

OFFICER DUTIES OVERVIEW

EXPECTATIONS AND REQUIREMENTS OF OFFICERS:

President

- Chief executive
- Leader of creative ideas
- Appoints all standing and special committees
- Presides over all regular and board meetings

Secretary

- Liaison between district and club
- Maintains all records and minutes
- Submits all required reports timely
- Makes application for any awards

Treasurer

- Receive all monies and make all deposits
- Pay all obligations in a timely manner
- Have all checks co-signed by a second officer
- Keep accurate records of receipts and disbursements

Membership Chair

- Encourage growth
- Implement orientation
- Encourage ways to reduce loss of membership
- Report to board of findings

OFFICERS AND RESPONSIBILITIES

President: He or she shall be the chief executive officer of this club; preside at all meetings of the board of directors and this club; issue the call for regular and special meeting of the board of directors and the club; appoint the standing and special committees of this club and cooperate with chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and cooperate with, and be an active member of the district governor's advisory committee of the zone in which this club is located.

Immediate Past President: He or she and other past presidents shall officially greet members and their guests at club meetings and shall represent this club in welcoming all new service-minded people in the community served by this club.

Vice Presidents: If the president is unable to perform the duties of his or her office for any reason, the vice president next in rank shall occupy this position and perform the duties with the same authority as the president.

Secretary: He or she shall be under the supervision and direction of the president and the board of directors and shall act as the club liaison officer between the club and the district (single or sub-and multiple) in which the club is located, and the association. In fulfillment of this, he or she shall:

- Submit regular monthly and other reports to the international office of the association on blanks provided by it containing such information as may be called for therein and otherwise by the board of directors of the association:
- Submit to the district governor's cabinet such reports as it may require, including copies of regular monthly membership reports:
- Cooperate with and be an active member of the district governor's advisory committee of the zone in which this club is located:
- Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; classifications (if any); Addresses and telephone numbers of members; member's club accounts;
- Issue quarterly or semi-annual statements to each member for dues and other financial obligations owed it this club, collect and obtain a receipt therefore;
- Give bond for the faithful discharge of the office in such sum and with such surety as determined by the board of directors.

Treasurer: He or she shall:

- Receive all monies, from secretary and otherwise, and deposit the same in a bank or banks recommended by the Finance Committee and approved by the board of directors;
- Maintain two separate record keeping systems; Administrative and Activities;
- Pay out monies in payment of club obligations only on authority given by board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors;
- Have custody and keep and maintain general records of club receipts and disbursements;
- Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club;
- Give bond for the faithful discharge of the office in such sum and with sure surety as determined by the board of directors.
- Pay the monthly invoice from the international headquarters promptly (U.S. dollar draft, wire transfer or send a copy of deposit slip if payment made to one of association's non-U.S. bank accounts). Ten-digit club number or statement top should be included with all payments.

Lion Tamer: The Lion Tamer shall have charge of and be responsible for the property and paraphernalia of the club, including flags, banners, gong, gavel, songbooks and bulletin board. He or she shall put each in its proper place before each meeting and return the same to the proper storage area after each meeting. He or she shall act as sergeant-at-arms at meetings, see that those present are properly seated, and distribute bulletins, favors and literature as required at club and board meetings. He or she shall give special attention to assure that each new member sits with a different group at each meeting so that he or she can become better acquainted.

Tail Twister (optional): He or she shall promote harmony, good fellowship, life and enthusiasm in the meetings through appropriate stunts and games and the judicious imposition of fines on club members. There shall be no ruling from his or her decision in imposing the appropriate fine. No member shall be fined more than twice at any one meeting. The Tail Twister may not be fined except by the unanimous vote of all members present. All monies collected by the Tail Twister shall be immediately turned over to the treasurer and a receipt be given therefore.

Membership Director: The membership director shall be the chairman of the membership committee and a member of the club's board of director shall:

- Develop a growth program specifically for the club and present it to the board of directors for approval.
- Encourage members to bring in new quality members.
- Ensure proper recruitment procedures.
- Prepare and implement orientation sessions.
- Report to the board of director's ways to reduce the loss of members.
- Coordinate with other club committees to fulfill these responsibilities.
- Serve as a member of the zone level membership committee.

Board of Directors: Members of the board of directors include the president, immediate past president, the vice presidents, secretary, treasurer, Lion tamer, tail twister, membership director, and all elected directors.

They shall:

- Constitute the executive board of this club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special meeting.
- Authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- Modify, override or rescind the action of any officer of this club.
- Have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- Appoint, on recommendation of the Finance Committee, a bank or banks for the deposit of the funds of this club.
- Appoint the surety for the bonding of any officer of this club.
- Not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
- Name and appoint, subject to approval of the club membership, the delegates and alternates of this club to district (single or sub-and multiple) and international conventions.
- Maintain at least two separate record-keeping systems. The first for administrative monies such as dues, tail twister fines and other internally raised club funds. A second shall be established for activity or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Article VIII, Section E (7) of the Standard Form Lions Club Constitution and Bylaws.