

# Lions Peace Poster Chairperson

## POSITION STATEMENT

### Responsibilities

- The occupant of this position will be responsible to the Manager, Youth & Community Projects to:
- Coordinate all matters pertaining to the International Lions Services to Children and Peace Poster programmes.
- Interact as a member of the MD201 Youth Committee to promote all youth initiatives.
- The achievement of the Council's objectives relating to the Lions Services to Children/Peace Poster portfolio as incorporated within the Management Plan.

### Duties

- Promote all aspects of the International Lions Services to Children and Peace Poster programmes.
- Liaise with the MD Chairman and State chairmen of the LCIF and International Understanding Committee to develop and publicise projects under the umbrella of the International Lions Services to Children programme.
- Act as a resource person to District Chairmen and Lions within the Multiple District.
- Assist District Chairmen with all aspects of the International Lions Services to Children and Peace Poster Programmes.
- Work with District Chairmen to ensure all deadlines are met with regard to the Peace Poster Contest.
- Act as a resource person to District Governors and the Council chairman with regard to the judging of the Peace Poster Contest.
- Work with the MD Chairmen of Youth of the Year, Leos/ Youth Outreach and Youth Exchange to promote and inter-relate these programmes and to develop a coordinated youth package.
- Establish a communication network between the District Youth Chairmen and encourage the sharing of ideas and projects.
- Represent to Council the progress of all projects being undertaken throughout the Multiple District in a report submitted to the Manager, Youth & Community Projects.
- Monitor the role, function and effectiveness of the Lions Services to Children/ Peace Poster Programmes throughout the Multiple District.
- Submit to the Youth & Community Projects Manager:
- input to the draft Management Plan on an annual basis

Revision No.	2.0	Relates to:	Human Resources
Revision Date	16 October 2013	Applies to	Position Holder
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- a report setting out the extent to which performance targets set for each item, relevant to this portfolio as contained in the Management Plan, have been achieved during the period since the last report was submitted. NOTE: reports are periodic as required for submission to the next Council meeting.
- Provide a report to the Manager Youth & Community Projects, prior to each Council meeting, setting out the extent to which performance targets for the Lions Services to Children/Peace Poster programmes have been met.
- Coordinate a static display at the Multiple District convention to promote these programmes.
- Prepare a budget as part of a consolidated submission to Council by the Manager, Youth & Community Projects.
- Manage expenditure against budget as approved by Council, and ensure no expenditure occurs outside the budget.
- Monitor all expense claims for reimbursement and forward to the Manager, Youth & Community Projects for authorisation.
- Attend meetings of the Youth & Community Projects Committee as called by the Manager.
- Prepare an annual report to be incorporated as part of a consolidated report submitted to the Multiple Convention by the Manager, Youth & Community Projects.

#### 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 police clearance.

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# PERSON PROFILE

The MD201 Lions Services to Children/Peace Poster Chairman should possess the following experience, skills and personal attributes.

## Experience

- A comprehensive knowledge of the Lions Clubs International Services to Children and Peace Poster Programmes.
- Involvement and experience in organising all aspects of the Peace Poster Programme.
- A demonstrated interest in youth programmes.
- An understanding of Lions youth activities at all levels within the Multiple District.
- Experience in relating to the corporate sector, youth professionals and youth.
- Experience in working with large groups of people.

## Skills

- The ability to understand, organise and manage all aspects of the Lions Services to Children/Peace Poster Programmes.
- Good written and communication skills, including the ability to communicate with the International Youth Division of Lions clubs International.
- Ability to meet deadlines and present reports in a clear and concise manner.
- Ability to interface with the Youth of the Year , Leo/Youth Outreach, and Youth Exchange MD201 Chairmen to work as part of the MD Youth Team.
- Ability to make presentations and answer questions on all aspects of the Lions Services to Children and Peace Poster Programmes.
- Ability to utilise the financial, material and human resources of the Lions Services to Children and Peace Poster Programmes efficiently and effectively.
- High level of presentation skills.

## Personal Attributes

- Recognised leadership qualities with a high personal integrity.
- A demonstrated affinity towards young people and young people's projects within the community.
- Self motivated person with the ability to recognise and enhance the contribution of the District Chairmen of these portfolios.
- Ability to work as part of a team.

Revision No.	2.0	Relates to:	Human Resources
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- Capable of working with a range of people and a willingness to involve all members of the various MD201 Youth Committees.
- A personality that will foster and maintain harmony within this committee.
- Good people skills including a willingness to resolve conflicts, take decisions and implement those decisions.
- Access to appropriate technology to manage all aspects of successful communication - both verbal and written – in keeping with current methodology and trends.

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