

MULTIPLE DISTRICT N

PAST DISTRICT GOVERNORS ASSOCIATION

DUTIES AND RESPONSIBILITIES OF OFFICERS

PRESIDENT

BEFORE THE END OF JULY

1. The President appoints a PDG as Chair of the Selection Committee to carry out the specific duties of the office.

AUGUST (Before September 1st)

1. Receives Nominations Forms for Multiple District PDGA awards and forwards them to the Chair of the Selection Committee.

FALL (September to December)

1. The President communicates with the Vice-President, Secretary and Treasurer for any issues or concerns regarding the Association.
2. Be available to answer any question and give guidance to other Association's Officers on the execution of their duties.
3. Ensures that the Chair of the Selection Committee completes its responsibilities and the selection of awards recipients is completed before the Fall Conference.
4. At the Fall Conference, presents the Outstanding President Award, as determined by the Selection Committee.
5. Presides over the Fall PDGA meeting, if called.

WINTER (January to March)

1. Appoints a PDG as Chair of the Nominating Committee to carry out the specific duties of the office.
2. Contacts the Multiple District Convention Chair to arrange for a noon luncheon meeting of the Association's members at the MD Convention in May.
3. Contacts all Association's Officers to verify if they will be attending the MD Convention.
4. If some Officers are not attending, makes arrangements for another Past District Governor to look after their responsibilities.

SPRING (Two weeks before the Annual meeting)

1. The President, in consultation with the other Association's Officers, prepares the agenda for the annual meeting, or delegates the Secretary to prepare it and e-mail it to the PDGs.

2. The President (if not done by Secretary) sends an invitation letter to the sitting District Governors to join the PDG Association.
3. The President, working with the Past International Directors from the Multiple District, normally arranges for the Convention's International Speaker to be a guest of the Association's annual luncheon meeting at no charge.
4. Should any PDG or guest require a special meal for any reason, the President should receive this information in advance, so arrangements can be made with the kitchen.
5. Is responsible to ensure that the Nominating Committee Chair completed its responsibilities and is ready to present a nominating report at the annual meeting.
6. Presides over the annual meeting of the PDGA.
7. In conjunction with the Secretary, ensures that new "Life Member" patches and wallet cards are presented to the joining PDG at the annual meeting luncheon.

VICE-PRESIDENT

GENERAL INFO

1. The Vice-President, in the absence of the President, arranges and conducts the meeting of the Association, as well as accomplishing the duties of the President, as required.
2. Be prepared to move to the office of President at the end of your term of office.
3. Performs other duties as requested by the President.

FALL

1. At the Fall Conference, presents the Outstanding Rookie of the Year award, as determined by the Selection Committee.

SPRING

1. Be prepared to give a short acceptance speech at the Association's annual luncheon meeting at the MD Convention.

Revised and adopted on May 17, 2008

President _____ Secretary _____
 PDG Rhéal Cormier PDG Sonny Bonnell

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SECRETARY

GENERAL INFO

1. After your election to the post of Secretary at the annual meeting, the incoming Secretary meets with the outgoing Secretary to receive the PDGs Association's brief case, which contains most of the information needed to complete the year.
2. Keeps Association's records binder up to date by inserting the necessary documents and information as required during the year.
3. Be prepared to move to the position of Vice-President at the end of his/her term of office.
4. Endeavours to acquire the E-mail addresses of all the PDGs for future communications.
5. Performs other duties as requested by the President.

SOON AFTER ELECTION (By the 15th of July)

1. Forwards copies of the Duties and Responsibilities of the Officers of the Association to all the elected and appointed Officers.
2. Forwards copies of the Awards Policy and the Nomination Forms to the Chair of the Selection Committee.
3. If not done previously, forwards the Association's brief case and records to the incoming Secretary.

