

**Lions Clubs International – Multiple District 36
Policy Manual
Chapter 1 - C**

I. Name: Multiple District 36 Executive Administrator

II. Purpose: The Executive Administrator of Multiple District (MD) 36 is directly responsible:

- ❑ to the Council of Governors (COG).
- ❑ for assisting in the attainment of the "Lions Clubs Objectives" and "Lions Code of Ethics," abiding by Lions Clubs International (LCI) and MD 36 Constitution and By-Laws.
- ❑ for fulfilling the policies of the COG at their direction.

III. Specific Responsibilities: See Exhibit A - "Job Description for Executive Administrator."

IV. Employment: Appointed by the COG for term specified or as an indefinite term when mutually acceptable.

V. Reports:

- A. Will give verbal reports at all COG meetings.
- B. Will present a brief, typed report at MD 36 Convention, submitted 15 days before the COG meeting if requiring Council action, otherwise at time a verbal report is given.
- C. Will give verbal report at General Session and will be allowed time on agenda.

General Policy Statements: (Added and dated as adopted by the COG)

1. Adopted by the Council of Governors, September 6, 1980
2. Revised by the COG, February 28, 1982.
3. Revised by the COG, March 12, 1995.
4. Revised by Don Adams, PCC, October 20, 2003
5. Revision adopted by COG, March 5, 2004

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