

**M D. "A" SECRETARY
JOB DESCRIPTION – POLICY MANUAL**

SELECTION

An appointment by Governors Council for a five (5) year term subject to annual reviews
Responsible to Governors Council through the Council Chair.

RESPONSIBILITY

Refer to C&B

POSITION REQUIREMENTS

- Computer literate
- Experience in Lions Clubs activities, particularly at the MD "A" level
- Good communication skills.
- Knowledge of the LCI & MD "A" Constitution & By-Laws as well as the MD "A" Policy Manual

EXPECTED KEY RESULTS

The Secretary of MD "A" shall

- Receive and send correspondence on behalf of Council.
- Attend Council & Advisory Board meetings and other meetings as directed/authorized by Council and/or the Council Chair, such as Budget, Change-Over and MD "A" Committee meetings.
- Keep accurate minutes of all council meetings and Advisory Board meetings, sending copies to the CC, District Governors, MD "A" Committee Chairs, MD "A" Treasurer and any others so designated by the CC and/or Governors' Council.
- Assist the Governors' Council & Advisory Board in conducting the Business of MD "A", and perform such duties as are required by the LCI & MD "A" Constitution and By-Laws & the MD "A" Policy Manual as well as those that may be assigned by the Governors' Council from time to time.
- Maintain databases (Governors, Vice District Governors, MD "A" Committees, Clubs, PDG etc.) & an MD "A" Directory.
- Maintain a "Motion Book" for the benefit of the Governors' Council.
- Provide regular updates to the MD "A" Web Master.
- Provide for updated hard copies of essential documents to the Governors' Council and MD "A" Committees.
- Provide a MD "A" Convention Guide Book to appropriate participants. Present first draft at the Feb. (Mid-winter) Council meeting.

The Secretary of MD "A" is

- an ex-officio member of the Council of Governors and the Advisory Board with no voting privileges.
- a signing officer along with the M.D. "A" Treasurer and Council Chair.

The Secretary of MD "A" will receive an honorarium determined by the Council of Governors.

THE FOLLOWING PROVIDES A GENERAL OUTLINE AND TIMETABLE OF THE SPECIFIC TASKS TO BE PERFORMED BY THE MD "A" SECRETARY. HOWEVER, THE DETAILS MAY CHANGE FROM TIME TO TIME. THEREFORE, REFERENCE SHALL BE MADE TO THE APPLICABLE PROVISIONS IN THE LCI & MD "A" CONSTITUTION & BY-LAWS AND MD "A" POLICY MANUAL AS WELL AS THE DECISIONS OF THE GOVERNORS' COUNCIL FOR ADDITIONAL DIRECTION :

JULY

- Prepare an MDA directory
- Send "thank you" letters to retiring Committee Chairs and Committee Members
- Prepare the Governors' MD "A" Reference Binders
- Distribute Directories to appropriate Lions

- Attend the Budget Meeting and present a proposed budget for the “Office “ of MD “A” Secretary for the Lions year.
- Confirm projected rooms and meeting facilities for the Council Meetings at the designated hotels for the coming year, as much as is possible.
- Update databases & Web Site information

AUGUST

- August 1 - C&BL’s Notice (Article XIII – Section (2) & (3) submitted to Lion Magazine (October issue)
- Send Invitation to appropriate MD “A” Lions for the September Council meeting requesting an RSVP regarding attendance as well as room and meal reservations
- Confirm arrangements for the September Council meeting with the designated hotel.
- Prepare agenda for the September Council meeting
- Notice to MD “A” Committee Chairs & Coordinators to submit reports to Council, via the MD “A” Secretary, 2 weeks prior to the Council meeting.
- Update databases & Web Site information

SEPTEMBER

- Advise MD “A” Convention Chair regarding the convention subsidy provided by MD “A” and the obligations expected by MD “A”.
- Prepare minutes of the September Council meeting and distribute to appropriate Lions.
- Act on the requests from the September Council meeting that were directed to the MD “A” Secretary for action.
- Submit a summary of the September Council meeting to the Lions Magazine
- Update “Motion Book” following the Council meeting
- Update databases and Web Site information

OCTOBER

- Send Invitation to appropriate MD “A” Lions for the November Council meeting requesting a RSVP regarding attendance as well as room and meal reservations
- Confirm arrangements for the November Council meeting with the designated hotel
- Notice to MD “A” Committee Chairs & Coordinators to submit reports to Council, via the MD “A” Secretary, 2 weeks prior to the Council meeting.
- Prepare agenda for the November Council meeting
- Begin the MD “A” CONVENTION guidebook
- Update databases and Web Site information

