

# Lions Cake & Mint Committee National Chairperson

## POSITION STATEMENT

### Responsibilities

- Responsible to Council, through the Marketing Committee for the:
- efficient management of the Cake and Mint Committee;
- achieve of the Council's Corporate Objectives as they relate to the Cake and Mint Committee as incorporated within the Management Plan.
- effective use of the financial, material and human resources of the Multiple District; and
- formulate, recommendation and review of policy relating to promotion and development of Cakes and Mints.

### Duties

- Convene and chair meetings of the Cake and Committee whenever the need arises or at the request of the Marketing National Coordinator.
- Ensure that the Committee meets as often as is necessary for the project to be conducted efficiently and effectively, making use of cost effective technologies such as teleconferencing.
- Arrange for proper minutes of the Committee meetings to be taken and distributed in accordance with MD201 Council policy.
- Ensure that budgets for the Committee are properly prepared and to submit all budgets and accounts to the Council, through the Marketing Committee.
- Report to each Council Meeting through the Marketing Committee on all projects managed by the Committee.
- Implement resolutions of the MD 201 Council.
- Submit an annual report for inclusion in the MD 201 Convention reports.
- Maintain Position Statements and Person Profiles for members of the Cake and Mint Committee.
- Advise and assist in the appointment of members to the Cake and Mint Committee.
- To report to the Marketing Manager specifically on performance against indicators in the Organisational Plan

Revision No.	2.0	Relates to:	Cake & Mint Committee
Revision Date	4 February 2014	Applies to	Position Holder
Author	David McKenzie	Authorised by	Executive Officer

# PERSON PROFILE

## Experience

- A sound knowledge of the International Association of Lions Clubs and Lions activities at all levels within the Multiple District.
- Experience in organising and supervising major Lions projects - preferably at Multiple District level and at least at District level.
- Experience in or knowledge of marketing techniques and principles.
- Experience in the preparation and operation of tenders, contracts and other formal agreements.

## Skills

- Possess good written and oral communications skills.
- Ability to make informative and interesting presentations and answer questions on the operations of the Committee at Council Meetings and Multiple District Conventions.
- Ability to order priorities; set and meet deadlines; and present reports in a clear and concise manner.
- Ability to make effective use of the financial, material and human resources of the Multiple District.
- Possess good skills in using computer-based technology to communicate with members by e-mail and social media, prepare reports using Word processing and spreadsheeting reports, and publish promotional material.

## Personal Attributes

- Recognised leadership qualities with high personal integrity.
- Self-motivated person with the ability to maximise the contribution of State Coordinators of the Lions Cake and Mint Programs as necessary.
- Interest in developing programs and strategies which will enhance the future of Lionism within the Multiple District, for the benefit of all Lions, Leos and Lionesses.
- Capable of working with a range of people and a willingness to listen to, and communicate with, members of other Committees.
- A caring and enthusiastic approach that will foster and maintain harmony between State Coordinators.
- Understanding of interpersonal relationships and willingness to resolve conflicts, take decisions and implement those decisions.

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