



Duties
of
Lago Vista Lions Club
Officers,
Directors,
and
Committees



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Approval:

This document was approved by unanimous vote of the Lago Vista Lions Club Board of Directors on Monday, August 4, 2008.



Lion Kurt Tessnow, President
Lago Vista Lions Club

Duties of the President

1. The President is the Chief Executive Officer of the Club.
2. The President presides at all meetings and is chairman of the Board of Directors. The President issues the call for all regular and special Board Meetings.
3. The President appoints the committee chairmen, and acts as ex-officio member of all committees. The President sees that the committees accomplish their mission and cooperates with the committee chairmen to that end.
4. The President informs the Secretary of all appointments.
5. The President calls for regular committee reports. The President sees that form PU101 and other District and International reports are filed on time with the District and LCI.
6. The President sees that regular elections are held in accordance with International Lions Club and local constitutions.
7. The President cooperates with and is a member of the District Governor's Advisory Committee of the Zone in which his club resides.
8. The President will attempt to have his club be a 100% (or greater) club and be a 100% President.
9. The President assures that new members' induction ceremony is impressive so that they may take pride in joining the club. He ensures that each new member receives a New Member Kit.
10. The President attends the District Officer Training.
11. The President acts as co-signer of club checks.
12. The President is encouraged to attend District Cabinet meetings, the Mid-Winter Conference, the District Convention and the USA/Canada Lions Leadership Forum.

Executive Committee

1. The Executive Committee of the Club consists of the President as Chairman, the Vice Presidents, the Secretary, and the Treasurer.
2. The Executive Committee has the powers of the Board of Directors, but only in an emergency when action must be taken before the next Board meeting.
3. The Executive Committee may meet at the request of the President, to consider items on the next Board meeting agenda, for the purpose of recommending action by the Board in order to keep Board meetings on schedule.
4. Actions of the Executive Committee must be ratified at the next Board Meeting.

Duties of the Immediate Past President

1. The Immediate Past President will assist the President as requested and will pass on lessons learned during the previous year.
2. The Immediate Past President will assist the First Vice President as requested by serving on the Nominating Committee.

Duties of Vice Presidents

General Vice President Assignments

- 1) Delegate and supervise, don't attempt to perform all these functions yourself.
- 2) Select a Lion to Chair the function, where not assigned by the Board or President, and communicate with that Chair.
- 3) Assure that all functions are documented by the Chair, so there is no need to reinvent the wheel every year. Documentations need to include a time line, number of Lions involved, material(s) required, vendor(s) used, and expense, income and donation records.
- 4) Encourage the Chair to engineer improvement in all the processes, not just do what has been done before. Careful documentation and thought should make all projects more efficient every year.
- 5) Be prepared to replace the President when senior officers are not present.

First Vice President

The First Vice President is responsible for:

- a) Nomination Committee
- b) Blood Mobile
- c) Golf Tournament
- d) Scholarships
- e) Newspaper Publicity
- f) Peace Poster Contest
- g) Barbeque Team

Second Vice President

The Second Vice President is responsible for:

- a) Chili Cook-Off
- b) Lions camp
- c) Leo Club
- d) Bass Tournament
- e) Concession Trailer
- f) Primavera Bike Race
- g) Storage Room

Third Vice President

The Third Vice President is responsible for:

- a) Road Cleanup
- b) Eyeglass Coordinator
- c) Children's Christmas Party
- d) Cartridge Recycling
- e) Club Bar
- f) Merchandise Sales
- g) Christmas Party

Duties of the Secretary

1. The Secretary or the Assistant Secretary attends all meetings of the Club, the Zone and the District Cabinet. The Secretary and the President act on the Governor's Advisory Committee.
2. The Secretary keeps the minutes of regular and special meetings of the Board and of the Club. He distributes the minutes to all Board members and reads the minutes at regular Club meetings.
3. The Secretary brings all correspondence to the Board's attention and answers correspondence as required by the Board. He also reads correspondence at regular Club meetings, when agreed to by the President or two other Board members.
4. The Secretary helps Committee Chairmen prepare yearly summary reports of all Club activities. The reports will include a summary of the activity, member attendance, pictures, financial accounting and recommendations for future improvements.
5. The Secretary files monthly membership and activity reports electronically with International for distribution to appropriate International, District, Region and Zone Officers. He also files additional reports such as PU101 as required.
6. The Secretary can co-sign checks along with the President, First Vice President and the Treasurer.
7. The Secretary orders supplies from Lions International and reports the placing of such orders to the Treasurer.
8. The Secretary obtains all awards for the Members as the Board deems appropriate.
9. The Secretary assists the President in preparing budgets, agendas and other items as requested.

