

Lioness Committee Chairperson

POSITION STATEMENT

Responsibilities

Responsible to Council, through the Youth & Community Projects Committee for the:

- efficient management of the Lioness Committee;
- achievement of the Council's objectives relating to the Lioness Committee as incorporated within the Management Plan;
- effective use of the financial, material and human resources of the Multiple District; and
- formulation, recommendation and review of policy relating to promotion and development of Lionesses.

Duties

- To convene and chair meetings of the Lioness Committee whenever the need arises or at the request of the Chairperson of the Youth and Community Projects Committee.
- To conduct meetings by teleconferencing whenever possible.
- To ensure that the Subcommittee meets as often as is necessary for the project to be conducted efficiently and effectively.
- To arrange for proper minutes of the Committee meetings to be taken and distributed in accordance with MD201 Council policy.
- To ensure that budgets for the Committee are properly prepared and to submit all budgets and accounts to the Council, through the Youth and Community Projects Committee.
- To report to each Council Meeting through the Youth and Community Projects Committee on all projects which are under the auspices of the Committee.
- To take any action on matters pertaining to the Lioness Committee as directed by MD201 Council.
- To submit an annual report through the Youth and Community Projects Committee, on all relevant projects, for inclusion in the MD201 Convention reports.
- To review Position Statements and Person Profiles for members of the Lioness Committee.
- On request, to provide advice on the attributes of potential appointees to the Lioness Committee to the Youth and Community Projects Manager.

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- To report annually to the MD201 Council through the Youth and Community Projects Committee on the performance of each Committee member.
 - To submit to the Youth and Community Projects Manager:
 - input to the draft Management Plan on an annual basis
 - a report setting out the extent to which performance targets set for each item, relevant to this Committee as contained in the Management Plan, have been achieved during the period since the last report was submitted. NOTE: reports are periodic as required for submission to the next Council Meeting.

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PERSON PROFILE

The Chairperson of the Lioness Committee should possess the following experience, skills and personal attributes.

Experience

- A sound knowledge of LCI and Lioness activities at all levels within the Multiple District.
- Experience in the operation of large organisations and proven ability to coordinate and rationalise related programmes and activities.
- Experience in managing large groups of people both as employees and volunteers.

Skills

- The ability to understand, organise and manage the diverse operations of the Lioness Committee.
- Good written and oral communication skills.
- The ability to make presentations and answer questions on the operations of the Committee at meetings of the Youth and Community Projects Committee and Multiple District Conventions.
- Ability to formulate, recommend and review policy relating to responsibilities of the Lioness Committee.
- Ability to order priorities; set and meet deadlines; and present reports in a clear and concise manner.
- High level of presentation skills

Personal Attributes

- Recognised leadership qualities with high personal integrity.
- Self-motivated person with the ability to recognise and enhance the contribution of members of the Lioness Committee.
- Capability of working with a range of people and willingness to involve all members of the Committee.
- A personality which will foster and maintain harmony within the Committee.
- Understanding of interpersonal relationships and willingness to resolve conflicts, take initiatives and implement decisions.

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