

# Position Statement

## Youth & Community Projects National Coordinator

### Background

The Youth and Community Projects National Coordinator provides advice to the Council on all matters within the portfolio identified below. The term is three years.

### Responsibilities

Responsible to the Multiple District Council of Governors for the:

- Efficient management of the Youth & Community Projects Committee
- Achievement of the Council's Corporate Objectives as they relate to the Youth & Community Projects Committee
- Effective use of the financial, material and human resources of the Multiple District and
- Formulation, recommendation and review of policy relating to the youth, health, community and environmental projects.

### Duties

- To manage programs within the Youth and Community Projects portfolio through the relevant Chairpersons.
- To manage financial resources for these programs, consistent with the Multiple District Rules of audit.
- To develop and maintain systems to manage child protection matters, within the Multiple District, and to advise the Council about Child Protection policy.
- To work with the Executive Officer to develop and promote programs within the portfolio to improve and build the image of Lions within Australia.
- To encourage strong communication between the program Chairpersons and the Multiple District.
- To report to Council about the progress of programs, highlighting issues that require Council actions and decisions.
- To build and maintain an effective relationship with sponsors of the programs, in partnership with the Executive Officer.
- To prepare budgets for the portfolio in conjunction with the project chairpersons for review by the National Treasurer.
- To submit an annual report on all relevant projects for inclusion in the MD201 Convention Reports.

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- To attend District conventions, when invited, to promote and inform on current developments within the Youth & Community Projects portfolio.
- To maintain Position Statements and Person profiles for members of the Youth & Community Projects Committee and its subcommittees,
- To regularly review the performance of each subcommittee and to take any necessary action to ensure that the subcommittees are functioning effectively.

## Structure

The Youth & Community Projects National Coordinator is supervised by the Executive Officer and is a member of the Multiple District Management Group.

## Attendance

The National Coordinator is required to attend the following meetings and events.

- National Convention
- Meetings of the Multiple District Management Group
- Council meetings, including all Standing Committees

Travel and accommodation expenses for approved meetings are covered by the Multiple District.

## Experience, Skills & Personal Qualities

- The ability to understand, organise and manage the diverse operations of the projects within the portfolio reliably and in a timely manner.
- Experience in leadership roles within, or outside of Lions.
- Strong written and verbal communication skills.
- The ability to manage relationships effectively at all levels.
- A sound knowledge of Lions Clubs International and Lions activities within the Multiple District.
- Experience in managing groups of people in paid work or as volunteers.
- Integrity and personal standards consistent with the ethic of Lions Clubs International.
- The ability to represent Lions Australia in relation to Youth & Community Projects on committees and to groups and forums at State and National level.
- Demonstrated ability to manage and account for significant financial and material and resources.

## Committees & Program Responsibilities

- Youth of the Year Program
- Youth Exchange Program
- Leo Program

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- Youth Conversion Program
- Peace Poster and Services to Children Project
- Prostate Cancer Awareness Project
- Prostate Cancer Research and Therapy Project
- Lioness Committee
- Youth Conversion Program
- The Australian Lions Children's Mobility Foundation.
- The Australian Lions Childhood Cancer Foundation

## Table of Revisions

Rev #	Clause	Description of Change
1.1		Revision prior to advertising 2008.
2.0		Revision prior to advertising 2011
2.1		Reformatted prior to advertising 2022

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