

Lions Clubs International

MD105 British Isles



Lions Clubs International, 257 Alcester Road South, Kings Heath, Birmingham, B14 6DT

17th November 2017

Dear Fellow Lions

The Council of Governors invite applications for the position of Council Secretary to take up full responsibility of the office from 1st July 2018.

Full details of the role and job description are attached along with an Application Form.

The Selection Team will consider single applicants who will undertake the role in its entirety as well as two or more individuals who will collaborate with one another in order to collectively deliver all the duties and responsibilities of the role. In each case the application should include as a minimum the following:

- A completed application form and CV on the individual who is making themselves a candidate for the entire role of Council Secretary or completed application forms and CV's of each member of the team if a combined application is made by more than one member to undertake the role.
- How they meet the entry criteria and what expertise and experience they have that they can bring to the role.
- How the individual would see themselves undertaking the duties and responsibilities of Council Secretary and what added value they would bring to the role. Additionally if a combined application is being made by more than one person then how they would see the duties and responsibilities being distributed amongst the two individuals; how any interfaces would be managed and how the combined effort would add value and what extra dimension would be created that would benefit the organisation.
- What other information the candidate or candidates feel is worthy of mention and is relevant to their application.

Application Forms and a full Job Specification for the role of Council Secretary are available from either Council Secretary PCC Lion Andy Pemberton email: secretary@lionsclubs.co or MDHQ Office Manager Lion Brigitte Green on email: brigitte@lionsmd105hq.org.uk

Completed applications should be returned to the Council Secretary at the MDHQ postal address or by email to the email address above by **Monday 11th December 2017**.

Yours sincerely

Balvinder Singh Sokhi

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Chairman of Council

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