

Job Guidelines for Multiple District 105 Lioness Clubs Chairman



(Updated February 2017)

OBJECTIVE

1. To provide leadership, direction and initiative for the Multiple District 105 Lioness Clubs, programmes, goals and way forward.
2. To create and foster harmony and unity among Districts and assist Multiple District and District Officers to resolve any issues.
3. To maintain links with the Multiple District Lions, Statutory Authorities and the Voluntary Sector as well as other Multiple District Lioness Officers.
4. To implement the policy and programmes agreed by the Multiple District Advisory Body and Multiple District Lions.

METHOD OF APPOINTMENT

Nominations for this position are submitted to the Multiple District 105 Lioness Clubs Nominations and Resolutions Officer and should be approved by their own Club and seconded by another club prior to submission. Nominations are voted on at the Annual Conference. Appointments can be for a period of two years.

Any Lioness who has been a member of the organisation for a period of at least 12 months can be nominated for this position.

GENERAL

The Multiple District 105 Lioness Clubs Chairman is the head of the Multiple District Lioness Advisory Body and is:

1. Responsible for providing Information on the Lionesses for the Multiple District Lioness Clubs Co-ordinator.
2. The main point and of contact for all Lioness Club, District and Multiple District Officers.
3. Responsible for the business sessions at the Multiple District Lioness Clubs Annual Conference.

RESPONSIBILITIES

1. To liaise with the Multiple District 105 Lioness Secretary on all matters arising in connection with Advisory Body meetings and the general affairs of the Multiple District 105 Lioness Clubs.
2. To act as Chairman of the Multiple District Lioness Clubs Annual Conference and Advisory Body Meetings and to arrange with the Multiple District Secretary the agenda and Order of Proceedings for each.
3. To attend Specialist Committee meetings of the Multiple District e.g. Conference meetings when invited and/or required to attend.
4. To attend individual District meetings and events when invited
5. To represent the Multiple District 105 Lioness Clubs at the Lions Multiple District 105 Convention and other events as and when invited.

6. To act thoughtfully and with promptness in response to all correspondence, seeking advice where necessary, and taking cognisance of Multiple District Lioness and Lions policy. Such correspondence should be endorsed at the next Multiple District Lioness Advisory Body meeting.
7. To liaise with the Multiple District Lioness Secretary to ensure all Club reports are received on time and follow up with District Officers any missing reports establishing the reason for the lack of submission and working together with Officers and Clubs to resolve the issues.
8. To provide updated information to the IT Team and the Public Relations Team especially an article for the regular newsletter produced by the Newsletter Officer.
9. To attend at least one meeting or event of each individual Club and/or District in an official capacity throughout your term of office.
10. To review and update the Multiple District job guidelines on an annual basis (or as appropriate) to accommodate changes and development as agreed with the Multiple District Lioness Advisory Body.
11. To review and update the Multiple District 105 Lioness Clubs Manual on an annual basis (or as appropriate) to accommodate changes and development as agreed with the Multiple District Lioness Advisory Body.
12. To liaise with the Multiple District Lioness Conference Coordinator to ensure that all aspects of the Annual Lioness Conference are in place and send out invitations to dignitaries as required.
13. To work alongside the Multiple District Lioness Clubs Co-ordinator to ensure the smooth running of all Lioness Clubs and help them to maintain a good working relationship with their sponsoring Lions Club.



Job Guidelines for Multiple District 105 Lioness Clubs Deputy Chairman

(Updated February 2017)

OBJECTIVE

To assist the Multiple District Lioness Clubs Chairman in her duties deputising as required in her absence.

METHOD OF APPOINTMENT

Nominations for this position are submitted to the Multiple District 105 Lioness Clubs Nominations and Resolutions Officer and should be approved by their own Club and seconded by another club prior to submission. Nominations are voted on at the Annual Conference. Appointments are for a period of two years.

Any Lioness who has been a member of the organisation for a period of at least 12 can be nominated for this position.

GENERAL

The Deputy Chairman forms part of the Multiple District Lioness Advisory Body and is required to:

1. Attend and take an active role in the Lioness Advisory Body Meetings.
2. Attend the Multiple District Annual Lioness Conference.
3. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.

RESPONSIBILITIES

1. To liaise with the Multiple District 105 Lioness Chairman on a regular basis to ensure they are familiar with all Multiple District affairs in order, that in a case of emergency, they are in a position to deputise and have sufficient knowledge/history to do so.
2. To familiarise themselves with as many individual Lionesses as possible, recognising 'new blood' for the future, taking particular note of their strengths and weaknesses with a view to possible Multiple District/District roles in the future.
3. To attend individual District meetings and events when invited.
4. To represent the Multiple District 105 Lioness Clubs in an official capacity at any event/function where the Chairman has been invited and is unable to attend.
5. To provide updated information to the IT Team and the Public Relations Team.



