

## **Administrative Officers at International Headquarters**

### **Executive Director**

The executive director of Lions Clubs International and Lions Clubs International Foundation is responsible for the administration and operation of International Headquarters. The executive director's primary obligation is to implement policies and procedures through the association staff that sustain the vision and purposes of the association and foundation.

The executive director:

- Directs and supervises the activities of the International Headquarters divisions, departments and the field staff
- Works closely with the international president, the Executive Committee, the International Board of Directors and Lions Clubs International Foundation Board of Trustees to assure that the worldwide activities and expansion of Lionism are in keeping with the philosophy and policy of the association

### **Secretary**

The secretary implements and manages the corporate governance programs for the association and prepares and distributes the official minutes of the International Board of Directors Meetings and Executive Committee summaries.

### **Treasurer**

The protection, management and investment of the association's funds and other resources in accordance with the approved policies of the International Board of Directors, are the main responsibilities of the treasurer. The treasurer is also responsible for budget preparation, as well as international officer and director expense claim audits.II-3