

2024-2025 State Leo Council Officers and Responsibilities

What is expected of all State Leo Council Officers:

- Encourage leadership development in others by delegating responsibilities and supporting activities of individuals
- Establish a personal calendar and meet all due dates and deadlines
- Attend all meetings. If unable to attend, it is your responsibility to contact the President and Leo Council Chair in advance of any meeting.
- Professional attire at all meetings, whether in-person or by Zoom
- Involve all attendees; make them feel welcome, “work” the crowd with introductions

Officers:

● President

- Presides over all council and general meetings
- Ensures other officers perform their duties
- Assist other officers with their duties as necessary
- Include all council members in decision making process
- Stay in contact with State Leo Council Chair (Lion Nancy 512-557-7740)
- Prepare agenda for meetings
- Agenda due to Council Chair at least 3 days prior to the meeting

● Vice-Presidents (1st and 2nd)

- Assist President in performance of their duties
- Preside over meetings in President’s absence
- Ensure other officers perform their duties
- Assist other officers with their duties as necessary (greeter, setup, etc.)

● Secretary

- Maintain minutes of all council and general meetings; share with officers after the meeting; include all officers’ first and last name as attendees at the meeting. Include the date of the meeting (i.e. August 3, 2024). The minutes are turned into the Lions State Executive Secretary at the end of the year for filing.
- Be responsible for any correspondence
- Communicate necessary information to members
- Keep accurate records of all members
- Maintain accurate attendance at all meetings

● Treasurer

- Maintain all financial records for organization
- Make a deposit slip in duplicate for any money turned in to you.
- Funds received by the Treasurer are given to the Leo Council Chair after the meeting, along with the name of the person who gave them to you and what the funds represent.

- Provide a report of all funds brought in and dispersed at all council meetings; starting balance will be given to you prior to the meeting.

- **Membership Chair (new position, April 2024)**

- Plan and implement the recruitment strategy for the Council and support new members/officers in their first year
- Take time at each meeting to give suggestions for Leo membership, i.e. “Membership moment”. Emphasize retention as well as recruiting.
- Build a stronger Leo Council for service to your community, the state, and the world

Other officers are considered Board of Directors Members

- **Board of Directors**

- **Photographer & PR**

- Take photos or assign someone to take photos at each meeting or activity
- At the end of the year, compile a scrapbook (can be digital) as a record of meetings, activities, etc.

- **Tail Twister**

- Greet members at meetings
- Prepare ice breakers or “getting to know you” activities for each meeting
- Ensure all members are included and feel welcome

- **Leo Tamer**

- Set up all materials needed for meetings
- At the conclusion of the meetings, take down and clean up meeting space

- **Social Media**

- Post photos to State Instagram and X (formerly known as Twitter) sites
- Share and retrieve photos to shared drive in Google