Job Guidelines for Multiple District 105 Lioness Clubs Secretary

(Updated February 2017)

OBJECTIVE

1. To act as an advisor to the Multiple District Advisory Body and individual clubs on all matters relating to secretarial and administrative matters by maintaining links with the Multiple District Lions, Statutory Authorities and the Voluntary Sector as well as other Multiple District Lioness Officers.
2. To provide an administrative interface between outside agencies and the Advisory Body concerning special appeals and welfare projects and to co-ordinate Multiple District efforts in supporting short term projects and appeals.
3. To implement the policy and programmes agreed by the Multiple District Advisory Body.

METHOD OF APPOINTMENT

Nominations for this position are submitted to the Multiple District 105 Lioness Clubs Nominations and Resolutions Officer and should be approved by their own Club and seconded by another club prior to submission. Nominations are voted on at the Annual Conference.

Any Lioness who has been a member for at least 12 months can be nominated for this position.

GENERAL

The Secretary forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings
3. Attend the Multiple District Annual Lioness Conference.

RESPONSIBILITIES

The principal function is to ensure with the Multiple District Chairman, the smooth running of the administrative aspects of Advisory Body meetings and the Multiple District Annual Conference.

Advisory Body Meetings

1. To confirm with the Multiple District Lioness Chairman that all meeting space is booked and order lunches as required including any special meetings.
2. To collate all items for the agenda for the Meetings and issue as appropriate.
3. To liaise with Multiple District Officers to ensure that all reports are collated and distributed with the meeting agenda prior to the meeting taking place.
4. To ensure that Multiple District Officers and 'Special Guests' are formally invited to meetings as appropriate.
5. To produce minutes as an accurate record of the meeting, to be approved by the Chairman prior to distribution.
6. Ensure that the minutes of each meeting are circulated to each committee member within 14 days of the meeting taking place.

7. At the first Advisory Body Meeting of the Lionistic year ensure the agenda includes: 'consideration of any resolutions that should be put to Conference by Advisory Body'.

Conference

1. Assist the Multiple District Lioness Chairman with the agenda ensuring all paperwork is available for the Conference Host Committee to allow delegate packs to be prepared at least two weeks prior to the Conference taking place.
2. With the assistance of the Conference Minute Secretary, ensure the minutes are recorded accurately and in full detail.
3. Ensure the minutes are approved by the Multiple District Chairman and issued to all Multiple District Officers/Clubs within four weeks of the Conference taking place.
4. As approval of the minutes may take several weeks, the Multiple District Secretary should liaise with the Nominations and Resolutions Officer to ensure that all clubs are notified of the outcome of all nominations and resolutions within 2 weeks of conference taking place.

Welfare Projects

1. To receive and acknowledge correspondence from outside agencies concerning appeals and projects.
2. To discuss urgent appeals with the Multiple District Chairman and ensure they are presented to the Advisory Body Members for consideration.

Additional

1. Ensure all Club Presidents have a copy of the Multiple District Lioness Club Manual available for reference from 1st July each year. This should include:
 - a) Notes for the assistance of Presidents
 - b) Notes for the assistance of Secretaries
 - c) Notes for the assistance of Treasurers
 - d) Master copies of all forms, which are required to be completed throughout the year by officers of the clubs.
2. To liaise with the Lions Headquarters and compile a form in respect of Club Officers / District Officers detailed information, for inclusion in both the Multiple District Lioness Directory and the Lions MD105 Directory.
3. To issue the above form to all Clubs and Districts in March in order that they can be returned prior to the end of April. On receipt of all forms, to forward the information to Lions Multiple District Headquarters by the agreed deadline.
4. To compile the MD 105 Lioness Directory and send 2 copies to each club, plus a copy to all Multiple District Officers and District Officers.
5. To ensure that completed membership lists have been received from all Clubs no later than 31st July. These should then be forwarded to Advisory Body members as agreed (e.g. Membership Officer and Almoner).
6. To produce a Multiple District Lioness Clubs calendar to include dates for the following:
 - a. Lioness Clubs Multiple District Conference
Deadlines for – Nominations and Resolutions
Deadline for – Submission of Multiple District /District Reports

- b. Lioness Clubs Advisory Body Meetings
Deadline for – for Multiple District/District reports
- c. Multiple District Newsletter
Copy deadlines
Publication dates
- e. Lioness District Meetings
- f. Lion Magazine deadline dates
- g. Lions Multiple District Convention
- h. Lions International Convention

This is then distributed to each Club, District Officers, Advisory Body members.

- 7. To liaise with IT Team and Public Relations Team especially in relation to information for the website and the newsletter.
- 8. To be available to advise Club Secretaries on administrative matters.



