



Intending Candidates for the LIONS ADVISORY BOARD Information Package

Thank you for considering an opportunity to serve on the Lions Advisory Board. This information pack provides some details about the Board, but please be aware that the final structure and processes of the Board are still under development.

Most importantly, you should be aware that the establishment of the Lions Advisory Board is subject to a resolution of delegates at the Townsville Multiple District Convention in 2018.

- In the event that the delegates do not adopt the resolution to establish the Board, all nominations become null and void.
- In the event that the delegates adopt the resolution to establish the Board, an election will be held to establish the initial Board.

Information about the structure and role of the Board has been circulated to members at District Conventions and is appended to this package.

About the candidates

You will note from the information package that the Lions Advisory Board (LAB) is seeking Lions with strong skills, credentials and experience in governance. This will have been obtained through participation in private or public companies, partnerships or as a member of not-for-profit Boards, over and above experience in Lions. Senior experience in government and experience on government boards, task forces and panels is also valued.

Candidates should note that the Board is a 'working Board' and passive members are not sought. The majority of organisational resources will continue to be provided to support the Multiple District Council and for this reason, the Lions Advisory Board will be largely self-managing and self-sustaining.

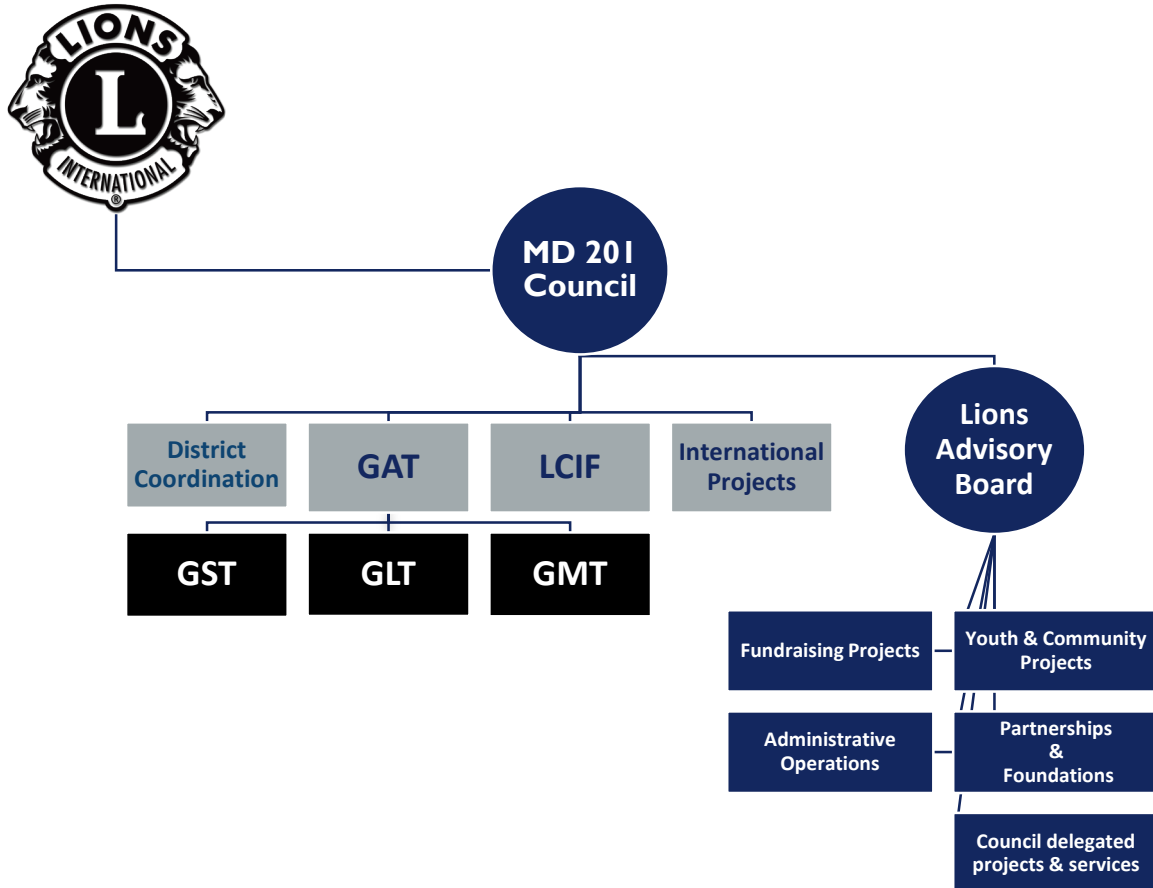
In addition to the qualifications listed in the position description, the following is essential for members of this Advisory Board:

