date \_\_\_\_\_ President's signature \_\_\_\_\_

**ELIGIBILITY: CANDIDATE MUST OR WILL HAVE BEEN SECRETARY FOR AT LEAST 6 MONTHS OF THE PERIOD TO BE JUDGED (JULY 1 TO JUNE 30).**

Please complete the following:

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| 1. Were the monthly reports completed correctly? .....                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Were the monthly reports mailed by 2 <sup>nd</sup> of the following month? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Were the International dues paid by October 1 and March 1? .....                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Were the District dues paid on time? .....                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Was/are correspondence completed promptly? .....                                 | <input type="checkbox"/> | <input type="checkbox"/> |

**DID THE CANDIDATE?**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 6. Keep accurate minutes of meetings? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Keep an accurate record of individual Lion attendance? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Help the President with agendas? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Keep a list of Club's Committees? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Personally sponsor a new Lion this year? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Keep a calendar of events and inform the President? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Keep records of new members and their sponsors? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Order awards promptly? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Submit the Club's Activities Report to the District and to Lions Club International by June 30 <sup>th</sup> ? ..... | <input type="checkbox"/> | <input type="checkbox"/> |

15. Did the candidate attend the District Convention? .....
16. Did the candidate attend an NELC meeting? .....
17. List the Cabinet meetings or DGO meetings attend. \_\_\_\_\_,  
 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
18. List the Zone meetings attend. \_\_\_\_\_, \_\_\_\_\_
19. Please describe in details your secretary's involvement in other activities which made him/her outstanding. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ENDORSEMENTS:**

Zone Chairperson signature \_\_\_\_\_

Regional Chair sign. (if used) \_\_\_\_\_

District Governor's remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

District Governor's signature \_\_\_\_\_

**USE THIS NOMINATION FORM OR COPIES ONLY. NO SUBSTITUTIONS.**

January 2017