

STATE COUNCIL ADMINISTRATOR

PURPOSE:

The primary responsibilities and duties of the Multiple District 14 State Council Administrator are to direct and coordinate the administrative services at the Multiple District level. To accomplish this the State Administrator shall carry out directives issued by the State Council of Governors and perform such other functions as required by both the MD 14 Constitution and By-Laws and the MD 14 Policy Manual.

GENERAL:

1. Range Of Responsibilities And Duties:

Under the direction of the Council of Governors, the State Administrator is directly responsible to see that all directives and assignments issued by Council of Governors are properly addressed.

2. Position Accountabilities:

A position of this kind involves a variety of professional level responsibilities including researching, planning, and executive programs that lead to a well-informed and unified Multiple District.

Based on this the State Administrator shall:

- a. Direct the efficient administration of the State Headquarters Office either directly or through assigned office personnel.
- b. Maintain suitable accommodations for club supplies and merchandise.
- c. Attend District Cabinet Meetings when invited and financially feasible.
- d. Schedule and program Council of Governors Meetings in cooperation with the Host District Governors and State Council Chairperson.
- e. Complete and submit an activity report for each Council of Governors Meeting.
- f. Assist the Council of Governors in the organization and administration of the Multiple District Conventions, major conferences and meetings.
- g. Cooperate with the Chairperson of the Council of Governors, in planning and preparing the agenda for Council of Governors Meetings. Record the minutes of all such meetings, as well as that of the State Convention, and email to the Governors.
- h. Assist the Council of Governors in preparation of its budget and under the direction of the Finance Committee, arrange for the banking and disbursement of funds.

- i. Maintain an up-to-date Multiple District Constitution and By-Laws Policy Manual and, at the direction of the Council of Governors, arrange for reprinting of such documents.
 - j. Work closely with committees by assisting them in the accomplishment of their programs and activities. In this regard, maintain records indicating progress of programs and arrange that such information be given to District Officers.
 - k. Render assistance to the Governors as a consultant when requested.
3. Qualification/Experience:
- a. Education/Experience - Should have past experience of a professional and responsible nature in business administration, public relations and management.
 - b. Abilities and Knowledge - Considerable knowledge of the organization structure, policies, activities and programs of Lions Clubs International as well as that of the Multiple District.
 - c. Ability to plan, lay out and direct the administrative services as they relate to the Multiple District. Ability to communicate effectively orally and in writing.
 - d. Ability to motivate.
 - e. Ability to develop and maintain effective working relationships among District Governors, Lions Membership, and State Headquarters.
4. Working Relationships:
- a. The State Administrator is the liaison between Lions Clubs International and the Lions of Pennsylvania.
 - b. He/she maintains and makes available to all Governors up-to-date mailing lists of all club presidents, secretaries (by District), all Past District Governors and all State Committee Chairpersons and Coordinators.
5. Miscellaneous:
- a. The State Administrator shall be an ex-officio member of all Multiple District Committees.
 - b. The State Administrator purchases and sells certain articles of the state clothing and other state merchandise, including carrying an inventory, keeping proper records, paying taxes, and reporting all profits.
 - c. The State Administrator shall work closely with The Pride magazine editor, State Committees, Coordinators and members of the International Family in obtaining articles, pictures and any other material that would be of interest to the Lions, Lioness, and Leos of Pennsylvania.
- Each committee chairperson and coordinator shall submit an overview article of the purpose of the committee and projects that the committee may

be involved with during that year and shall be approved by the State Administrator.

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

6. The State Administrator Is Accountable For The Following:

- a. Financial responsibilities either directly or through supervision of the office manager, for collecting state dues twice yearly. (July and January)
- b. Review all invoices and approve them for payment. Checks must have two signatures being those of the State Administrator, State Council Chairperson or the Vice Council Chairperson. The Vice Council Chairperson shall sign checks when a second signature is needed in an emergency situation.

The State Administrator shall be the only signature required on checks up to \$2500.00.

At the Fourth State Council of Governors Meeting:

- i. The depositories shall be named and approved to be effective July 1 of that year.
- ii. The individuals authorized, by name, to sign checks shall be approved to take effect July 1 of that year.
- c. See that a proper and accurate set of records is maintained for all state functions.
- d. See that the state committee chairpersons and coordinators operate on a budget and stay within their budgets.
- e. Must receive a budget from all state committees and approval for said budget by the Council of Governors before issuing any monies.
- f. Prepares a state budget for Finance Committee and when the budget is approved by the Council of Governors, is responsible to stay within the budget. A copy of the budget shall be given to the members of the Council of Governors before the First Council Meeting.
- g. Prepare a finance report for each Council of Governors Meeting, to include the following reports:
 - i. Statements of Assets, Liabilities, and Unrestricted Net Assets.
 - ii. Statements of Revenue collected and Expenses Paid by fund, which include the budget amount and actual amounts by line items.
- h. Summarize the total financial picture with state committee chairpersons and coordinators after their function is over.
- i. Receive funds from the sale of pins, state accessories, etc., and be sure they are properly recorded, report profits and pay taxes.

