

CABINET SECRETARY

PURPOSE:

The purpose of this policy is to set forth guide lines to assist the Cabinet Secretary with the duties and the responsibilities of this office as suggested and required by the Constitution and By-Laws of District 14-N, Multiple District 14, Lions International, and District 14-N Policy Manual.

GENERAL:

He shall act under the supervision of the District Governor. His specific responsibilities shall be to:

1. Further the purposes and objects of the Association of Lions.
2. Perform such other functions and acts as may be required by the International Board of Directors through the Cabinet Secretary's Manual.
3. Perform such duties as are implied by the title of said office, including but not by way of limitations, the following:
 - A. Keep an accurate record of the proceedings of all meetings of the Cabinet, and within an affordable time before the next Cabinet Meeting forward copies of same to all members of the Cabinet and the offices of Lions International.
 - B. Take and keep minutes of the District 14-N Caucus and furnish copies of the same to Lions International and the District Governor.
 - C. Make reports to the Cabinet as the District Governor or Cabinet may request.
 - D. Keep minutes of all Cabinet and District 14-N 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.
 - E. Aid and assist in the provision of the District Directory, District Annual Report and District Newsletter, as directed by the District Governor.
 - F. Prepare and mail notice of all District Cabinet meetings two to three weeks prior to the date of the next Cabinet meeting and/or notice through the Newsletter.
4. Perform such additional assignments as shall be given to him from time to time by the District Governor and/or the District Governor's Cabinet.
5. He shall also serve on the District Finance Committee.
6. Place in the hands of his successor all records, financial and otherwise, which pertain to the office of Cabinet Secretary, immediately following the end of the fiscal year.
7. He is expected to accompany the District Governor on his Club visitations and/or any District Function so requested by the District Governor.