

Multiple District 105 Lioness Clubs



Section 8

Multiple District Officers Job Descriptions

MULTIPLE DISTRICT LIONESSE CLUBS CHAIRMAN

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 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.

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 and cannot stand for re-election for the next 3 terms of office.

Any Lioness who has been a member of the organisation for a period of at least 12 months and has served on the Advisory Body 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 responsible for providing Information on the Lionesses for the Multiple District Co-ordinator. She acts as a major liaison point and communicator with all Lioness Clubs

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.
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 Conference Coordinator to ensure that all aspects of the Annual Lioness Conference are in place. To send out invitations to dignitaries as required.

MULTIPLE DISTRICT LIONESSE CLUBS DEPUTY CHAIRMAN

Objective

To assist the Multiple District Lioness 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 months and has served as Club President 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 (usually 4 per year, held in Birmingham).
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 they are in a position to deputise in a case of emergency, 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.

Revised May 2014

MULTIPLE DISTRICT LIONESSE CLUBS SECRETARY

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. Appointments are for a period of two years.

Any Lioness who has been a member for at least 12 months and has served on the Advisory Body can be nominated for this position.

GENERAL

The Secretary forms 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.

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.

A. 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'.

B. 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.

C. 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.

D. 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) Document of Understanding
 - b) Notes for the assistance of Presidents
 - c) Notes for the assistance of Secretaries
 - d) Notes for the assistance of Treasurers
 - e) 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 MD Lions Headquarters and other Advisory Body members as requested (e.g. 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
 - d. Lioness Awareness Week
 - 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.

MULTIPLE DISTRICT LIONESSE CLUBS TREASURER

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 and has served on the Advisory Body can be nominated for this position.

GENERAL

The Treasurer forms 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.

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 one month of the financial year end.
11. Prepare all financial resolutions to be proposed by the Multiple District Advisory Body.
12. Oversee the preparation and 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.
14. The Treasurer is also responsible for the Multiple District Lioness Conference Account and is therefore included as part of the Conference Host Committee.
15. To provide updated information to the IT team and the Public Relations team.

MULTIPLE DISTRICT LIONESSE CLUBS IMMEDIATE PAST LIONESSE CHAIRMAN

OBJECTIVE

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

METHOD OF APPOINTMENT

The Multiple District Chairman should approve this position and the appointment is for a period of two years.

GENERAL

The Immediate Past 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.
4. To undertake any role on the Advisory Body which the Multiple District Chairman wishes her to fill.

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 attend individual District meetings and events when invited.
3. To represent the Multiple District 105 Lioness Clubs in an official capacity at any event/function where the Chairman or Deputy Chairman has been invited and are unable to attend.
- 4.. To provide updated information to the IT Team and the Public Relations Team as required.

LIONESSE CLUBS CO-ORDINATOR

OBJECTIVES

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.

GENERAL

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

Responsibilities

1. Be well informed in all aspects of Lioness activity
2. Familiarise himself 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.

MULTIPLE DISTRICT LIONESSE CLUBS ALMONER

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 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 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.]

MULTIPLE DISTRICT LIONESSE CLUBS CONFERENCE CO-ORDINATOR AND TEAM LEADER

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 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.
4. To provide displays/presentations for the Annual Conference as requested by the Multiple District Chairman.
5. To lead the Conference team this includes the Assistant Conference Co-ordinators and the Host Conference Committee Chairman.

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 work with the Assistant Conference Co-ordinator and to involve her in all aspects of the Conference organisation.
12. To provide updated information to the IT team and the Public Relations team.

MULTIPLE DISTRICT LIONESSE CLUBS INFORMATION TECHNOLOGY OFFICER AND TEAM LEADER

OBJECTIVE

To act as an advisor to the Multiple District Advisory Body and individual clubs on all matters relating to information technology/websites by maintaining links with the Multiple District Lions, and 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 Website Officer forms part of the Multiple District Lioness Advisory Body and are required to:

1. Provide written reports about the work of the IT team 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.
5. To lead the IT team this includes the Website Officer and the Social Network 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 Lions Multiple District/District Information Technology Officers to publicise Lioness Clubs through the appropriate Lions Websites and implement a corporate policy regarding websites and e-mail etc on the Internet.
3. To liaise with Multiple District Lions on all I.T issues and circulate information as appropriate to all Lioness Clubs.
4. The Multiple District Lioness Conference presentation is not the responsibility of the Website Officer. It is dealt with by the Multiple District Lioness Chairman/Lions Multiple District Co-ordinator and a designated Conference I.T. Officer.
5. To work with the Social Network Officer ensuring that all aspects of IT are linked.
6. To provide updated information to the Public Relations team to publicise IT information in the newsletter.