- j. Make recommendations for improving the control of expenditures and income so that MD 14 may operate more efficiently.
 - k. Make all bank deposits for all accounts. Transfer funds to proper accounts as required so money will earn as much interest as possible.
 - l. Be custodian of all the Pennsylvania State Funds and report them to the Council of Governors
 - m. Sub-district administrative funds checks issued to a District Governor shall be issued to each District's Administrative Fund.
 - n. Any major emergencies or expenditures over the annual budget that would require using any funds from the investment accounts of the Council of Governors. The State Administrator shall:
 - i. Notify the Council of Governors and Finance Committee.
 - ii. Notify Investment Committee to meet and provide ample time to transfer funds from the Investments Accounts that will not cost the Council of Governors any penalties.
 - iii. The Council of Governors shall approve any transfer of monies.
 - o. Furnish the Council of Governors with the replacement valuation and insurance coverage of:
 - i. Real estate and contents.
 - ii. Inventory.
 - iv. Data reconstruction.
7. Supervision Responsibilities:

The hiring and dismissing of any office, State Merchandise Store personnel and the State Convention Assistant will be done by the State Administrator in consultation with the State Council Chairperson and Vice Chairperson. The State Administrator shall have the full authority to hire and dismiss all office personnel.

8. Annual Performance Review:
- a. A committee composed of the State Council Chairperson, Vice Council Chairperson and members of the seated council, one from each region (West, Central, East) who should have some business personnel experience shall conduct annual performance review.
 - b. The annual performance review shall be conducted prior to the last Council of Governors Meeting of the Lions year. The committee shall report its findings and make any recommendations to the Council of Governors at the last Council of Governors Meeting. Any recommendations concerning performance, salary or benefits shall be voted upon by the Council of Governors and would take effect July 1 of the new Lions year.

9. Dress Code:

Appropriate attire is either business or casual for daily office functions (casual

attire does not include shorts, sandals, jeans, athletic shoes or other inappropriate dress).

For Council of Governors meetings and any State meeting, he/she shall follow the dress code of the Council of Governors.

State Council/Convention dinners require appropriate suit/dress unless required to be seated at the head table.

10. State Council Meetings And State Conventions:

a. The State Administrator will provide a bid form to the Host Committee Chairperson following his/her appointment by State Council. The Host Committee will provide a copy to the hotels bidding on the State Convention and when the bid form is complete, be returned to the State Administrator. The State Administrator will accompany the Host Chairperson to inspect the site(s) for compliance with the policy requirements.

- i. If the bid form is incomplete, it will be returned to the chairperson with a letter indicating what items must be completed.
- ii. If any sub-district is relying on future construction of hotels or convention center, the facility must be under construction or have a completion date prior to the opening of the convention.

When the State Administrator reviews the bid form and finds that the facilities are not adequate, the State Administrator shall recommend that the convention or council meeting be moved to a different facility or another district.

b. After the site has been approved, the Host Committee Chairperson will enter into negotiations with the hotel and shall be accompanied by the State Administrator who will assist and advise the Chairperson.

All negotiations shall be conducted directly with the hotel/motel. **HIRING OUTSIDE NEGOTIATORS OR ORGANIZATIONS IS NOT PERMITTED.**

c. Present to Council of Governors the sites for Council of Governors Meetings no fewer than three years before the meeting and five years before the State Convention in accordance with Policy 201 D.

d. The State Administrator shall be involved in negotiations that will include, but not be limited to, the following:

- i. Room Rates
- ii. Complimentary Room Policy
- iii. Parking
- iv. Audio Visual Aids and other items required for all functions
- v. Hotel policy concerning Hospitality Rooms
- vi. Breakfasts, Lunches and Banquets

After joint discussion by the Host Committee Chairperson and State Administrator, their recommendation will be presented to the Council of Governors by the State Administrator for approval.

- e. The Host Chairperson shall work closely with the State Administrator to insure the required meeting function spaces are available and adequate.
- f. The State Administrator shall develop and maintain a file of information, which provides convention and meeting sites, hotels, parking, churches and other facilities. A chronological list of requirements and events such as, but not limited to, the following:
 - i. Job descriptions for all the committees for the State Convention.
 - ii. Printing deadlines
 - iii. Mailing deadlines
 - iv. Set-up requirements for all meetings and function
- g. All contracts negotiated by the Host District Chairperson must be submitted to the State Administrator and the State Attorney for review and approval in accordance with Policy 108 prior to being signed by the Host Committee Chairperson.