Job Guidelines for Multiple District 105 Lioness Clubs Treasurer

(Updated February 2017)

OBJECTIVE

1. To act as an advisor to the Multiple District Advisory Body and individual Clubs on all matters relating to financial matters by maintaining links with the Multiple District Lions, Statutory Authorities and the Voluntary Sector as well as other Multiple District Lioness Officers.
2. To be responsible for the Multiple District Lioness Clubs Accounts, ensuring they are in good standing at all times, producing full detailed accounts at each financial year end with all back-up papers available for auditing purposes.

METHOD OF APPOINTMENT

Nominations for this position are submitted to the Multiple District 105 Lioness Clubs Nominations and Resolutions Officer and should be approved by their own Club and seconded by another club prior to submission. Nominations are voted on at the Annual Conference. Appointments are for a period of two years.

Any Lioness who has been a member of the organisation for a period of at least 12 months.

GENERAL

The Treasurer forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings
3. Attend the Multiple District Annual Lioness Conference.

RESPONSIBILITIES

1. To keep the books of the Multiple District Lioness Clubs, including the writing up of all records and the filing of all necessary documents.
2. To scrutinize and pay all invoices and expense claim forms within the agreed period of time.
3. To collect and bank all Multiple District dues and levies from individual clubs and issue receipts and membership cards by return.
4. To collect and bank all other monies received from Multiple District/District Officers, Clubs and Individuals and recorded in detail in the accounts.
5. To inform the Advisory Body of outstanding subscriptions and thereby the standing of membership.
6. To ensure a copy of all clubs yearly accounts are received and kept on file.
7. To notify any clubs who have not paid subscriptions of their non-eligibility of voting rights at the Multiple District Lioness Conference.
8. Prepare annual accounts for the Multiple District Accounts and submit with all necessary schedules and notes for audit.

9. Present the checked accounts to the Multiple District Advisory Body for approval prior to presenting them at the Multiple District Lioness Conference.
10. Ensure a copy of the accounts is forwarded to the Lions Multiple District Treasurer and Co-ordinator within three months of the financial year end.
11. Prepare all financial resolutions to be proposed by the Multiple District Advisory Body.
12. To liaise with the Multiple District Lions to ensure the dissemination of guidance and information necessary for Clubs to comply with the Charities Act.
13. To be available to advise Club Treasurers on financial matters.



Job Guidelines for Multiple District 105 Lioness Clubs Co-ordinator

(Updated February 2017)

OBJECTIVE

1. To act as the specialist advisor to the Council of Governors on matters relating to Lioness Clubs by maintaining links with Lions Clubs International, the Statutory Authorities and the Voluntary Sector.
2. To implement the policy and programmes agreed by the Council of Governors.

METHOD OF APPOINTMENT

Lions are invited to apply to the Lions Council of Governors for this position and appointment can be made for a period of up to three years but can be re-considered on a yearly basis.

GENERAL

The Co-ordinator forms part of the Multiple District Lioness Advisory Body and is required to:

1. Actively promote where possible Lioness Club activities to all groups within the Association.
2. Identify and obtain necessary information about Lioness Club issues which may be of interest to Lions, Lionesses and Leo Clubs.
3. Compile and maintain an up to date list of organisations and individuals associated with similar activities.
4. Be familiar with the general MD Officer's role and responsibility as defined in the latest edition of the Lions MD Officers handbook.

RESPONSIBILITIES

1. To be well informed in all aspects of Lioness activity.
2. Familiarise themselves with all that is going on in the Clubs and encourage the members to continue and to expand the good work.
3. Encourage District Officers to contact Lions Clubs offering to visit to explain the work being done by Lioness Clubs.
4. Promote the sharing of ideas for projects and the interchange of Club visits.
5. Advocate the maximum use of publicity via the Lions Clubs bulletins, local newspapers and, in the case of large projects, try to enlist the national media.
6. In the event of being requested to assist with a problem in a Lioness Club, get all the facts and endeavour to resolve the problem sympathetically and tactfully but with the minimum of delay
7. To liaise with the Lioness Conference Co-ordinator and host Club regarding organisation of the Lioness Conference.



Job Guidelines for Multiple District 105 Lioness Clubs Almoner

(Updated February 2017)

OBJECTIVE

To act as a point of contact for all individual Lionesses/Clubs in matters relating to the welfare of members and their immediate families and the notification to other Lionesses as appropriate.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

Any Lioness who has been a member of the organisation for a period of at least 12 months is eligible to apply for this role.

GENERAL

The Almoner forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Optional attendance at the Multiple District 105 Lioness Club Advisory Body Meetings (usually 4 meetings per year).
3. Attend the Multiple District Annual Lioness Conference. If unable to attend it is the responsibility of the individual to nominate a replacement member to fulfil the role.