1. Creativity – The LAB will carefully consider the matters within its portfolio and be required to develop innovative approaches that will improve and grow the programs and activities. Recognising that both the Council and the operating committees for the programs are fully occupied with their administration, the LAB is best placed to consider alternative approaches and strategies that will lead our programs into the future.
2. Respect for Leadership – The LAB has no direct authority. Although it will be required to challenge the thinking of the organisation and recommend changes, it cannot do this without the support of the Multiple District Council, District administration and Lions Clubs International. The LAB members individually, and as part of the LAB, must demonstrate a sensitivity to the leadership of the organisation to ensure its recommendations are supported.
3. Accountability – LAB members are individually accountable for their personal workload and undertakings. The LAB, as an entity, is accountable to the Multiple District Council and the Convention that elects them.



STRUCTURE AND ELECTIONS

The structure and process for election of the members is outlined below, subject to adoption of these provisions by the members at the Townville Multiple District Convention in 2018.



“Lions Advisory Board

(a) *The Lions Advisory Board shall be an advisory body which shall have the following powers and duties:-*

1.1. *Recommend policies and strategies for the future benefit, growth, advantage and advancement of the Multiple District and submit direction, initiative and planning in regard to the implementation of such policies and strategies.*

1.2. *Carry out any other duty and/or exercise any power delegated to it by Council.*

1.3. *Any recommendation of the Lions Advisory Board shall be submitted for endorsement by resolution of the Council. The Council shall implement the recommendation submitted by the Lions Advisory Board unless a Motion rejecting such recommendation is endorsed by not less than a 3/4ths affirmative vote of the members of the Council then present and voting.*



1.4. Any recommendation may be returned to the Lions Advisory Board with proposed amendments for consideration prior to the formal determination of Council.

(b) The Lions Advisory Board shall comprise the Council Chairman and four elected Lions and may, at the discretion of the Lions Advisory Board but subject to the approval of Council, comprise two further appointed Members. Each elected Member and appointed Member shall have one vote only.

1.1 The Executive Officer, National Treasurer and Legal Officer shall be ex-officio members of the Lions Advisory Board but shall not have the right to exercise a vote.

1.2 The Chairman of the Lions Advisory Board shall be an elected Member appointed by the Board out of their own number for a term not exceeding two years and shall not be entitled to a casting vote. The Council Chairman then in Office shall act as Deputy Chairman and shall have the right to exercise a vote.

(c) Should there be any vacancy in the Office of the membership of the Lions Advisory Board the vacancy, if relating to the office of an elected member may be filled by Council and, if relating to an appointed member, may be filled by the Board but subject to the approval of Council but no vacancy shall invalidate any determination or action of the Lions Advisory Board pursuant to a resolution of that body made at any convened meeting at which a quorum was present. Any such vacancy, if relating to an elected member, shall be filled by Council and if relating to an appointed member shall be filled by the Board, in such manner as the Council or Board may respectively determine. The vacancy so filled, if in respect of an elected member, shall relate to the period computed from the date of appointment until the rising of the next succeeding Multiple District Convention at which an election shall be conducted to fill the vacancy. If relating to an appointed member, the vacancy so filled shall relate to a term not exceeding two years determined by the Board.

(d) The quorum of any Meeting of the Lions Advisory Board shall be four elected Members (and for such purpose the Council Chairman shall be deemed an elected Member).

(e) The 2018 Multiple District Convention shall be empowered to elect four members being members of Lions Clubs as elected members of the Lions Advisory Board. Any member of a Lions Club seeking such election shall obtain the written consent of the Club of which the candidate is a member and shall deliver written notice of intention to seek such election to the Executive Officer no less than sixty days prior to the convening date of the 2018 Multiple District Convention. The candidate shall further deliver with the Notice of Intention evidence of any qualifications for such election as set out in this clause.

