

Leo Committee Chairperson

POSITION STATEMENT

Responsibilities

The occupant of this position will be responsible to the Manager, Youth & Community Projects to:

- Coordinate all matters pertaining to Leos and the International Youth Outreach programme with the exception of Youth Exchange, Lions-Quest and Youth of the Year.
- Interact as a member of the MD201 Youth Committee to promote all youth initiatives.

Duties

- Promote all aspects of the International Youth Outreach programme.
- Coordinate the MD201 Leo programme and the activities of the State Leo Coordinators.
- Arrange teleconferencing, when appropriate, to maintain communication between the State Leo coordinators.
- Conduct the National Finals of Leo of the Year at the Multiple District Convention.
- Arrange the prize for the National Leo of the Year winner.
- Coordinate the Leo Programme of activities at the Multiple District Convention.
- Act as a resource person on all matters pertaining to Leos and the Youth Outreach Programme.
- Work with the MD Chairmen of Lions-Quest, Youth of the Year and Youth Exchange to promote and inter-relate these programmes and to develop a coordinated youth package.
- Establish a communication network between the District Youth Chairmen and encourage the sharing of ideas and projects.
- Liaise with other MD Chairmen for eg: Environment, Health, Drug Awareness, LCIF, Membership Extension and Leadership to utilise their resources within the portfolio.
- Represent to council the many and varied projects being undertaken throughout the Multiple District in a report submitted to the Manager, Youth & Community Projects.
- Monitor the role, function and effectiveness of the Leo/Youth Outreach Programme throughout the Multiple District.
- Coordinate a static display at the Multiple District convention.
- Prepare a budget as part of a consolidated submission to Council by the Manager, Youth & Community Projects.

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- Manage expenditure against budget as approved by Council, and ensure no expenditure occurs outside the budget.
- Monitor all expense claims for reimbursement and forward to the Manager, Youth & Community Projects for authorisation.
- Attend meetings of the Youth & Community Projects Committee as called by the Manager.
- Prepare an annual report to be incorporated as part of a consolidated report submitted to the Multiple Convention by the Manager, Youth & Community Projects.

Youth Committees at Multiple District

Please note that all nominations to serve on Youth Committees at Multiple District level must be accompanied by a current police clearance.

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PERSON PROFILE

The MD201 Leo & Youth Outreach Chairman should possess the following experience, skills and personal attributes.

Experience

- A sound knowledge of all aspects of the Lions Clubs International Leo and Youth outreach Programmes.
- A demonstrated interest in youth projects.
- An understanding of Lions activities at all levels within the Multiple District.
- Previous experience in organising and supervising a youth projects to at least District and preferably Multiple District level.

Skills

- The ability to understand, organise and manage all aspects of the Multiple District 201 Leo and Youth Outreach programmes.
- Good written and communication skills.
- Ability to meet deadlines and present reports in a clear and concise manner.
- Ability to interface with the Lions-Quest, Youth Exchange and Youth of the Year MD201 Chairmen to work as part of the MD Youth Team.
- Ability to make presentations and answer all questions on all aspects of the Leo & Youth Outreach Programmes.
- Ability to utilise the financial, material and human resources of the Leo & Youth Outreach Committee efficiently and effectively.
- High level of presentation skills.

Personal Attributes

- Recognised leadership qualities with a high personal integrity.
- A demonstrated affinity towards young people and young people's projects within the community.
- Self motivated person with the ability to recognise and enhance the contribution of the members of the Leo & Youth Outreach Committee.
- Ability to work as part of a team.
- Capable of working with a range of people and a willingness to involve all members of the Leo & Youth Outreach Committee.
- A personality that will foster and maintain harmony within the committee.
- Good people skills including a willingness to resolve conflicts, take decisions and implement those decisions.

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- Access to appropriate technology to manage all aspects of successful communication - both verbal and written
– in keeping with current methodology and trends.

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