

Lions Clubs International – Multiple District 36

Policy Manual

Chapter 1 - D

Exhibit A

Job Description for the Multiple District 36 Executive Secretary

I. Office Schedule:

- A. Office Hours (Monday - Friday): 9 AM - 12 noon, 1 - 4:30 PM
- B. Office closed:
 - New Years Eve Day
 - New Years Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the following Friday
 - Christmas Eve Day
 - Christmas Day

II. General Duties:

- A. Receive all who come to the office in a friendly and business-like manner.
- B. Answer incoming telephone calls and give assistance.
- C. Maintain all general filing in an organized system.
- D. Open all business mail (date stamp, sort, distribute or forward) and process all outgoing mail.

III. Correspondence: Type all letters, respond to correspondence; transcribe or receive and prepare minutes (Council of Governors {COG}, Committees, and Business Session at Multiple District {MD} 36 Convention).

IV. Publications:

- A. Prepares an annual MD Directory.
- B. *Oregon Lion* Newspaper:
 - 1. Acts as Editor of this MD monthly publication.
 - 2. Is responsible for reviewing/preparing/editing all newspaper articles submitted. The Editor may confer with any appropriate Committee, the Council Chairperson or the Executive Administrator regarding any necessary changes or questions.
- C. Other:
 - 1. Prepares Constitution & Bylaws changes and Policy Manual changes.
 - 2. Duplicate and mail, as necessary, agendas, notices, minutes and reports.

V. Accounting and Financial Operations:

- A. General duties:

1. Keep a journal, entering all daily postings.
 2. Check invoices and billings, and prepare checks for paying bills.
 3. File checks and invoices.
 4. Receipt of and deposit all monies into appropriate accounts.
- B. Prepare financial statements for COG meetings, MD 36 Convention, and closing fiscal year (and compilation or review if ordered).
- C. Operate by budget directives and "Rules of Audit" of Lions Clubs International (LCI).

VI. Office Operations:

- A. Carry out policies and wishes of Executive Administrator and COG, and when necessary, consult with Executive Administrator.
- B. Responsible directly to Executive Administrator for all activities conducted in the MD 36 Headquarters.
- C. Order and maintain an inventory of expendable supplies and saleable items.
- D. Will be responsible for and maintain an inventory of all properties, submitting an annual list to the COG with depreciated values.
- E. Maintain a file on all Leo, Lioness, Lions Clubs regarding officers, meeting times and place and other special information.
- F. Keep a current calendar of all reported Club, District, and MD events.
- G. Assist clubs and Districts in any way feasible and practical.
- H. It is imperative that benefits (vacation, holidays, sick leave, retirement) be maintained for the benefit of MD 36, and the Executive Secretary.
- I. Maintain a record of International awards such as: Ambassador of Goodwill, International Leadership Award, International President's Award and International President's Certificate of Appreciation.

VII. MD 36 Meetings, Convention:

- A. Attend COG meetings (unless excused) and MD 36 Convention. Assist committees (especially Finance and Budget, Constitution and Bylaws, and Convention Operating) with research, data, information, typing, agendas and reports.
- B. Assist with District Governor-elect (DGE) training, and prepare the MD36 Administrative Handbook for distribution at the training.
- C. Assist COG and Convention Operating Committee with necessary preparatory and closing work for MD 36 Convention.
- D. Shall record, transcribe and distribute minutes of all meetings for submission to the COG.
- E. Shall provide necessary delegate credential materials and information to the Chairperson of the MD Credentials Committee.
- F. In cooperation with the Council Chairperson, prepare and distribute the agenda for all COG meetings. Agenda must be complete and available to COG members at least 15 days prior to the meeting.

VIII. District Trading Pins, Patches and Uniform Accessories:

- A. Will make available the new District trading pins annually for distribution.

