

August 17, 2010

CHAPTER 2
DUTIES AND RESPONSIBILITIES
OF A TRUSTEE

Idaho / E. Oregon Lions Sight and Hearing Foundation
Trustee Manual

Among the responsibilities and duties of Trustees shall be:

1. Each Trustee should be aware of all other responsibilities of their position as outlined in the Bylaws and Constitution of the Foundation.
2. Each Trustee should vote on all matters before the Board of Trustees. Voting may be accomplished in person, by teleconference, mail or email.
3. Each Trustee will represent a geographic Region as outlined by each Sub-District of Multiple District 39 in their respective By-Laws. Where there is more than one Trustee per geographic Region, the Trustees from that geographic Region will work out between themselves which Lions Clubs each Trustee will cover.
4. Each Trustee is responsible to visit each Lions Club within their geographic Region at least once per year to inform Lions Club members of Foundation activities. When more than one Trustee per geographic Region, the Trustees from that geographic Region will work out which Lions Clubs they will visit.
5. Each Trustee will provide information updates on all Foundation Programs, functions, needs, and purposes to the Lions Clubs of MD39 concerning items pertaining to sight and hearing in their Lions Club visits or as requested.
6. Each Trustee will oversee the organizing and coordinating of sight and hearing screening for schools in the trustee's area of responsibility.
7. Each Trustee should be familiar with the personal assistance program of the foundation and should be familiar with the procedures in qualifying persons applying for personal assistance. Each Trustee should have the proper forms (on the web site) and should work with individual Lions Clubs.
8. Each Trustee should attend all meetings of the Foundation. If a Trustee can not make a meeting, they will notify the President of the Foundation and deliver any reports prior to the meeting.
9. Each Trustee should prepare written or email reports on their Foundation activities for Foundation meetings. Trustees should send their reports to the President of the Foundation prior to the Foundation's meetings to allow distribution to all Trustee members.
10. Each Trustee should act as a consultant on the sight and hearing activities and Foundation activities to the Lions Clubs within their area of responsibility.
11. Each Trustee is responsible for the development and promotion of the Foundation Programs to Lions Clubs and Lions in their region of responsibility.

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12. Each Trustee is responsible for the development and promotion of the Foundation Fundraisers to Lions Clubs and Lions in their region of responsibility.