RESPONSIBILITIES

1. To communicate with all clubs within the Multiple District and encourage them to notify of any 'sensitive' issues where support can be offered to individuals from within the Multiple District.
2. To notify the Multiple District Lioness Chairman of all notifications received from Lionesses and Lions, and respond as appropriate on behalf of the Multiple District.
3. To notify all Multiple District/District Officers and Clubs as appropriate of any notifications received especially the Public Relations team leader for the Lions magazine and the Newsletter.
4. To ensure all deaths are recorded throughout the year and passed to the Conference Co-ordinator and Multiple District Lioness Chairman for the 'In Memoriam' to be read out at the Multiple District Conference.
5. To ensure the appropriate Lions District Almoner is notified of any illness / deaths.
6. To respond to any National / International disasters by means of a letter / card imparting the condolences of the Multiple District Lioness Clubs where appropriate.
7. To be responsible for the Lioness Coffin Drape, issuing to Clubs as requested, ensuring it is returned for use again in the future (two are available-one held in the south and one in the north).



Job Guidelines for Multiple District 105 Lioness Clubs Conference Co-ordinator

(Updated February 2017)

OBJECTIVE

1. To ensure the smooth and efficient running of the Multiple District Conference and be instrumental in seeking out potential future venues.
2. To provide financial guidance, control and monitoring of income and expenditure relating to Conference.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

Any Lioness who has been a member of the organisation for a period of at least 12 months and has attended at least one Multiple District Annual Lioness Conference in the past is eligible to apply for this role.

GENERAL

The Conference Co-ordinator forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings.
3. Attend the Multiple District Annual Lioness Conference.
4. To provide displays/presentations for the Annual Conference as requested by the Multiple District Chairman.
5. To guide the Conference Host Committee in the preparation and planning of the Annual Conference to ensure the smooth running of the same

RESPONSIBILITIES

1. To seek and inspect suitable venues ensuring all required facilities are available (including, disabled access, car parking, public transportation, audio visual facilities).
2. To negotiate the best possible prices in the interest of the Multiple District Lioness Clubs and all attendees, without lowering the agreed standards.
3. To be responsible for negotiating and signing contracts with regard to Conference matters subject to Advisory Body approval.
4. To ensure a Host Committee is formed and works within the Multiple District Guidelines.
5. To liaise with the Host committee and Advisory Body, reporting to Advisory Body meetings and Conference Annually.
6. Attend Conference meetings and be available to offer advice as required by means of telephone/e-mail communication.

7. Advising the Host Committee on all aspects of the organisational and social activities so that the high standards agreed are maintained
8. To liaise with the Multiple District Chairman and Host Committee regarding the detailed programme, required regalia and audio visual equipment.
9. To produce a regular conference newsletter to update members.
10. To liaise with the Multiple District Chairman and the Host Committee regarding the appointment of a Sergeant of Arms for Conference.
11. To provide updated information to the IT team and the Public Relations team.



Job Guidelines for **Multiple District 105 Lioness Clubs Website/IT Officer**

(Updated February 2017)

OBJECTIVE

To liaise with Lioness Multiple District, District and Club Officers to ensure that the information on the Multiple District 105 Lioness Clubs website (www.lionessclub.org) remains up to date and accurate at all times.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District 105 Lioness Clubs Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

GENERAL

The Website Officer forms part of the Multiple District Lioness Advisory Body and is required to:

8. Provide written reports for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings.
3. Attend the Multiple District Annual Lioness Conference. If unable to attend it is the responsibility of the individual to nominate a replacement member to fulfil the role.
4. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.
5. The IT team includes: Website Officer, Social Network Officer, Public Relations Officer and International Officer.

RESPONSIBILITIES

1. To ensure the Multiple District Lioness Clubs website is kept up to date with current information as supplied by Multiple District/District Officers, Clubs and Individual Lionesses in conjunction with the webmaster.
2. To liaise with the webmaster on all IT issues and circulate information as appropriate to all Lioness Clubs.
3. The Multiple District Lioness Conference presentation is not the responsibility of the Website Officer
4. To work with the Social Network Officer ensuring that all aspects of IT are linked.
5. To combine with the work of the Social Network Officer if this position is not filled.

GENERAL

The Social Networking Officer forms part of the Multiple District 105 Lioness Clubs Public Relations team and is required to:

1. Provide the Public Relations Officer with information to enable them to compile a report for the Advisory Body meetings and Annual Conference.

2. Optional attendance at the Multiple District 105 Lioness Club Advisory Body Meetings (usually 4 meetings per year).
3. Attend the Multiple District 105 Lioness Clubs Annual Conference.

