

# Cabinet Secretaries Coordinator

## POSITION STATEMENT

### Background

The Cabinet Secretaries Coordinator is responsible to the Executive Officer and as such is a member of the Administration Committee.

This position works in close co-operation with the National Office in relation to their requirements for statistical and other data.

The Cabinet Secretaries Co-ordinator is appointed by Lions Australia on recommendation of the Nominations Committee and by agreement of the Council of Governors.

The period of the appointment is normally for 3 years commencing on the 1st July of that year and expiring on 30th June three years later.

### Responsibilities

Responsible to the Executive Officer for the:

- The provision and overseeing of training on an annual basis for incoming Cabinet Secretaries
- The achievement of the Council's objectives relating to the dissemination of information to Cabinet Secretaries
- Effective use of the financial, material and human resources of the Multiple District as they relate to Cabinet Secretaries
- Formulation and review of policy relating to further improving resources available to Cabinet Secretaries.

### Duties

- To brief Cabinet Secretaries regarding the role, operations and activities of the Multiple District with respect to their duties.
- To maintain a register of Club contact details suitable to the needs of the Multiple District, primarily for the purpose of compiling the directory, e-mailing Notice of Motion for Convention to clubs, and distributing urgent communication.
- Providing regular advice to the Executive Officer regarding process and policy and recommendations to improve the administration of the Multiple District, with respect to the role of Cabinet Secretaries.
- To oversee arrangements at Convention for the registration of Delegates, the issuing of voting papers and the conduct of any elections that may be required.
- To prepare and submit budgets through the Membership Services Manager for approval by the MD201 Council of Governors and to manage the financial affairs of this portfolio within the approved budget restraints.

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Revision Date	22 February 2013	Applies to	Position Holder
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- To appraise the National Office of clubs commencing and clubs folding, to ensure that records can be accurately maintained.

## Structure

The Cabinet Secretaries Coordinator is supervised the Executive Officer and is a member of the Administration Committee.

## Attendance

The National Coordinator is required to attend the following meetings and events.

- National Convention
- January Cabinet Secretaries Briefing
- Conduct meetings by teleconferencing whenever possible.

Travel and accommodation expenses for approved meetings are covered by the Multiple District.

## Experience, Skills & Personal Qualities

- An organised and methodical approach.
- A sound knowledge of Lions Clubs International and Multiple District processes with respect to the role of Cabinet Secretaries.
- Well-developed written and oral communication skills.
- Good training and presentation skills.
- Ability to use MSWord, MS Excel and e-mail software.
- Previous experience as a Cabinet Secretary is highly valued.
- Experience in delivering public presentations.
- Ability to order priorities, set and meet deadlines, delegate responsibilities, monitor progress, encourage Committee members and prepare reports in a clear and precise manner.
- Demonstrated ability to manage budgets and expenditure within the scale of the program
- Ability to manage sensitively, relationships with Governors, Management Group, Multiple District, District personnel and members of the Leadership Committee.

## Committees & Program Responsibilities

- Cabinet Secretaries

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