

## **Documents to Hand Over**

### **From the Outgoing President:**

1. Club Constitution and Bylaws: A copy of the club's governing documents.
2. Meeting Minutes: Minutes from previous meetings, including board meetings and general membership meetings.
3. Annual Reports: Any reports submitted to the district or international Lions organization.
4. Project Files: Documentation of ongoing and past projects, including evaluations and outcomes.
5. Committee Reports: Reports from various committees that detail activities and recommendations.
6. Membership Information: Current membership list and any pending membership applications.

### **From the Outgoing Secretary:**

1. Club Roster: Updated list of members, including contact information and membership status.
2. Meeting Agendas: Agendas from past meetings for reference on club activities and discussions.
3. Official Correspondence: Copies of important letters and emails sent and received.
4. Reports to District: Any reports submitted to the district or international organization.

5. Club Calendar: A calendar of upcoming events, meetings, and important deadlines.

6. Secretary's Handbook: Any personal notes or guides on the secretary's role and responsibilities.

### **From the Outgoing Treasurer:**

1. Financial Statements: Recent financial reports, including balance sheets and income statements.

2. Budget: The current budget and any notes on future financial planning.

3. Bank Statements: Recent bank statements and any relevant financial documents.

4. Invoices and Receipts: Copies of outstanding invoices and receipts related to club expenses.

5. Membership Dues Records: Documentation of membership dues collected and outstanding payments.

### **Additional Items**

- Gong and Gavel
- Club Banner
- Garlands