



Photo courtesy of Mass Eye and Ear

MLERF OPERATIONAL INFRASTRUCTURE MANUAL

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Scope and Purpose

- **SCOPE:**

- A self-instruction summary, in concise outline form, of the overall role of the MLERF Board of Directors (BOD), its collective responsibilities, its deliverables, its committees, its processes, and its approximate calendar
- A description of individual Director responsibilities and expectations, and guidance on how to get engaged
- ***NOT*** a summary of, nor replacement for, MLERF'S formal By-Laws, Policy Manual, Investment Policy Statement, the President's master calendar, or marketing/communication collateral

- **PURPOSE:**

- Educate existing Directors so that they are better-informed ambassadors on club and District visits
- Provide guidance to new and existing Directors as they take on new committee assignments or leadership roles
- Inform and set expectations for prospective Directors being recruited to join the MLERF Board

Massachusetts Lions Eye Research Fund, Inc.

- **MISSION:** Massachusetts Lions Eye Research Fund, Inc. is dedicated to funding research to preserve and restore sight for people affected by vision loss and to eliminate preventable blindness.
- **OBJECTIVES:**
 - Achieve annual funding goals of \$1M+ through LCIF grants and concerted, coordinated fundraising at the Club, District, and MLERF levels
 - Allocate collected funds to grant proposals solicited from the major eye research institutes in Massachusetts that MLERF has strategically partnered with:
 - conduct current operations with an ‘eye’ to the future in order to perpetuate the continued growth of the Corporation’s grants.
 - To provide a forum for the cooperation, common understanding and open discussion of all matters necessary to achieve these objectives.

Historical Milestones

- 1952** – Eye research adopted as official statewide project at MD33 State Convention; first grant of \$5,000 to **Harvard Medical School** was instrumental in finding solution that eliminated baby blindness – today over 150,000 adults can see as a result
- 1953** – First grants to **Joslin Clinic** and **Tufts New England Medical**
- 1955** – First grant to The Retina Foundation, now known as **Schepens Eye Research Institute**
- 1956** – “**Lions Penthouse**” laboratory established within the Howe Laboratory of Ophthalmology at **Massachusetts Eye and Ear Infirmary**
- 1958** – Massachusetts Lions Eye Research Fund, Inc. (MLERF) was incorporated; granted tax-exempt status as 501 (C) (3) in 1959
- 1969** – **Massachusetts Lions Eye Research Laboratory** established at **Boston University Medical Center**
- 1999** – Presidential Grant with matching LCIF funds established to support capital purchases
- 1999/2000** – First time Fund raised over **\$1 million** in single year donations
- 2011** – **Lions Laboratory for Genetic Research** established at Schepens Eye Research Institute

MLERF has supported **eye research** continuously for **72 years**
with **over \$40 million** in cumulative donations

Annual Grants

There are two types of grants awarded on an annual basis by the MLERF Board of Directors:

- **EYE RESEARCH INSTITUTE GRANTS:**

- Each year, grants are awarded to six (6) Eye Research Institutes in Massachusetts that are MLERF's Institute Partners:
 - Boston University Medical Center
 - Boston Children's Hospital
 - Joslin Diabetes Center
 - Massachusetts Eye and Ear
 - Schepens Eye Research Institute
 - Tufts Medical Center
- Grants are targeted to support specific eye research projects submitted by the Institute Partners that are managed by institute staff member; may NOT be applied to clinical or administrative expenses
- Grants are funded by monies raised the previous fiscal year through club, District, and MLERF fundraising activities
- **GRANT SOLICITATION/APPROVAL/AWARD PROCESS**
 - MLERF President sends Eye Research Grant application package to the Institute Partners in October
 - Institute Partners respond by mid-January with grant requests for one or more research projects, following an internal solicitation and selection process
 - Responses are reviewed for conformance and merit by the Grants Committee during February and March
 - Grants Committee makes its recommendations for Eye Research Grant awards to the Board of Directors for a vote of approval in April
 - The President will subsequently mail a letter to each recipient, notifying the institution of the amount of the award, or that the Grant request was not approved
 - The actual Eye Research Grant checks are presented at the next annual meeting or the Awards Banquet at the discretion of the President and/or MLERF Board

