

Lions Clubs International-Multiple District 36
Policy Manual
Chapter 1-C
Exhibit A

EXECUTIVE ADMINISTRATOR JOB DESCRIPTION

The Executive Administrator (EA) shall provide support to the Lions of the Multiple District (MD) and to the Council of Governors (COG) by overseeing and coordinating the administrative duties of the MD. This position shall provide continuity to the MD by assuring duties and policies are conducted in an efficient and timely manner. The EA shall represent the MD at the MD Convention and serve as the MD representative in other opportunities to promote MD activities and functions. The EA will serve under the direction of the COG and will provide quarterly and annual reports to the COG, or as required. The EA shall serve at the pleasure of the COG. The direct supervisor shall be the Council Chair. The EA shall be evaluated annually and continued appointment determined on an annual basis.

I. State Offices and General Operations. The EA:

- A. Serves as administrative officer for the Multiple District (MD) 36.
- B. Supervises the headquarters office and staff.
- C. Performs duties under the direction of the Council of Governors (COG).
- D. Provides necessary support to MD committees as required.
- E. Assures that all operations will be conducted in accordance with Lions Clubs International (LCI) and MD36 Constitution, By-Laws, and Policies.
- F. Shall obtain prior approval from the COG for any significant changes in operation and personnel of the MD office.
- G. Is supervised by the Council Chair who is responsible for the annual evaluation.
- H. May perform other duties as assigned by the COG.

II. Multiple District (MD) Financial Operations. The EA:

- A. Assists the Finance and Budget committee and the COG in the preparation of the annual MD budget. Will assure the MD operates within the budget and will immediately advise the COG of any budgetary discrepancies or need for transfer of funds from reserve accounts.
- B. Will not incur any debt or obligation for the MD outside that authorized in the annual adopted budget.
- C. Will assure that all persons handling MD funds are bonded.
- D. Will assure that monthly and annual written financial reports are provided to the COG and interested parties.
- E. Will be one of three signors on all checks. All checks require two signatures.
- F. Will review monthly reconciliation of bank accounts.
- G. Will oversee annual audit of financial records and provide report to COG.

III. Multiple District Conventions. The EA:

- A. Assists, advises and coordinates office activities with the MD Convention Operating Committee, Host Convention Committee and COG in the planning and execution of the MD convention, as requested by that committee.
- B. Carries out all directives of the COG.
- C. Attends MD conventions as a representative of the MD and provides a "State of the MD" report to attendees either verbally or in writing or both.

IV. Multiple District 36 Council of Governors (COG). The EA:

- A. Attends all COG meetings.
- B. Serves as administrative officer to the COG.
- C. Provides financial and administrative reports at the COG meetings.
- D. Provides support to the COG, as requested.

V. Travel and Expenses. The EA:

- A. Will operate in accordance with LCI rules of audit for reimbursable mileage expenses.
- B. Shall have registration and motel rooms paid for attendance at the MD conventions.
- C. Shall have reliable transportation and be willing to travel, as required.
- D. May have an expense account for administrative duties; however, amounts in excess of that budgeted will not be paid.
- E. Will not be reimbursed for expenses of accompanying spouse or companion.

VI. Qualifications. The EA :

- A. Shall be a Lion of MD36 in good standing who is a member of an MD 36 club in good standing.
- B. Shall be knowledgeable about Lions operating policies, constitution and by-laws.
- C. Shall be able to represent the MD36 State office in a professional manner.
- D. Shall have financial and administrative skills.
- E. Shall display the attributes of trust and respect.
- F. Shall have excellent speaking and writing skills.
- G. Shall be a Past District Governor.

1. Adopted by COG, September 6, 1980
2. Revised by COG, February 28, 1982
3. Revised by COG, March 12, 1995
4. Revised by Don Adams, PCC, October 20, 2003
5. Revision adopted by COG, March 5, 2004
6. Revision adopted by COG, November 6, 2010
7. Revision adopted by COG, January 28, 2011