

ASSISTANT CABINET SECRETARY

PURPOSE:

The purpose of this policy is to create the office of Assistant Cabinet Secretary.

GENERAL:

1. The District Governor shall appoint at his/her discretion a Lion to the position of Assistant Cabinet Secretary. Preferably, the Assistant Cabinet Secretary should be a knowledgeable Lion. It would help to facilitate their interactions, if this Lion reside near or in proximity to the Cabinet Secretary's home. It is not required that this Lion comes from the District Governor's or Cabinet Secretary's own Club. It does help a great deal, though, that the two are mutually compatible.

2. The Assistant Cabinet Secretary will be under the supervision of the District Governor and the Cabinet Secretary.

3. The Assistant Cabinet Secretary shall attend all Cabinet meetings (regular or special) and assist in carrying out the Cabinet Secretary's duties, learning the skills and responsibilities necessary to eventually assume that position.

4. The Assistant Cabinet Secretary shall become knowledgeable of the duties and responsibilities 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.

5. The Assistant Cabinet Secretary shall have no vote on any matters pertaining to or being considered by the District 14-N Cabinet.

6. If the Cabinet Secretary becomes incapacitated or fails to fulfill his duties, the District Governor shall replace him/her with the Assistant Cabinet Secretary, at which time the Assistant Cabinet Secretary will have the same privileges and voting rights as the Cabinet Secretary.