

# Position Statement



## MD 201 Leo Conference Organising Committee Chairperson / Member

### Definitions

1. 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 Leo Conference to be held in conjunction with the Multiple District Executive Officer.
- 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) Conduct the Leo Conference and create a strong connection between the Leo Conference and the Lions Convention.

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

### Duties

- Arrange an accommodation and conference venue with the support of Lions National Office.
- Develop and deliver a strong and interesting Conference program.
- To work within the constraints of the approved budget.
- To build strong support for the conference within the Leo network, encouraging Leos to attend.
- To maintain open communication and consultation with the Council Chairperson, Executive Officer and Master of Ceremonies.

Duties of the Chairperson

- To convene and chair meetings of the nominated Leo Conference Committee using video-conferencing.
- To arrange for proper minutes of the Committee Meetings to be taken and distributed.
- To build a strong team of Leos in the Leo Conference Organising Committee.

# Person Profile

## Experience

- Previous experience in the organising or conducting conferences is highly desirable.
- Experience in planning complex events.
- Strong experience of participation in Leo activities

## Skills

- Sound written and oral communication skills.
- Well-developed Project Management Skills
- 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

- Self-motivated person
- A positive outlook, good sense of humour and exemplary behaviour in stressful circumstances.
- Understanding of interpersonal relationships and willingness to resolve conflicts, make decisions and implement those decisions.

***Acceptance of this youth-related role is deemed an undertaking to promote and enforce the Multiple District Child Safe Policy in force from time to time***

Revision No.	1.0	Relates to:	Human Resources
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