Duties of Treasurer & Assistant Treasurer

The Treasurer and Assistant Treasurer

1. Are responsible for Finances of the Club
 - a. Assist in formulating Club's budget
 - b. Assist in financial activities of, and obtain reports of Leo Clubs.
2. Account for financial funds for Administrative & Charitable Activities
 - a. Maintain Accounts as required.
 - b. Transfer funds between accounts as needed, except not to Administrative from Charitable.
 - c. Write checks and keep the checkbook up to date.
 - d. Get second signature on checks and mail/hand deliver as necessary
 - e. Prepare and make all deposits
 - f. Reconcile bank accounts monthly.
3. Pay Bills as incurred
 - a. Require support document documentation
 - b. Validate authenticity, budget provision and fund availability
 - c. Approval of other officers if required
 - d. Approval of Board of Directors if required
4. Obtain meal reservations and notify the caterer of the number of meals required. Make arrangements for payment of meals for all meetings or social activities.
5. Prepare an attendance roster for each meeting and provide copies to the club historian and to the Lago Vista Property Owners' Association.
6. The Assistant Treasurer shall hand out meal tickets and collect them at the serving line.
7. Maintain financial records and prepare reports as required.
 - a. Code each transaction into appropriate chart of accounts and prepare reports showing relation of income/expense to budget and enter each transaction into computer system.
8. Special duties in Fund Raising Activities
 - a. Assist in collections for all functions where income and/or expense are involved.
9. Other duties as assigned by the President or Board of Directors.

Duties of the Board of Directors

1. The Officers of the Board of Directors are responsible for the execution of the authorized policies of the Club. The Board considers and shapes all new business for presentation to the Club membership at a regular meeting for approval by simple majority of the Members present.
2. The Board approves the annual budget and presents it to the Club membership at a regular meeting for approval by a simple majority of the Members present. The Board authorizes all expenditures, does not allow indebtedness to exceed the income of the Club in that year nor disperse funds for purposes not essential to the objectives of the Club.
3. The Board confines the Club obligations to finances available during the Board's year of Office. Obligations that reach beyond that time are brought to the membership at a regular meeting for approval. The Board presents the latter at one regular meeting and the Club votes at the following meeting, with a simple majority of the members present required for approval.
4. Nine board members present at a meeting or communicating by phone or other teleconferencing means constitutes a Quorum of the Board of Directors and is required for the Board to conduct business.
5. A majority vote of the Quorum of the Board is required to govern. The Board has the power to overrule, modify or rescind the action of any Officer or Member of the Club
6. After considering the Membership Committee's report and recommendation, the Board approves or rejects any nomination for membership before an invitation to join is extended.
7. The books and accounts are audited annually, or more often if the Board so requires.
8. The Board holds monthly meetings and sets the date and place of the annual election and installation meetings. The Board holds special meetings when called by the President or by written request of two Board members or five Club members in good standing. The request may be presented to the President at either a meeting of the Board or of the Club, or it may be mailed to the president by either electronic or postal mail.
9. Following the recommendation of the Finance Committee, the Board designates a bank or banks for the deposit of Club funds.

10. The Board receives committee reports and recommendations regarding administrative and activity policies. The Board submits to the Club at a regular meeting its recommendations regarding those policies,
11. The Board determines the time and place of regular meetings. The President or any two members of the Board have the authority to call special meetings when deemed necessary. Special meeting requests and notifications will be made by electronic mail.
12. The Board names Delegates and Alternates to District, State and International Conventions.
13. The Board schedules proper inductions and indoctrination meetings for new members and spouses on a regular schedule.
14. The Board considers and approves any and all new areas of business or fund raising activities. Approval requires a two thirds majority of the Board and a simple majority of the Club members at the next regular meeting.

Duties of the Lion Tamer and Assistant

1. The Lion Tamer and/or the Assistant Lion Tamer attend all regular Board meetings and Club meetings.
2. The Lion Tamer oversees the duties of the Assistant Lion Tamer. They are in charge of upkeep, maintenance and storage of all Club equipment and supplies.
3. They prepare for each meeting by displaying the flags and banners in proper locations; checking the sound system; positioning the President's gavel, and bell, etc.
4. They are responsible for placing song books and agendas on each table prior to each meeting.
5. They assist committee chairmen by displaying and calling member's attention to any event work rosters that need to be signed. They provide information about said rosters when needed.
6. At the end of each meeting they make sure that all Lions Club property is stored in the proper location, that tables and chairs are returned to their proper position, and that all trash is deposited in the dumpster outside the kitchen door of K-Oaks. They also make sure that the lights are turned off and the doors are locked, when the last person leaves the building.
7. They maintain a rotational schedule of Greeters and advise greeters of proper procedure. They provide greeter badges.
 - a. There should be two or more greeters at the entrance of every meeting.
 - b. All new members need to serve this function as soon as possible.
 - c. New members should be paired with more established members to assure proper introduction and to encourage conversation.
 - d. In executing this duty, consideration must be given to members who, for business or other reasons, cannot come to meetings by 6:00 p.m.
8. They see that a supply of New Member Applications is on hand at all times.

