

## Lions Hearing Dogs Committee Chairperson

### Responsibilities

Responsible to the 201 Multiple District Council of Governors for the:

- Efficient management of the Lions Hearing Dogs Inc. program
- Human resource management of the Verdun Training Centre
- Maintenance of the Verdun Training Centre
- Maintenance of appropriate financial records
- Formulation, recommendation and review of policy relating to the Lions Hearing Dogs Inc.
- To convene and chair meetings of the Lions Hearing Dogs Inc.

### Duties

Management Committee

- To raise sufficient funds to meet demands for service
- To liaise with the Training Centre Executive Officer on human resource management, training, superannuation, work cover and ensure current human resource legislative requirements are maintained
- To ensure that Training Centre computer systems integrity is maintained
- To aggressively promote the program both within and outside the Lions organisation
- To ensure that MD201 Council policy in relation to teleconferencing, minutes, budgeting and financial management is maintained
- To report to each Council meeting and act in accordance with approved recommendations of Council
- To submit annual audited financial statements to the second meeting of MD Council following the end of the financial year (currently 31st December)
- To submit an annual report for inclusion in MD201 Convention Reports
- To prepare the agenda for and chair the Annual General Meeting of Lions Hearing Dogs Inc
- To ensure District Governors, District Chairmen and Editors are informed of matters relating to their District and the project in general
- To take any action on matters related to the project as directed by MD201 Council.

## Lions Hearing Dogs Committee Chairperson

The Chairperson of Lions Hearing Dogs Inc. should possess the following experience, skills and personal attributes.

### Experience

- A sound knowledge and understanding of MD201 practices and procedures
- Experience and knowledge of various levels of human resource management
- A good general understanding of District operations
- Experience in computer systems management
- Proven managerial skills in a “hands on” situation.

### Skills

- The ability to plan effectively and organise priorities
- High degree of both written and oral communication skills
- Ability to formulate and review policy related to the operations of Lions Hearing Dogs Inc
- Ability to liaise effectively with the various spheres of the media
- Sufficient understanding of accountancy practices to oversee the financial management of the project
- A skilled keyboard operator with working knowledge of Microsoft Office Professional Suite
- Experienced, comfortable public speaker.

### Personal Attributes

- A high degree of initiative
- Capable of motivating others and maintaining good working relationships with both staff and the management committee
- Sound leadership qualities, capable of making quick decisions without reference
- An innovative personality with good conflict resolution skills
- Personal integrity of a high level.

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