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## Multiple District C Council Secretary Position Posting

### QUALIFICATIONS

- Education/experience - should have experience of a professional and responsible nature in business administration, public relations, and management.
- Abilities/knowledge - considerable knowledge of the organization structure, policies, activities, and programs of Lions Clubs International as well as that of MD C.
- Ability to plan, lay out, and direct the administrative services as they relate to MD C.
- Ability to communicate effectively orally and in writing.
- Ability to motivate.
- Ability to develop and maintain effective working relationship.
- Ability to provide office space, internet and telephone as required to carry out the duties of the MDC Secretary as well as the use of in-house equipment and supplies; including but not limited to computer, printers, shredder, office supplies (pens, paper, stapler, envelopes, stamps etc.).

### Duties Under the supervision and direction of the council

- Keep an accurate record of the proceedings of all meetings of the council and shall within (30) days after each meeting forward copies of the minutes of the same to all members of the council.

- Assist the council in conducting the business of the Multiple District and shall perform such duties as are specified or implied in this Constitution and Bylaws, or as may be assigned to him/her from time to time by the council.
- The council secretary shall have a criminal check done by a police agency in his/her area each year or as required, with said report to be kept on file at multiple district office, the cost of the criminal check shall be an administrative expense of the Multiple District.

Start Date: July 1, 2023

Renumeration — direction of Council — Semi-annual Honorarium and approved expense's

## 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.

## RESPONSIBILITIES

- Carry out all assignments under the direction of the Council as are required in the performance of duties that pertain to such office.
- Carry out the efficient administration of MDC Headquarters, including:
  - Employment and supervision of secretarial personnel.
  - Location and organization of suitable accommodations of all MDC merchandise.
  - Keeping of all necessary records, minutes, etc.
  - Complete responsibilities for ordering and keeping accurate inventory of merchandise where applicable.
- Schedule and program Council meetings in cooperation with the Host District Governor.
- Assist the Council in the organization and administration of MDC Conventions and meetings.
- 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
- 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
- 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.
- 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

- 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
- 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. Work as the liaison between Lions International and the Lions of MDC.
- 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.
- 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.
- 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. The MDC Secretary shall be an ex-officio member of Council and of all MDC Committees.
- 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.

## MD C COUNCIL SECRETARY VACANCY

Position starts date July 1, 2023

Applications will be accepted until close of day on FRIDAY  
APRIL 8, 2023

Please include the following with your application:

- a cover letter outlining your qualifications and experience.
- Why the position interests you
- 3 references

E-mail application to: VCC Brent Johnson at [brentajohnson@me.com](mailto:brentajohnson@me.com)