Annual Grants (cont'd)

• PRESIDENTIAL GRANT:

- A grant that is awarded to a single Eye Research Institute to help fund the purchase of a specific piece of capital
- Presidential Grants are 50% funded by an LCIF grant and 50% by MLERF match funds
 - LCIF grant is subject to LCIF grant maximums (currently \$100K) and approval by LCIF Board of Directors
 - Match funds are primarily from investment income earned on the Massachusetts Lions Eye Research Trust Fund, with match withdrawals not to exceed 5% of the 3-year average fund balance
 - Monies from the Uncommitted Funds account can also be applied to the match if available
- **GRANT SOLICITATION/APPROVAL/AWARD PROCESS**
 - MLERF President sends Presidential Grant application package to the Institute Partners in July for submission in June
 - Grants Committee reviews received applications and makes a recommendation to the President in September
 - President submits recommendation to the Board for approval in October
 - President makes proposal in November to the MD33 Council of Governors for an LCI grant to support the approved Presidential Grant
 - Preliminary LCI grant application is submitted in December for review and feedback
 - Final LCI grant application is submitted in February to the LCI Board of Directors for review and approval at their April International Board Meeting
 - **If LCI grant is approved**, full Presidential Grant is awarded to the selected recipient at the next annual meeting or the Awards Banquet at the discretion of the President and/or MLERF Board
 - **If LCI grant is NOT approved**, the MLERF Board of Directors decides whether to:
 - award the MLERF portion (50%) of the Presidential Grant to the selected recipient; **or**
 - hold the MLERF portion in reserve for one year for the next Presidential Grant cycle; **or**
 - return the MLERF portion to the Massachusetts Lions Eye Research Trust Fund

Financial Overview

• ACCOUNTS

○ **MASSACHUSETTS LIONS EYE RESEARCH TRUST FUND**

- Restricted assets that are invested with the intent of preserving the corpus of accumulated fund deposits, while generating income for both fund growth and approved annual expenditures
- Funds Management
 - The elected members of the MLERF Trust and Endowment Committee are responsible for the overall management of the Fund
 - These funds are invested by a contracted investment firm in various diversified asset classes, in accordance with the portfolio allocation guidelines defined in the MLERF Investment Policy Statement, approved annually in September by the Board of Directors
- Deposits
 - Honorariums and Celebration of Life donations
 - Other contributions specifically targeted to the Massachusetts Lions Eye Research Trust Fund
- Disbursements
 - Restricted to Presidential Grant funding and to expenses for audit and regulatory filings
 - Total annual disbursements are limited to the income accrued during the current year, or 5% of the three-year running average balance
 - Specific disbursements must be recommended by the Trust and Endowment Committee for approval by the full Board of Directors

○ **OPERATING ACCOUNTS**

- Unrestricted assets to be used for Eye Institute Research grants and annual operating expenses
- Funds Management
 - The Treasurer is responsible for the deposit, investment, and disbursement of these funds
 - Funds are primarily invested in CD's and other secure instruments
 - Multiple banks are utilized as needed to ensure individual account balances do not exceed FDIC insurance limits
- Deposits
 - All donations, other than those specifically targeted to the Massachusetts Lions Eye Research Trust Fund (see above)
- Disbursements
 - The earned interest on the operating accounts is used to pay annual operating and administrative expenses; expenditures over \$2500 require at least two independent bids
 - The corpus of accumulated donations is used to fund approved MLERF grants

• REPORTING

- MLERF Fiscal Year begins July 1st and ends June 30th
- QuickBooks is the accounting tool utilized by MLERF
- Throughout the fiscal year, current balance sheet and Year-To-Date income/spending reports are periodically reviewed and approved by the Board of Directors
- Within 30 days after the end of the fiscal year, the Treasurer submits to the Board an Annual Report of all income and expenses, including a District and individual Club breakdown of all donations made during the fiscal year
- At the close of the fiscal year, an external CPA is contracted to conduct an audit of all monies including the Trust & Endowment Fund, and to prepare all State and Federal tax forms and filings within 30 days of regulatory deadlines

Board of Directors

- **PURPOSE:**

- The Board of Directors has the full authority and sole responsibility to carry out the business of the Massachusetts Lions Eye Research Fund, Inc.