RESPONSIBILITIES

1. To develop and update the Multiple District 105 Lioness Clubs Facebook and Twitter sites to ensure the information is current and accurate.

This can be done by carrying out regular searches on individual Clubs/Districts and ensuring information is shared and/or linked wherever possible.

2. To explore the latest development in social media sites and look at how the Lioness Clubs can use these to further promote the organisation on a local, national and international level.

Examples of Social Media include Facebook, Twitter, Instagram, LinkedIn, Google+, YouTube, Pinterest, Streetlife & Nextdoor etc

3. To encourage individual Clubs to develop and maintain their own individual sites in order to specifically promote the activities and achievements of their own Lioness Club.
4. To encourage individual Lioness Clubs to link their social networking sites to other organisations that might assist with the promotion of their activities e.g. local newspaper, radio and TV, Community Groups social network sites.
5. To investigate the platforms available for managing multiple social media posts through one programme eg Hootsuite, Buffer etc

Job Guidelines for Multiple District 105 Lioness Clubs Social Media Officer



(Updated February 2017)

OBJECTIVE

To keep up to date with the latest developments in social networking, communicating the details to the Multiple District Advisory Body and individual Clubs.

To encourage all Lionesses to make use of social media as a means of communication both internally and externally at all levels and at the same time making them aware of the possible security issues and the need to assess the risks in comparison to the wide-spread of communication that can be gained.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District 105 Lioness Clubs Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

GENERAL

The Social Media Officer forms part of the Multiple District 105 Lioness Clubs Public Relations team and is required to:

4. Be the single point of contact for all issues regarding social media at Club, National and international level.
5. Provide the Public Relations Officer with information to enable them to compile a progress report for the Advisory Body meetings and Annual Conference.
6. Optional attendance at the Multiple District 105 Lioness Club Advisory Body Meetings (usually 4 meetings per year).
7. Attend the Multiple District 105 Lioness Clubs Annual Conference.

RESPONSIBILITIES

6. To develop and update the Multiple District 105 Lioness Clubs Facebook and Twitter sites to ensure the information is current and accurate.

This can be done by carrying out regular searches on individual Clubs/Districts and ensuring information is shared and/or linked wherever possible.

7. To explore the latest development in social media sites and look at how the Lioness Clubs can use these to further promote the organisation on a local, national and international level.

Examples of Social Media include Facebook, Twitter, Instagram, LinkedIn, Google+, YouTube, Pinterest, Streetlife & Nextdoor etc

8. To encourage individual Clubs to develop and maintain their own individual sites in order to specifically promote the activities and achievements of their own Lioness Club.
9. To encourage individual Lioness Clubs to link their social networking sites to other organisations that might assist with the promotion of their activities e.g. local newspaper, radio and TV, Community Groups social network sites.
10. To investigate the platforms available for managing multiple social media posts through one programme eg Hootsuite, Buffer etc



Job Guidelines for Multiple District 105 Lioness Clubs International Relations Officer

(Updated February 2017)

OBJECTIVE

To act as a point of contact for all individual Lionesses/clubs in matters relating to International members and to promote the links between the Lionesses of 105 and those in the rest of the World.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

Any Lioness who has been a member of the organisation for a period of at least 12 months is eligible to apply for this role.

GENERAL

The International Officer forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Optional attendance at the Multiple District 105 Lioness Club Advisory Body Meetings (usually 4 meetings per year).
3. Attend the Multiple District Annual Lioness Conference. If unable to attend it is the responsibility of the individual to nominate a replacement member to fulfil the role.

RESPONSIBILITIES

1. To communicate with all Clubs within the Multiple District and encourage them to notify her of any links/ information regarding the Lionesses around the World.
2. To notify the Multiple District Lioness Chairman of all international correspondence received and respond as appropriate on behalf of the Multiple District.
3. To notify all Multiple District/District Officers and Clubs as appropriate of any notifications received.
4. To liaise with the Multiple District Almoner regarding the response of the Lionesses of MD105 to any International disasters by means of a letter / card imparting the condolences of the Multiple District Lioness Clubs where appropriate.
5. To liaise with the Website/IT officer & Social Media Officer to deal with any requests for information regarding the Lionesses of MD105.



Job Guidelines for Multiple District 105 Lioness Clubs Policy Co-ordinator

(Updated February 2017)

OBJECTIVE

1. To be the main point of contact for the Multiple District Advisory Body and individual Clubs on all policies and procedures (including legislation) by maintaining links with the Multiple District Lions, Statutory Authorities and the Voluntary Sector.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

Any Lioness who has been a member of the organisation for a period of at least 12 months is eligible to apply for this role.

GENERAL

The Policy Co-ordinator forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Optional attendance at the Multiple District 105 Lioness Club Advisory Body Meetings (usually 4 meetings per year).
3. Attend the Multiple District Annual Lioness Conference.
4. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.

