



Job Title:	Multiple District Convention Liaison Officer	Job Category:	National
Reports To:	Council Chairperson	Duration of Role:	Three Years
Location:	N/A	Travel Required:	Yes
MD Budget	Yes - Specific claims are detailed below. Rules of Audit apply	Position Type:	Voluntary
Date Appointment Effective from:	1 July 2021	Date appointment Ceases	30 June 2024

Job Description

Role and Responsibilities

The Multiple District Convention Liaison Officer (CLO) will work under the supervision of the Council Chairperson (CC) as the liaison between the Council Chair and the Chairperson of the Convention Host Committee Chair and the Host Club(s). The CLO will be responsible for implementing the Council Chairs programming of the MD Convention which will include but not be limited to the following:

1. Assist the Council Chairperson prepare and plan for the Business Session of the MD 202 Convention
2. Liaise with Presenters and Guest Speakers to ensure an exciting balanced programme is presented for conventioners in conjunction with the Chairperson and Host Committee.
3. Ensure appropriate voting materials are provided in consultation with the MD Legal Chairperson
4. Carry out two site visits to review venues and accommodation availability. The first, as soon as practical following the host club's successful convention bid, to ensure there are suitable venues within the town/city and enough accommodation to meet the needs of the convention and preceding meetings. On both occasions the physical visits should be timed to coincide with a convention committee meeting.
 - a) July/August site visit MD Convention 2 Lions year hence – Committee Meeting.
 - b) The second, a year later with the newly elected Council Chairperson to familiarise the CC with the venue/s. August/September (current years MD Convention), 2nd Committee meeting and CC site visit.
 - c) January/February (current years MD Convention), 3rd Committee meeting by videoconference only.
5. April – MD Convention
6. Summary of site visits including attendance at the MD Convention and videoconference Committee meeting is noted below.

Action	MD Convention Current Year	MD Convention 1 Year out
4(a) July/August site visit – include committee meeting		X
4(b) August/September - include committee meeting and CC site visit	X	
4 (c) January/February - include committee meeting	X by videoconference only	
5. MD Convention April/May	X	

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Revision Date:	November 2023
Related Documents:	Council Policies: Conventions & Forums District, Multiple District & International, Rules of Audit



Role and Responsibilities cont'd

7. Check Registration Form and Budget prior to them being presented to the November Council of Governors meeting
8. Be on-site 24 hours prior to the commencement of the convention for final checks and rehearsals.
9. Subject to any directions of the Council Chairman he/she is charged with ensuring the smooth conduct of the Convention in accordance with the time restraints of the Programme.
10. The Convention Liaison Officer shall be fully versed in the Convention Programme including venues, available facilities and workshops and Forums to be conducted.
11. Working with the MD202 Secretary and under the direction of Council Chair arrange venues/meeting rooms for all MD meetings/workshops/forums both in the week preceding and during the convention to coordinate Council Meeting requirements.
12. Working with the MD202 Secretary and under the direction of Council Chair arrange all aspects of International Dinner/Reception in honour of International guest.
13. Carry out other duties as assigned by the Council Chairperson
14. The Convention Liaison Officer will refer to the Council Policy, Conventions & Forums District, Multiple District & International, point 2 in relation to the arrangements of the Multiple District Convention.

Preferred Skills

1. 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.
2. Experienced Lion who has attended a number of Conventions including District and Multiple District.
3. 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.

Rules of Audit

The incumbent will be reimbursed under the rules of audit for travel to the Host site on one occasion prior to the current year's MD Convention (August/September) and travel once to the future year MD Convention. A total of two MD Convention site visits in a financial year. In addition, they will be entitled to standard reimbursement for accommodation, + meals and Convention registration while holding the Office. They will not be required to report in person to Council of Governor's Meetings, this task will be completed by the sitting Chairperson.

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