SUMMER (Before the end of August)

1. The Secretary ensures that the Award Policy and Nomination Forms for the selection of the Outstanding President, Secretary and Rookie of the Year are forwarded to the sitting Governors for publication in their newsletters or District bulletins.
2. Each Lions Clubs in the MD should receive a copy of the PDGA Awards Policy and the Nomination Forms, in a timely manner.
3. Forward a copy of the Award Policy to the Editor of the Lions N-Forcer to ensure that it will be printed in the Fall issue.
4. The Secretary adds the names of the new joining Past District Governors to the master membership list in the Association's binder.

FALL (Before the Fall Conference)

1. Orders, in conjunction with the Treasurer, award plaques for Outstanding President, Secretary and Rookie of the Year. These are keeper awards.

2. Brings these awards (perpetual and keeper) to the Fall Conference for presentation to winning Lions.
3. All involved keep the names of the award winners confidential.
4. Makes arrangements with the Chair of the Selection Committee to obtain the names of the award's winning Lions as soon as possible, so that the engraving of the plaques can be completed before the Fall Conference, if possible.
5. If not done prior to the Fall Conference, makes arrangements through the MD Fall Conference Chair to have the awards (perpetual and keeper) engraved prior to presentation at the banquet.
6. At the Fall Conference banquet, presents the Outstanding Secretary award, as determined by the Selection Committee.
7. Records, in the Association's binder, the names of the awards recipients, along with their Lions Club's name and respective District number.

WINTER (December to April)

1. Reviews the Association's membership list and updates addresses, telephone numbers, e-mail addresses and members deceased, as required. This information can be obtained from the Sub-District's directories or the District Governors.
2. Ensures that this membership list is available for revisions at the annual meeting.

SPRING (May and June)

1. If requested by the President, prepares in conjunction with the other officers, the agenda for the annual meeting and sends (if not done by the President) a letter of invitation to the sitting DG to join our Association.
2. Once the information is available, the Secretary informs the Association's members, through the MD Convention program or by other means, of the details for the annual luncheon meeting and the cost to each attendee.
3. Ensures that life membership patches and wallet cards are available and ready for presentation to the four outgoing District Governors.
4. Ensures that all the Past District Governors attending the annual meeting, enter their name and District number on an attendance list.
5. Records the minutes of the annual meeting.
6. Prepares the official minutes of the annual meeting soon after and gets them reviewed by the President.
7. Once the minutes are finalized, the minutes are forwarded to the Officers of the Association and the original copy is forwarded to the new Secretary to be inserted in the Association's binder.
8. Sends a copy of the minutes to the Editor of the N-Former for publication.

Revised and adopted on May 17, 2008

President _____ Secretary _____
 PDG Rhéal Cormier PDG Sonny Bonnell

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TREASURER

SOON AFTER ANNUAL MEETING (Before the end of June)

1. After his election, the incoming Treasurer arranges, in conjunction with the outgoing Treasurer, the transfer of the Association's financial information and records.
2. Banking procedures are discussed and the outgoing Treasurer should have the bank cards (documents) ready for signatures to transfer signing authorizations to the new Treasurer and other signing officers.
3. Updates bank account with the funds collected at the annual meeting luncheon held at the MD Convention and the funds for new members joining the Association, if not already done by the outgoing Treasurer.

FALL (Before the Fall Conference)

1. Participates, in conjunction with the Secretary, in the purchase and payment of the award plaques. Names of winners are kept confidential until presentation.

SPRING (May and June)

1. The Treasurer will be early at the annual luncheon in order to properly set-up for collection of meal fees from attendees. Invited guest Speaker does not pay. Checks with President for name.
2. Has enough money to do change with the paying members.
3. The Treasurer, in conjunction with the MD Convention Chair, makes arrangements to pay the hotel, restaurant or caterer for the meal and gets a receipt.
4. Presents a financial report of the past year, at the annual meeting.
5. Soon after the annual meeting, forwards a copy of the current year's financial report to the Association's Officers.
6. Forwards a copy of the same financial report to the Editor of the Lions N-Forcer for publication.

GENERAL INFO

1. Pays all the financial obligations of the Association by cheques (no cash payments).
2. Performs other duties, as requested by the President.