RESPONSIBILITIES

1. To retain a copy of and be familiar with the content of the Multiple District 105 Lions Clubs policies and procedures including, Health & Safety, Insurance, Vulnerable Persons, Data Protection and Charitable status (CIO).
2. To maintain close contact with the Lions Multiple District Health & Safety, Legal and Insurance Advisors and provide them with relevant information as requested.
6. To ensure that all aspects of Health & Safety have been considered prior to the convening of any Multiple District gathering where large numbers of people will be attending, in particular the Multiple District Conference.
7. To encourage all Lioness Clubs to appoint Health & Safety, Vulnerable Persons and Data Protection Officers to look after the relevant areas within their own Clubs.
8. To remind all members/Clubs of the requirement to comply with legislation on a regular basis and encourage them to ask for help/training in these areas if required.



Job Guidelines for Multiple District 105 Lioness Clubs Membership & Training Officer

(Updated February 2017)

OBJECTIVE

To act as an advisor to the Multiple District Advisory Body and Individual Clubs on all matters relating to membership and training in order to continue the progression of Lioness Clubs in the 21st Century, by maintaining links with the Multiple District Lions, Statutory Authorities and Voluntary Sector as well as other Multiple District and District Lioness Officers.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

Any Lioness who has been a member of the organisation for a period of at least 12 months is eligible to apply for this role.

GENERAL

The Membership & Training Officer forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings.
3. Attend the Multiple District Annual Lioness Conference.
4. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.

RESPONSIBILITIES

1. To develop the Lioness movement by working with the District Officers and individual Clubs to achieve membership growth in each district, thus strengthening the Multiple District Structure.
2. To investigate the formation of new Lioness Clubs and to work with the relevant District Governor, sponsoring Lions Club and the nearest Lioness Club to organise an initial meeting and the progress to formation of the new club.
3. To review and update the new Club Formation Kit.
4. To liaise with the Multiple District 105 Public Relations Officer and Club Supplies Officer to ensure adequate supplies of promotional literature are available for Clubs to purchase in order to be able to promote Lioness Clubs effectively at any given time.
5. To identify any training requirements within the organization and liaise with the Lions Multiple District Training Officer about any relevant courses that they can attend.
6. To provide an annual update at the Multiple District Lioness Clubs Conference including current membership figures and the net increase/decrease in the last fiscal year.
7. To keep account of any new Club members and also a watchful eye on clubs with declining membership.



Job Guidelines for Multiple District 105 Lioness Clubs Nominations and Resolutions

Officer

(Updated February 2017)

OBJECTIVE

1. To act as an advisor to the Multiple District Advisory Body and individual Clubs on all nominations and resolutions matters by maintaining links with Lions Clubs International, Statutory Authorities and the Voluntary Sector.
2. To implement the policy and programmes agreed by the Multiple District Advisory Body.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

Any Lioness who has been a member of the organisation for a period of at least 12 months is eligible to apply for this role.

GENERAL

The Nominations & Resolutions Officer forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings where nominations, resolutions and conference bids are to be discussed.
3. Attend the Multiple District Annual Lioness Conference.

RESPONSIBILITIES

1. To ensure all District Officers/Clubs are fully aware of the policies and procedures by which the Lioness Clubs should be operating and provide advice to any Lioness, Club or District on any related matters. This usually involves sending out 3 to 4 letters per year from August until Conference, along with a summary of what the voting results were at Conference.
2. To identify, obtain and actively promote the awareness of all relevant information regarding Nominations and Resolutions, which may be of interest to Lionesses within the Multiple District. This includes positions and matters of procedure as and if they occur.
3. To receive all Nominations, Resolutions, Amendments and Conference Bids which are submitted for consideration at the Annual Conference. Format, layout, wording and other requirements are included in the letters sent out.
4. To advise the Multiple District Advisory Body on the propriety of all Nominations, Resolutions and Amendments submitted and to draft those that the Advisory Body wish to propose in its own right (with the exception of financial resolutions which may be submitted by the treasurer) as required.
5. To circulate all Clubs with Nominations, Resolutions and Amendments at the times specified by the Multiple District Advisory Body, ensuring any deadlines set meet with the relevant rules – usually 3 times per year.

