



The International Association of Lions Clubs
Multiple District 16
Jack Romano Council Chair 2017-2018
15 Crest Drive, Midland Park N.J. 07432-1312
Home: 201-444-8601 Cell 551-804-1054
mrzip6104@yahoo.com



January 29, 2018

Dear Fellow Lions,

The sitting 1st Vice District Governors will select a Multiple District 16 State Advisor for the Lionistic Year 2018-2019. If you are interested in serving in this position, you are invited to apply. The position of MD-16 State Advisor is appointed for a term of one year, and can only be renewed for a maximum of three years. MD-16 thanks PCC Winster Ceballos for his one year as the MD-16 Advisor.

The 1st Vice District Governors will meet with the candidates for the position of 2018-2019 MD-16 State Advisor to make this selection during the morning of Saturday, April 7, 2018 before the State Council Meeting at the Station Bar and Grill, in Cranbury N.J. If you choose to apply, please email and send a copy of your letter of intent and resume to the State Office, to each of the 1st Vice District Governors, CC Jack Romano, the PID's and IPID Mel Bray (addresses listed below). If you do respond with your interest to apply for this position, you will be advised of when on the morning of April 7th your interview will take place. **Your letter of intent and resume must be received at the State Office no later than March 16, 2018.**

For your information, I have included in the box below what the MD-16 Constitution and Bylaws says about the MD-16 Advisor. Also included is an attachment from the Policy Manual that describes additional duties and responsibilities of the State Advisor

Yours in Service,

/s/

Lion Jack Romano,

Council Chair MD-16 New Jersey, 2017-2018

CC Jack Romano	15 Crest Drive, Midland Park N.J. 07432	Mrzip6104@yahoo.com
IPID Mel Bray	33 Woodview Dr. Whiting, NJ 08759	Melvyn.bray@icloud.com
PID Chuck Wiemer	29 Wakonda Road, Hi-Nelia, NJ 08083	Chuck119@comcast.com
PID Stanley Grossman	10 Jackson Dr. Apt.265, Cranford, NJ 07016	sgrossman14@gmail.com
PID Bob Moore	45 Glen Ave. Stockholm, NJ 07460	ul015966@warwick.net
Winster Ceballos	14 Spencer Ave., Ckliston N.J. 07013	ceballoswinster@gmail.com
VDG Ruth Molenaar	300 36 th St., Union City N.J. 07087	Ruth.molenaar@aol.com
VDG Armando Guerra	833 Irvington Ave., Hillside N.J.	Aguerra.ag777@gmail.com
VDG Kara Schnure	146 Barclay St., Browns Mills, N.J. 08015	Karayu315@gmail.com
MD16 NJ Lions	54 Broad St, Red Bank, N.J. 07701	njlions@verizon.net

CONSTITUTION: ARTICLE IV; STATE ORGANIZATION

SECTION 5. There shall be a MD-16 Advisor for Multiple District 16 of New Jersey, the International Association of Lions Clubs. The MD-16 Advisor shall be a New Jersey Lion in good standing.

SECTION 6. The MD-16 Advisor shall be appointed by the State Council for a term of one year, and may be renewed for a maximum of three years. The Advisor shall carry out all duties and assignments as may be determined and adopted by the State Council and shall act under the supervision and direction of the State Council Chairman.

SECTION 8. All Officers and Committee persons of this organization shall serve without compensation

MULTIPLE DISTRICT ADVISOR

- I. The Multiple District Office serves as the headquarters complex for the individual District of Lions International of New Jersey. The Administrative Assistant shall maintain, on behalf of Multiple District 16, a Multiple District Office as the headquarters and focal point for Multiple District 16, and shall perform the duties as provided in the Multiple District Policy Manual as herein defined. The Multiple District Advisor will keep in touch with each of the District Governors to the extent that he/she is aware of matters that arise in each District that might affect the Multiple District and provide advice accordingly, based on experience, precedent and policy of Lions International.

II. RANGE OF RESPONSIBILITY

Carry out all assignments under the direction of the New Jersey State Council of Governors as are required in the performance of duties that pertain to said office.

Carry out the efficient administration of the State Headquarters, including keeping of all necessary records, minutes, etc.

III. POSITION ACCOUNTABILITIES

- (a) Schedule and program State Council Meetings in coordination with the State Council Chairman.
- (b) In cooperation with the State Council Chairman, plans and prepares the agenda for State Council Meetings and the State Convention. Records and mail to each Governor minutes of all such meetings.
- (c) He/she assists the Finance and Operations Committee in its duty.
- (b) He/she assists any other State Committee as deemed necessary by the Council of Governors.

IV. QUALIFICATIONS/EXPERIENCE

- (a) Education/Experience Should have past experience of a professional and responsible nature in business administration, public relations and management.
- (b) Abilities and Knowledge. Considerable knowledge of the Organization's structure, policies, activities and programs, of Lions Clubs International, as well as that of the Multiple District. Abilities to plan, layout and direct the administrative services as they relate to the Multiple District. Ability to communicate effectively orally and in writing, to motivate and to develop and maintain an effective working relationship between District Governors, Lions Membership, State Headquarters and Lions Clubs International.

V. MULTIPLE DISTRICT 16 ADVISOR'S JOB DESCRIPTION (Amended)

- (a) Advisor will be appointed by the **sitting Vice District Governors at the meeting immediately preceding the multiple district convention** which will concur with the appointment of the Council Chairman. This term shall be for one year and can be renewed for a maximum of three years. At that time, this individual will not be allowed to apply for this position until three years have elapsed.
- (b) The Advisor will be directly responsible to the Council Chairman. The Council Chairman shall oversee the daily functions of the Advisor and report his/her performance to the Council of Governors periodically.

The Advisor will have the following duties:

1. Be on call as an advisor to the Administrative Assistant.
 2. He/she will visit the Multiple District Office periodically and when deemed necessary by the Administrative Assistant or the Council Chairman.
 3. Attend all Council Meetings and be responsible for taking minutes of proceedings.
 4. Attend Multiple District Convention and be responsible for taking minutes of proceedings and be of assistance wherever needed.
- (b) Reimbursement of Expenses:
 1. Receive thirty (.30) per mile for trips and tolls to the MD Office and other authorized travel.
 2. Receive reimbursement for meals while visiting the MD Office and Council meetings.
 3. Receive room and meal package at MD Convention.
 4. Reimbursement not to exceed \$2,500.00 per year.
 5. Payment will be made only when proof of expenditures is submitted.

VI. RECORDS

Upon termination of position of Multiple District Advisor, the Advisor agrees to turn over to the Council Chairman all records, papers and documents which have been in his/her possession during term of office.