

Lions Cake & Mint Committee State Coordinator

POSITION STATEMENT

Responsibilities

Responsible to the MD 201 Cake and Mint Chairperson.

Skills

- Sound written and oral communications skills.
- Ability to prepare and make professional presentations.
- Ability to order priorities; set and meet deadlines; and present reports in a clear and concise manner.
- Possess basic computing skills and experienced in electronic communications.

Duties

- To be responsible for the area of the Multiple District allocated to the coordinator on a state prefix letter basis, for all aspects of the Lions Cake and Mint Program.
- Develop teamwork with and organise ongoing training for the District Cake and Mint Chairperson within the allocated area/s and to provide advice and assistance to the District Cake and Mint Chairperson in order to achieve a unified approach to the promotion and marketing of the programs.
- Attend meetings of the Cake and Mint Committee as requested, and to report, in writing, to the Cake and Mint Chairperson twenty one (21) days prior to each Marketing Committee Meeting.
- Assist with the organisation and presentation of the annual District Cake and Mint Chairperson's Training Seminar and other approved seminars, and assist with the regular review and revision of material used by the Committee and District Cake and Mint Chairpersons.
- Undertake specific tasks related to the operations of the program as directed by the Chairperson.
- Attend District Conventions as directed and make presentations and/or conduct forums as requested by the District Governors.
- To take part in presentations and/or static displays at Multiple District Conventions as provided by Council policy.

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Author	David McKenzie	Authorised by	Rob Oerlemans

PERSON PROFILE

A Lion appointed to carry out the duties of State Coordinator should possess the following experience, skills and attributes:

Experience

- Previous experience or demonstrated interest in the preparation of strategies and programs for the promotion and marketing of Cakes and Mints.
- A sound knowledge and understanding of the Lions organisation, at least at District, and preferably, Multiple District level is required.

Skills

- Sound written and oral communications skills.
- Ability to prepare and make professional presentations.
- Ability to order priorities; set and meet deadlines; and present reports in a clear and concise manner
- Good computer skills and the ability to use e-mail, word processing software, social media and web-based software to communicate with stakeholders and manage the program.

Personal Attributes

- Recognised leadership qualities with high personal integrity.
- Self motivated with the ability to maximise the contributions of others.
- Interest in developing programs and strategies which will enhance the future of Lionism.
- Capable of working with a range of people and willingness to listen to, and communicate with members of the Committee, other Committees, District and Club Cake and Mint Chairpersons.
- A personality which will foster and maintain harmony.
- An understanding of interpersonal relationships and a willingness to resolve conflict, take decisions and implement those decisions.

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