MULTIPLE DISTRICT LIONESSE CLUBS SOCIAL NETWORKING OFFICER

– Part of the IT team

OBJECTIVE

1. To encourage all clubs and inform them in the use of networking sites.

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 Newsletter Officer forms part of the Multiple District Lioness IT Team and are required to:

1. Provide their team leader with information to enable the team leader to compile a report for the Advisory Body meetings.
2. Attend the Multiple District Annual Lioness Conference.

RESPONSIBILITIES

1. Develop and update a Facebook and Twitter site for the Lioness Multiple District to promote its activities.
2. Encourage all clubs to develop and maintain a site that promotes the activities and achievements of their Lioness club.
3. To encourage Lioness Clubs to link their social network site to other organisations that might assist with the promotion of their activities e.g. local newspaper and radio social network site.

MULTIPLE DISTRICT LIONESSE CLUBS INTERNATIONAL OFFICER

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 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.

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 information 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 and the IT team.
4. To liaise with the Multiple District Almoner regarding the response of the Lionesses of 105 to any International disasters by means of a letter / card imparting the condolences of the Multiple District Lioness Clubs where appropriate.

MULTIPLE DISTRICT LIONESSE CLUBS LEGAL OFFICER

OBJECTIVE

1. To act as an advisor to the Multiple District Advisory Body and individual clubs on all Legal matters by maintaining links with the Multiple District Lions, Statutory Authorities and the Voluntary Sector in particular the Health & Safety Executive.
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 Legal Officer forms 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.
4. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.

RESPONSIBILITIES

1. To identify and obtain necessary information about all Legal issues including Health & Safety issues, Insurance and Vulnerable Persons which may affect Lionesses and actively promote the same to all Clubs in the Multiple District.
2. To retain a copy of and be familiar with the content of the Multiple District 105 Lions Clubs Safety Document 'The Road to Safety' and Vulnerable Persons Protection Policy.
3. To be aware of new legislation and/or standards affecting Legal issues and ensure all Clubs within the Multiple District are notified of the same.
4. To produce and update a Health and Safety Policy Document for Lioness Clubs within the Multiple District.
5. 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 maintain an incident book and advise the sponsoring Lions Club and Multiple District Lioness Health & Safety Officer of any major incidents.
8. To provide updated information to the Public Relations Team and the IT team.

MULTIPLE DISTRICT LIONESSE CLUBS MEMBERSHIP OFFICER

OBJECTIVE

1. To act as an advisor to the Multiple District Advisory Body and Individual Clubs on all matters relating to membership and 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 Officer forms 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.
4. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.

RESPONSIBILITIES

1. To develop the Lioness movement within the Multiple District 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 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.
6. To keep account of any new club members and to keep a watchful eye on clubs with declining membership.
7. To provide updated information to the IT team and the Public Relations team.

MULTIPLE DISTRICT CLUBS NOMINATION AND RESOLUTIONS OFFICER

OBJECTIVES

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 served on the Advisory Body 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 Nominations & Resolutions Officer forms 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.

RESPONSIBILITIES

1. To ensure all District Officers/Clubs are fully aware of the Rules and Regulations contained in the 'Document of Understanding' by which the Lioness Clubs are governed, and provide advice to any Lioness, Club or District on any related matters,
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.
3. To receive all Nominations, Resolutions and Amendments, which are submitted for consideration at the Annual Conference advising those submitting them on their propriety, and helping the proposers, draft them, if necessary in order to make them suitable for debate.
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 wishes to propose in its own right (with the exception of financial resolutions which may be submitted by the treasurer).
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.

6. To ensure, with the Multiple District Chairman that the presentation of Nominations, Resolutions and Amendments at Conference and the debate is conducted in accordance with the relevant rules.
7. To ensure that the Multiple District 'Document of Understanding' is kept up to date and compatible with the Constitution of Lions Clubs International.
8. To ensure all clubs are aware of the procedure for registering 'Voting Delegates' at the Multiple District Annual Conference.
9. To oversee the authorisation of delegates [and alternatives] as being in order to vote at the Multiple District Conference.
10. Arrange for adequate manning of the Delegate Certification Desk at Conference, and through the Multiple District Conference Co-ordinator, advice the Host Committee of tabling and sign requirements at Conference.
11. To liaise with the Multiple District Secretary to ensure all clubs are kept informed of relevant dates.
12. To provide information for the Lioness Website with regular updates being sent to the Multiple District Website Officer for inclusion on the site.
13. 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.

