



Job Title:	ANZI Executive Standing Committee Member MD202 Representative	Job Category:	National
Reports To:	Council Chairperson	Duration of Role:	Three Years
Location:	N/A	Travel Required:	Yes
MD Budget	Yes, once no longer shadowing the incumbent.	Position Type:	Voluntary
Date Appointment Effective from:	1 July 2023 shadowing incumbent in the role until the ANZI Pacific Forum in NZ in September 2023 and the reporting is completed 8 October 2023.	Date appointment Ceases	30 June 2026

Job Description

Role and Responsibilities

The ANZI Executive Standing Committee Member with the help of the MD Secretary will liaise between the Council Chair and the Chairperson of the ANZI Forum Committee.

The ANZI Executive Standing Committee Member will be responsible for including but not be limited to the following:

1. January / February – Executive Standing Committee will review Organising progress. The Chairman may invite other Organising Committee members as needed.
2. May / June-The Executive Standing Committee will meet to review progress. The Chairman may invite other Organising Committee Members as needed.
3. The Executive Standing Committee shall be responsible for:
 - Appointment of Organising Committee Chairman
 - Long-range Organising
 - Forum bid Process
 - Site inspections
 - Review of Forum Policies and Procedures amendments and revisions submitted by Forum Organising committee
4. Carry out one site visit to review venues and accommodation availability to ensure there are suitable venues within the town/city and enough accommodation to meet the needs of the convention and preceding meetings.
5. Attend meetings via zoom of the ANZI Forum Committee.
6. Submit reports to COG Meeting.

Preferred Skills

1. A suitable Past International Director or Past Council Chairperson or Past District Governor.
2. Ideally the candidate would have an extensive knowledge of LCI and the International Board.
3. The successful applicant will be an extremely competent communicator with an ability to build positive working relationships and will excel in planning and project delivery skills.
4. Experienced Lion who has attended a number of ANZI Forums & Conventions including District and Multiple District.
5. A full understanding of Lions procedures will be a definite advantage as will the ability to bring a sense of fun to proceedings when necessary.

Document Owner:	MD202 Council of Governors
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Related Documents:	Council Policies: Conventions & Forums District, Multiple District & International