OHIO LIONS • MULTIPLE DISTRICT 13

APPLICATION FOR MULTIPLE DISTRICT SECRETARY

Please complete all sections. Attach additional pages or a résumé if needed.

THIS IS A PART TIME POSITION OF 25 HOURS PER WEEK.

1 Applicant Information

Full name: _____

Preferred name (optional): _____

Mailing address: _____

Phone: _____

Email: _____

Lions club / district (if applicable):

_____

Current Lions position(s) (if applicable):

_____

2 Availability and Commitment

☐ I can attend scheduled Council of Governors meetings and major MD 13 events as required. I understand this requires flexibility in my work schedule (hours and days).

☐ I can regularly monitor email, maintain records, and meet administrative deadlines.

Anticipated scheduling conflicts or limitations:

_____

3 Relevant Experience

Describe your administrative, office management, nonprofit, or leadership experience:

_____

_____

_____

Describe your experience preparing agendas, minutes, correspondence, and maintaining records:

_____

_____

_____

Describe your Lions experience, if any, including offices, committees, or projects:

_____

_____

4 Technology and Financial Administration

Indicate your proficiency (check one per row):

Skill	Beginner	Intermediate	Advanced
Word processing and document formatting	☐	☐	☐
Spreadsheets (Excel or equivalent)	☐	☐	☐
Email, calendars, and shared files	☐	☐	☐
Meetings, Virtual meetings and digital records	☐	☐	☐
Invoice processing, accounts payable, and bookkeeping	☐	☐	☐

Describe your experience reviewing invoices, paying bills, tracking payments, and maintaining financial documentation:

_____

_____

_____

How would you ensure bills are paid on time while following authorization and financial-control procedures?

_____

_____

_____

5 Communication, Judgment, and Organization

How would you keep the Council Chair and all seven Ohio districts informed consistently?

_____

_____

_____

Describe how you manage multiple deadlines and follow up on overdue assignments:

_____

_____

_____

How would you handle confidential information or a disagreement among leaders?

_____

_____

_____

6 Motivation and Priorities

Why are you interested in serving as Ohio Lions MD 13 Multiple District Secretary?

_____

_____

_____

What improvements or strengths would you bring to the position?

_____

_____

_____

7 References

Please provide two professional or Lions-related references (not family members).

Reference 1: Name _____ Relationship _____

Email _____ Phone _____

Reference 2: Name _____ Relationship _____

Email _____ Phone _____

8 Applicant Certification

I certify that the information provided is accurate to the best of my knowledge. I understand that selection, responsibilities, term, and financial authority are subject to applicable MD 13 governing documents and policies. I authorize the selection committee to contact the references listed above.

Applicant signature: _____ Date: _____

For Selection Committee Use Only

Date received: _____ Interview date: _____

Administrative skills: ____/25 Communication: ____/20 Technology: ____/20

Reliability/initiative: ____/15 Lions knowledge: ____/10 Teamwork: ____/10

Total score: ____/100 Notes: _____

_____