MULTIPLE DISTRICT LIONESSE CLUBS PUBLIC RELATIONS OFFICER AND TEAM LEADER

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 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.
4. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.
5. To lead the Public Relations team which includes the Public Relations Officer, Newsletter Officer and Competitions Officer.

RESPONSIBILITIES

1. To pro-actively explore the P.R. opportunities within the Multiple District and 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 either within the organisation or to members of the public ensuring 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 ensure a newsletter is produced regularly for issue to all Clubs, 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 to ensure 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.
8. To promoting Lioness Awareness Week by keeping clubs informed of relevant dates and providing publicity material where required.
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 on a regular basis, with a view to working together to maximise publicity for the organisation as a whole.

MULTIPLE DISTRICT LIONESSE CLUBS NEWSLETTER OFFICER – Part of the Public Relations Ream

OBJECTIVE

To produce a regular newsletter to illustrate the activities of the Multiple District Clubs and 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.

GENERAL

The Newsletter Officer forms part of the Multiple District Lioness Public Relations Team and are required to:

1. Provide their team leader with information to enable the team leader to compile a report for the Advisory Body meetings.
2. Attend the Multiple District Annual Lioness Conference.

RESPONSIBILITIES

1. To liaise with the MD Lioness Chairman, members of the Advisory Body and Lioness Club Public Relations Officers for content and to compile a bi-monthly newsletter.
2. To liaise with the Public Relations Team Leader and the MD Lioness Chairman to proof read / approve the newsletter prior to publication
3. Adhere to strict guidelines and to ensure that the newsletter is sent out as published.
4. To distribute the newsletter to all members of the Lioness Advisory Body, District Officers and Lioness Club Secretaries.
5. To distribute the newsletter to other members of the Lions family as requested e.g. Lions Chairman of Council, Lions District Governors and the International Lioness contacts – to promote the work of the Lioness of 105.

MULTIPLE DISTRICT LIONESSE CLUBS COMPETITIONS OFFICER- Part of the Public Relations Team

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. This appointment is for a calendar year not Lionistic year.

GENERAL

The Competitions Officer forms part of the Multiple District Lioness Public Relations Team and are required to:

1. Provide their team leader with information to enable the team leader to compile a report for the Advisory Body meetings.
2. Attend the Multiple District Annual Lioness Conference.

RESPONSIBILITIES

1. To encourage all club members to take an active part in the various Lioness Club, District and Multiple District competitions.
2. To send out reminders to the Lioness Club Secretaries of the deadline dates e.g 31st December for Travelling Lioness Points.
3. To compile and check the points for the Travelling Lioness competition, issuing regular totals to the Newsletter Officer to publish in the newsletter.
4. To prepare the results and organize the prize presentation at Multiple District Lioness Conference.
5. To ensure all trophies are made available before Conference so that they are ready to be presented.
6. To consider and propose new competitions where appropriate.

MULTIPLE DISTRICT LIONESSE CLUBS SUPPLIES OFFICER

OBJECTIVES

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 Lions Clubs International and local suppliers.
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. 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 liaise with the Annual Conference Host Committee to ensure there is supply 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.
6. To provide updated information to the IT team and the Public Relations team.

MULTIPLE DISTRICT LIONESSE CLUBS TRAINING OFFICER

OBJECTIVE

To act as an advisor to the Multiple District Advisory Body and individual clubs on all matters relating to Training by maintaining links with the Multiple District Lions 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 Training Officer forms 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.
4. To provide displays/presentations for the annual Conference as requested by the Multiple District Chairman.

RESPONSIBILITIES

1. To identify any training requirements at all levels of the organization.
2. To arrange training courses at all levels.
3. To liaise with the MD Legal Officer regarding new regulations and arrange training courses i.e. Health and Safety.
4. To liaise with the Lions Multiple District Training Officer on a regular basis and to communicate to Lioness members information about any relevant courses that they can attend.
5. To provide updated information to the IT team and the Public Relations Team

MULTIPLE DISTRICT LIONESSE CLUBS DISTRICT CHAIRMAN

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 Chairman 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

MULTIPLE DISTRICT LIONESSE CLUBS ADVISORY BODY REPRESENTATIVES

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.