

Terms of Reference

MD201 Leo Committee

1. Section 1 – Overview
 - 1.1. Establishment of Committee
 - a) The Committee is established by the MD201 Council.
 - b) The Committee is established to carry out the objectives and functions below as authorised by Council resolution.
 - 1.2. Objectives
 - a) To increase participation by young people in Lions Clubs through Leos.
 - b) To develop strategies and resources to support the functions outlined below.
2. Section 2 - Committee membership
 - 2.1. The members of the Committee are as follows:
 - a) Chairperson
 - b) Vice- Chairperson (Leo or Leo-Lion)
 - c) Child Safe Officer
 - d) C District Coordinator
 - e) N District Coordinator
 - f) Q District Coordinator
 - g) T District Coordinator¹
 - h) V District Coordinator
 - i) W District Coordinator
 - 2.2. Co-opted members
 - a) The Committee may co-opt members from time to time for a specified period and purpose as authorised by the Council.
 - 2.3. Chair
 - a) The Chairperson is appointed to that role by Council. If unavailable to act as Chair, then the Committee will elect a Chair to act during the period they are unavailable.
 - b) The Vice Chairperson role must be filled by a Leo or Leo-Lion
3. Functions of the Committee
 - 3.1. The functions of the Committee are to:
 - a) Promote and support the growth of Leo Clubs throughout Multiple District 201.
 - b) Organise the Leo of the Year competition.
 - c) Organise and support the Leo Advisory Panel.
 - d) Promote and support the advancement of Leos and Leo-Lions into leadership roles within MD201.
 - e) Work with other relevant MD201 youth committees to provide a pathway for young people into Leos.
 - f) Support and encourage Leos to become Lions.

¹ T District is a single District. The MD201 Coordinator is the District Coordinator appointed by the District Governor

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4. Authorities

- 4.1. 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.

5. Conduct of Committee business

5.1. Reporting

- a) The Chair of the Committee will report to the Multiple District Council in writing, to each Council meeting, addressing progress on the functions outlined herein.

5.2. Meetings

- a) The Committee will meet at least four times per year. One of these meetings will be scheduled 'in-person', preferably at the National Convention, and the remainder by video or teleconference.

5.3. Quorum

- a) A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

5.4. Business papers

- a) Unless the Chair directs otherwise, Committee business papers and explanatory documents accompanying them will be distributed to Committee members and any official attendees as required and with as much notice as is practicable in the circumstances. Any additional documents may be tabled at short notice with prior approval by the Chair.

5.5. Resolutions

- a) Decisions will desirably be made through consensus. If a vote is required, the outcome, including a count of votes 'for' and 'against' shall be documented in the minutes.

5.6. Minutes

- a) Meeting notes will be prepared by the meeting Secretary, kept to a minimum and circulated promptly following the meeting. A copy of the minutes or meeting notes must be lodged on the Leo Committee SharePoint or provided to the Executive Officer within 2 weeks of the meeting.

5.7. Disclosure of information

- a) Disclosure of business papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee.

5.8. Use of technology

- a) The Committee will use technology including telephone, videoconferencing, telepresence, email and internet as arranged by the Chair and/or Committee Secretary, to distribute meeting papers and otherwise to conduct Committee business.

5.9. Self-Review

- a) 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.

5.10. Reporting Structure

- a) The Committee will report to Council through the Youth and Community Projects National Coordinator.

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b) The Youth and Community Projects National Coordinator will be invited to each Committee meeting and has the right to participate. Such attendance is at the discretion of the National Coordinator and subject to budgetary constraints.

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