

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

**I. Name: Multiple District (MD) 36 Executive Secretary**

**II. Purpose:** As an employee of MD 36 this person is responsible for:

- ❑ physically staffing the headquarters office.
- ❑ fulfilling office manager responsibilities and providing secretarial services and administrative assistance to the Executive Administrator and the Council of Governors (COG).
- ❑ assisting 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.
- ❑ fulfilling the policies of the COG at their direction.

**III. Specific Responsibilities:** See Exhibit A - "MD 36 Job Description for Executive Secretary."

**IV. Employment:** Selected and hired as an employee of MD 36 by the COG on recommendation of Executive Administrator for a term mutually acceptable.

**V. Reports:** None required.

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

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

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