

District 5M-2 Cabinet Position Description

Cabinet Secretary

Per District By-laws:

Under the supervision and direction of the District Governor, the Cabinet Secretary shall:

- Keep an accurate record of the proceedings of all meetings of the Cabinet and within thirty (30) days after each meeting forward copies of the same to all members of the Cabinet, and the office of Lions Clubs International;
- Take and keep minutes of the District Convention and furnish copies of the same to Lions Clubs International, the District Governor, the members of the Cabinet, and the secretary of each club in the District;
- Assist the District Governor and the Cabinet in conducting the business of the District and perform other duties as are specified or implied in this Constitution and By-Laws, or as may be directed from time to time by the District Governor or Cabinet;
- Sign notices and documents issued by the District through the Cabinet Secretary's office;
- Make an annual report to the Cabinet at its meeting immediately preceding the annual Multiple District Convention, and such other reports at such times as the District Governor or Cabinet may require.

Other specific duties:

- Send out Delegate forms
- Prepare delegate credential cards
- Prepare voting ballots for Mid Winter Convention
- Attend 4 District Cabinet meetings – August, October, February (at Mid Winter) and May
- Attend Region and Zone meetings (optional)

Expenses:

- Postage, copies of minutes, address labels, District supplies/awards are covered in District annual budget
- Some other expenses may be covered in the District budget, subject to Rules of Audit.
- Remainder of expenses is out of pocket i.e. Zone and Region meeting attendance.