- **COMPOSITION AND GOVERNANCE (all terms begin July 1st):**

- **Statutory Directors with voting privileges(16):**

- The District Governor of each of the five (5) Districts in Massachusetts shall serve as a Director for a term of one (1) year
- The 1st Vice District Governor of each of the five (5) Districts in Massachusetts shall serve as a Director for a term of one (1) year
- The Immediate Past President of the Corporation shall be a Director for a term of one (1) year
- The President, Vice-Presidents and Secretary of the Corporation shall be deemed Directors by virtue of their office

- **Appointed Directors with voting privileges (maximum of 20):**

- Four (4) Appointed Directors from each of the five (5) Districts will serve staggered terms of four (4) years each, with one (1) expiring each year, and refilled by the incoming District Governor
- A vacancy in the term of any Appointed Director shall be filled by the District Governor of the District with the vacancy, and shall only be for the balance of the unexpired term.
- An Appointed Director who becomes 1st Vice District Governor shall relinquish their seat, and the vacancy filled
- No person shall serve as an Appointed Director for more than a cumulative total of twelve (12) years, not including time served as a Statutory Director

- **Honorary Members without voting privileges:**

- Past Presidents, with the exception of the Immediate Past President
- any individual who has performed outstanding service to MLERF or to the cause of Eye Research

Board of Directors (cont'd)

• RESPONSIBILITIES AND EXPECTATIONS

- Must attend scheduled BOD meetings and institution visitations (virtual or in person), as well as the awards banquet if able; Directors who miss three (3) consecutive meetings and/or visitations without cause may be requested to resign
- Must be willing to serve on committees appointed to by the President
- Must review minutes, treasurer's reports, Constitution & By-laws, Policy Manual and other documents that are put out for review by Boards and Committees, and provide timely feedback
- Must review the submitted grants and be prepared to offer questions or comments
- Must be willing to visit clubs in their District and attend Cabinet, Advisory, Region and Zone meetings to set MLERF goals, present MLERF certificates, distribute Celebration of Life envelopes/canisters and brochures to the Lions/Leos, and provide updates about the research that is being performed
- Must be willing to support fundraising efforts by Lions/Leos clubs in their District as well as the MLERF BOD fundraisers as much as they are financially able and as time allows
- Must be willing to assist with the MLERF table at their own mid-winter conference and state convention
- Must collect donations from the Lions/Leos in their District and send them to the Treasurer in a timely manner
- Must be a capable public speaker as part of the job is to speak at club and District meetings

A Director is expected to be an active participant in this Board, and it is not acceptable to "sit back and do nothing"

Corporate Officers

PRESIDENT

- Elected for a one (1) year term beginning July 1st by the Board of Directors at the June meeting of the preceding year; cannot be incumbent District Governor or Vice District Governor
- **RESPONSIBILITIES AND DELIVERABLES:**
 - Direct the overall operations of the MLERF Board to meet its annual objectives
 - **ORGANIZATIONAL**
 - Establish and maintain the calendar for all MLERF meetings, events, and visitations to Eye Research Institutes
 - Generate an annual operating budget for review and approval by the Finance Committee and the Board
 - Make appointments of Officers and Directors to all Corporate Committees except the Finance Committee and the Trust and Endowment Committee; appoint a Chairperson for each of these committees
 - Appoint Executive Committee Director, Advisors, Institutional Liaisons, Installing Officer, Parliamentarian Webmaster, and Facebook Administrators
 - **OPERATIONAL**
 - Set the agenda and serve as Chairperson for all meetings of the Board of Directors
 - Attend District Cabinet and/or Advisory Meetings, Midwinter meetings, MD33 Council Meeting and the State Convention to educate and advocate support for the mission and objectives of MLERF
 - Send a letter/email to all Clubs thanking them for past donations and setting goals for the upcoming year
 - Develop a personalized Presidential Pin as a fundraising tool, if so desired
 - **GRANTS**
 - Mail Grant Request letters and packets to Eye Research Institutions by October 31st
 - Inform Eye Research Institutions of the Grant Request Results
 - Present Award checks to Eye Research Institutes at Annual Meeting or Awards Banquet

