

2S2 Leo Forum Officer Nomination 2024-2025

Please complete this application to be considered for a District 2S2 Leo Forum officer position, along with a video of why you would like to serve as a Leo Forum officer. Mail or email the form to the 2S2 District Leo Chair by August 1, 2024. Share your video to 2s2leos@lions2s2.org If the form is late or incomplete, your Leo Club is not in good standing (state dues not paid), not enrolled in MyLCI, or did not present a letter of recommendation along with the application, the candidate will not be considered for an officer position. If there is a problem with submitting, email me at nchesbro@comcast.com; 2S2 District Leo Chair, Lion Nancy Chesbro.

Name of candidate _____ Email _____

Home address _____ City, Zip _____

Home phone _____ Cell phone _____

Name of parent or guardian _____

Lions District _____ Leo Club Name _____

Name of School _____ School phone # _____

School address _____ City, Zip _____

Grade in 2024-25 school year _____ Principal's Name _____

Number of years in Leo Club _____

Leo offices held _____

Name of Leo Advisor _____ Email _____

Home address _____ Cell phone _____

Office seeking _____

The undersigned certify that the above candidate for 2S2 Leo Forum office has been recommended by his/her Leo Club, is qualified for the office the person is seeking, and has approval to hold the office, if elected.

Leo Club Advisor's signature

District Leo Chair or Lions Club President

Parent's signature

Principal's signature if school-based

Further Directions for Leo Advisors

Information to mail, email, or upload the forms (application, video, and letter of recommendation):

- Mail:
 - Lion Nancy Chesbro, 24810 Malca Manor Dr. Katy, TX 77493
- Email:
 - 2s2leos@lions2s2.org

There are things to remember if you have an interested student in running for a District Leo Forum office position.

- Your Leo club must be in good standing
 - Dues must be paid before the deadline of submitting the video and application. **August 1, 2024**
 - Mail dues to Lion Whitney Livingston, P.O. Box 294509 / Kerrville TX 78029.
 - If you have questions, please call her at 830-257-6557
- You, your Club officers, and Club **members must be registered in MyLCI.**
- If your student is running for Leo Forum President, then he or she must have served a full year or a majority of that year as President; the same rule applies to the Vice President position.
- Secure the endorsement of the:
 - Leo Club Advisor of which the nominee is a member
 - District Leo Chair or Lions Club President
 - Parent and Principal (if school-based)
- If elected, the officer must attend all meetings, or have a valid excuse.
- Will not reach an age one year greater than the maximum age limit during their term in office.

These rules are found in the Chapter XXII, Leo Club Program, Exhibit C, Constitution and By-Laws.

Officer positions

President
1st Vice President
2nd Vice President
Secretary
Treasurer

Director positions

Membership
Tail Twister
Media/Photographer

(Only the Offices of President, 1st VP, Treasurer, and Secretary are recognized in MyLCI)

Candidate's Video Requirements: All candidates will submit a 3-4 minute video, including the student's name, what office they are running for, how long a member of the Leo Club, activities participated in with the Leo Club, and any other information pertinent to the Leo office or school activities. They must be able to attend all 4 district Leo-held meetings (August, November, February, May).

2S2 Leo Forum Officers and Responsibilities

What is expected of all 2S2 Leo Forum 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.

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 Sponsor
- Prepare agenda for meetings

● **Vice-Presidents (1 & 2)**

- 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
- 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 deposits of funds received with 2S2 Lion Treasurer
- Provide a report of all funds brought in and dispersed at all council meetings

● **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