Duties of the TailTwister

1. The TailTwister keeps harmony, good fellowship, life and enthusiasm in meetings.
2. The TailTwister may levy fines on the members and his/her decision in imposing a fine cannot be overruled. No fine may exceed twenty-five cents (25¢), and no member can be fined more than four times in one meeting.
3. The TailTwister enforces wearing of the Lions Pin and vest or shirt.
4. The TailTwister's program is limited to 10 minutes maximum.
5. The TailTwister promotes fun and laughter at the meeting by the inauguration of appropriate stunts and games.
6. The TailTwister conducts auctions or raffles or drawings for special purposes (Lions Camp, etc.) as needed.
7. All money collected is immediately turned over to the Treasurer or Assistant Treasurer.

Duties of the Constitution and Bylaws Committee

The Constitution and Bylaws Committee consists of the President as chairman, the Secretary, and the two immediate Past Presidents.

The Constitution and Bylaws Committee reviews and adapts the standard Lions Club Constitution and Bylaws, currently posted on our club's website, for the specific requirements of our club.

The Constitution and Bylaws Committee creates and maintains the policies and procedures manual to supplement the bylaws. This manual controls the activities of the club, its officers, directors, and members. It includes more detailed and variable information than contained in the constitution or bylaws. The committee may reference documents used by other clubs, such as the New Braunfels Lions Club Manual, provided by IPDG Lester Stockhorst, as a guide.

The target for completion of these documents is the end of 2008. The constitution and bylaws require a two-thirds majority of the Board of Directors and a simple majority of all club members for approval. Adoption and changes to the policies and procedures manual require a simple majority of the Board of Directors and a simple majority of the members present at the meeting(s) at which they are presented to the club

Duties of the Finance Committee

The Finance Committee consists of a Chairman elected by the club membership, the First Vice President, the Treasurer, the Assistant Treasurer, and the Membership Director.

The Finance Committee prepares a budget. The budget will be presented to the Board of Directors by its August meeting for approval. Separate budgets are prepared for the Administrative Account and the Charitable Fund. The budget will be based on the best estimates of income and expenditures to stay within the yearly income. It will include such carryover items as previously approved by the membership. The budget will also include the registration fee, but not travel and expenses, for four members of the club, approved by the Board of Directors, to attend the USA/Canada Forum.

After approval by the Board, the members of the club vote on approval of the budget not later than the first club meeting in September. A simple majority of the members voting is required for approval.

The Finance Committee reviews the financial records kept by the Treasurer at least quarterly and recommends to the Board of Directors any adjustments to the budget it may deem necessary.

The Finance Committee recommends to the Treasurer, subject to approval by the Board of Directors, a bank or banks to deposit all monies and, as required, financial institutions for the establishment of money market accounts, purchase of certificates of deposit, obtaining of loans, and such as financial transactions as may from time to time be deemed necessary by the Board of Directors.

The Finance Committee selects and recommends to the Board of Directors an accounting or tax preparation firm to assure all books are kept in a proper manner and that all tax obligations and tax reporting requirements are met in a timely manner.

Duties of the Membership Committee

The Membership Committee Chairman is elected annually.

The Membership Committee is composed of two elected members. They serve for 3 years as specified in the Lions Clubs International Constitution and By-Laws.

Prospective members are expected to attend at least one club meeting before applying for membership in the Lago Vista Lions Club. The sponsor and the prospective member complete the Lions Club International "Membership Application" at this time. The sponsor gives the Membership Application together with a check for the initiation fee and the current dues to the Membership Committee Chairman.

The Membership Committee Chairman interviews the candidates to determine if they will be active and accept the responsibilities of membership. If the Membership Committee determines that the applicant will be an active and responsive participant, the Chairman of the Membership Committee reports this to the Board of Directors at their next meeting and recommends acceptance of the prospective member.

After acceptance by the Board, the Membership Committee Chairman will give copies of the application and check to the president, secretary and historian of the club. The treasurer deposits the check in the club's administrative account and forwards the appropriate share to Lions International. The secretary includes the new member in his next report to the district and the historian adds the new member's name and contact information to the club roster. The Membership Committee Chairman sets a date for the orientation and induction of the new member.

A CLUB OF INACTIVE MEMBERS CANNOT SURVIVE!