

Youth of the Year Chairperson

POSITION STATEMENT

Responsibilities

The Chairperson of the Lions Youth of the Year Quest will be responsible to the Manager, Youth & Community Projects Committee for the:-

- Coordination of all matters pertaining to the Youth of the Year Quest.
- Day to day management of the MD Youth of the Year Committee.
- Formulation, review and recommendation of policy relating to the Youth of the Year Quest .
- Monitoring the extent to which performance targets of the Youth of the Year Committee, as documented in the MD201 Management Plan, have been met.
- Interaction as a member of the MD201 Youth Committee to promote all youth initiatives.

Duties

- Convene and chair meetings of the MD201 Youth of the Year Committee.
- Conduct meetings by teleconference whenever possible.
- Arrange for Minutes of meetings to be taken and circulated according to the MD201 Policy Minutes.
- Ensure the budget for the Youth of the Year is prepared and presented to Council as part of a consolidated report submitted by the Manager, Youth & Community Projects.
- Manage expenditure against the approved budget and to ensure that no expenditure is incurred outside the budget
- To monitor all expenses incurred by the State Coordinators before submitting them to the Manager Youth & Community Projects for authorisation.
- Report to each Council meeting on all matters pertaining to Youth of the Year as part of a consolidated report submitted by the Manager.
- Take any action on matters pertaining to the Youth of the Year committee as directed by the MD201 Council on advice from the Youth & Community Projects Manager.
- Review on an annual basis, in conjunction with the Manager Youth & Community Projects, the relevant section of the MD201 Management Plan to determine performance targets for the Youth of the Year Committee for the coming Lions year.

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- Provide a report to the Manager Youth & Community Projects, prior to each Council meeting, setting out the extent to which performance targets have been met.
- Participate in all meetings of the Youth & Community Projects Committee as called by the Manager.
- Work with the MD Chairmen of Lions-Quest, Youth Exchange and Leos/Youth Outreach to promote and inter-relate these programs and to develop a coordinated youth package.
- Establish a communication network between the District Youth Chairmen to encourage the sharing of ideas and projects.
- Submit an annual report to the Manager for incorporation in a consolidated report to the Multiple District Convention.
- Negotiate the purchase of all official Youth of the Year merchandise and coordinate the distribution to clubs and districts.
- Coordinate the production of all Youth of the Year stationery and certificates and its distribution throughout the Multiple District.
- Be responsible for the conducting the National Final of the Quest at the Multiple District Convention.
- Provide a complete and confidential annual report to the Manager Youth & Community Projects as to the effectiveness of all committee members.
- Coordinate a static display for the Quest at the Multiple District Convention.

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PERSON PROFILE

The MD201 Youth of the Year Chairperson should possess the following experience, skills and personal attributes.

Experience

- Involvement and experience in organising the Youth of the Year Quest at District or State level.
- A demonstrated interest in youth projects.
- An understanding of Lions activities at all levels within the Multiple District.
- Experience in relating to the corporate sector, youth professionals and youth.
- Experience in managing large groups of people.

Skills

- The ability to understand, organise and manage all aspects of the Multiple District Youth of the Year Quest.
- 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 Leo/Youth Outreach MD201 Chairmen to work as part of the MD Youth Team.
- Ability to make presentations and answer questions on all aspects of the Youth of the Year Quest.
- Ability to utilise the financial, material and human resources of the Youth of the Year 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 Youth of the Year 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 Youth of the Year 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.

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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