

MD 201 Convention Standing Committee Chairperson / Member

Definitions

1. Convention Standing Committee: The support Committee appointed by Council to support the local organising committee.
2. Convention Organising Committee: The Committee under the leadership of the Convention Chairperson appointed by Council to conduct the Convention.
3. EQ - Emotional intelligence (otherwise known as emotional quotient or EQ) is the ability to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict.

Responsibilities

Responsible to MD201 Council, through the Executive Officer:

- a) Organise the Multiple District Convention over three years as authorised by the Convention.
- b) To work closely with the Council Chairperson with the support of the Executive Officer, to arrange, organise and promote the Convention in the Host City.
- c) Communicate the Convention opportunity to members of Lions throughout Australia and PNG.
- d) To attend prior Multiple District Conventions to promote the Convention in the Host City
- e) Bring new and modern approaches to each Convention.

This Position Statement should be read in conjunction with the published [Terms of Reference](#).

Duties

- To convene and chair meetings of the nominated Multiple District Convention Committee.
- To arrange for proper minutes of the Committee Meetings to be taken and distributed.
- To build a strong team of local Lions to participate in the planning and operation of their Multiple District Convention.
- Work with venue operators and contractors to organise the Convention.
- Deliver the Convention and its program in a manner consistent with the [MD Convention Strategy](#).
- To manage the planning and operation of their Multiple District Convention.
- To deliver the outcomes specified within the Convention bid documents, MD Constitution and policy for the Multiple District Convention.
- To report to the National Treasurer at least quarterly up to one year from the Convention, and monthly in the year prior to the Convention, on financial performance against the approved budget
- To build a strong network of local support for the Convention within the community, local government and business.

Person Profile

- To maintain open communication and consultation with the Council Chairperson, Executive Officer and Master of Ceremonies.
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Experience

- Previous experience in the organisation or conduct of a Multiple District or a District Convention.
- Experience in chairing a committee and proven ability to be able to co-ordinate members.
- Previous attendance at 3 or more Multiple District Conventions.
- Experience in planning complex events.

Skills

- Sound written and oral communication skills.
- Ability to prepare and make professional presentations as required.
- Ability to make effective use of financial, material and human resources of the Multiple District.
- Ability to set out and meet priorities and deadlines.
- Ability to present reports on time and in a clear and concise manner.

Personal Attributes

- Well-developed Project Management Skills
- Self-motivated person with the ability to maximise the contribution of members of the Multiple District Convention Standing Committee and others as necessary.
- A positive outlook, good sense of humour and exemplary behaviour in stressful circumstances.
- A sensitive and caring approach and a personality which will foster and maintain harmony within the Committee.
- Understanding of interpersonal relationships and willingness to resolve conflicts, make decisions and implement those decisions.

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Terms of Reference

MD201 Convention Organising Committee

- 1) Section 1 – Overview
 - a) Establishment of Committee
 - i) The Committee is established by the MD201 Council.
 - ii) The Committee is established to carry out the objectives and functions below as authorised by Council resolution.
 - b) Objectives
 - i) To arrange and organise the MD201 Convention authorised by the Multiple District Convention.
 - ii) To support continuous improvement of MD201 Conventions aimed at increasing attendance and member satisfaction.
- 2) Section 2 - Committee membership
 - a) The members of the Committee are as follows:
 - i) Chairperson
 - ii) Secretary
 - iii) Treasurer
 - iv) Registration Officer
 - v) Committee member[s]
 - b) Chair
 - i) A Chairperson will be appointed by Council through the normal nominations process. The remaining members will be appointed by the Chairperson following their appointment.
 - c) The Executive Officer will participate in the Committee in an ex-officio capacity.
- 3) Term of office
 - a) The committee will serve for up to three years and the Committee will be disbanded on 30 June following the conclusion of the Convention, subject to the final accounts being presented to the National Finance and Operations Manager.
- 4) Functions of the Committee
 - a) The functions of the Committee are to:
 - i) To communicate to members regularly to promote the Convention and encourage registrations.
 - ii) Arrange the key functions in collaboration with the Council Chairperson and Executive Officer including the:
 - (1) Opening Ceremony
 - (2) Closing Ceremony
 - (3) Remembrance Ceremony
 - (4) Leo of the Year Program
 - (5) Youth of the Year Program
 - (6) Keynote speakers
 - (7) Gala dinner
 - b) To provide content for the Convention website provided by the National Office including:
 - i) Registration form
 - ii) Accommodation options

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Terms of Reference

Always.



- iii) General information about the Convention including date, venue, travel options etc.
 - iv) Information about key speakers and events.
 - v) Draft program.
 - c) To arrange key draft contracts for the headquarters hotel and Convention Venue and to provide these to the Executive Officer for authorisation.
 - d) To arrange local transport for conventioners between accommodation venues and the Convention venue as needed.
 - e) To maintain an e-mail address, social media page and other such information to receive member enquiries about the Convention.
 - f) To assist the Lions Customer Service officer with the preparation of the Convention Handbook including sourcing local printers, seeking advertisements to support the cost and providing content.
 - g) To maintain a current and accurate forward plan for the Convention with key targets and provide such to the Executive Officer.
- 5) Authorities
- a) The Committee is authorised to carry out the objectives and functions indicated in this document and any functions specifically authorised by Council resolution. Council may amend this document at any time.
 - b) Expenditure outside of the approved budget must be approved by Council.
 - c) Expenditure on any item exceeding \$5,000 must be reviewed by the Finance and Operations Manager.
 - d) The Finance and Operations Manager will guide the Committee Treasurer in necessary accounting practices.
- 6) Conduct of Committee business
- a) Meetings
 - i) The Committee will meet at least four times per year 3 years ahead of the Convention. The Committee should meet monthly from two years ahead of the Convention, or more frequently if necessary.
 - b) Quorum
 - i) A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.
 - c) Resolutions
 - i) Decisions on the format, planning and operations of each Convention are reserved to the Council Chairperson in collaboration with the Executive Officer on the advice of the Convention Organising Committee
 - d) Minutes
 - i) Meeting notes will be prepared by the Chairperson, kept to a minimum and circulated promptly following the meeting. A copy of the minutes or meeting notes must be lodged on the Council SharePoint as directed by the Executive Officer.
 - e) Use of technology
 - i) The Committee will use technology including telephone, videoconferencing, telepresence, email and internet as arranged by the Chair to distribute meeting papers and otherwise to conduct Committee business.
 - f) Self-Review
 - i) Once every twelve-month period, the Committee shall devote at least one part of one meeting to the review of its policies, practices and procedures over the preceding twelve months.

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g) Reporting Structure

- i) The Chair of the Committee will report to the Multiple District Council in writing, through the Administration Committee to each Council meeting, addressing progress on the functions outlined herein. This report will supplement the report of the Convention Planning Committee.
- ii) The Executive Officer will be invited to each Committee meeting and has the right to participate.

7) Other References

- a) [2020 - Convention Strategy.pdf](#)
- b) [2020 - Convention Planning FAQ.pdf](#)
- c) [2020 - Example Convention Program.pdf](#)

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