

Texas Lions Camp, Inc.

Job Description: Elected Director

Mission & Purpose:

As an Elected Director of TLC, you are a direct liaison between the Camp, the individual Lions Clubs that you represent from within your District, and other groups or organizations in your area. Your position carries the obligation to present programs, set up displays, provide oral and written information to actively promote the interests and virtues of Texas Lions Camp.

It is incumbent upon each individual Director to make as many club visits as possible, so that the Lions of Texas and others receive the true story of TLC and do not miss their opportunity to refer or sponsor children.

Qualifications:

All nominees for District Director shall be members in good standing of a Lions Club within their respective District, and have the following minimum qualifications:

- 1) Completed membership in a Lions Club for three (3) years or more,
- 2) Served as President of his/her club or as chairman of his/her Club's Camp Committee, and
- 3) Must be willing to attend, unless providentially hindered, the regular and special meetings of the Camp's Board of Directors.

Term:

The Elected Director shall be limited to two (2 year) consecutive terms. (Board of Directors [By-Laws], August 1997).

Duties & Responsibilities:

The following items outline the specific duties and responsibilities of serving in the capacity of Elected Director of TLC:

Board of Directors Duties:

- Attend VIP weekend at TLC for an orientation with all new Directors.
- Attend the Board of Director's meetings twice a year at the Camp, which are held the first weekend in August and the first weekend in February each year.
- Serve as a member of one of the standing committees of the Camp.
- Vote as a Director on all matters brought before the Board of Directors and work cooperatively with other directors to communicate and promote the interests of the Camp to the Lions within the District.
- Refrain from conduct giving rise to Conflict of Interests and annually provide TLC with a signed affidavit of compliance.



District Responsibilities:

- Work closely with District Cabinet Members in promoting the Camp's programs, keeping all informed of Camp needs.
- Set-up a display board and Camp materials at all District Cabinet meetings and conventions, and make a written and/or oral report as requested by the Governor.
- See that Camp articles or any news releases from the Camp appear in the District Governor's newsletters (i.e. work weekends, scheduling of camping sessions, bus transportation, etc.)
- Review TLC financial statements in order to verify and remain informed about the District's financial contributions and dues payments to the Camp. Communicate progress and/or encourage giving.
- Formally present Club awards from the Camp when appropriate. Ask the District Governor about the procedure in your district.
- Stand ready to answer any questions or requests brought to you by anyone in the District and see to it the questions or requests are properly addressed.
- Complete special assignments as requested by the District Governor or Camp Executive Committee.

Club Responsibilities:

- Visit Lions Clubs in the district to present programs about the Camp's activities and functions; giving programs and overall information on identifying and sponsoring campers.
- Serve as "Point of Contact" with Camp coordinators from each club in order to promote the Camp. Help publicize and answer questions about the Camp and help to provide camper applications to local schools, churches, and other organizations.
- Promote financial support of the Camp through 100% contributions, Jack Welch Fellowships, Century Club memberships, Life memberships, Endowments, Honorariums, other types of contributions and by encouraging active participation in any special money raising projects for the District Governor.
- Make known the local clubs that the display board is available to them for health fairs, local club promotions, etc. Be prepared to help them by staffing the booth if they wish.
- Send to the Camp, a Camp Director's Report Form via the VPN that details each Club presentation, as well as any reports, presentations, promotions with other organizations or groups.

Other Responsibilities:

- Publicize the Camp through newspaper, radio and television coverage.
- Participate in school health fairs and represent the camp at gatherings of school nurses wherever possible.