Corporate Officers (cont'd)

IMMEDIATE PAST PRESIDENT

- One (1) year term following service as President of the Corporation; cannot be incumbent District Governor or Vice District Governor
- **RESPONSIBILITIES AND DELIVERABLES:**
 - Assist the President in all matters pertaining to or associated with the office of the Presidency
 - Serve as Chairperson of the Nominating Committee
 - Serve as Chairperson of the Long Range Planning Committee
 - Serve as Chairperson of the Annual Meeting of MLERF for the reading of the Treasurer's report and Secretary's report; subsequently turns over the meeting to the new President
 - Work with Treasurer and Awards Committee to determine and distribute club fundraising and other awards
 - Present checks at the Awards Banquet to representatives from the Eye Research Institutes for grants awarded during their term

1st VICE-PRESIDENT

- Elected for a one (1) year term beginning July 1st by the Board of Directors at the June meeting of the preceding year; cannot be incumbent District Governor or Vice District Governor
- **RESPONSIBILITIES AND DELIVERABLES FOR CURRENT YEAR:**
 - Assume the duties of the President in the absence of the President; assume the position of President if the office becomes vacant during the year
 - Serve as Chairperson of the Finance Committee
 - Participate in the meetings of the Corporate Committees assigned to them for oversight and coordination
 - Conduct the Installation of Officers at the beginning of the fiscal year
 - Perform assigned duties for the planning and execution of the Awards Banquet
 - Assist the President as needed
 - Expected to succeed the current President in the next Fiscal Year
- **Q3/Q4 RESPONSIBILITIES AND DELIVERABLES AS NEXT YEAR'S INCOMING PRESIDENT:**
 - Submit a proposed budget for the upcoming fiscal year for formal approval by the Executive Board in Q4, and review and approval by the full Board of Directors at its first meeting of the new fiscal year
 - Plan the installation of next year's Corporate Officers
 - Select the Executive Committee Director appointee for next year
 - Submit the member and Chairperson assignments for next year's Corporate Committees, for review and approval by the Executive Committee its first meeting of the new fiscal year
 - Schedule the time and location for next year's Executive Board and Board of Directors meetings
 - Schedule next year's visitations to the Eye Research Institutes
 - Prepare information for next year's MLERF Directory

Corporate Officers (cont'd)

2nd VICE-PRESIDENT

- Elected for a one (1) year term beginning July 1st by the Board of Directors at the June meeting of the preceding year; cannot be incumbent District Governor or Vice District Governor
- **RESPONSIBILITIES AND DELIVERABLES:**
 - Assume the duties of the President in the absence of both the President and 1st Vice-President; assume the position of 1st Vice-President if the office becomes vacant during the year
 - Participate in the meetings of the Corporate Committees assigned to them for oversight and coordination
 - Assist the President as needed
 - Expected to succeed the current 1st Vice President in the next Fiscal Year

3rd VICE-PRESIDENT

- Elected for a one (1) year term beginning July 1st by the Board of Directors at the June meeting of the preceding year; cannot be incumbent District Governor or Vice District Governor
- **RESPONSIBILITIES AND DELIVERABLES:**
 - Assume the duties of the President in the absence of the President, 1st Vice-President and 2nd Vice-President; assume the position of 2nd Vice-President if the office becomes vacant during the year
 - Participate in the meetings of the Corporate Committees assigned to them for oversight and coordination
 - Assist the President as needed
 - Expected to succeed the current 2nd Vice President in the next Fiscal Year

