



NOMINATION INFORMATION FOR APPOINTMENT TO A MD 202 POSITION

Information for the applicant

Thank you for applying to assist Lions Clubs NZ and Islands of the South Pacific by nominating yourself for a Multiple District Position. Unlike many organisations, the majority of the planning, administrative and operational roles in our organisation are delivered by volunteers. This keeps our running costs low and is why we can proudly say that “All funds raised by Lions Clubs go directly to the people and organisations we support”.

As a member of a Multiple District Committee/Portfolio Holder you will receive:

- Direction
- Support
- Training (generally ‘on the job’)
- Reimbursement for allowable expenses under the MD202 Rules of Audit.

In return Lions New Zealand expects that you will carry out your duties with diligence and professionalism.

Every role is different and the requirements are described in the Job Description available from our Multiple District Secretary. Please note the position Job Description will identify the reporting line for the position. Each role will also be appointed a District Governor Liaison.

Merit-based selection

Selection for positions is on the basis of merit, and all Lions with the specified skills and experience are encouraged to apply. It is not generally necessary that you have served as a District Governor or in any other capacity within the organisation, although some positions will have specific pre-requisites.

The process

The Appointments Committee for the Council considers applications for positions and recommends the preferred applicant to Council, to be heard at one of its three meetings. Council then appoints the successful candidate to the position and applicants will be advised of the outcome by phone then followed up with e-mail.

Please note the Appointments Committee may not interview all applicants.

To ensure that the Appointments Committee can properly assess your application for the position, please clearly identify in your application, (with respect to the particular position you are applying for), your:

1. Skills
2. Prior Experience, including experience both within and outside of Lions and your
3. Aptitude

Please note that your District Governor must sign your application or signify to the Multiple District Secretary by e-mail that they have sighted the application. This is not an endorsement, nor does the District Governor have to support your nomination in particular.

The signature of the District Governor simply signifies that they are aware of your application.

Form Name: Nomination Form MD202	Document Owner: Council of Governors
Authorised by:	Approval Date & Version: #1



Applications must be forwarded by e-mail, with the appropriate attachments, to the MD Secretary at council.secretary@lionsclubs.org.nz by the advertised closing date.

Late nominations will not be considered.

Each application will be acknowledged by email.

Should you have questions on any of the above please contact the **MD Secretary**:

Jo Cameron by phone: 027 248 9415, or by email: council.secretary@lionsclubs.org.nz

Applicant Checklist

- I have read the Position Job description.
- I have completed the Nomination Form including current contact details
- The District Governor has signed the Nomination Form or e-mailed the acknowledgement
- I have attached a Cover letter detailing my claim for the position and outlining my specific skills, experience and aptitude as it relates to the role. (Maximum 2 pages)

Good Standing

- a) Any Candidate for a Multiple District position must be a member in good standing of a Lions Club in good standing within the Multiple District. A Statement certifying such good standing shall be incorporated in the Application Form signed by the Candidate. The MD Secretary shall have the right at their discretion to seek confirmation of such good standing from the Lions Club of which the Candidate is a member.
- b) Any Member (including Chairman) of a Multiple District Committee who ceases to be a member in good standing of a Lions Club in good standing within the Multiple District and permits such status to continue for a period exceeding three calendar months shall be removed as a Member of that Committee by Resolution of the Council.
- c)
 - (i) Whilst it is desirable that a member (including Chairman) of a Multiple District Committee be an active Club member, the granting of the status of Lion at Large is not, of itself, sufficient cause to decline or withdraw an appointment.
 - (ii) Any Candidate for appointment to a Multiple District Committee, if then a Lion at Large, shall not be appointed unless Council is satisfied that the Candidate will become an active member within 3 months from the date of appointment. The council may in special circumstances and upon request resolve to extend such a period.
 - (iii) Council may determine to permit the continuance of any appointment upon such terms as it shall deem fit.

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