

Lions Assistance Dogs Committee Deputy Chairperson

Responsibilities

Responsible to the Deputy Chairperson, Australian Lions Hearing Dogs Inc.

- In the absence of the Chairperson, chair meetings of the Board and perform such other duties during the absence of the Chairperson as the Board shall think fit
- Assisting in the efficient management of the Australian Lions Hearing Dogs Inc. program
- Coordinating Board training and development
- Initiating and advising on the formulation, recommendation and review of policy relating to the Australian Lions Hearing Dogs Inc.

Duties

To assist the Chairperson to

- Raise sufficient funds to meet demands for the services supplied by the Australian Lions Hearing Dogs Inc
- Liaise with the Chief Executive Officer on human resource management, training, superannuation, work cover and ensure current human resource legislative requirements are adhered to
- Aggressively promote the program both within and outside the Lions organisation
- Ensure that MD201 Council policy in relation to teleconferencing, minutes, budgeting and financial management is current and maintained
- Act in accordance with approved recommendations of Council
- Ensure District Governors, District Chairmen and Bulletin Editors are informed of matters relating to their District and the project in general
- Take any action on matters related to the project as directed by MD201 Council

Lions Assistance Dogs Committee Deputy Chairperson

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

Experience

- A sound knowledge and understanding of MD201 practices and procedures
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- A good general understanding of District operations
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- Proven managerial skills

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 Australian Lions Hearing Dogs Inc
- 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 Board
- Sound leadership qualities
- Personal integrity of a high level.

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Author	F&P National Coordinator	Authorised by	Executive Officer