OHIO LIONS MULTIPLE DISTRICT 13

MULTIPLE DISTRICT SECRETARY

JOB DESCRIPTION

Position: Multiple District Secretary (MDS)

Organization: Ohio Lions Multiple District 13 (MD 13)

Reports to: Council of Governors, through the Council Chair

Position type: Administrative leadership | Service area: State of Ohio

Position Overview

The Multiple District Secretary serves as a central administrative, communications, and records resource for Ohio Lions MD 13. The Secretary supports the Council Chair, Council of Governors, district leaders, committees, and appropriate Lions Clubs International contacts. The position requires proactive organization, dependable follow-through, professional communication, sound judgment, financial accountability, and commitment to the Lions mission. Position requires flexibility on work hours and days.

Primary Responsibilities

Administrative Leadership

- Prepare and distribute agendas, meeting packets, minutes, official correspondence, and notices within established guidelines.
- Maintain accurate records of meetings, motions, decisions, assignments, and deadlines.
- Maintain organized electronic files, leadership directories, historical records, and the annual multiple district calendar.
- Follow up on assigned action items and support transitions between incoming and outgoing leadership.

Communication and Coordination

- Serve as a central communication resource for the Council Chair, Council of Governors, seven districts, committees, and appropriate Lions International representatives.
- Distribute timely, consistent updates and respond professionally to inquiries.
- Maintain current contact lists and communicate deadlines and responsibilities clearly.
- Treat all districts fairly and maintain confidentiality and neutrality.
- Act as liaison between the tenants and an authorized representative of the Building Committee.

Meetings, Conventions, and Events

- Support Council of Governors meeting preparation, logistics, registration information, and documentation.
- Provide administrative support for the Ohio Lions State Convention, Winter Retreat, and other assigned multiple district events.
- Coordinate records of attendance, decisions, and follow-up with event leadership.
- Support USA/Canada Forum and Lions International Convention, as required, to include attendance and transport of items to such event.

Financial Administration and Bill Payment

- Receive, review, organize, and process invoices and bills for MD 13.
- Ensure authorized bills are paid accurately and on time, consistent with approved budgets, financial policies, and assigned authority.
- Verify appropriate approvals before issuing or arranging payment; do not approve personal expenditures or bypass established controls.
- Maintain complete invoices, receipts, payment confirmations, and accounts-payable records.
- Track recurring expenses, due dates, and outstanding obligations to avoid late fees.
- Coordinate with the Multiple District Treasurer and Council Chair regarding payments, records, reconciliations, reports, and audits.
- Safeguard financial information and maintain appropriate separation of payment authorization, payment execution, and reconciliation duties.
- Arrange for surety/performance bonds for all District Cabinet Secretary/Treasurers, all Cabinet Secretaries, and all District Cabinet Treasurers, to be paid by the individual districts, and provide verification that such bonds are in force. Also, arrange for surety/performance bonds for all office staff and provide verification that such appropriate bonds are in force.

Reporting, Compliance, and Technology

- Assist with required administrative reporting and deadline tracking under applicable MD 13 and Lions International requirements.
- Use Word, Excel, PowerPoint, email, shared files, virtual meeting tools, and applicable Lions systems.
- Maintain secure, accessible electronic archives and support continuity between leadership years.

Ideal Candidate Qualifications

- Exceptional organization, accuracy, time management, and follow-through.
- Clear and courteous written and verbal communication; professional judgment and discretion.
- Strong computer and digital document management skills; willingness to learn new systems.
- Experience with invoice processing, accounts payable, bookkeeping, or financial recordkeeping.
- Integrity, confidentiality, impartiality, and ability to work across different leadership styles.
- Initiative, adaptability, problem-solving, and ability to manage competing priorities.
- Sufficient availability to meet ongoing responsibilities, meetings, and deadlines.

Preferred Experience

- Administrative, executive assistant, office management, or nonprofit experience.
- Formal minutes, meeting coordination, parliamentary procedure, and large-event administration.
- Knowledge of Lions Clubs International and MD 13 structure, policies, and procedures.
- Experience with spreadsheets, financial software, and electronic payment workflows.

Position Statement

The Multiple District Secretary does more than record the work of Ohio Lions: the Secretary helps ensure that MD 13 business moves forward accurately, efficiently, responsibly, and professionally. The MDS combines administrative competence, effective communication, proactive service, financial accountability, and dedication to the entire multiple district.