

Youth & Community Projects National Coordinator

Background

The Youth and Community Projects National Coordinator provides advice to the Council on all matters within the portfolio identified below. The term is four years.

POSITION STATEMENT

Responsibilities

Responsible to the Multiple District Council of Governors for the:

- Efficient management of the Youth & Community Projects Committee
- Achievement of the Council's Corporate Objectives as they relate to the Youth & Community Projects Committee
- Effective use of the financial, material and human resources of the Multiple District and
- Formulation, recommendation and review of policy relating to the youth, health, community and environmental projects.

Duties

- To manage programs within the Youth and Community Projects portfolio through the relevant Chairpersons.
- To manage financial resources for these programs, consistent with the Multiple District Rules of audit.
- To develop and maintain systems to manage child protection matters, within the Multiple District, and to advise the Council about Child Protection policy.
- To work with the Executive Officer to develop and promote programs within the portfolio to improve and build the image of Lions within Australia.
- To encourage strong communication between the program Chairpersons and the Multiple District.
- To report to Council about the progress of programs, highlighting issues that require Council actions and decisions.
- To build and maintain an effective relationship with sponsors of the programs, in partnership with the Executive Officer.
- To prepare budgets for the portfolio in conjunction with the project chairpersons for review by the National Treasurer.
- To submit an annual report on all relevant projects for inclusion in the MD201 Convention Reports.

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- To attend District conventions, when invited, to promote and inform on current developments within the Youth & Community Projects portfolio.
- To maintain Position Statements and Person profiles for members of the Youth & Community Projects Committee and its subcommittees,
- To regularly review the performance of each subcommittee and to take any necessary action to ensure that the subcommittees are functioning effectively.

Structure

The Youth & Community Projects National Coordinator is supervised by the Executive Officer and is a member of the Multiple District Management Group.

Attendance

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

- National Convention
- Meetings of the Multiple District Management Group
- Council meetings, including all Standing Committees

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

Experience, Skills & Personal Qualities

- The ability to understand, organise and manage the diverse operations of the projects within the portfolio reliably and in a timely manner.
- Experience in leadership roles within, or outside of Lions.
- Strong written and verbal communication skills.
- The ability to manage relationships effectively at all levels.
- A sound knowledge of Lions Clubs International and Lions activities within the Multiple District.
- Experience in managing groups of people in paid work or as volunteers.
- Integrity and personal standards consistent with the ethic of Lions Clubs International.
- The ability to represent Lions Australia in relation to Youth & Community Projects on committees and to groups and forums at State and National level.
- Demonstrated ability to manage and account for significant financial and material and resources.

Committees & Program Responsibilities

- Youth of the Year Program
- Youth Exchange Program

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- Leo Program
- Youth Conversion Program
- Peace Poster and Services to Children Project
- Prostate Cancer Awareness Project
- Prostate Cancer Research and Therapy Project
- Lioness Committee
- Youth Conversion Program
- The Australian Lions Children's Mobility Foundation.
- The Australian Lions Childhood Cancer Foundation

TABLE OF REVISIONS

Rev #	Clause	Description of Change
1.1		Revision prior to advertising 2008.
2.0		Revision prior to advertising 2011

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