



Juneau Area Leo Club Officer Application

Juneau Area Leo Club Officer Application

Dear Prospective Leo Club Officer,

Leadership, Experience, Opportunity. That's what makes a Leo. Members of Leo clubs embody the best qualities of our incredible organization. They are devoted young people who realize the power of action. Together, Leos and Lions form a powerful partnership — one of mutual respect where Lions learn from the innovative insights of Leos and Leo's gain access to the proven strategies of those who've successfully served the Juneau area for 85 years.

Please review the next few pages to decide which position is right for you. If you have any questions, don't hesitate to contact a Juneau Area Leo Advisor (contact information listed below).

It's true, every Leo Club officer position is a great deal of work but every minute of it is worthwhile. Between planning club meetings and attending service projects, you will have a lot of responsibility on your hands. While working hard, you will also make unforgettable memories while serving with your friends. You will not do this alone, your Juneau Lions Club Leo Advisors will be supporting you every step of the way.

On behalf of the Juneau Lions Club, we are very excited that you want to become part of Leo Club International. Throughout the year(s), we are excited to see you grow with your club and truly make a difference in the Dodge County area.

Sincerely,

Juneau Lions Club Leo Advisors

www.JuneauLeoClub.org

JuneauLeos@gmail.com

OFFICER POSITION DESCRIPTIONS

In accordance with your club bylaws, each Leo Club is led by a board of officers comprised of the club president, vice president, secretary, treasurer, and one advisor from the Juneau Lions Club. Below are some of the expectations of the Juneau Area Leo Club officers.

Club President

- Leads all monthly club and board meetings
 - Creates agenda and distributes in advance
 - Leads the club in respectful conversation
 - Follows Robert's Rules of Order
 - Keeps group on topic
 - Ensures respectful conversation at all meetings
- Maintains regular communication with Leo club members to keep members up to date with club news and activities
- Attends district and multiple district (state) gatherings
- Reviews monthly membership and activity reports
- Applies for club and member awards
- As a team, all officers will work together to select new officers, install new officers, transition duties, and provide support for next club president

Vice-President

- Assists the president throughout the year with meetings and documentation
- Handles correspondence if the president is unable to attend a meeting
- Assumes the duties of President if the elected president cannot complete the term or if the President is not available
- Attends all club and board meetings
- Aids in creating a cohesive and positive community within the club
- Acts as a second point of contact for Leos, Lions and interested community members
- Oversee any service or planning committees created
- Attend events with the President as support
- Is aware of all events, initiatives, and ideas within the club, and ensures smooth completion of these goals

Secretary

- Maintains all member records of the club and keeps their information up to date
- Reports monthly membership reports in MyLCI and service reports in My Lion
- If applicable, reports on club statistics to district and multiple district (state)
- Notifies members of club meeting time and location
- Records attendance, schedules make-up meetings and received awards
- Records minutes during club and board meetings
- Attends all club and board meetings
- Works with the club treasurer to assist with collection of club dues (when applicable)
- Sends the minutes from previous meeting to club
- Distributes the correspondences from Leo and Lion's district, multiple districts, international and community partners

Treasurer

- Reviews the club's past budgets and treasurer operations
- Sets up a Finance Committee with the President and other members to:
 - Prepare the administrative and activities budgets
 - Select banking institution and petty cash reimbursement guidelines
 - Establish club dues based on the amount needed to maintain the financial health of the club
- Confirms location of bank accounts and obtains necessary signatures
- Sets up and manages filing system for audit trail of paid items and deposit records (receipts, invoices, etc.)
- Maintains club's yearly budget for club's administrative and activities needs
- Makes payments on behalf of the club
- Attends all club and board meetings
- Prepares year-end financial statement and budget comparison
- Complies with all necessary ledger audits
- Communicates monthly statement of accounts to the board and members

All Board Members:

- Prepare administrative and activities budgets
- Select banking institution and petty cash reimbursement guidelines
- Establish club dues based on need to maintain the financial health of the club
- Handles all inquiries and correspondence timely
- Ensure all digital databases are up to date
- Helps select and coordinate service projects
- Maintain a safe and welcoming environment for all Leo Club members

Officer Application Form

Name: _____

Grade: _____

Date of Birth: ____/____/____

What position would you like to run for?

☐

Club President

☐

Vice President

☐

Treasurer

☐

Secretary

Phone Number: _(____)____-_____

E-Mail: _____

Physical Address: _____

Are you involved in any other extra- curricular activities? If so, please list below:

Do you currently hold positions in other organizations? If so, what club(s) and what position(s):

If elected, would you be able to attend monthly officer/general meetings?

☐ Yes

☐ No

If elected, would you be able to attend annual District and/or State Conventions?

☐ Yes

☐ No

Juneau Area Leo Club Officer Application

Why do you want to be a Leo Club officer?

What are your goals if you were to be elected for your position?

Leo Club's foundation lies in teamwork and Community Service. If elected, what will you do to lead this team?

What are three qualities you possess that would make you a great leader?

Is there anything else you would like the selecting committee to consider?

STUDENT CONSENT AND ACCEPTANCE

My signature below acknowledges that the information provided on this application is complete and accurate. I understand that appointment to the position applied for is not guaranteed until the officer has been elected and installed by the Juneau Area Leo Club.

If elected, I agree to lead by example, create a rewarding experience for the club and fellow Leos, and provide others the opportunity to serve as part of a team.

Candidate Printed Name: _____

Candidate Signature: _____

Date Signed (MM/DD/YYYY): _____

LEGAL GUARDIAN CONSENT

Providing my signature below acknowledges consent for the candidate above to run for Juneau Area Leo Club office. I agree to support the candidate and ensure transportation to meetings, community service projects, fundraisers, and conventions is arranged.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date Signed (MM/DD/YYYY): _____