

Chairperson – Disaster Recovery Advisory Team

POSITION STATEMENT

Responsibilities

Responsible to the Council through the Executive Officer for the activities of the Disaster Recovery Advisory Team.

Background

Council resolved to establish a Disaster Recovery Advisory Team to:

- Assist Districts and/or Clubs to better understand the Lions potential value in Community Disaster Recovery Assistance.
- Assist Lions Clubs/Districts to better present their Community Assistance Capabilities to Local Governments for inclusion in Local Government Disaster Management Plans.
- Look at developing a structure to better recognize available Lions Disaster assistance resources at District and cross District boundaries.

The Committee is in the conceptual stage of development and the initial role of the Chairperson will be to formalise its operation through reports to Council

Duties

- To develop draft terms of reference for the Committee for consideration by Council
- To document the Disaster Management structures in each District in a Multiple District Disaster Management handbook for report to Council.
- To convene a Disaster Recovery Advisory Committee by teleconference including:
 - The Information Technology/Communications Officer
 - A Disaster Recovery Advisory Committee member from each State and Territory.
- To report to Council on effective methods of managing national disasters and post-disaster recovery through coordination of effort.
- To act as the Lions Alert Chairperson for Multiple District 201.

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Revision Date	31 January 2018	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Executive Officer

Structure

With respect to responsibilities under the control of the Multiple District, the position is supervised by the Executive Officer

Conditions

The Disaster Recovery Advisory Team is to operate at minimal cost to the Multiple Districts. Meetings are to be conducted by teleconference and any additional costs require the specific approval of Council.

Approved expenses are covered by the Multiple District General Reimbursement Policy.

PERSON PROFILE

The Multiple District Disaster Relief Advisory Team Chairperson should have following experience, skills and personal attributes.

Experience

- Leadership experience in a collaborative, team environment.
- Excellent verbal and written communication skills.
- Experience in a role related to emergency management, disaster relief, management and/or recovery.
- Sensitivity to the environment of the Multiple District, particularly the diversity of approach within Districts.

Skills

- Excellent computer skills, particularly using e-mail and MsWord(report writing)
- The ability to effectively use teleconferencing software.
- Highly developed leadership skills and organisational ability
- Ability to order priorities; set and meet deadlines.
- The ability to manage a complex, and geographically diverse team.
- Knowledge of Lions Clubs International and Disaster Management structures.

Personal Attributes

- Recognised leadership qualities with high personal integrity.
- Self-motivated person with the ability to manage the competing demands of various stakeholders.
- Capable of working with a range of people and willingness to listen to, and communicate with, members of other Committees.
- An optimistic and positive approach, and resilience in dealing with stakeholder demands.

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