

Lions Assistance Dogs Committee Chairperson

Responsibilities

Responsible to the 201 Multiple District Council of Governors for the:

- Efficient management of the Lions Hearing Dogs Inc. program
- Human resource management of the Verdun Training Centre
- Maintenance of the Verdun Training Centre
- Maintenance of appropriate financial records
- Formulation, recommendation and review of policy relating to the Lions Hearing Dogs Inc.
- To convene and chair meetings of the Lions Hearing Dogs Inc.

Duties

Management Committee

- To raise sufficient funds to meet demands for service
- To liaise with the Training Centre Executive Officer on human resource management, training, superannuation, work cover and ensure current human resource legislative requirements are maintained
- To ensure that Training Centre computer systems integrity is maintained
- To aggressively promote the program both within and outside the Lions organisation
- To ensure that MD201 Council policy in relation to teleconferencing, minutes, budgeting and financial management is maintained
- To report to each Council meeting and act in accordance with approved recommendations of Council
- To submit annual audited financial statements to the second meeting of MD Council following the end of the financial year (currently 31st December)
- To submit an annual report for inclusion in MD201 Convention Reports
- To prepare the agenda for and chair the Annual General Meeting of Lions Hearing Dogs Inc
- To ensure District Governors, District Chairmen and Editors are informed of matters relating to their District and the project in general
- To take any action on matters related to the project as directed by MD201 Council.

Lions Hearing Dogs Committee Chairperson

The Chairperson of Lions Hearing Dogs Inc. should possess the following experience, skills and personal attributes.

Experience

- A sound knowledge and understanding of MD201 practices and procedures
- Experience and knowledge of various levels of human resource management
- A good general understanding of District operations
- Experience in computer systems management
- Proven managerial skills in a “hands on” situation.

Skills

- The ability to plan effectively and organise priorities
- High degree of both written and oral communication skills
- Ability to formulate and review policy related to the operations of Lions Hearing Dogs Inc
- Ability to liaise effectively with the various spheres of the media
- Sufficient understanding of accountancy practices to oversee the financial management of the project
- A skilled keyboard operator with working knowledge of Microsoft Office Professional Suite
- Experienced, comfortable public speaker.

Personal Attributes

- A high degree of initiative
- Capable of motivating others and maintaining good working relationships with both staff and the management committee
- Sound leadership qualities, capable of making quick decisions without reference
- An innovative personality with good conflict resolution skills
- Personal integrity of a high level.

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