Corporate Officers (cont'd)

SECRETARY

- Elected for a one (1) year term beginning July 1st by the Board of Directors at the June meeting of the preceding year; cannot be incumbent District Governor or Vice District Governor
- **RESPONSIBILITIES AND DELIVERABLES:**
 - Maintain accurate contact information for all MLERF Directors and Officers, as well as liaisons to all Eye Research Institutes
 - Email notices, agendas, and any other meeting material for Board, Executive Committee and Finance Committee meetings at least seven (7) days prior to the meetings
 - Arrange leaders for 5-point openings at Board meetings and Eye Research Institute visits
 - Include minutes from the last meeting
 - Attend all Board, Executive Committee, and Finance Committee meetings and keep a true record of attendance and the meeting minutes
 - Arrange the meals for Board meetings, collect monies due, and pay the vendor
 - Serve as Custodian of the Corporate Seal and all records of the Corporation
 - Serve as Secretary of the Executive Board and the Finance Committee
 - Expected to succeed the current 3rd Vice President in the next Fiscal Year

TREASURER

- Elected by the Board of Directors for a five (5) year term that is staggered at least two (2) years from the Assistant Treasurer's term; need not be a Director; cannot be incumbent District Governor or Vice District Governor
- Prerequisites include accounting experience, working knowledge of QuickBooks, and prior service as a MLERF Director or Officer
- **RESPONSIBILITIES AND DELIVERABLES:**
 - Handle the deposit, investment, and disbursement of operating funds that are NOT included in the Massachusetts Lions Eye Research Trust Fund
 - Receive and deposit all donations from LCIF, clubs, individuals, corporations, Honorariums, Celebrations of Life, et al
 - Invest operating funds into CD's or other secure interest-earning instruments
 - Disburse operating funds for payment of operating and administrative expenses, transfers to the T&E Fund, and payment of approved MLERF Grants.
 - Prepare a Treasurer's Report showing the current balance sheet and year-to-date income statement at least seven (7) days prior to all scheduled Board of Directors meetings, after reconciling all bank statements and records individually
 - Prepare an Annual Report within thirty (30) days after the end of the fiscal year of all income and expenses, a breakdown of all Club and special donations, and an accounting of all individual Celebration of Life donations made during the fiscal year
 - Submit in a timely fashion all annual tax filings and all required government forms and reports
 - Mentor the Assistant Treasurer of all treasurer duties, accounting practices and reporting to prepare them to serve as Treasurer if needed; may delegate some duties to the Assistant Treasurer

Assistant Treasurer

- Elected by the Board of Directors for a five (5) year term that is staggered at least two (2) years from the Treasurer's term; need not be a Director; cannot be incumbent District Governor or Vice District Governor
- Preferred experience: accounting, QuickBooks, Excel, and 501(c)3 tax filings and other state reports
- **RESPONSIBILITIES AND DELIVERABLES:**
 - Understand the duties, accounting practices, and reporting employed by the Treasurer, in preparation for assuming the Treasurer's position after the Treasurer's final term, or in the event that the Treasurer is unable to complete their term
 - Making deposits
 - Disbursing of funds
 - Keeping accurate records
 - Reconciling books and bank accounts
 - Reports for the Board
 - Verify reconciliation of all accounts by the Treasurer and provide a monthly statement to the Executive Committee regarding the status of all accounts.
 - Perform other specific duties throughout the fiscal year as assigned by the Treasurer

Executive Committee (a.k.a. E-Board)

