

Position Statement



Leo Committee Chairperson

Responsibilities

The occupant of this position will be responsible to the Youth and Community Projects (YCP) National Coordinator to:

- Chair the Leo Committee to deliver the functions outlined in the Leo Committee Terms of Reference.
- Promote and support the growth of Leo Clubs throughout Multiple District 201.
- Promote and support the advancement of Leos and Leo-Lions into leadership roles within MD201.

Duties

- Membership Pathways
 - Through the State and District Leo Coordinators, promote and support the development of Leo Clubs
 - Through the MD201 Global Membership Team, encourage development of pathways for Leos to take up Lions membership.
 - Mentor and coach the Leo Committee Vice-Chairperson to enable the opportunity for succession to Lions Leadership roles.
- Communication
 - Coordinate the MD201 Leo program and the activities of the State Leo Coordinators and through those coordinators, build a network of District Coordinators to promote the development of Leo Clubs.
 - Conduct training/briefings of Leo District Coordinators to deliver the outcomes of the Leo program.
- MD201 Convention
 - Conduct the National Finals of Leo of the Year at the Multiple District Convention.
 - Promote participation of Leos at the Multiple District Convention to the relevant Host Committees
 - Coordinate a static display at the Multiple District convention.
- Organise the Leo of the Year competition.
- Leo Advisory Panel
 - Support the Leo Advisory Panel to achieve the functions in their Terms of Reference. *TBA
 - Mentor and support the Leo Advisory Panel Chairperson.
 - Note: The role of the Leo National Chairperson is to guide and support the panel, rather than to direct it.
- Reporting
 - Manage expense claims complying with the General Rules for Reimbursement and submit them to the National Office through YCP National Coordinator.
 - Attend meetings of the Youth & Community Projects Committee required by Council.

	Revision No.	2.1	Relates to:	Human Resources
	Revision Date	27/9/2024	Applies to	Position Holder
	Author	Rob Oerlemans	Authorised by	Y&CP National Coordinator

Position Statement



- Prepare an annual report for the Leo Program to be incorporated into the Convention Handbook.
- Prepare the annual budget request with the YCP National Coordinator and submit this to the National Treasurer.
- Report to each Council meeting on the progress of the Leo Program, through the YCP National Coordinator.

Youth Committees at Multiple District

Please note that all nominations to serve on Youth Committees at Multiple District level must be accompanied by a Working with Children’s check or equivalent.

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 Program.
- Previous experience in organising and supervising youth programs within Lions or in other spheres.
- Previous participation as a Leo Leader or as a Leo while not essential, would be advantageous.

Skills

- Project Management Skills
- Good written and communication skills.
- Ability to develop and deliver public presentations.
- Working knowledge of financial accounting and budgeting.
- Effective communication skills and demonstrated ability to communicate using digital technology.
- Chairpersonship

Personal Attributes

- An inclusive leadership style and high personal integrity.
- Self-motivated person with the ability to deliver outcomes required by the MD Council.
- An optimistic approach and a willingness to build strong and positive relationships.
- Access to appropriate technology to communicate digitally.
- A passion for supporting young people to achieve their goals.

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.

The position holder is required to hold a Working With Children’s Check or the equivalent certificate in their jurisdiction.

	Revision No.	2.1	Relates to:	Human Resources
	Revision Date	27/9/2024	Applies to	Position Holder
	Author	Rob Oerlemans	Authorised by	Y&CP National Coordinator