

# Intending Candidates for the Lions Long Range Development Committee (LRDC)

## Information package

Thank you for considering an opportunity to serve on the LRDC. This information pack provides some details about the LRDC and sets out requirements sought from potential candidates.

The LRDC is an initiative of MD201 which has the support of Lions Clubs International but is unique to the situation here in Australia. It was established in 2014 to assist the Council of Governors with the strategic issues facing Lions Clubs International here in Australia by having a pool of appropriately qualified individuals not constrained by the operational duties of Council or those being pursued by individual Governors in their roles as a members of Council

The structure of the LRDC is:

<b>Chairman:</b>	Elected by the LRDC members from time to time from one of the independent members
<b>Independent Members:</b>	Between 5 – 7 Independent members approved by the Council of Governors
<b>Ex-officio Members:</b>	Being the sitting Council Chairman, Executive Officer, Legal Officer and Treasurer
<b>Appointee:</b>	Council may appoint individuals with particular skills to assist project review and implementation as required and agreed for a specific time period. (Open to non-Lions)

The LRDC reports to the Council of Governors through the Administration Committee. Reporting will depend upon the issues being pursued and agreed with the Council but is likely to occur for each Council Meeting.

## About the candidates

You will note from the information package that the LRDC is seeking Lions with strong skills, credentials and experience in the following:

1. Governance
2. Strategy Development and execution
3. Organisational Change
4. Process Improvement
5. Project Management

These attributes will have been typically obtained through participation in private or public companies, partnerships or as a member of not-for-profit Boards, over and above experience in Lions. Senior experience in government and experience on government boards, task forces and panels is also valued.

Candidates should note that the LRDC is a 'working taskforce' and passive members are not sought. The majority of organisational resources will continue to be provided to support the Multiple District Council and for this reason, the LRDC will be largely self-managing and self-sustaining.

In addition to the qualifications listed in the position description, the following is essential for members of the LRDC:

1. **Creativity** – The LRDC will carefully consider the matters within its portfolio and be required to develop innovative approaches that will improve and grow the programs and activities. Recognising that both the Council and the operating committees for the programs are fully occupied with their administration, the LRDC is best placed to consider alternative approaches and strategies that will lead our programs into the future.
2. **Respect for Leadership** – The LRDC has no direct authority. Although it will be required to challenge the thinking of the organisation and recommend changes, it cannot do this without the support of the Multiple District Council, District administration and Lions Clubs International. The LRDC members individually, and as part of the LRDC, must demonstrate a sensitivity to the leadership of the organisation to ensure its recommendations are supported.
3. **Accountability** – LRDC members are individually accountable for their personal workload and undertakings. The LRDC, as an entity, is accountable to the Multiple District Council.
  - a) The LRDC is an advisory body which shall have the following responsibilities:
    - Recommend policies and strategies for the future benefit, growth, advantage and advancement of the Multiple District and submit direction, initiative and planning in regard to the implementation of such policies and strategies.
    - Carry out any other duty and/or exercise any power delegated to it by Council.
    - Any recommendation of the LRDC shall be submitted for endorsement by resolution of the Council.
    - Any recommendation may be returned to the LRDC with proposed amendments for consideration prior to the formal determination of Council.
  - b) The preferred qualifications for appointment to the LRDC shall be: -
    - Qualifications in company directorship or significant business experience in an equivalent capacity.
    - Experience in the role of Director of a Corporate, not-for-profit or Private Company.
    - Sound knowledge of MD201 of Lions Clubs International (Lions Australia), its projects and activities.
    - Any Lion in good standing who is a Member of a Club in good standing within the Multiple District may stand for appointment to the LRDC.
  - c) New members of the LRDC and the successful candidate shall serve for a term of up to four years.
  - d) Any elected member of the LRDC may stand to be re-appointed but shall not serve for more than six consecutive years.
  - e) The Chairman of the LRDC will be appointed by the members of the LRDC from one of the independent members and shall not serve in that capacity for more than six consecutive years.
  - f) Any appointed member of the LRDC may be removed from office for good cause pursuant to a resolution endorsed by not less than a 3/4 affirmative vote of the members of the Council then present and voting.

- g) Any appointed member of the LRDC may resign by notice delivered in writing to the Executive Officer. Should any elected member cease to be a member in good standing of a Lions Club in good standing within the Multiple District then such member shall be deemed to have resigned.

