

MD2-S3 District Leo Cabinet Officer Nomination

Please complete this application for nomination form and one letter of Recommendation and mail or email the form to the District 2S3 Leo Chairperson, Lion Melissa Hollingsworth, 02 Erin Cove, Hutto, TX 78634 or melissa.hollingsworth@huttoisd.net.

Name of Candidate: _____ e-mail: _____

Home Address: _____

Home phone: _____ cell phone: _____

Name of Parent or Guardian: _____

Leo Club: _____

Name of School: _____ City: _____

Grade in 2018-19 school year: _____

Leo Offices held: _____

Name of Local Leo Advisor: _____ e-mail: _____

Advisor's phone: _____

Office Seeking: _____ (District President, First Vice President, Second Vice President, Secretary, Treasurer, Leo Tamer, Leo Tail Twister, Leo Historian, Leo photographer, Public Relations Director, MD2 (state) district representative (2 slots).

The undersigned certify that the above candidate for District 2-S3 office has been recommended by his/her Leo Club, is qualified for the office the person is seeking, and has approval to hold the office, if elected.

Leo Club Advisor's signature/date

Parent's Signature/date

Sponsoring Lions Club President's name

Lions Club President's signature/date

Principal's name (if school-based)

Principal's signature/date

Letter of Recommendation

Candidate's Name: _____

Office Seeking: _____

Community Service Projects completed:

Name and Relationship to candidate: _____

Contributions the candidate has made to the Leo Club, the school and/or the community:

I would recommend this candidate because

Signature of person completing this letter of recommendation Date

The letter of recommendation may be made by a Lion, a Leo Advisor, a school counselor, a teacher or any adult (not family) who knows the candidate's contributions and Leo involvement.

Leo District Officers and responsibilities

What is expected of all Leo District Officers:

- **Secure support of family, Leo Club and/or school advisors before seeking office**
- **Be active in the Local Leo Club**
- **Encourage Leadership development in others by delegating responsibilities and supporting activities of individuals in local clubs and in the district Leo clubs.**
- **Attend all meetings of the District Leo Cabinet – if you are unable to attend due to illness or emergency – it is your responsibility to contact the District President and District Leo Club Chair in advance of the meeting.**
- **Complete all duties of your office as described below**

President: manages and presides over all the District Leo Cabinet meetings and include all members of the council in decision making processes. The President must keep all council members up to date as well as the District Leo Chair.

First Vice President: assists the President at district cabinet meetings and assumes the duties of the president if they are absent from a meeting. The 1st VP is responsible for organizing all training sessions and speakers for the District Leo meetings.

Second Vice President: responsible for planning all district service activities and is responsible for greeting and introducing all guests at district Leo meetings.

Secretary: responsible for taking minutes at all district Leo cabinet meetings including all committee appointments and election results and attendance. The Secretary is responsible for sending such notes to all officer and council members.

Treasurer: The Treasurer is responsible for maintaining all financial records for the cabinet and submit all information needed for deposits and disbursements.

Leo Tamer: responsible for setting up and taking down all items needed for the Leo Cabinet meetings as well as the Leo display.

Leo Tail Twister: responsible for promoting harmony, good fellowship, life and enthusiasm during the Leo cabinet meetings. This includes all group ice breakers.

Historian: responsible for creating and maintaining district scrapbook and display for all Leo and Lion meetings.

Photographer: responsible for taking all photos at District Leo functions and help the Historian with the District Leo Display. All photos need to be sent to the District Leo Chair for printing.

Public Relations Director: responsible for all district notifications (invitations, flyers, ect) and submitting articles to the District Lions Newsletter each month.

MD2 District Representatives: Two representatives from the district will represent the district at the state level and attend all Texas Leo Council events.

Please note: The balance of the District Leo cabinet will consist of representatives from each district Leo Club. This will form the District Leo Board of Directors. One representative from each club will be invited to participate in district Leo activities and will have full voting rights in the district cabinet. This club may be any member elected or appointed at the local level.