- **PURPOSE:**
 - Assist the President in the operational management of the Board of Directors
 - Review and approve all proposals requiring a formal vote of the Board of Directors
- **COMPOSITION AND GOVERNANCE:**
 - Minimally comprised of the seven (7) Corporate Officers PLUS an Executive Committee Director appointed by the MLERF President from the President's District; additional Director(s) can be appointed by the President to ensure representation by all Districts
 - MLERF President is the Chairperson of the committee, and sets the time and place for meetings
 - MLERF Secretary serves as Secretary of the committee
 - Committee must meet at least six (6) times a year to execute its duties
- **RESPONSIBILITIES AND DELIVERABLES:**
 - **BUDGET AND SPENDING:**
 - Review and approve the proposed annual spending budget
 - Review spending against plan on a quarterly basis
 - Ensure proposed expenditures over \$2500 have at least two bids
 - Appoint an auditor to audit the books of the Treasurer/Assistant Treasurer within forty-five (45) days after the close of the Fiscal year
 - **GENERAL ADMINISTRATIVE:**
 - Review and approve assignments of Directors and Chairpersons for the Corporate Committees
 - Approve all Sight Awards

Corporate Committees

OVERVIEW

- Planning and execution of the Board of Directors' work throughout the year is primarily delegated to an established set of corporate committees staffed by individual Directors representing all five (5) Districts
 - Committee membership and chairperson assignments for the year are generally pre-planned in Q4 of the preceding year by the 1st Vice-President, who will assume the President role for the incoming year
 - Committee membership and chairperson assignments reflect matching of committee needs against Directors' skills, experiences, and preferences
- The entire collection of corporate committees is split by the President into three (3) portfolios that are assigned to the three (3) Vice-Presidents for oversight and coordination within the Executive Committee
 - Vice-President portfolio assignments for the year are generally pre-planned in Q4 of preceding year by the 1st Vice-President, who will assume the President role for the incoming year
 - Portfolio assignments to Vice-Presidents are rotated each year to build their individual understanding of the detailed committee work and their experience in coordinating various committee activities, in order to better prepare them to assume the President's role in the future

Corporate Committees

AWARDS COMMITTEE

- **PURPOSE:**

- Review and recommend improvements to the MLERF Awards structure

- **COMPOSITION AND GOVERNANCE:**

- Members are appointed by the President
- Chairperson is appointed by the President

- **DELIVERABLES:**

- Review on an annual basis all available MLERF awards, including eligibility criteria and the process for obtaining them; make recommendations to the Board for changes, additions, or deletions
 - Trust and Endowment Awards
 - Founder Award: \$10,000 contribution
 - Researcher Award: \$5,000 contribution
 - Sponsor Award: \$1,000 contribution
 - Sight Awards
 - Acknowledges individual or organization for outstanding and dedicated service to their club or community, with the ideals of eye research in mind
 - Club qualifies for this award when there is a minimum donation increase of \$1,000 over previous year(s)
 - District Governor MLERF Recognition Awards
 - Two (2) recipients in the District selected by the District Governor for outstanding support to MLERF in the current Fiscal Year
- Work with the Public Relations Committee to bring awareness of these awards to MD33 Lions/Leos

AWARDS BANQUET COMMITTEE

- **PURPOSE:**

- Plan and assist the President in the execution of the Annual Awards Banquet

- **COMPOSITION AND GOVERNANCE:**

- Members are appointed by the President
- Chairperson appointed by President
- Meets as necessary to do planning

- **DELIVERABLES:**

- Select date and handle all announcements and invitations
- Define agenda and arrange Master of Ceremonies
- Arrange decorations
- Arrange awards
- Manage setup and takedown of event

Corporate Committees (cont'd)

CLUB COORDINATION COMMITTEE

- **PURPOSE:**

- Reach out individually to ALL clubs in MD33 to inform and engage them relative to the MLERF mission in general, and the current Fiscal Year goals

- **COMPOSITION AND GOVERNANCE:**

- Comprised of the five (5) 1st Vice District Governors plus any additional directors appointed by the President
- MLERF 2nd Vice President serves as Chairperson

- **DELIVERABLES:**

- Within their respective districts, utilize region and/or zone chairpersons to personally contact each club president in September to:
 - Offer a club visit during the year by an MLERF Director to inform and engage club members
 - Communicate and explain MLERF fundraising goals for the current Fiscal Year
 - Offer Pennies for Sight cannisters and promotional support for Journey for Sight fundraisers
- Within their respective districts, utilize region and/or zone chairpersons to personally contact each club president in January to:
 - Compile a list by district of completed and planned Journey to Sight fundraisers
 - Forecast by district the timing and amounts of club contributions to MLERF

