

Youth Exchange Committee Chairperson

POSITION STATEMENT

Responsibilities

The occupant of this position will be responsible to the Manager Youth & Community Projects for the:

- Coordination of all aspects of the administration and finances of the MD201 Youth Exchange Program.
- Promotion of the Youth Exchange Program through the District Youth Exchange Chairpersons.
- Interaction as a member of the MD201 Youth Committee to promote youth initiatives.
- The achievement of the Council's objectives relating to the MD201 Youth Exchange portfolio as incorporated within the Management Plan.
- Monitoring the extent to which performance targets of the Youth Exchange Committee, as documented in the MD201 Management Plan, have been met.

Duties

- Ensure all aspects of the MD201 Youth Exchange Program are administered according to the policy and procedure of the Multiple District.
- Coordinate the functions of the MD Youth Exchange Program and to assign the Program chairpersons to a specific task within the structure of the committee.
- Provide a training program for all MD Youth Exchange program chairpersons.
- Investigate and initiate new exchange programs as, and when, approved by the Multiple District Council.
- Work with the MD Chairpersons of Youth of the Year 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 Chairpersons to encourage the sharing of ideas and projects.
- Convene and chair all meetings of the Youth Exchange Committee and ensure all copies of the Minutes are circulated to all relevant personnel.
- Advise the Manager, Youth & Community Projects regarding the placement of advertisements calling for expressions of interest for the position of the authorised travel agent for Youth Exchange.
- Liaise with the Manager, Youth & Community Projects regarding the appointment of chaperones to accompany exchangees overseas.

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- Coordinate a static display for Youth Exchange at the Multiple District Convention.
- Prepare an administration budget submission to be incorporated in a consolidated budget submission to Council by the Manager, Youth & Community Projects.
- Manage expenditure against the approved budget and to ensure that no expenditure is incurred outside the budget.
- Monitor all expenses incurred by the Program Chairpersons and Youth Exchange Greeters before submitting them for authorisation to the Manager Youth & Community projects.
- Negotiate the purchase of all official Youth Exchange merchandise and coordinate its distribution to clubs and districts.
- Coordinate the production of all Youth Exchange Stationery, including forms, and its distribution throughout the Multiple District.
- Coordinate the development of all new initiatives including the promotion and publicity of the Youth Exchange program and submit recommendations for their implementation.
- Determine, in conjunction with the appointed Travel Agent and the Program Chairpersons, the program costs for the year ahead travel program and to organise the distribution of this early in the year of the proposed travel in conjunction with an up to date brochure.
- Prepare regular reports to be incorporated as part of a consolidated report to Council by the Manager, Youth & Community Projects.
- 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 Outreach Committee for the coming Lions year.
- Submit to the Youth & 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 portfolio 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.
- 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.
- Prepare an annual report to be incorporated as part of a consolidated annual report to the Multiple District Convention by the Manager.
- Attend meetings of the Youth & Community Projects Committee as called by the Manager.
- Provide a complete and confidential annual report to the Manager, Youth & Community Projects as to the effectiveness of all committee members.

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PERSON PROFILE

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

Experience

- A comprehensive knowledge of the Lions Clubs International Youth Exchange Program.
- Involvement and experience in organising all aspects of the Youth Exchange Program.
- Have fulfilled at minimum of one full term as a Youth Exchange Program Chairperson on the Multiple District Committee.
- 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 Exchange Program.
- Good written and communication skills, including the ability to communicate with overseas youth exchange personnel.
- Ability to meet deadlines and present reports in a clear and concise manner.
- Ability to interface with the Lions-Quest, Youth of the Year and Leo/Youth Outreach MD201 Chairpersons to work as part of the MD Youth Team.
- Ability to make presentations and answer questions on all aspects of the Youth Exchange Program.
- Ability to utilise the financial, material and human resources of the Youth Exchange Committee efficiently and effectively.
- High level of presentation skills.

Personal Attributes

- Recognised leadership qualities with a high personal integrity.
- Holds current Police Clearance certification and any other requirements as per State Legislation to work with Youth.
- 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 Exchange Committee.

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- 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 Exchange 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.
- Access to appropriate technology to manage all aspects of successful communication - both verbal and written – in keeping with current methodology and trends.

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