

Executive Director Job Description

1. Appointed annually by the board of directors. Must be a member in good standing of a North Dakota Lions Club.
2. Responsible to the president of the board of directors.
3. Serves as liaison to North Dakota Lions Clubs, assisting in formulation of projects to qualify for grant support and in the preparation and submission of associated grant applications.
4. Assists the secretary in maintaining bylaws, policies, and related documents of the organization.
5. Assists the board of directors in developing and implementing fundraising plans and in encouraging clubs to donate to the Foundation.
6. Assists the president in establishing the agenda for board meetings and providing information and recommendations to the board of directors for action.
7. Arranges meeting locations, meals, and board member accommodations. Also arranges IT and related meeting support.
8. As applicable, assists the president and treasurer in developing an annual budget.
9. Attends those Lions functions (state conventions, district rallies, meetings of the board of directors, and meetings of standing committees) as mutually agreed upon by the Executive Director and the president of the board of directors.
10. Assists the editor in publishing the North Dakota Lion newspaper.
11. Receives reimbursement of expenses incurred in the performance of duties.

Note: The board of directors recognizes that this is a volunteer position. The job description and service of the executive director during the previous year will be reviewed jointly by the executive director and the executive board prior to the last regular board meeting of the fiscal year. Any changes to the job description must be approved by the board of directors.