

CHAPTER X
MULTIPLE DISTRICT 19 HEADQUARTERS AND STAFF

A. MULTIPLE DISTRICT HEADQUARTERS: (hereafter referred to as the "MD office")

1. Purpose:

- a. The purpose of the MD Office is to serve as the central administrative point for Multiple District 19. It exists to provide service to the multiple district/district/zone/club officers and the Lion, Lioness and Leo members of MD19. It maintains the membership and financial records for each district and MD19.
 - b. The Multiple District Office is the networking link of the Multiple District. Under the Constitution & By-Laws, the office assists in planning the MD19 convention(s) each year and the Council of Governors' Meetings. The office staff publishes the MD19 Roster which is mailed to select club, zone and district officers and committee chairpersons. The office staff assists with the publishing of the MD19 newspaper (*Border Crossing*) and mailing of same to anyone who subscribes to have it mailed to them. The newspaper is also posted on the MD19 website for all to access.
 - c. Other activities of the MD19 Office revolve around promotion of membership growth and retention, new club organization, and sales of MD19 paraphernalia for International Convention participation.
- 2. Working Hours:** The MD19 Office is open Monday through Friday from 8 a.m. until 5 p.m. Exceptions to this are holidays and (sometimes) the day which immediately precedes the Annual Convention Council Meeting. Any other closures are published in the MD19 Roster or MD19 Bulletin.

3. Personnel:

- a. The office is administered by an Executive Secretary/Treasurer, hired by and accountable to the Council of Governors.
 - b. The MD19 office currently has an Administrative Assistant and Receptionist. The Administrative Assistant is full time and the Receptionist is part time.
 - c. The office staff performs a variety of tasks. They are responsible for the MD19 Bulletin, and Contests and Awards data. They receive and enter all club MD19 dues, CARE and LCIF funds. They sell uniforms and pins. They are responsible for all the paper work for chartering new clubs in MD19. They handle correspondence and filing.
- B. STAFF:** Job Descriptions for the staff of the Multiple District office will be maintained and available in the Multiple District Office. It will be the responsibility of the MD19 Evaluation Team to ensure that the job descriptions are in compliance with the duties performed by the members of the staff and that the 'MD19 Hand Book' is current.

C. MD19 EVALUATION TEAM and EVALUATION of MD 19 EXECUTIVE SECRETARY/TREASURER

1. PURPOSE OF THE EVALUATION TEAM:

The Evaluation Team will provide consistent job description reviews for the Executive Secretary/Treasurer. In addition to conducting these reviews, the Evaluation Team will share this information with the Council. The Evaluation Team's reviews will recognize outstanding efforts and assist the Executive Secretary/Treasurer in accomplishing mutually agreed upon goals. The Team will also serve as a Liaison between the Council and the Executive Secretary/Treasurer.

2. MAKE-UP OF THE EVALUATION TEAM:

The Evaluation Team is comprised of the current Council Chairperson, or the Vice Council Chairperson in the event the Council Chairperson is unable to attend, and three Lions serving staggered progressive three (3) year terms. Each Team member will serve as Chairperson during his/her final year on the Team.

Each year in February the Evaluation Team Chairperson will accept nominations in writing for the position that will be open June 30th on the Team. The Evaluation Team Members will select the new team member from the nominations made by the Immediate Past District Governors of the Districts affected. The Evaluation Chairperson will announce the name of the new Team Member at the Winter Council of Governors' Meeting. The endorsement by the Council of the MD19 Evaluation Team's three-year nominee will take place at either the Winter or Spring Council of Governors' Meeting. For continuing balance of selections, the Multiple District is divided into the following Regions: 1. Districts A, H, I; 2. Districts B, C, G; and 3. Districts D, E, F. The order in which these Regions will nominate a replacement on the Evaluation Team is as they are listed above. If a Team member is unable to serve their entire three-year term, a replacement is made for the remaining portion of the term using the same procedure as described in this paragraph.

A Nominee for the Evaluation Team must have all the following qualifications:

- a. A Lion member for at least ten (10) years in Multiple District 19.
- b. A Past District Governor.
- c. Served as a three-year member of one of the following Multiple District 19 Committees:
Extension, Leadership, Membership, Public Relations, Budget & Finance, Contests & Awards,
Constitution & By-Laws, Strategic Planning, or Policy Manual.

In addition to the foregoing requirements, it would be most desirable for the nominee to have had experience in personnel supervision / evaluation.