

Youth of the Year Chairperson

Responsibilities

The Chairperson of the Lions Youth of the Year Quest will be responsible to the Manager, Youth & Community Projects Committee for the:-

- Coordination of all matters pertaining to the Youth of the Year Quest.
- Day to day management of the MD Youth of the Year Committee.
- Formulation, review and recommendation of policy relating to the Youth of the Year Quest .
- Monitoring the extent to which performance targets of the Youth of the Year Committee, as documented in the MD201 Management Plan, have been met.
- Interaction as a member of the MD201 Youth Committee to promote all youth initiatives.

Duties

- Convene and chair meetings of the MD201 Youth of the Year Committee.
- Conduct meetings by teleconference whenever possible.
- Arrange for Minutes of meetings to be taken and circulated according to the MD201 Policy Minutes.
- Ensure the budget for the Youth of the Year is prepared and presented to Council as part of a consolidated report submitted by the Manager, Youth & Community Projects.
- Manage expenditure against the approved budget and to ensure that no expenditure is incurred outside the budget
- To monitor all expenses incurred by the State Coordinators before submitting them to the Manager Youth & Community Projects for authorisation.
- Report to each Council meeting on all matters pertaining to Youth of the Year as part of a consolidated report submitted by the Manager.
- Take any action on matters pertaining to the Youth of the Year committee as directed by the MD201 Council on advice from the Youth & Community Projects Manager.
- Review on an annual basis, in conjunction with the Manager Youth & Community Projects, the relevant section of the MD201 Management Plan to determine performance targets for the Youth of the Year Committee for the coming Lions year.
- Provide a report to the Manager Youth & Community Projects, prior to each Council meeting, setting out the extent to which performance targets have been met.
- Participate in all meetings of the Youth & Community Projects Committee as called by the Manager.
- Work with the MD Chairmen of Lions-Quest, Youth Exchange and Leos/Youth Outreach to promote and inter-relate these programs and to develop a coordinated youth package.

Position Statement

- Establish a communication network between the District Youth Chairmen to encourage the sharing of ideas and projects.
- Submit an annual report to the Manager for incorporation in a consolidated report to the Multiple District Convention.
- Negotiate the purchase of all official Youth of the Year merchandise and coordinate the distribution to clubs and districts.
- Coordinate the production of all Youth of the Year stationery and certificates and its distribution throughout the Multiple District.
- Be responsible for the conducting the National Final of the Quest at the Multiple District Convention.
- Provide a complete and confidential annual report to the Manager Youth & Community Projects as to the effectiveness of all committee members.
- Coordinate a static display for the Quest at the Multiple District Convention.

Youth of the Year Chairperson

The MD201 Youth of the Year Chairperson should possess the following experience, skills and personal attributes.

Experience

- Involvement and experience in organising the Youth of the Year Quest at District or State level.
- A demonstrated interest in youth projects.
- An understanding of Lions activities at all levels within the Multiple District.
- Experience in relating to the corporate sector, youth professionals and youth.
- Experience in managing large groups of people.

Skills

- The ability to understand, organise and manage all aspects of the Multiple District Youth of the Year Quest.
- 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 Leo/Youth Outreach MD201 Chairmen to work as part of the MD Youth Team.
- Ability to make presentations and answer questions on all aspects of the Youth of the Year Quest.
- Ability to utilise the financial, material and human resources of the Youth of the Year 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 Youth of the Year 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 Youth of the Year 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.
- Access to appropriate technology to manage all aspects of successful communication - both verbal and written – in keeping with current methodology and trends.

Person Profile



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.

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.	2.1	Relates to:	Human Resources
Revision Date	20/2/24	Applies to	Position Holder
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