

The International Association of Lions Clubs

District 14B - Policy No. 201

Policy to define the duties of the District Cabinet Secretary

PURPOSE: The purpose of this policy is to set forth duties and responsibilities of the cabinet secretary as outlined by Lions Clubs International, Multiple District 14, District 14-B Constitutions and By-Laws and Policy manual.

GENERAL: He/she shall act under the direct supervision of the District Governor. His/her specific responsibilities shall be to:

1. Further the Purposes of this association;
2. Perform such other functions and acts as may be required of the secretary by directives of the International Board of Directors.
3. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following.
 - a. Prepare an e-mail or USPS mail notices of all cabinet meeting 3 weeks prior to the next cabinet meeting.
 - b. Meet with the District Governor and prepare a printed agenda, any correspondence pertained to the cabinet members and copies of the minutes of the previous cabinet meeting
 - c. Keep an accurate record of the proceedings of all meetings of the cabinet, and within 10 days prior to the next cabinet meeting forward copies of the minutes and any other correspondence via USPS or e-mail to the voting members of the cabinet, and Lions Club International;
 - d. Keep accurate books and records of account, and minutes of all cabinet and Sub-district meetings, and permit inspection of the same by

the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the District Governor

- e. He/she shall invoice each Lions Club in the district, June 1st and January 1st for the district per-capita.
- f. Take and keep minutes of the District 14-B Caucus conducted at the Multiple District Convention and furnish copies of the same to Lions Clubs International, District Governor and each Lions Club secretary in the district.
- g. Assist the budget committee with the preparing of the district budget.
- h. Assist the District Governor if requested to help prepare a district directory and help publish a district newsletter.
- i. Perform such additional assignments as directed by the District Governor and the District Governor's Cabinet.
- j. Place in the hands of his/her successor all records, financial and any other pertinent correspondence related to the current Lions year immediately following the close of the fiscal year and prior to July 15th of the next Lions year.

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Adopted November 20, 2011