

## **Cabinet Secretary-Treasurer**

The cabinet secretary-treasurer is under the supervision of the district governor.

The duties of the cabinet secretary are to:

- Further the purposes of the association
- Keep an accurate record of the proceedings of all meetings of the district governor's cabinet and district convention
- Forward cabinet meeting minutes within five days after each meeting to all members of the cabinet and the English Language Department at Lions Clubs International. Provide copies of the convention minutes to the governor, every club secretary and the English Language Department at Lions Clubs International.
- Monitor the Monthly Membership Report from the clubs in the district and make copies for distribution to other district officers, if requested by the governor

The duties of the treasurer are to:

- Deposit funds in bank(s) as are designated by the cabinet
- Disburse those funds only on authorization of the cabinet
- Obtain bond for the faithful discharge of the duties of this officer in an amount set by the cabinet
- Submit a semi-annual financial report to the cabinet and other special reports as requested by the cabinet
- Submit the district's books and accounts for audit whenever required by the cabinet
- Give the successor all monies and records, financial and otherwise, that pertain to the office of cabinet secretary-treasurer, immediately following the end of the fiscal year
- Perform such other duties pertaining to the office of secretary-treasurer, and as delegated to him or her by the district governor and the cabinet