

Lions of Wyoming Foundation
Executive Director – Detailed Job Description (Revised 2/2021)

- I. Board of Directors
 - A. Keep track of terms of office and begin searching for necessary candidates at least 6 months before convention.
 - B. Board meetings
 - 1. Next meeting dates should be agreed upon at each meeting.
 - 2. 2-3 weeks prior to meeting
 - a. Prepare agendas in consultation with Board President
 - b. Be sure previous meeting minutes are complete and ready to include in next meeting agenda (this should be done within a week following meetings).
 - c. Remind treasurer of needed financial reports 2-3 weeks prior to regular quarterly meetings.
 - d. Print investment reports from Edward Jones website
 - e. Remind board members of meeting
 - f. Begin working on board reports
 - g. Set up meeting location, meals, etc. OR set up Zoom meeting.
 - 3. Include in Board reports:
 - a. Agenda
 - b. Minutes of previous meeting
 - c. Fund raising:
 - 1) Friends
 - 2) Winland/Silver/Bronze Lions
 - 3) Bricks/Stones
 - d. Grants
 - 1) Approve grants voted on by email (in order to show in meeting minutes)
 - 2) Act on any new grants
 - 3) Report on grants paid and pending
- II. Deposits
 - A. Record in “remittance” spreadsheet
 - B. Create deposit slip
 - C. Scan deposit slip with check
 - D. Make deposit
 - E. Reprint deposit slip/rescan with deposit slip
 - F. Email deposit slip to treasurer
 - G. Write thank you letter to donor
- III. *Grants - Facilitate the entire process.
 - A. Applications
 - 1. Coordinate/consult with clubs (and RMLEB when involved) regarding preparing applications, especially when Rocky Mountain Lions Eye Bank grants are involved.
 - 2. Receive applications and review for completeness.
 - 3. Support clubs as they provide cost estimates for treatment.
 - 4. Prepare blacked-out applications for Board review and vote.

- B. Payments
 - 1. Notification of LoWF Treasurer when payments are to be made.
 - 2. Assist in notifying other involved entities (ie. RMLEB) when payments are due.
- IV. Fundraising Programs
 - A. Friends of the Foundation
 - 1. Annually:
 - a. Inventory danglers on hand
 - b. Order danglers for new year and any that are needed for earlier years
 - 2. Deposit – see deposits
 - 3. Record in Friends files
 - a. On Club page
 - b. On master list page
 - 4. Write thank you to individual donor (if multiple, send to club president to present at meeting.
 - 5. Additional for 100% clubs
 - a. Record on 100% page
 - b. In addition to thank you letter for 100% Clubs, mail the following
 - 1) Create table (excel) showing what year dangler each member receives (get current list from myLCI).
 - 2) Place pins and danglers in envelopes with member names on envelopes
 - 3) 100% patch
 - B. Winland (Gold)/Silver/Bronze Lions
 - 1. Deposit check (see deposits)
 - 2. Record in Bricks/Stones
 - a. On master list
 - b. On current order file
 - 3. Order plaque from vendor
 - 4. Write thank you letter to donor
 - C. Bricks and Stones
 - 1. Receive donations
 - 2. Acknowledge donation
 - 3. Order brick/stone
 - 4. Monitor completed order and arrange payment.
 - 5. Notify Camp Director to pick up completed brick(s)/stone(s)