6. To present, with the Multiple District Chairman the Nominations, Resolutions and Amendments at Conference and to ensure the debate is conducted in accordance with the relevant rules.
7. To ensure all Clubs are aware of the procedure for registering 'Voting Delegates' at the Multiple District Annual Conference. This is usually done at Conference check-in.
8. To oversee the authorisation of delegates (and alternatives) as being in order to vote at the Multiple District Conference.
- .9. Arrange for adequate manning of the Delegate Certification Desk at Conference, and through the Multiple District Conference Co-ordinator advise the Host Committee of tabling and sign requirements at Conference.
10. Liaise with the Multiple District Secretary to ensure all Clubs are kept informed of relevant dates.
11. To provide information for the Lioness Website with regular updates being sent to the Multiple District Website Officer for inclusion on the site.
12. To notify all Clubs of the outcome of any Nominations, Resolutions and Conference Bids discussed at the AGM with regards to the voting and decisions. This should be within three weeks of the AGM taking place.



Job Guidelines for Multiple District 105 Lioness Clubs Public Relations Officer

(Updated February 2017)

OBJECTIVE

To act as an advisor to the Multiple District Advisory Body and individual clubs on all matters relating to Public Relations by maintaining links with the Multiple District Lions, Statutory Authorities and the Voluntary Sector as well as all Lionesses at Club, District and Multiple District level.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

Any Lioness who has been a member of the organisation for a period of at least 12 months is eligible to apply for this role.

GENERAL

The Public Relations Officer forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings.
3. Attend the Multiple District Annual Lioness Conference. If unable to attend it is the responsibility of the individual to nominate a replacement member to fulfil the role.
4. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.

RESPONSIBILITIES

1. To pro-actively explore the P.R. opportunities within the Multiple District reporting the outcome of all positive findings to the Multiple District Advisory Body for discussion /approval.
2. Liaise with outside agencies, co-ordinating Public Relations matters where Lionesses and other agencies are working together to promote Lionism to the best advantage.
3. Assist in the co-ordination of all publicity material, in whatever form, which individual officers/clubs wish to release both internally and externally to ensure the Corporate identity of the Multiple District is maintained at all times.
4. To be responsible for Multiple District Publicity materials, ensuring stocks are maintained at levels agreed by the Multiple District Advisory Body and issued by the Supplies Officer.
5. To liaise with the Newsletter Officer to ensure a newsletter is produced regularly for issue to all Clubs, District and Multiple District Officers, International Lioness Clubs and designated Lions.
6. To ensure information is sent to the Lion Magazine editor for each edition of the magazine and encourage a fair representation of Lioness Clubs throughout the year.

7. To provide information for the Lioness Website with regular updates being sent to the Multiple District Website Officer for inclusion on the site.
9. To work with the Competitions Officer to ensure all clubs participate in the Multiple District Competitions such as scrapbook and photograph caption.
10. To liaise with the Lions Multiple District Public Relations Officer when possible, with a view to working together to maximise publicity for the organisation as a whole.

Job Guidelines for Multiple District 105 Lioness Clubs Competitions Officer



(Updated February 2017)

OBJECTIVE

To organize and supervise the running of all Multiple District Competitions.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

GENERAL

The Competitions Officer forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Optional attendance at the Multiple District 105 Lioness Club Advisory Body Meetings (usually 4 meetings per year).
3. Attend the Multiple District Annual Lioness Conference. If unable to attend it is the responsibility of the individual to nominate a replacement member to fulfil the role.

RESPONSIBILITIES

1. To encourage all Club members to take an active part in the various Lions and Lioness Club, Zone, District and Multiple District competitions.
2. To send out information (including rules) for each competition at the start of the Lionistic year. (for the travelling Lioness competition this should be done for the calendar year as the competition runs January to December).
3. To compile and check the points for the Travelling Lioness competition, issuing regular totals to the Newsletter Officer for publication.
4. To liaise with the Multiple District Chairman and Conference Co-ordinator to ensure the smooth running of the judging of all competitions and ensure the results are available for announcing at the appropriate time.
5. To ensure all trophies are returned in a timely manner so they are available for presentation to the next winners.
6. To liaise with the Multiple District Chairman and Conference Co-ordinator to ensure the smooth running of the trophy presentations.
7. To consider and propose new competitions where appropriate.

Job Guidelines for Multiple District 105 Lioness Clubs Supplies Officer



(Updated February 2017)

OBJECTIVE

1. To act as an advisor to the Multiple District Advisory Body and individual Clubs on all matters relating to club supplies by maintaining links with suppliers as required.
2. To maintain stocks and issue supplies as requested by individual Lionesses or Clubs and place orders with appropriate suppliers as requested for items not held in stock.

METHOD OF APPOINTMENT

Lionesses are invited to put their names forward for this position on a yearly basis, with final appointment being made by the Multiple District Lioness Chairman. Appointments can be made for a period of up to three years but can be re-considered on a yearly basis.

Any Lioness who has been a member of the organisation for a period of at least 12 months is eligible to apply for this role.