## Notional Meeting Schedule

COUNCIL	LRDC
	Teleconference <ul style="list-style-type: none"> <li>June/July – 1-2hr teleconference– Finalise Draft Management Plan</li> </ul>
Face-to-face Meeting <ul style="list-style-type: none"> <li>August – Meeting with Council LRDC Draft Management Plan for consideration by Council</li> </ul>	
	Face-to-face Meeting <ul style="list-style-type: none"> <li>September – Possibly following Council meeting.</li> </ul>
	Teleconference <ul style="list-style-type: none"> <li>Oct/Nov – 1-2 hour teleconference</li> </ul>
	<ul style="list-style-type: none"> <li>December – Face to Face meeting</li> </ul>
Face-to-face Meeting <ul style="list-style-type: none"> <li>January – Meeting with Council LRDC Chairman reports on progress</li> </ul>	
	Teleconference <ul style="list-style-type: none"> <li>February – 1-2 hour teleconference Response to Council outcomes</li> </ul>
	Face-to-face Meeting <ul style="list-style-type: none"> <li>March/April – 1 day meeting – Finalise Reports to Council</li> </ul>
Face-to-face Meeting <ul style="list-style-type: none"> <li>May – Meeting with Council LRDC reports on outcomes of Management Plan and Budget Present’s draft budget for adoption in principle</li> </ul>	
	Face-to-face Meeting <ul style="list-style-type: none"> <li>May – Face to face meeting following Convention. Review Council resolutions.</li> </ul>

## Lions Long Range Development Committee Member

### Background

The Long-Range Development Committee (LRDC) is established to govern, explore, analyse and recommend improvements to specific operations on behalf of the Multiple District Council.

LRDC members are appointed by the Council of Governors to serve a four year term. They may serve two consecutive terms.

The scope of activities governed by the LRDC is determined by Council from time to time and described in the Annual Management Plan but generally covers the following areas.

- Organisational Strategy
- Organisational effectiveness and efficiency
- Community contribution
- Assistance to Global Actions Teams'
- Focus on Organisational Goals such as our 5 Humanitarian Causes
- Projects
- Events
- Services
- Partnerships
- Human Resources

### Role

The LRDC governs the operations previously defined, on behalf of Council.

The role requires attendance or participation at approximately 2 face-to-face meetings and 4 teleconferences. These meetings will either be held in Newcastle at the National office or in conjunction with other Lions events for efficiency.

The Chairperson of the LRDC will also attend part of the Multiple District Council meeting to deliver the LRDC reports with the Executive. Members of the LRDC may be required to attend Council meetings from time-to-time.

### Competencies and skills

- Knowledge of a governance responsibilities – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities;
- Strategic expertise – the ability to review the strategy through constructive questioning and suggestion and contribute to effective decision making;

# Position Description

- Accounting and finance – the ability to read and comprehend accounts, financial material, financial reporting requirements and some understanding of corporate finance;
- Legal – the LRDC’s responsibility involves overseeing compliance with numerous laws as well as understanding the individual member’s legal duties and responsibilities;
- Managing people and achieving change – experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication;
- Industry knowledge – experience in similar organizations or industries.
- Understanding of Lions programs covered by the LRDC

## Competencies (Personal attributes)

- Integrity – fulfilling duties and responsibilities, acting ethically, appropriate independence, putting the organization’s interests before personal interests;
- Collaborative yet curious and courageous – a member must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussions with management and fellow board members where required;
- Emotional intelligence – as well as self-awareness and self-management, a member needs to demonstrate empathy manifested through strong interpersonal skills. A member must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint;
- Commercial judgement and instinct – a member need to demonstrate good business instinct and acumen, and be able to assimilate and synthesize complex information;
- Active contribution - a member needs to be an active contributor with genuine interest in the organization and its business.

## Specific Duties of the LRDC Chairperson

- The LRDC Chairperson is responsible for leading and guiding the LRDC.
- He or she sets the agenda for the LRDC Meetings in consultation with the Council Chairperson and the Executive Officer.
- He or she attends the Council Committee meeting and Council meeting to deliver the LRDC Committee reports as required.
- The LRDC Chairpersons reports annually on the progress of the LRDC.
- The LRDC Chairperson has no line-management responsibilities.

## Expenses and remuneration

- No remuneration or honorarium applies to this position.
- Reimbursement of expenses applies according to the Multiple District General Reimbursement Policy.

# Position Description

## Preferred Qualifications

The successful candidate will:

- Hold qualifications in company directorship or significant experience in an equivalent capacity.
- Demonstrate experience in the role of director of a corporate, not-for-profit or private company.
- Demonstrate sound knowledge of MD201 of Lions Clubs International (Lions Australia), its projects and activities.

Note: Positions on the LRDC are open to all Lions with suitable experience.

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