

Leo Committee State Coordinator

POSITION STATEMENT

RESPONSIBILITIES

The occupant of this position will be responsible to the Youth & Community Projects Committee through the Leo Committee National Chairperson for:

- promoting Leos and the Youth Outreach program within their State.
- formulating State goals in conjunction with the District Governors and District Chairpersons.
- reporting all activities pertaining to the portfolio to the Leo Committee National Chairperson

DUTIES

- Assist the District Chairpersons within each State with all matters relating to Leos and act as a resource person.
- Set Goals for Leo membership and extension within the State in conjunction with the District Governors and District Chairpersons.
- Implement a yearly training program for District Chairpersons and promote training of Lions within clubs.
- Hold at least one State Conference with District Chairpersons to discuss issues and monitor progress.
- Promote Leo membership & extension.
- Encourage a forum and display at District Conventions.
- Assist the Leo Committee National Chairperson with all Leo activities at the Multiple District Convention including a static display, Leo of the Year and Leo Convention Program.
- Be directly responsible for conducting the State Finals of Leo of the Year and to assist the the Leo Committee National Chairperson with the National Final as requested.
- In the event that the national winner of Leo of the Year is from the incumbent's State, assist with the arranging of the prize by either liaising with the Youth Exchange Chairperson to arrange an overseas exchange or advising on the Awarding of a scholarship.
- Provide a written report to the the Leo Committee National Chairperson on activities within the State of responsibility, contributing to the MD201 Organisational Plan
- Participate in all committee meetings as called by the Chairperson.

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PERSON PROFILE

A State Leo Coordinator should possess the following experience, skills and personal attributes.

Experience

- Previous experience in organising, coordinating and managing youth related project.
- Have served as a District Leo chairperson or Leo Club Advisor.
- Previous experience in liaising with a community youth organisation or sponsor.
- A working knowledge of the Lions Clubs International Official Leo Club Program.

Skills

- Good written and oral communication skills.
- The ability to meet deadlines and represent reports in a clear concise manner.
- The ability to make presentations and answer questions pertaining to the Leo Club Program.
- The ability to work with District Chairpersons, District Governors and other Lions Officers within the State to set goals, promote the Leo program and follow up on the progress of set goals.
- The ability to coordinate a training program for District Chairpersons.
- Good computer skills and the ability to use e-mail, word processing software, social media and web-based software to communicate with stakeholders and manage the program.

Personal Attributes

- A demonstrated interest in working with young people to assist them with their personal development.
- Holds a current Police Clearance certification and any other requirements as per State Legislation to work with Youth.
- A demonstrated ability to work as a member of a team.
- The ability to work with a diverse group of people.
- Recognise leadership qualities with high personal integrity.
- Support the Multiple District objective to encourage interested Leo's to become Lions members
- Good communication skills.
- Access to a computer, email/fax service and other equipment required to fulfil the duties of this portfolio.

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