

MD-14 LEO CLUBS COORDINATOR

PURPOSE:

The purpose of this policy is to provide guidance to the Leo Clubs Coordinator and the Chairpersons of a District Leo Club in promoting humanitarian service within Multiple District 14.

GENERAL:

1. Qualifications
 - a. A Lion in good standing in Multiple District 14
 - b. Past or current District Leo Club coordinator, committee member or experience with other youth groups within the community
 - c. Knowledge of the Lion Clubs International and Multiple District 14 rules, regulations, and guidelines.
2. Operate in conjunction with Council of Governors, MD 14 Council Chair and Multiple District 14 Global Service Team Coordinator
3. A Lion interested in serving as coordinator will submit a resume and Letter of Intent in accordance with Policy 401. The coordinator may be appointed from any District at the fourth State Council Meeting held in conjunction with the MD-14 State Convention

The coordinator will serve a three-year term and may be reappointed.

4. Responsibilities
 - a. Communication with District Leo Clubs' chairpersons to disseminate and assure adherence to LCI and MD-14 rules, regulations, and guidelines.
 - b. Promote sharing of materials and ideas available through LCI Leo Club Program and other resources via on-going electronic communications and meetings with District liaisons and Leo Club coordinators at State Council Meetings and/or State Convention.
 - c. Obtain and maintain a list of Leo Clubs in each District, Leo Club Officers (president, secretary and treasurer), and a list of contacts of District Leo officers/liaisons. The list is to be on file in the State Office by November 1st of the Lions year to develop a mailing list for the MD-14 State Convention and other events.
 - d. Evaluate the effectiveness of current Leo Club projects, goals, transfer of graduating Leos into Lions club, and overall action plans.
5. Present articles to the first and third issues of The PRIDE and provide postings for the MD-14 Website as needed.
6. Conduct at the MD-14 State Convention:
 - a. Seminars on Leo Club development and leadership
 - b. Training for District liaisons and Leo Club leaders of LCI and MD-14 rules, regulations, and guidelines
 - c. Seminars/social events of interest to Leo member attendees

7. Organize and attend one statewide Leo rally each Lion year. More than one rally event is subject to the approval of the Council of Governors. Coordinator expenses are subject to Policy 204, General Reimbursement Policy.
8. Organize the Leo of the Year Award for LCI and MD-14 in conjunction with the State Council Chairperson, Vice-Council Chairperson and State Administrator in accordance with Policy 411: Leo of the Year Award.
9. Report to the first and fourth Council of Governors meetings.
10. May submit written reports to the Council of Governors or address the Council of Governors if there is an action item or upon the Council of Governors.
11. Availability to travel throughout the Multiple District, if requested by a district or club to assist any district or club Leo Coordinator. Travel expenses incurred will be the obligation of the district or club.
12. Expense reimbursement is subject to Policy 204: General Reimbursement Policy and to the amount budgeted by the Finance Committee for this position.
13. Submit a budget to the Finance Committee and State Office prior to November 30th for the next Lions year.