(f) The preferred qualifications for election or appointment to the Lions Advisory Board shall be:-

- Qualifications in company directorship or significant business experience in an equivalent capacity.
- Experience in the role of Director of a Corporate, not-for-profit or private Company.



- Sound knowledge of MD201 of Lions Clubs International (Lions Australia), its projects and activities.

Any Lion in good standing who is a Member of a Club in good standing within the Multiple District may stand for election to the Lions Advisory Board.

(g) The election shall be conducted in like manner to the election of a candidate for the Office of an International Director. Council should it so wish may endorse any candidate or candidates.

(h) The successful candidate securing the greatest number of votes at the 2018 Multiple District Convention shall be deemed to serve for a term of four years; the successful candidate securing the next highest number of votes shall be deemed to serve for a period of three years; the next successful candidate securing the next highest number of votes shall be deemed to serve for a period of two years and the next successful candidate securing the next highest number of votes shall be deemed to serve for a period of one year.

(i) With effect on and from the 2019 Multiple District Convention delegates may elect a new member of the Lions Advisory Board and the successful candidate shall serve for a term of four years.

(j) Any appointed member of the Lions Advisory Board shall serve for such period not exceeding two years as determined by the Board.

(k) Any elected member of the Lions Advisory Board may stand for re-election and any appointed member may be re-appointed by the Board. Any elected or appointed member shall not serve for more than eight consecutive years.

(l) The Chairman of the Lions Advisory Board may be re-appointed by the Board but shall not serve in that capacity for more than six consecutive years.

(m) Any elected or appointed member of the Lions Advisory Board may be removed from office for good cause pursuant to a resolution endorsed by not less than a 3/4ths affirmative vote of the members of the Council then present and voting.

(n) Any elected or appointed member of the Lions Advisory Board may resign from the Board by notice delivered in writing to the Executive Officer. Should any elected member cease to be a member in good standing of a Lions Club in good standing within the Multiple District then such member shall be deemed to have resigned.

(ii) The inclusion of the following further provision in the Multiple District Constitution:

“Lions Advisory Board Fund”

Sufficient monies shall be paid into this fund to meet the administrative expenses of the Lions Advisory Board. All members shall be reimbursed for any approved expenditure but shall not be entitled to any honorarium or salary.”



Notional Meeting Schedule

COUNCIL (with LAB Executive only)	LAB
	Teleconference <ul style="list-style-type: none"> June/July – 1-2hr teleconference– Finalise Draft Management Plan and budget for consideration by Council.
Face-to-face Meeting <ul style="list-style-type: none"> August – Meeting with Council LAB Executive presents Draft Management Plan and Budget for consideration by Council	
	Face-to-face Meeting <ul style="list-style-type: none"> September – Possibly following Council meeting.
	Teleconference <ul style="list-style-type: none"> Oct/Nov – 1-2 hour teleconference
	<ul style="list-style-type: none"> December – Face to Face meeting
Face-to-face Meeting <ul style="list-style-type: none"> January – Meeting with Council LAB Executive reports on progress	
	Teleconference <ul style="list-style-type: none"> February – 1-2 hour teleconference Response to Council outcomes
	Face-to-face Meeting <ul style="list-style-type: none"> March/April – 1 day meeting – Finalise Reports to Council
Face-to-face Meeting <ul style="list-style-type: none"> May – Meeting with Council LAB reports on outcomes of Management Plan and Budget Presents draft budget for adoption in principle Attended by the full LAB	
	Face-to-face Meeting <ul style="list-style-type: none"> May – Face to face meeting following Convention. Review Council resolutions.



LIONS ADVISORY BOARD MEMBER Position Description

Background

The Lions Advisory Board (LAB) is established to govern specific operations on behalf of the Multiple District Council.

Lions Advisory Board members are elected at the Multiple District Convention and serve a four-year term. They may serve two consecutive terms.

The scope of activities governed by the LAB is determined by Council from time to time and described in the Annual Management Plan and Budget, but generally covers the following programs and service areas.

