

The following job descriptions apply to the current structure of LCS (summer, 2009)

- A. The **President** is responsible for the over-all coordination of LCS programs , for settings goals and priorities, for initiating and bringing up for approval major effort and construction, for representing LCS at external functions and meetings, for leading LCS meetings of the Board of Directors and general membership, for defining specific responsibilities of officers and committees who report to him, for appointing committee chairs and replacement officers as may be needed, for the general morale of the volunteers, and for ensuring the financial well-being of the Society.
- B. The **Vice-president** assumes the duties of the President when the President is not available, assist the President as directed, assesses the general concerns, morale and desires of the Directors, volunteers and members of LCS.
- C. The duties of the Senior Directors are defined by the President and are subject to change as the LCS activities, priorities and membership profile change. The current responsibilities are:
- **Senior Director # 1:** Responsible for the physical assets of the LCS and for long-range planning of buildings and grounds. Ensures that the buildings and grounds are in good condition, directs periodic maintenance inspections, coordinates repairs and modifications (with Board approval for major changes), prepares budgets in cooperation with Senior Director #2. He or she also directs the response to damage to the physical assets such as walls collapsing, trees falling, and other unforeseeable events. When major structural changes or new construction are contemplated by the Board, this Senior Director shall obtain designs and cost estimates, gain Board approval, and monitor the construction effort.
 - **Senior Director # 2** is responsible for all financial activities, including preparing financial reports with the assistance of the Treasurer and/or Accountant, generating annual budgets for all cost centers, ensuring that all expenditures conform to Mexican regulations regarding the A.C. status of LCS, recommending the best investment policies for LCS funds, and generally assessing the financial well-being of the organization. This Senior Director also oversees the generation and submission of financial reports required by the Mexican and Jalisco governments. These are prepared by either the Treasurer or the Mexican accountant. The responsibilities are similar to those of the VP for Finance in a major corporation.
 - **Senior Director # 3** manages all activities and services. He or she ensures that all activities and use of facilities conform to the regulations governing

the LCS A.C. status and board policies, coordinates scheduling of resources with the assistance of the Activities Director, oversees English and Video Library operations as well as Medical Activities, Talking Books, and any other services, supplying schedules to the Newsletter, local newspaper, LCS website and the bulletin boards as needed. This director also serves as or oversees the Volunteer Coordinator.

- D. **The LCS Education Centers Director** as a member of the LCS Board represents the LCS in all matters in which the LCS is involved with the LCSEC, including finance, budget, use of properties, maintenance and repair, and volunteers. The LCSEC Director, when acting as a member of the LCSEC Board, has management responsibility for all LCSEC activities, including class schedules, Spanish-language library programs and obtaining and managing grants.
- E. **The Secretary** is responsible for producing the minutes of Board meetings, annual Membership Meeting and Extraordinary meetings (using a Recording Secretary as needed), for maintaining the Constitution, By-laws, Policies and Procedures and minutes, for coordinating the production of the LCS Directory, for publishing the newsletter, for maintaining the LCS website and for managing LCS-related publicity in the local media. The Secretary is also responsible for keeping accurate, complete membership records, and for coordinating membership drives.