

MD 201 Convention Committee Chairperson

POSITION STATEMENT

RESPONSIBILITIES

Responsible to MD201 Council, through the Executive Officer for the:

- Achievement of the Council's Objectives as they relate to the organisation and operation of the MD Convention.

DUTIES

- To manage the planning and operation of their Multiple District Convention.
- To deliver the outcomes specified within the Convention bid documents, MD Constitution and policy for the Multiple District Convention.
- To proactively communicate with the Multiple District with respect to the Convention, in particular:
 - Functions and events to be conducted.
 - Contract matters.
 - Financial risks and exposure.
- To report to each Council meeting in the 2 years leading up to the Convention, on pertinent matters related to that Convention, including program, compliance with Convention Policy and budget.
- To report to the National Treasurer at least quarterly up to one year from the Convention, and monthly in the year prior to the Convention, on financial performance against the approved budget
- To build a strong team of local Lions to participate in the planning and operation of their Multiple District Convention.
- To convene and chair meetings of the nominated Multiple District Convention Committee.
- To maintain open communication and consultation with the Council Chairperson, Executive Officer and Sergeant at Arms.
- To arrange for proper minutes of the Committee Meetings to be taken and distributed.
- To build a strong network of local support for the Convention within the community, local government and business.
- To act as the initial point of contact with key venues and contractors.

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PERSON PROFILE

EXPERIENCE

- Previous experience in the organisation or conduct of a MD preferably or a District Convention.
- Experience in chairing a committee and proven ability to be able to co-ordinate members.
- A good understanding of Lions at Multiple District, District, Club and individual member level.

SKILLS

- Sound written and oral communication skills.
- Ability to prepare and make professional presentations as required.
- Ability to make effective use of financial, material and human resources of the Multiple District.
- Ability to set out and meet priorities and deadlines.
- Ability to present reports on time and in a clear and concise manner.

PERSONAL ATTRIBUTES

- Recognised leadership qualities with high personal integrity.
- Well-developed Project Management Skills
- Self-motivated person with the ability to maximise the contribution of members of the Multiple District Convention Standing Committee and others as necessary.
- A positive outlook, good sense of humour and exemplary behaviour in stressful circumstances.
- Capable of working with a range of people (Lions and non-Lions) to obtain favourable results.
- A personality which will foster and maintain harmony within the Committee.
- Understanding of interpersonal relationships and willingness to resolve conflicts, make decisions and implement those decisions.

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