EYE CATCHER COMMITTEE

- **PURPOSE:**

- Create and distribute the Eye Catcher, the official publication of MLERF

- **COMPOSITION AND GOVERNANCE:**

- Consists of an Editor/Publisher that is appointed by the President, and a reporter from each of the five (5) Districts that are assigned by their District Governors; reporters need not be Directors
- Committee operates under the oversight of the President

- **DELIVERABLES:**

- Create a cohesive electronic publication three (3) to four (4) times a year
 - Include a message from the MLERF President and activity reports from the five (5) District reporters
 - Include articles from the Eye Research Institutes that MLERF supports
 - Include announcements of club/District/MLERF fundraising events
 - Include notices of the MLERF annual meeting and the Awards Banquet
- Electronically distribute to the Eye Research Institutes and to every Lion/Leo in MD33, North American Board members, and Lions International Officers
- Submit to the Webmaster for posting on the MLERF website

Corporate Committees (cont'd)

GRANTS COMMITTEE

- **PURPOSE:**

- Review all grant requests from the Eye Research Institutes to ensure they meet the criteria as stated in the MLERF By-Laws, and make final award recommendations to the Board

- **COMPOSITION AND GOVERNANCE:**

- Consists of at least one (1) Director from each MD33 District, appointed by the President
- Chairperson is appointed by the President
- A Clerk is elected by the committee to notify members of meetings and record meeting minutes
- Committee meets in the August timeframe to discuss grant recommendations

- **DELIVERABLES:**

- **EYE RESEARCH INSTITUTE GRANTS**

- Review grant applications received in mid-February from Eye Research institutions; members are encouraged to seek input from eye care professionals and other Directors
- Committee discusses and votes on specific award recommendations for each Eye Research Institute, based on total amount of funds available
- Send recommendations to the Board of Directors, for vote at its April BOD meeting

- **PRESIDENTIAL GRANTS**

- Review grant applications received in June from Eye Research institutions, on the basis of both merit and conformance to grant parameters; members are encouraged to seek input from eye care professionals and other Directors
- Committee discusses and votes on specific award recommendations
- Recommendations made to the President in September, for vote by the Board in October

LONG RANGE PLANNING COMMITTEE

- **PURPOSE:**

- Identify long range (5-10 years) opportunities and issues for MLERF, and develop a strategic plan with timetable to address them

- **COMPOSITION AND GOVERNANCE:**

- A mix of Past Presidents and others with vision and planning experience, appointed by the President
- President appoints Chairperson

- **DELIVERABLES:**

- Review progress against existing long range plan, and determine any necessary changes to goals, priorities and/or timeline
- Recommend to the Board for approval any necessary changes to the By-Laws and/or Operational Infrastructure Summary to support the long-range plan

NOMINATIONS COMMITTEE

● **PURPOSE:**

- Recommend to the Board candidates for election to open positions for Corporate Officers, Assistant Treasurer, and Trust and Endowment Committee

● **COMPOSITION AND GOVERNANCE:**

- Comprised of the Immediate Past President and a non-Officer Director from each of the other four (4) Districts
- Chaired by the Immediate Past President
- Meets once a year to recommend candidates to succeed Officers, Assistant Treasurer, and Trust and Endowment Committee members whose terms expire at the end of the Fiscal Year
- Meets as necessary to recommend candidates to fill mid-year vacancies on the Trust and Endowment Committee

● **DELIVERABLES:**

- Recommend in April a slate of Corporate Officers and a slate of Directors for the Trust and Endowment Committee to fill positions whose terms are expiring at the end of the Fiscal Year
- Recommend for election a candidate for Treasurer or Assistant Treasurer should that position become vacant
- Recommend to the Board a replacement within thirty (30) days of a vacancy of an unexpired term on the Trust and Endowment Committee

PUBLIC RELATIONS COMMITTEE

● **PURPOSE:**

- Raise awareness of MLERF mission, accomplishments, and awards within the Lions/Leos organization, and within the communities they serve
- Help clubs promote and publicize their MLERF fundraising events.

