

## **MD C Policy Manual - Revised 01 November 2019**

### **6 MULTIPLE DISTRICT SECRETARY**

#### **6.1 QUALIFICATIONS**

6.1.1 Education/experience - should have past experience as a professional and responsible nature in business administration, public relations, and management.

6.1.2 Abilities/knowledge - considerable knowledge of the organization structure, policies, activities, and programs of Lions Clubs International as well as that of MD C

6.1.3 Ability to plan, lay out, and direct the administrative services as they relate to MD C

6.1.4 Ability to communicate effectively orally and in writing

6.1.5 Ability to motivate; and

6.1.6 Ability to develop and maintain effective working relationship.

#### **6.2 FUNCTION**

The primary purpose of the Secretary is to direct and coordinate the administrative services at the Multiple District level by carrying out directives as issued by the Council and performing such other functions as required by both the Multiple District Constitution and By-Laws and the MDC Policy Manual.

#### **6.3 RESPONSIBILITIES**

6.3.1 Carry out all assignments under the direction of the Council as are required in the performance of duties that pertain to such office.

6.3.2 Carry out the efficient administration of MDC Headquarters, including:

- i. Employment and supervision of secretarial personnel.
- ii. Location and organization of suitable accommodations of all MDC merchandise.
- iii. Keeping of all necessary records, minutes, etc.; and
- iv. Complete responsibilities for ordering and keeping accurate inventory of merchandise where applicable.

6.3.3 Schedule and program Council meetings in cooperation with the Host District Governor.

6.3.4 Assist the Council in the organization and administration of MDC Conventions and meetings.

6.3.5 In cooperation with the Council Chairperson, plan and prepare the agenda for Council meetings. The Agenda should be in the hands of the Council of Governors no less than 10 days prior to the scheduled Council meeting

6.3.6 In cooperation with the Vice Council Chairperson, plan and prepare the agenda for Finance meetings. The Agenda should be in the hands of the Council of Governors no less than 10 days prior to the scheduled Finance meeting

6.3.7 Record and distribute, within thirty (30) days of the conclusion of the meeting, to the Council Chairperson, the District Governors, the Vice District Governors and/or District Governors Elect, and the Council Advisors (on request) minutes of all Council meetings, and record minutes of the MDC Convention business proceedings;

6.3.8 Maintain in an up-to-date fashion the MDC Constitution, By-Laws and Policy Manual. Annotate amendments and arrange for reprinting of such documents or chapters as required

6.3.9 Under the direction of the Council, work with standing committees as a source of information. Reports when received from Committee Chairpersons, should be available to District Officers. In this regard, maintain records indicating progress of programs and arrange that such information be given to District Officers

6.3.10 Work closely, as an advisor, with each District Governor when requested, as a consultant on matters dealing with public relations and publicity, fund-raising, program and promotional planning, protocol, etc.

6.3.11 Work as the liaison between Lions International and the Lions of MDC

6.3.12 Maintain and make available to all Governors and recognized committees and projects an up-to-date mailing list service. It includes all Club presidents, secretaries (by District), all Past District Governors, and all Multiple District Committee Chairpersons in MDC

6.3.13 Purchase and sell certain parts of the official MDC convention dress uniform and accessories when directed by Council. This shall include carrying an inventory and keeping proper records of the vendors

6.3.14 The MDC Secretary shall as a non-voting member of the Executive Committee of the Council, together with the Council Chairperson and the Vice Chairperson, handle emergency business arising between the Council meetings, subject to approval of the Council at its next meeting; and

6.3.15 The MDC Secretary shall be an ex-officio member of Council and of all MDC Committees.

6.3.16 Attend, when requested by and compensated by the Council, the Lions Clubs International Convention and maintain an MDC office at said convention. Reasonable daily office hours shall be maintained, and a daily newsletter shall be published and distributed to all

attendees for the duration of the convention. The office shall assist any political campaigns and all attendees in order that their convention experience be maximized.

6.3.17 In the event of the MDC Secretary being temporarily unable or incapacitated so as to limit his/her ability to fully discharge his/her obligations to the Multiple District, temporary assistance shall be provided. The need for such action shall be determined by:

- i. A letter from the MDC Secretary the MDC Council of Governors requesting assistance and stating the limitations and expected time frame for such assistance.
- ii. A decision by the Council of Governors that the MDC Secretary's obligations to the Council are not being met and reasons for this are temporary and beyond the control of the Secretary.

When either or both of the above are presented to and accepted by the Council of Governors (Council may choose to terminate the contract) the Council may appoint an interim secretary, and/or an interim secretary-treasurer to assist with the administrative business of the Council.

The MDC Council Chairperson, Vice Council Chairperson, interim assistant(s) and, if available, the MDC Secretary shall meet to negotiate a fair compensation for the level of service to be provided by the MDC Secretary and the interim assistant(s). Said compensation shall be considered to be part of the contract fee paid to the MDC Secretary had he/she performed these duties. The total of these costs may be less than but not greater than the contract fee. An agreement providing the details of this compensation package shall be signed by the negotiators, including the MDC Secretary if he/she is able. This action shall replace the contract accepted by the MDC Secretary and the Council of Governors until such time as the MDC Secretary and the Council of Governors deem the MDC Secretary to be available and fit to assume full responsibilities for his/her duties.

The MDC Council Chairperson shall conduct a monthly review of the status of the MDC Secretary to determine if he/she is fit and available to assume full responsibility of his/her duties. The Council Chairperson shall report to Council as to what further action may be required.