

## CABINET SECRETARY/TREASURER

### DUTIES

Under the supervision and direction of the District Governor and his cabinet, the Cabinet Secretary/Treasurer, shall keep an accurate record of the proceedings, of all meetings of the Cabinet, and shall within five (5) days after each meeting forward copies of the minutes of same to all members of the Cabinet, and the office of Lions International. He/She shall also keep an accurate record of the proceedings of the District Convention. He/She shall assist the District Governor and Cabinet in conducting the business of the District, and shall perform such duties as are specified or implied in the Constitution and by-laws of the Organization, or as may be assigned to him/her from time to time by the Cabinet. He/she shall sign all notices and documents issued to the District, keep the accounts, receive all monies paid to the District, and shall make an annual report to the Cabinet at the meeting of the Cabinet immediately proceeding the District Convention and t such other times as said Cabinet may require. He/she shall deposit all monies received by him in such bank, or banks as may be designated by the Cabinet and shall disburse the same by order of said Cabinet. He/she shall turn over to the State Council Secretary/Treasurer the monies collected in the District, and due the State, as described in the State Constitution, Article XVII, after securing of proper receipt. His accounts, Books and records shall at all times be open to the inspection of the Cabinet, the District Governor, and any auditors named by the Cabinet. He/she shall give bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the District Governor's Cabinet. All records of transactions shall be turned over to the next succeeding Cabinet Secretary/Treasurer.