GENERAL

The Club Supplies officer forms part of the Multiple District Lioness Advisory Body and is required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Optional attendance at the Multiple District 105 Lioness Club Advisory Body Meetings (usually 4 meetings per year).
3. Attend the Multiple District Annual Lioness Conference. If unable to attend it is the responsibility of the individual to nominate a replacement member to fulfil the role.
4. To provide displays/presentations for the annual conference as requested by the Multiple District Chairman.

RESPONSIBILITIES

1. To liaise with the Annual Conference Host Committee to ensure there is supplies stand available which is manned at all breaks in order that delegates can place orders / purchase goods as required, with full payment taken at the time of order / purchase.

For orders placed outside the Annual Conference payment may be made upon receipt of goods and forwarded to the Multiple District Treasurer with a copy of the invoice.

2. To provide an up-to-date Catalogue and a supplies order form for use by all Lionesses on the website. This must include delivery address and method of payment.
3. To maintain stock levels and place orders with the suppliers as agreed by the Multiple District Advisory Body plus any additional items as requested by the Multiple District Advisory Body.
4. To liaise with Multiple District Treasurer to provide a financial report based on the Lionistic year identifying current stock levels (opening and closing) plus any purchases and sales, which have occurred within the year. This should be presented to the Multiple District Advisory Body for inclusion in the Annual Conference Reports.

5. The Club Supplies Officer is not responsible for current conference pins, but is responsible for past conference pins.

Job Guidelines for Multiple District 105 Lioness Clubs District Officer



(Updated February 2017)

OBJECTIVE

To act as a liaison between individual Clubs, District (Lions and Lionesses) and the Lioness Multiple District Advisory Body on all issues relating to Lionesses ensuring a strong two way communication link at all levels, with support and guidance where required.

METHOD OF APPOINTMENT

The District Chairman is a member of the Lions District Cabinet and is appointed by the relevant District Governor on a yearly basis.

In the event that this appointment is given to a Lion, the Lioness Clubs within the District should appoint an Advisory Body Representative also.

GENERAL

District Lioness Officers form part of the Multiple District Lioness Advisory Body and are required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings.
3. Attend the Multiple District Annual Lioness Conference. If unable to attend it is the responsibility of the individual to nominate a replacement member to fulfil the role.

RESPONSIBILITIES

1. To actively promote Lioness Clubs within the Lions District offering help and support to any interested parties in the formation of new Clubs and the increase of membership in existing clubs.
2. To visit all Clubs in the District at least twice throughout the Lionistic year (at least one visit to be a business meeting).
3. To chair District Meetings and appoint Officers (where relevant) or support the Advisory Body representative in this role.
4. To provide regular reports on Lioness activities to the Lions Cabinet and represent the Lioness Clubs at meetings.
5. To provide a distribution route for Lion and Lioness Multiple District Officers for information to Clubs within their district.
6. To provide a communication route for individual Clubs to the Lioness Advisory Body and the Lions Cabinet.
7. To ensure all clubs complete Lioness Monthly Report forms (as supplied in the Club Secretary's pack) and forward copies to those stated on the forms.
8. Ensure financial accounts are completed at the end of the Lionistic year with copies forwarded to the agreed personnel as stated in the Lioness Club Treasurers' pack.
9. To provide updated information to the IT team and the Public Relations Team.



Job Guidelines for Multiple District 105 Lioness Clubs Advisory Body Representative

(Updated February 2017)

OBJECTIVE

To act as a liaison between individual Clubs, District and the Lioness Multiple District Advisory Body on all issues relating to Lionesses ensuring a strong two way communication link at all levels, with support and guidance where required.

METHOD OF APPOINTMENT

In the event that the District Chairman appointed by the Lions District Governor is not a Lioness, the Lioness Clubs within the District may appoint an Advisory Body Representative to work alongside the District Chairman.

GENERAL

Advisory Body Representatives form part of the Multiple District Lioness Advisory Body and are required to:

1. Provide written reports as requested for all Lioness Advisory Body Meetings throughout the year and the Multiple District Annual Lioness Conference.
2. Attend and take an active role in the Lioness Advisory Body Meetings
3. Attend the Multiple District Annual Lioness Conference. If unable to attend it is the responsibility of the individual to nominate a replacement member to fulfil the role.

RESPONSIBILITIES

1. To assist the District Chairman as required with all aspects of their role, with particular emphasis on the communication of information from the Multiple District Advisory Body to the individual clubs.
2. To Chair District Meetings and appoint Officers (where Relevant).
3. To be available at all times to advise Clubs on any Lioness matters which do not require the involvement of Lions.
4. To communicate directly with the relevant Multiple District Officers on any matters raised as above.
5. To ensure all Club officers complete the relevant administrative tasks as in the Lioness Clubs Manual including reports and year end final accounts.
6. To provide information to the IT Team and the Public Relations Team.