

Project Support Taskforce Committee Member

Responsibilities

The Project Support Taskforce provides guidance and direction to individual projects established by the Multiple District Convention as a Category B or C initiative, as well as assisting the proponents of intending projects.

The Project Support Taskforce will have a strong project management approach focused on assisting projects to deliver their goals successfully and to comply with the necessary obligations established by the Convention.

Background

Lion's members are motivated to serve by their passion for the various projects and causes adopted by our Association. The projects adopted by Convention are particularly important as they are recognized as having universal acceptance by the members of our Multiple District.

Their successes and achievements reflect positively on our Association and members, and any public issue and challenges have the potential to negatively affect our reputation.

The Project Support Taskforce is entirely focused on supporting these projects to be successful in the endeavors to continue to deliver the outcomes supported by our members.

Structure

The Taskforce reports to Council through the Fundraising and Partnerships National Coordinator. The Taskforce consults and collaborates with the Long-Range Development Committee with respect to the ongoing improvement process for projects.

Duties

1. To support projects to develop a performance-based approach including encouraging,
 - 1.1. The setting of realistic and measurable goals.
 - 1.2. Regular reporting to the members about progress towards goals.
 - 1.3. Actively managing issues and challenges facing the project and adjusting goals where necessary.
2. To encourage a project-management philosophy that assists projects to achieve goals and to respond to the external environment by:
 - 2.1. Establishing documented and realistic forward plans for the term of the project.
 - 2.2. Reviewing such plans, at least on a quarterly basis.
- 2.3. Reporting to the members regarding progress against those plans.

Position Statement



3. To provide information and support about the rules and requirements required for Category B and C projects, to assist projects to comply.
 - 3.1. Providing initial advice to the current and intending projects regarding requirements.
 - 3.2. Monitoring projects compliance with requirements and supporting them to address shortfalls.
4. To provide any necessary advice to Council regarding issues and challenges related to adopted projects.
5. To provide assistance and direction to potential new Cat B & C Lions projects on establishing the project seeking endorsement at a future Convention

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Experience

- A sound knowledge of the International Association of Lions Clubs and Lions activities at all levels within the Multiple District
- Previous success in establishing or managing Lions projects and delivering outcomes.
- Demonstrated experience in project management, goal setting and planning.

Skills

- A calm and sensitive approach
- Possess strong written and oral communication skills.
- An understanding of project “Due Diligence and Compliance” requirements of the Multiple District
- Possess good skills in using computer-based technology to communicate with fellow committee members, clubs, Districts and project management via email and other designated channels available.

Personal Attributes

- An optimistic attitude and a respectful and supportive approach.
- Recognised leadership qualities with high personal integrity.
- Interest in developing opportunities to support the growth of major Lions projects.
- Self-motivated person with the ability to manage competing demands of various stakeholders.
- Capable of working in a team and with a wide range of people, with a willingness to listen, communicate with in support of their objectives.

Revision No.	1.0	Relates to:	Project Support
Revision Date	10/9/21	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Executive Officer