

Leo Committee Chairperson

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.

Responsibilities

The occupant of this position will be responsible to the Manager, Youth & Community Projects to:

- Coordinate all matters pertaining to Leos and the International Youth Outreach program with the exception of Youth Exchange, Lions-Quest and Youth of the Year.
- Interact as a member of the MD201 Youth Committee to promote all youth initiatives.

Duties

- Promote all aspects of the International Youth Outreach program.
- Coordinate the MD201 Leo program and the activities of the State Leo Coordinators.
- Arrange teleconferencing, when appropriate, to maintain communication between the State Leo coordinators.
- Conduct the National Finals of Leo of the Year at the Multiple District Convention.
- Arrange the prize for the National Leo of the Year winner.
- Coordinate the Leo Program of activities at the Multiple District Convention.
- Act as a resource person on all matters pertaining to Leos and the Youth Outreach Program.
- Work with the MD Chairmen of Lions-Quest, Youth of the Year and Youth Exchange to promote and inter-relate these programs and to develop a coordinated youth package.
- Establish a communication network between the District Youth Chairmen and encourage the sharing of ideas and projects.
- Liaise with other MD Chairmen for e.g.: Environment, Health, Drug Awareness, LCIF, Membership Extension and Leadership to utilise their resources within the portfolio.
- Represent to council the many and varied 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 Leo/Youth Outreach Program throughout the Multiple District.
- Coordinate a static display at the Multiple District convention.
- 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 them 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.

Position Statement

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.

PERSON PROFILE

The MD201 Leo Chairperson should possess the following experience, skills and personal attributes.

Experience

- A sound knowledge of all aspects of the Lions Clubs International Leo and Youth outreach Programs.
- A demonstrated interest in youth projects.
- An understanding of Lions activities at all levels within the Multiple District.
- Previous experience in organising and supervising a youth project to at least District and preferably Multiple District level.

Skills

- The ability to understand, organise and manage all aspects of the Multiple District 201 Leo and Youth Outreach programs.
- Good written and communication skills.
- Ability to meet deadlines and present reports in a clear and concise manner.
- Ability to interface with the Lions-Quest, Youth Exchange and Youth of the Year MD201 Chairmen to work as part of the MD Youth Team.
- Ability to make presentations and answer all questions on all aspects of the Leo & Youth Outreach Programs.
- Ability to utilise the financial, material and human resources of the Leo & Youth Outreach Committee 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 members of the Leo & Youth Outreach Committee.
- Ability to work as part of a team.
- Capable of working with a range of people and a willingness to involve all members of the Leo & Youth Outreach Committee.
- A personality that will foster and maintain harmony within the committee.
- Good people skills including a willingness to resolve conflicts, take decisions and implement those decisions.

Position Statement

- 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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