- **Projects**
 - Youth of the Year
 - Leos
 - Youth Exchange
 - Fundraising Projects
 - Cakes
 - Mints
 - Cookies
- **Events**
 - Convention Planning
 - Council Meeting Planning
- **Services**
 - National Office
 - Public Relations
 - Communications
 - Financial Administration
 - Governor Training
- **Partnerships**
 - Sponsorship
 - Foundation Liaison
- **Human Resources**
 - Succession Planning
 - Appointments (as defined in the Accountability Structure)



Position Statement

Role

The Lions Advisory Board governs the operations previously defined, on behalf of Council.

The role requires attendance or participation at approximately 4 face-to-face meetings and 4 teleconferences. These meetings will either be held in Newcastle at the National office or in conjunction with other Lions events for efficiency.

The Chairperson of the Lions Advisory Board will also attend part of the Multiple District Council meeting to deliver the LAB reports with the Executive. Members of the LAB may be required to attend Council meetings from time-to-time.

Competencies and skills

- Knowledge of a governance responsibilities – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities;
- Strategic expertise – the ability to review the strategy through constructive questioning and suggestion and contribute to effective decision making.;
- Accounting and finance – the ability to read and comprehend accounts, financial material, financial reporting requirements and some understanding of corporate finance;
- Legal – the LAB's responsibility involves overseeing compliance with numerous laws as well as understanding the individual member's legal duties and responsibilities;
- Managing people and achieving change – experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication.;
- Industry knowledge – experience in similar organisations or industries.
- Understanding of Lions programs covered by the LAB

Competencies (Personal attributes)

- Integrity – fulfilling duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests;
- Collaborative yet curious and courageous – a member must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussions with management and fellow board members where required;
- Emotional intelligence – as well as self-awareness and self-management, a member needs to demonstrate empathy manifested through strong interpersonal skills. A member must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint;
- Commercial judgement and instinct – a member needs to demonstrate good business instinct and acumen, and be able to assimilate and synthesise complex information;
- Active contribution - a member needs to be an active contributor with genuine interest in the organisation and its business.



Specific Duties of the Lions Advisory Board Chairperson

- The Lab Chairperson is responsible for leading and guiding the Lions Advisory Board.
- He or she sets the agenda for the LAB in consultation with the Council Chairperson and the Executive Officer.
- He or she attends the Council Committee meeting and Council meeting to deliver the LAB Committee reports.
- The LAB Chairpersons reports annually on the progress of the LAB to the Multiple District Convention.
- The LAB Chairperson has no line-management responsibilities.

Expenses and remuneration

- No remuneration or honorarium applies to this positions.
- Reimbursement of expenses applies according to the Multiple District General Reimbursement Policy.

Preferred Qualifications

The successful candidate will:

- Hold qualifications in company directorship or significant experience in an equivalent capacity.
- Demonstrate experience in the role of director of a corporate, not-for-profit or private company.
- Demonstrate sound knowledge of MD201 of Lions Clubs International (Lions Australia), its projects and activities.

Note: Positions on the LAB are open to all Lions with suitable experience.

Election process

Positions on the LAB are elected by delegates at the Multiple District Convention.

1. The Executive Officer will call for nominations to the LAB 90 days prior to the Multiple District Convention.



2. Nominees will furnish their nominations to the Executive Officer no later than 60 days prior to the Multiple District Convention. Nomination information includes:
 - a. A response to the Competencies and Skills Section of this Positions description.
 - b. A direct response to the Preferred Qualifications
 - c. Candidate information to be provided to delegates. This information is the candidates electioneering advice to members, and claim to the position. It must be no more than one A4 page printed at 12-point font on a single side.
 - d. Candidates will also supply a digital photograph for electioneering.
3. Council's Nominations Committee will review the nominations and confirm that the nominee has met the criteria. All nominations will be put forward at Convention with the returning officer advising those candidates that, in the opinion of the Nominations Committee have met the criteria above.
4. 30 days prior to the Convention, the Executive Officer will:
 - a. Forward Candidate information to each club by e-mail.
 - b. Publish candidate information and photograph on the Lions Australia website for the information of members.
5. The election of a LAB member will be conducted as described in the policy.