



PANATHLON INTERNATIONAL
Ludis lungit

HANDBOOK

for

CLUB SECRETARY

The Secretary is the heart and engine of the life of the Club and the cohesion element among the members of the Club and with those of other clubs. He is the chief executive of administrative acts and a clear point of reference for the President and all the members.

THE TASKS OF THE CLUB SECRETARY

The Managing Committee (MC) is composed by the President, the Past President, the Vice President, the Secretary, the Treasurer, Councilors and the Master of Ceremonies, the Press Officer and the Members Committee and it is the organizational and executive body of every activity always after approval by the Members Assembly.

In this context, the club secretary is elected during the first meeting of the MC and works under the direction and control of the President, acts as a link between the club, the area, the District and the Association.

The main tasks of the Secretary are:

- a. Transmit the monthly report of activities to the General Secretariat of P.I., to the District and (where it exists) the Area. The form of the report (**Annex 1**) must be sent via e-mail within the 30th day of the month. The regular monthly report is crucial to keep up to date the number of members in the database because it is inside it where you can find the addresses for sending the magazine, the e-mail addresses for sending the newsletter and communications of the P.I, of the President of the District and the Governor of the Members Area.
- b. Keep updated the membership situation of the Club (addresses and telephone numbers and email address) (**Annex 2**) communicating the relevant data periodically to Members and to the General Secretariat, the District and the Area.
- c. Must keep up to date the archives of the Club. In particular, the Secretary will keep the personal data that the Members give when they apply for the admission to the Club by fill the form (**Annex 3**).
- d. He Should maintain the minutes of meetings of the MC, the minutes of the Members meetings, the presences recording, the appointments of members for specific activities, the data relating to the members and the communications to them.
- e. Transmit to the Superior Bodies the MC composition resulting from the Elective Assembly (every two years) after the 1st meeting of the MC (**Annex 4**)
- f. Maintain relationships by telephone or by letter or by e-mail with other Clubs.
- g. Help the Treasurer for verification of payments for the fees, remembering the dates established for the submission of affiliation fees to the P.I (28th February and 30th July of each year) and, as indicated, to the District and the Area.
- h. Communicate to the Members the dates of meetings (Meetings, assemblies), of all the initiatives / services of the Club, initiatives of other clubs in the district, the District initiatives or other districts with you are in contact or the Association.
- i. Order all the materials necessary for life's Club (badges, paper, welcome new members, ties, awards for members, banners etc.).
- j. Post articles, information, photographs related to the activity of the Club on the site of the Club, and where appropriate also send articles to the magazine PANATHLON, for the press and local media. If the Club has a Press Officer he is in charge with these tasks, the Secretary must have a copy in the archives of the Club.
- k. Assist the President in his duties. Particularly, in sending the invitations to the Managing Committees, for the Assemblies, for meetings and send invitations to the panathletic authorities and not. If he needs he assists the President with the reports to the higher bodies.

- l. Collaborate in the organization of events and initiatives of the Club and ensures good performance with his presence.
- m. Participate with the President of Club in meetings called by the President or by the Governor of District Area.

The management of the Club

The management of the club is a team work, in which the Secretary has an essential function. The Secretary, in fact, must:

- Prepare the agenda meetings with the President and communicate date and venue of the meeting to the members and whether the meeting is open to guests too they will indicate also the speaker / lecturer;
- Check the number of the present members and draw up the minutes of the meeting;
- Record attendances and absences of Members;
- Record the Members possibility to access to awards (length of service, special mentions, etc.);
- Communicate to the members the updates on any news, issues and initiatives.
- Managed the physical mail and email replying to them promptly;
- Report immediately to the President of the Club any non - payment of fees and for any action which is not keeping with the ethics of the Club.

The Secretary must also know the regulations that rule the Association and the life of the Club, in particular as regards the eligibility of members, procedures for the admission of new members, and the transfer of any members. He must know the regulations that rule the life and the relationship with the Junior Club. He can go directly to the General Secretariat in case of additional specific needs.

Only for the Italian Clubs, the Secretary, with the Treasurer, must also inform the Revenue Agency within the 30th July of the year when there is the change of the President of the Club, the names and data of the new President using the EAS form.

For other countries, the Secretaries of the Club will unify their respective national laws.

1. VARIOUS INFORMATION

The Minutes of a meeting of the Managing Committee and / or the Assembly must contain these elements:

- Agenda;
- Place and venue of the meeting;
- Present members;
- Summary report of the discussions and decisions taken to the agenda topics with the signature of the Secretary and the closing time of the meeting.

EXAMPLE OF AGENDA (Meeting of the Council and / or Assembly)

An agenda normally has:

- List of topics;
- Reading or approval of the minutes of the previous meeting;
- The observations of the President;
- Any reports;
- Any suggestions or proposals of presents;
- Any other business.

