



## MD Positions – Job Descriptions

### MD ALERT Coordinator

<b>Job Title:</b>	Multiple District ALERT Coordinator	<b>Job Category:</b>	National
<b>Reports To:</b>	Council Chairperson	<b>Duration of Role</b>	Three Years
<b>Location:</b>	N/A	<b>Travel Required:</b>	No
<b>MD Budget</b>	Yes Rules of Audit apply	<b>Position Type:</b>	Voluntary
<b>Date Posted:</b>	July 2022	<b>Post Expiry:</b>	30 Jun 2025

#### Job Description

##### Role and Responsibilities

Report on a quarterly basis to the COG via the MD Secretary

##### **Before an Emergency**

Work with all Lions ALERT chairpersons to complete an annual review of their Lions ALERT plan.

Encourage and promote district Lions ALERT plans.

Work with local authorities in the continuing development of the Lions ALERT program.

Creation of resources for District Alert Chairmen to help them promote the ALERT program to our Clubs.

Administer the National programme in accordance with an assigned budget.

##### **After an Emergency**

The Multiple District ALERT Coordinator will be required to organise a Lions ALERT plan with the District Coordinator and District Governor in the event of a local emergency.

To serve as the central figure in implementing the MD Lions ALERT plan.

Ability to mobilise an ALERT team after an emergency has occurred.

Ability to cooperate with local emergency assistance resources.

Encourage Districts to work together in the event of a natural, man-made or healthcare disaster.

Work with MD Office to submit Lions ALERT news and photos to local media.

##### **Qualifications for Role**

Experience in planning and implementation of emergency programs.

Links with a local council emergency team (preferred but not essential)

Strong knowledge of the Lions ALERT program.

##### **Preferred Skills**

The successful applicant will be an extremely competent communicator with an understanding of both National and Local program parameters.

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