

Australian Lions Children's Mobility Foundation (ALCMF) Trustee

Responsibilities

The occupant of this position will be responsible to the Youth & Community Projects Committee through the ALCMF Committee Chairman for:

- Promoting the activities of the Australian Lions Children's Mobility within the designated State/Area.
- Establishing good communication and a working relationship between the State Spastic Centre or other relevant agency.
- Coordinating all matters pertaining to the activities of the ALCMF within the designated State/Area.
- reporting all activities pertaining to the portfolio to the MD Chairman.

Duties

- Assist the District Chairmen within each State with all matters relating to the ALCMF and act as a resource person.
- Actively promote the ALCMF as a major initiative of MD201 Lions
- Regularly liaise with the relevant Spastic Centre or relevant agency to:
 - Assist in the development of awareness of the Foundation and its purpose
 - Develop promotional materials such as brochures and videos
 - Seek funding support from the corporate/government sectors.
 - Provide support for the clients and their families.
- Manage all financial records and accounting within the designated State/Area in conjunction with the ALCMF Treasurer.
- Actively follow up with Lions Clubs with regard to ongoing donations to the Foundation.
- Encourage a forum and display at District Conventions.
- Assist the ALCMF Chairman with all activities at the Multiple District Convention including a static display, and maybe a presentation to convention delegates.
- Participate in all meetings as called by the MD Chairman of the Australian Lions Children's Mobility Foundation.
- Assess all applications for financial assistance from the ALCMF and, with the other Trustees, decide the outcome of said application.
- Provide a written report to the MD201 ALCMF Chairman on activities within the State/Area of responsibility.

Position Statement

PERSON PROFILE

An ALCMF Trustee should possess the following experience, skills and personal attributes.

Experience

- Previous experience in organising, coordinating and managing a similar project at least to District level.
- Previous demonstrated interest in Youth/Disability Welfare projects..
- A sound knowledge of all aspects of the Australian Lions Children's Mobility Foundation and its functions.
- A working knowledge of Lions Activities within the Multiple District.

Skills

- Good written and oral communication skills.
- The ability to meet deadlines and represent reports in a clear concise manner.
- Ability to work in partnership with the relevant State Spastic Centre or other agencies.
- The ability to make presentations and answer questions pertaining to the ALCMF.
- The ability to work with District Chairmen, District Governors and other Lions Officers within the designated State/Area to set goals, promote the ALCMF programme and follow up on the progress of set goals.
- The ability to coordinate a training programme for District Chairmen.

Personal Attributes

- A demonstrated understanding and sensitivity to privacy considerations, particularly in relation to dealing with applicants for assistance through the Foundation.
- A demonstrated ability to work as a member of a team.
- The ability to work with a diverse group of people.
- Recognise leadership qualities with high personal integrity.
- Good communication skills.
- Access to a computer, email/fax service and other equipment required to fulfil the duties of this portfolio.

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 Working with Children Check (or equivalent).

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Author	Rob Oerlemans	Authorised by	Y&CP National Coordinator