



Multiple District C News

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The cutoff date for input for the next regular issue is March 15, 2016

MD C WEBSITE

www.mdclions.org



Special Edition 2

Hello Lions of MD C,

As you may or may not be aware the MD C Council Secretary/Treasurer PDG Tim Haight has tendered his resignation as CST.

Included in this special edition is an ad outlining the qualifications and skills required for the position(s) as well as the process for applying for the position(s) for those who may be interested

The Editor



MULTIPLE DISTRICT C (MD C)

MD C is currently accepting expressions of interest for the position of Council Secretary Treasurer or Council Secretary and Council Treasurer for the 2016-2017. This is a part-time position.

Duties and qualifications for the position include:

- Must have served as a Club President;
- Assist in establishing the Agenda for Council Meeting and other meetings of the Council of Governors;
- Organize and coordinate the incoming committee reports, building the Committee Reports document; Print and collate the Council document package for each Council Meeting;
- Record minutes for Council meetings and any other meeting called by Council Chair;
- Provide advice and information on matters concerning Lions Clubs International Constitution, Bylaws and Policies; MD C Constitution, Bylaws and Policies; District Constitution, Bylaws and Policies;
- Have good written and oral communication skills;
- Have sufficient space, in their residence for the MD C printer, meeting paraphernalia, cabinet(s) and current files. In addition, there may be historical files storage cabinets;
- Must be able to demonstrate excellent people skills and enjoy dealing with LIONS members, council and Lions International staff as required;
- Possess computer skills and be able to use WINDOW programs such as WORD, EXCEL, POWERPOINT and OUTLOOK, as well as use the program GoToMeeting and ACROBAT;
- Possess a valid driver's license and be able to transport the Council packages and meeting paraphernalia to the Council Meeting sites;
- Must be physically fit and be able to lift boxes containing printed matter for meetings, the flag case, banner case and small laser printer;

- The Treasurer position requires being able to use or learn Sage SIMPLY ACCOUNTING program and use EXCEL. Be able manage and monitor financial responsibilities such as be able to keep accounting records current, be able to update the budget, be able manage projects such as conventions, financial reporting and other financial responsibilities.

Qualified individuals are requested to submit a cover letter, detailed resume outlining experience, references, photo and qualifications electronically to the MD office; office@mdclions.org . Application deadline is April 23rd. Interviews will be held in the morning of May 13th, 2016 at the MD C Convention hotel in St Albert, Alberta.

Council Chair Bill Baux
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