**STATE ADMINISTRATOR EVALUATION**

**Job Description Responsibilities Rating Form**

State Administrator Name:

Year of Service as State Administrator: Lions Year \_\_\_\_\_ - \_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB RESPONSIBILITIES** | **RATINGS**  **1 = Needs Improvement**  **2 = Meets Expectations**  **3 = Above Expectations** | | | **COMMENTS** |
| SUPERVISORY RESPONSIBILITIES | 1 | 2 | 3 |  |
| Directs the efficient administration of the State Office, either directly or through assigned office personnel |  |  |  |  |
| Exercises supervisory responsibility over State Office personnel in consultation with the State Council Chairperson and Vice Chairperson. |  |  |  |  |
| FINANCIAL RESPONSIBILITIES | 1 | 2 | 3 |  |
| Prepares a preliminary budget proposal for review, modification and approval by the Finance Committee. |  |  |  |  |
| Under the direction of the Finance Committee, arranges for the banking and disbursement of funds. |  |  |  |  |
| Manages the financial operations of the State office as specified in the State Office Administrator Job Description. |  |  |  |  |
| Collaborates with financial auditors and advisors on the preparation and dissemination of financial audits and reports |  |  |  |  |
| Directly and indirectly purchases and sells state clothing and merchandise, maintains an accurate inventory, remits taxes and generates reports of profits and other as requested. |  |  |  |  |
| Prepares or directs the preparation and mailing of the semi=annual Per Capita Tax invoices to each Lions Club in Multiple District 14 and maintains or oversees the collection and tracking of related information |  |  |  |  |
| FACILITIES MAINTENANCE RESPONSIBILITIES | 1 | 2 | 3 |  |
| Provides for the oversight and maintenance of the the State Office property as stated in the State Office Administrator Job Description. |  |  |  |  |
| MARKETING RESPONSIBILITIES | 1 | 2 | 3 |  |
| Works collaboratively with The Pride magazine Editor, Committees, Coordinators, members of the international Family, and members of the State Council to obtain articles, pictures, and any other material of interest to the readership of The Pride magazine. |  |  |  |  |
| Works collaboratively with the Website Coordinator to add or delete items from the Pennsylvania Lions website. |  |  |  |  |
| Coordinates and facilitates efforts to market and promote the Lions organization and activities throughout Multiple District 14 |  |  |  |  |
| ADMINISTRATIVE RESPONSIBILITIES | 1 | 2 | 3 |  |
| Performs all directives and assignments issued by the State Council and the Council Chairperson. |  |  |  |  |
| Works collaboratively with the Host District Governor and Host Committee Chairperson to explore and negotiate sites for State Council Meetings and State Conventions in accordance with State Policies. |  |  |  |  |
| Coordinates State Council Meetings and State Conventions in cooperation with the Host District Governor, Host Committee Chairperson, and State Council Chairperson, including preparing and submitting all required materials and reports. |  |  |  |  |
| Assists the State Council in the organization and administration of the Multiple District Conventions, conferences and meetings, including recording or directing the recording of the minutes of all such meetings. |  |  |  |  |
| Assists all Multiple District Committees in the accomplishment and administration of their programs and activities, including maintaining and disseminating records indicating progress of programs and serving as an ex-officio member of all committees. |  |  |  |  |
| Provides consulting assistance to the District Governors when requested. |  |  |  |  |
| Serves as the liaison between Lions Clubs International and the Lions of Pennsylvania. |  |  |  |  |
| Directly and indirectly maintains and disseminates updated mailing lists of club Presidents, Secretaries, District Governors, Vice District Governors, Past District Governors, State Committee Chairpersons and Coordinators, and the International Family. |  |  |  |  |

**Evaluation Team Comments**

Commendations:

Recommendations:

State Administrator: Date:

*(The signature indicates the State Administrator has read the report and a conference was held. This does not necessarily indicate agreement with the evaluation.)*

State Council Chairperson: Date: