

COUNCIL CHAIRPERSON

PURPOSE:

The purpose of this policy is to set forth guidelines to assist the Council Chairperson in the administration of his/her activities and duties as Chairperson of the Council of Governors

GENERAL:

1. The primary function of the Council Chairperson is to coordinate the promotion of leadership and harmony among members of the Council of Governors and to conduct the affairs of the Council of Governors in accordance with the Constitution and By-Laws of Multiple District 14 and Lions Clubs International.
2. The Chairperson of the Council of Governors shall be the Immediate Past District Governor who has served in the capacity of Vice Chairperson during the preceding year in accordance with the Constitution and By-Laws of Multiple District 14. The Chairperson officially takes office at the close of the International Convention.
3. The Chairperson shall issue a call for all Council of Governors and special meetings of the Council of Governors through the office of the State Administrator.
4. The State Administrator and the Council Chairperson shall prepare an agenda for each Council of Governors Meeting and shall forward a copy of the same to members of the Council of Governors.
5. The Chairperson shall conduct an executive/preliminary meeting of the Council of Governors at such time and place as is appropriate prior to the regular Council of Governors Meeting.
 - a. Any Committee Chairperson or Coordinator who requires a vote be taken on any item in the report shall be required to present the item to be voted upon at the preliminary council meeting.
 - b. The State Administrator shall inform each Committee Chairperson and Coordinator, in writing, of this procedure before the first Council of Governors Meeting of the Lions year.
6. The Chairperson shall preside at all the Council of Governors meetings, State Convention Business Sessions, all official meal functions of Multiple District 14 and chair the PA Breakfast at the International Convention.
7. The Chairperson shall, as much as is feasibly possible, act as a coordinator of all Council of Governors appointed committees and coordinators.
8. The Chairperson shall operate in harmony with the State Administrator and other State personnel. He/She shall be fully aware of the amount of work that is so often necessary to be performed in the State Office. The Council Chairperson may be called upon from time to time to appraise the performance of the State Administrator for the Council of Governors.

9. The Chairperson shall be knowledgeable of all Council of Governors appointed committees, coordinators, and the duties to be performed by each.
10. The Chairperson shall maintain a close relationship with the Vice Chairperson of Council of Governors and as such shall keep the Vice Chairperson fully aware of the happenings of the Council of Governors and Lionism in general within the State of Pennsylvania.
11. The Chairperson may be from time to time required to report to Lions Clubs International relative to the affairs of the Lions of Multiple District 14.

The Chairperson shall submit an article for publication in all four editions of The Pride magazine.

The Chairperson or State Administrator shall review the Pennsylvania Lions web site monthly and direct the Web Site Coordinator to add or delete items as deemed necessary.

12. Should the Chairperson need assistance in finalizing decisions, he should seek the advice of the past officers of Lions Clubs International who were elected to serve from Multiple District 14.
13. The Chairperson shall have the authority, in the event of an emergency or temporary situation, to appoint a qualified person to fulfill the duties of the office of the State Administrator. This appointment shall not be construed to be a permanent appointment. This appointment is subject to the Council of Governors' approval at the next regular or special Council meeting.
14. The Council Chairperson shall receive up to Two Thousand Dollars (\$2000.00) to be used for expenses incurred in visiting the sub-districts in Pennsylvania and any other expenses not covered by the budget.

The Chairperson shall be reimbursed only:

- a. When he/she submits a written monthly report on his/her visitation to the sub-district.
 - b. When original receipts for expenses are attached to the visitation report.
 - c. When any other expenses are submitted, original receipts are required.
15. The Council Chairperson shall submit a budget annually in accordance with Policy 203. The budget shall include four Council of Governors meetings, State Convention, all committee meetings that he/she attends in Harrisburg, including any emergency meetings and the International Convention for five days and four nights
 16. In the event, either before or after assuming the position of Council Chairperson, the Chairperson is unable or refuses to serve or having accepted, resigns or is removed by the Council of Governors, the District Governor of that sub-district shall appoint a Past District Governor who is a resident in that sub-district and a member in good standing of a Lions Club in that sub-district to serve in his place and stead. This is in accordance with the Multiple District 14 Constitution, Article

VII, Section 4.

17. The Council Chairperson is responsible for verifying the validity of checks and bank statements in accordance with Policy 501, Internal Controls.