



## Lions Clubs New Zealand

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<b>Job Title</b>	Multiple District Youth Chair	<b>Job Category:</b>	National
<b>Reports To:</b>	Council Chair	<b>Duration of Role</b>	Two Years
<b>Location:</b>	N/A	<b>Travel Required:</b>	Yes
<b>MD Budget</b>	Yes. Rules of Audit apply	<b>Position Type:</b>	Voluntary
<b>Date Posted:</b>	July 2022	<b>Post Expiry:</b>	Jun 2024

### Job Description

#### Portfolios

The name Youth Portfolio, is deemed to include MD202 Youth Exchange (Inwards & Outwards), Youth Camps, Speechmaker, Peace Poster, and Peace Essay programmes.

#### Background

The Youth Chair role has been created to elevate the importance of the Multiple District 202 Youth Portfolio programmes by providing overall consistency and leadership. This position sits alongside the MD202 Global Action Team (GAT).

#### Role and Responsibilities

- Provision of management, guidance, coordination, and support for the MD202 Youth Portfolio roles, currently Youth Exchange Chief Coordinator, and MD Peace Poster and Peace Essay and Young Speechmaker Coordinator.
- Oversight of the development and maintenance of Youth Programme information and its communication both internal and external.
- Support the MD objective to develop and grow the Youth Portfolio which will develop MD202 Youth, and which may encourage individual interest in Leo-Lions or Lions membership.
- Provide national sponsorship opportunities in a co-ordinated and long-term strategic relationship with selected sponsor/s in conjunction with the MD Fundraiser Coordinator.
- Liaison with the District 202L International Youth Camp Coordinator.
- Orientation, training and clarification of roles and responsibilities for position holders including the review of Job Descriptions for Council approval.
- Receipt of MD Youth Portfolio reports and the provision of a combined Youth report to the Council of Governors via the MD Secretary.
- Submission of an Annual Report on all relevant Youth Portfolio projects for the MD202 Convention Report.
- Management of Youth Chair expenditure against budget as approved by Council and oversight of the MD Youth Position budgets against expenditure for the Youth Portfolio.
- Annual performance review of the Youth Portfolio positions.
- Be requested to provide advice to appointments committee to any applicant for the youth position at MD Level.

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Related Documents:	Rules of Audit, Rules of Audit Table, Expense Claim



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### Qualifications for Role

- A sound knowledge of all aspects of Lions Clubs International Youth Programmes currently; Peace Poster, Speechmaker, Youth Exchange.
- Previous experience in the management and coordination of Volunteer Position Roles/Staff and supervision of youth projects to at least a District level.
- A demonstrated interest in youth projects.
- An understanding of Lions activities at all levels within the Multiple District.

### Preferred Skills

- Strong interpersonal skills and ability to deal with a diverse range of people.
- Excellent organisational, time management skills and ability to cope with limited resources, seize opportunities and think creatively.
- Strong analytical, leadership and planning skills.
- Good written and verbal communication skills, computer literate, social media competency and confidence in liaising with traditional forms of Media.
- Ability to meet deadlines and present reports in a clear and concise manner.
- Self-motivated with the ability to recognise and enhance the contributions of the Multiple District Youth Coordinators.

The MD Youth Chair will participate in an annual performance review for the purpose of redefining and further development of the position along with the identification and monitoring of key goals.

The review will be undertaken by the Council and Council Advisory Board (CAB) Chairs.

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