● **COMPOSITION AND GOVERNANCE:**

- Consists of one (1) Director from each MD33 District, appointed by the President
- Chairperson is appointed by the President
- Committee operates under the oversight of an assigned VP
- Committee meets throughout the year to do its work
- Formation of sub-committees as necessary to assist in the execution of outreach activities

● **DELIVERABLES:**

- MLERF Success Stories
- MLERF brochures and pamphlets
- MLERF videos –USB thumb drives, DVD's, PowerPoint presentations
- Proposed 30-second MLERF President's message, for use at all LION mid-winter and state conventions, also as a generic message to run in the president's home district for five years, until there's a new president from the district.
- MLERF banners & flags

Corporate Committees (cont'd)

TRUST AND ENDOWMENT COMMITTEE

- **PURPOSE:**

- Promote, administer, and manage the “Massachusetts Lions Eye Research Trust Fund”, in accordance with the terms and provisions of said Trust Agreement
- Charged with oversight of the professional investment firm hired to manage the Trust portfolio of assets, in accordance with MLERF’s written and approved Investment Policy objectives

- **COMPOSITION AND GOVERNANCE:**

- Committee is comprised of seven (7) members representing all five (5) Districts, appointed by the President and approved by the Board of Directors to overlapping two (2) year terms
- At least four (4) members must be current corporate Directors
- The committee elects its own Chairperson, Vice Chairperson, and Clerk
- Committee operates under the oversight of an assigned VP
- Committee must meet at least twice during the year, with formal minutes taken by the committee Clerk and submitted to the Secretary of the Corporation for distribution to the entire Board

- **DELIVERABLES:**

- Submit quarterly reports to the Board of Directors on the balance and activity in the fund
- Submit on an annual basis in September an updated Investment Policy Statement for review and approval by the full Board of Directors
- Make recommendations to the Board of Directors for disbursements towards Presidential Grant funding and annual accountant fees for audit and regulatory findings

Presidential Appointees

- **ADVISORS TO THE PRESIDENT:**
 - Advise and assist the President in the planning and execution of their personal duties
 - Usually comprised of Past MLERF Presidents, Past International Directors and others that the President values for their knowledge, experience, and discretion
- **INSTITUTIONAL LIAISONS:**
 - A Director from each District that facilitates requests from their District's clubs for 2nd opinion referral and/or treatment from one of the Eye Research Institutes supported by MLERF.
 - Requires a solid grasp of the unique strengths of each institution to match the 2nd opinion requestors with the appropriate medical expert
 - Requires demonstrated ability to manage liaison relationships and maintain the privacy of confidential patient data per HIPPA guidelines
- **INSTALLING OFFICER:**
 - Performs informative, interesting, and memorable installation of new BOD members and new Executive Board Officers
 - Usually a past Officer of MLERF or experienced Director with knowledge of the goals and duties of Officers and Directors
- **PARLIAMENTARIAN:**
 - Interprets the MLERF By-Laws and Policy Manual to answer procedural questions
 - May be a current Director or a Past President of MLERF
- **POLICY MANUAL ADMINISTRATOR:**
 - Ensures that every committee updates its policies on an annual basis
 - Should be current or past Director
- **WEBMASTER:**
 - Maintains the MLERF website, keeping existing information current and adding new content as needed
 - Works with institutions to secure video case studies for placement on the website that reflect results of research funded by MLERF that have led to life-changing results
 - Chosen for website management skills/experience, and available personal time to responsively update website; need not be a current Director
- **FACEBOOK ADMINISTRATORS:**
 - Update the MLERF Facebook page on a continuous basis, adding timely posts for club fundraising activities, MLERF notices, interesting and relevant pictures, etc.
 - Two or three current or past Directors are typically assigned to share this task; all Executive Committee (E-Board) members also have administrator privileges
 - Chosen for website management skills/experience, and available personal time to responsively update website