NOVEMBER

- Send Official Speaker Request/ Notification Form for Multiple District "A" Convention quoting Motion from Governors Council re: Invitation to an International Officer to be our Guest Speaker.
- Prepare minutes of the November Council meeting and distribute to appropriate Lions.
- Act on the requests from the November Council meeting that were directed to the MD “A” Secretary for action.
- Update “Motion Book” following the Council meeting
- Submit a summary of the November Council meeting to the Lions Magazine
- Update databases & Web Site information

DECEMBER

- Prepare a list of Clubs celebrating the following Anniversary/Organization years - 50, 60, 65, and every 5 years thereafter and confirm the accuracy of the list with the Governors.
- Update databases & Web Site information

JANUARY

- Send Invitation to appropriate MD "A" Lions for the February Council meeting requesting a RSVP regarding attendance as well as room and meal reservations
- Confirm arrangements for the February Council meeting with the designated hotel
- Advise the Governors & VDGs of the procedure for electing the Council Chair at the February Council meeting.
- Notice to MD "A" Committee Chairs & Coordinators to submit reports to Council, via the MD "A" Secretary, 2 weeks prior to the Council meeting.
- Prepare agenda for the February Council meeting
- Update databases & Web Site information

FEBRUARY

- Act on the requests from the February Council meeting that were directed to the MD "A" Secretary for action.
- Prepare minutes of the February Council meeting and distribute to appropriate Lions.
- Update "Motion Book" following the February Council meeting.
- Submit a summary of the February Council meeting to the Lions Magazine
- Present first draft of the MD "A" CONVENTION guidebook to the Feb. Council meeting.
- Immediately following approval of C & B proposals by the Governors Council, send the proposals for amendments in the Constitution or any proposed District "A" projects, or for the expenditure of District "A" funds which are to be voted on during the District "A" Convention to The Editor, Lions Magazine for publication in the April issue.
- Prepare the Anniversary Certificates for each District for framing.
- Update databases & Web Site information

MARCH

- In consultation with CC-E, determine the dates and locations of the 4 Council meetings for the following year and block and tentatively book the projected accommodation.
- Prepare CC-Elect "Information Package"
- Continue updating the MDA CONVENTION guidebook
- Together with the MD "A" Credentials Sub Committee Chair, prepare and distribute "Credential Certificates" as outlined in the MD "A" Policy Manual.
- Update databases & Web Site information

APRIL

- Send Invitation to appropriate MD "A" Lions for the May Council meeting requesting a RSVP regarding attendance as well as room and meal reservations
- Confirm arrangements for the May Council meeting with the designated hotel
- Prepare agenda for the May Council meeting.
- CONVENTION - review last years: file folders, guide book, letters, etc.
- CONVENTION - Prepare letters, timetables, suggested Dress Code, schedule of events regarding the MDA Convention
- CONVENTION - Send a Convention package to Council Chair, District Governors, Vice-District Governors/DG's-Elect, International Guest, Protocol Aide, MDA Secy, MDA Treas. and MD "A" Committee Chairs and Coordinators.
- CONVENTION - Assist the Council Chair with preparing the convention agenda and reviewing other significant details
- CONVENTION - Review all the convention details with the MD "A" Convention Advisory Committee Chair & the Host Convention Committee Chair
- Following each District convention, request the names and corresponding Clubs of the recipients of the Presidential Certificate of Appreciation Awards and record the information in the "MD "A" Reference Binder"
- Prepare and distribute information required for the Changeover Meeting to appropriate Lions
- Attend Change-Over Meeting
- Update databases & Web Site information

MAY

- Notice to MD "A" Committee Chairs & Coordinators to submit reports to Council, via the MD "A" Secretary, 2 weeks prior to the Council meeting.
- Attend, record minutes and assist CC during the MD "A" Convention.

JUNE

- Prepare minutes of the May Council meeting and distribute to appropriate Lions.
- Update "Motion Book" following the May Council meeting.
- Submit a summary of the May Council meeting to the Lions Magazine
- Act on the requests of the May Council meeting that were directed to the MD "A" Secretary for action.
- Prepare the minutes of the District Governors Elect Council Briefing for ratification at the LCI Convention in July
- Send names of newly elected Governors to LCI, English Language Department; Lions Canadian Supply Office; Lions Foundation of Canada; Lions-Quest
- Update and Reprint: - MD "A" Constitution & By-Laws (the C&BL's Committee will supply copy) and the MD "A" Policy Manual
- Prepare the minutes of the MD "A" Convention Opening/ First Business Session (Sat.a.m.), Second Business/Closing Session (Sun. a.m.)
- Compile a list of new officers including Council Chair, District Governors, Vice District Governors, Region Chairs, Zone Chairs, as well as the MD "A" Secretary and MD "A" Treasurer, MD "A" Committee Chairs, Committee members, Past International Directors - for insurance purposes.
- Apprise incoming MD "A" Committee Chairs, Coordinators and Committee members in writing regarding their appointment and include a package containing their job description and a copy of the MD "A" C&B & Policy Manual.
- Update databases & Web Site information