Revised and adopted on May 17, 2008

President _____ Secretary _____
PDG Rhéal Cormier PDG Sonny Bonnell

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NOMINATION COMMITTEE CHAIR

WINTER (January to MD Convention)

1. The Chair of the Nominating Committee, in conjunction with the President, or on your own initiative, determines who should be recommended to the annual meeting of the Association, for the position of Secretary and that of Treasurer, if the three year term is completed.
2. If wished so, the Chair may appoint a second PDG to the Nominating Committee, in order to help with the process.
3. It is expected that the Vice-President will accept the office of President and the Secretary will move up to the Vice-Presidency.
4. The PDG who is elected as Secretary should be aware and prepared to move from Secretary to Vice-President and to the Presidency of the Association in succeeding years. This is necessary to assure the continuity of information and the smooth operation of the Association.
5. Verifies with the suggested Lions and those already on the executive, if they will accept the position that they are nominated for, if elected.

SPRING (May)

1. Be prepared to submit his Nominating Committee report at the Association's annual luncheon meeting at the MD Convention.
2. Be prepared to conduct the Officer's election, if asked by the President.

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President _____ Secretary _____
PDG Rhéal Cormier PDG Sonny Bonnell

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SELECTION COMMITTEE CHAIR

AFTER ANNUAL MEETING (By July 10th)

1. The Chairperson of the Selection Committee obtains, from the Association's Secretary, the latest version of the Awards Policy, a copy of the Nomination Forms and the Duties of the Chair of the Selection Committee for the Outstanding President, Secretary and Rookie of the Year.

SUMMER (Before the end of August)

1. If not done at the annual meeting, contacts and appoints, in conjunction with the incoming District Governors, a Past District Governor from each Sub-District to serve as a member of the Selection Committee. There should be four PDGs on the Committee, excluding the Chair.
2. If a meeting of the Selection Committee is to be held at the Fall Conference, the Chair arranges with the Conference Chair for a room to hold said meeting.
3. Before the end of August, contacts all Immediate PDGs and makes sure that each one has selected and remitted the nominations forms for Outstanding President, Secretary and Rookie of the Year, to the President of the PDGA or to self.

SEPTEMBER & OCTOBER

1. Receives, from the President of the Association or the Immediate PDGs, the Nominations Forms submitted by each District Governor. There shall be only one nomination from each Sub-District for each one of the three categories.
2. The Selection Committee, subject to the established rules of the PDG's Association, selects one winner for each category.
3. The Chair prepares packages of the various nominations forms along with a score sheet and forwards them to the members of the Selection Committee by September 15th.
4. The committee members (judges) return the score sheets to the Chair by October 15th, who will then compile the scores and establishes the winners.
5. As early as possible after the Selection Committee has selected the Outstanding President, Secretary and Rookie of the Year, the Chair contacts the Association's Secretary with the recipient's names, in order for the engraving of the plaques to be completed prior to the Fall Conference.
6. The Clubs of the awards recipients are notified, on a confidential basis, in order for them to convince their recipient to attend the banquet and receive their awards.

7. The names of the winners are kept confidential by the Chair and members of the Selection Committee, as well as the Association's Officers, until the awards are presented.
8. If the selection of the awards winners takes place at the Fall Conference, the Chair meets with the committee members and outlines their role in the Selection Committee and reviews the selection process.
9. If a member of the committee is not present at the Fall Conference, appoints in conjunction with the respective District Governor, a replacement PDG.

WINTER and SPRING (January to May)

1. The Chair solicits input of any changes necessary to the rules for selection of the Outstanding President, Outstanding Secretary and Rookie of the Year.
2. He researches the suggested changes and presents them to the annual meeting for consideration and possible decision or action.

MD N CONVENTION (In May)

1. Be prepared to give a short report at the annual luncheon meeting.

Revised and adopted on May 17, 2008

President _____ Secretary _____
PDG Rhéal Cormier PDG Sonny Bonnell