EXAMPLE OF CONVOCATION OF A MEETING WITH A SPEAKER

A convocation must contain:

- Date, time and venue of the meeting;
- Topic of the conference and its speaker
- Presence of any Authority of P.I. or local.
- Referring to who confirm the attendance;
- Any guests fee

Tip: When sending by e-mail the invitations, if it is a "multiple sending" it is appropriate to "hide" the list of the recipients, for those who are not members of the club. It is also recommended, to customize any invitations and communications to the authorities.

2. ESSENTIAL DOCUMENTS

The documents to be kept available for inspection are:

- Statute and P.I. Regulations and the club;
- Regulation of the District and the Area;
- Activity program year or half-yearly;
- Updated list of members with their telephone numbers and email, to delivered at the beginning of the year to the members;
- Register of Minutes.

Annex 1

MONTHLY REPORT



Members Last Report

A) New Member + _____
 B) Expired Member - _____
Amount Members end month: _____
 Ordinary Members/fees' free ____/____
 Honorable Member _____

B) Expired Motivations *

- 1) resignations
- 2) delay in payment
- 3) poor participation
- 4) expulsion
- 5) transfer in another club
- 6) deceased
- 7) various

Panathlon Club _____
 District _____
 Month _____

COPY FOR General Secretariat -
 Governor - President of District

NEW MEMBERS / DATA CHANGEMENT

CROSS FOR: DATA CHANGMENT	<input type="checkbox"/>	SURNAME	TITLE	NAME		
CORRISPONDANCE IN OFFICE	<input type="checkbox"/>	Profession	Birth	Sport Category	Code	Sex <input type="checkbox"/> M <input type="checkbox"/> F

Actual engagement in sport organization :

Address data	Address:	Zip Code	City- Country		
Pre-fix and Telephone number	Fax:	mobile	E-MAIL		
DATA OFFICE	Address:	Zip Code.	City- Country		Tel.

CROSS FOR: DATA CHANGMENT	<input type="checkbox"/>	SURNAME	TITLE	NAME		
CORRISPONDANCE IN OFFICE	<input type="checkbox"/>	Profession	Birth	Sport Category	Code	Sex <input type="checkbox"/> M <input type="checkbox"/> F

Actual engagement in sport organization :

DATI ABIT.	Address:	C.A.P.	City- Country		
Pre-fix and Telephone number	Fax:	mobile	E-MAIL		
DATA OFFICE.	Address:	Zip Code..	City - Country		Tel.

CROSS FOR: DATA CHANGMENT	<input type="checkbox"/>	SURNAME	TITLE	NAME		
CORRISPONDANCE IN OFFICE	<input type="checkbox"/>	Profession	Birth	Sport Category	Code	Sex <input type="checkbox"/> M <input type="checkbox"/> F

Actual engagement in sport organization :

DATI ABIT.	Address:	C.A.P.	City- Country		
Pre-fix and Telephone number	Fax:	mobile	E-MAIL		

PERSONAL DATA SHEET FOR ADMISSION OF MEMBERS



PANATHLON INTERNATIONAL

PERSONAL DATA OF NEW MEMBER

(to enclose with the request of apply to the Club)

Surname.....Name.....

Qualification.....Profession.....

Date of birth.....Place of birth.....

Sport Category.....Code

Actual engagement in sport organization :.....

.....

Home Address: Street.....zip code.....

City.....Country.....

Pre-fix e telephone number.Fax

Mobile e-mail

Work Data (optional):.....

Addresszip code

CityCountryTel.

Annex 4



COMPOSITION OF MANAGING COMMITTEE

to be returned filled in to:

Panathlon International
Via Aurelia Ponente1 - Villa Queirolo
16035 Rapallo (GE)-I -
fax.0039/0185/23.05.13
e-mail: simona.giannoni@panathlon.net

Panathlon Club _____

MANAGING COMMITTEE two-year period_____ elected on: _____

<p>President: _____</p> <p>Correspondence Address.: _____</p> <p>ZIP Code – City – Country: _____</p> <p>Tel.. _____ tel. off. _____ fax _____ mobile. _____</p> <p>e-mail: _____</p> <p>Past-President: _____</p> <p>Correspondence Address.: _____</p> <p>ZIP Code – City – Country: _____</p> <p>Tel.. _____ tel. off. _____ fax _____ mobile. _____</p> <p>e-mail: _____</p> <p>Secretary: _____</p> <p>Correspondence Address.: _____</p> <p>ZIP Code – City – Country: _____</p> <p>Tel.. _____ tel. off. _____ fax _____ mobile. _____</p> <p>e-mail: _____</p>

Vice President: _____

Councilors: _____

Treasurer- Councilors: _____

Press officier – Councilors: _____

correspondence of the club:

Address: _____

fax: _____ **e-mail** _____

Monthly Meetings (**convivial**) - day _____

Venue : _____

Notes: