

Freedom District Lions Club

Administrative Committees List

- **Administrator (Social Media & Website)**
 - Updating and maintaining the club's website, Facebook page, and other social media
 - Managing Sign-up Genius registrations
- **Attendance**
 - Welcomes members & guests as they sign in on attendance charts prior to the club's business meetings
- **Audit**
 - Reviews the club's financial records for all accounts including any ledgers, invoices, receipts, other supporting documents, bank statements, and tax documents
- **Catered Meals**
 - Organizes catering for club meetings with local restaurants
 - works with the club secretary to obtain a dinner meal
 - count of members & guests coming to the next meeting;
 - helps to set up the food table & hall prior to the meeting; and coordinates the club's clean up after the meeting
- **Chaplains**
 - Offers the Invocation prior to the club's business meetings
 - When requested, conducts a brief Lions memorial service for deceased members.
- **Club Merchandise**
 - Organizes the ordering and delivery of club merchandise : exterior jackets, polo shirts, tee shirts, etc. online from the club's vendor
- **Constitution & By Laws**
 - Maintains understanding and adherence to Lions Clubs International, District 22-W, and Club's constitution & by-laws
- **Finance**
 - Working with the club treasurer, prepares a proposed Administrative Budget and Activity Budget each year based on anticipated income and expenses for each account
- **Greeter and Sick**
 - Greets members and guests prior to the club's meetings
 - Informs membership on health issues of club members or their family members when warranted

- Visits members who are ill
- Sends cards on behalf of the club
- **Lions in the Den**
 - Conducts a drawing at each business meeting to encourage member's attendance and to add some additional fun to club meetings
- **Marketing Communications**
 - Publicizes club's activities, fundraisers, and events using digital and printed media.
Works closely with Newsletter, Administrator, and Membership Committees
- **Membership**
 - Recruitment of new members
 - Ensuring new members find activities that suit them, working closely with the sponsors
 - Members feedback collection
 - 100% attendance record keeping
 - New members orientation
- **Newsletter**
 - Receives, collects & assembles topics of interest and pictures to publish in the monthly club newsletter "The Roaring Times"
- **Nominations**
 - seeking candidates for Club Officers and other Board of Director positions for the next Lions business year.
- **Programs**
 - Schedules program speakers on various topics for the club's business meetings.
- **Raffle (50/50) Drawing**
 - Oversees a raffle with two winners at each club business meeting
- **Social/Fellowship**
 - Identifies & schedules social events of interest throughout the year to foster fellowship among members outside of the club's service projects and meetings
- **Song Leader**
 - Leads the club at meetings in opening and closing patriotic songs
- **Visitations Coordinator**
 - Each year asks club members to volunteer to make required visits to other Lions clubs in the region and district.

