



**MAJOR RESPONSIBILITIES FOR THE MERL TEAM COORDINATOR**

The objective of this position is to encourage communication and teamwork. This position is optional and may be filled by an existing MERL member or another Lion who can assist with the team.

**I. Coordinate Goal Setting**

Assist the MERL team in establishing goals related to their individual functions while developing collective team goals to enhance membership development and growth. Provide support, as needed in the development and execution of related action plans.

**II. Encourage Communication**

Ensure communication among MERL team members by scheduling periodic meetings, beginning with the annual planning meeting. Encourage an open exchange of information to achieve team and individual goals. Promote collaboration with area leadership.

**Annual Objectives**

1. Schedule and participate in periodic meetings, including the annual planning meeting, and meeting with MERL team members to measure progress and celebrate success.
2. Assist team members with establishment of goals and development of action plans to achieve those goals.
3. Maintain current knowledge regarding MERL resources and developments.
4. Communicate with the MERL team via telephone, e-mail and meetings.
5. Provide support and motivation throughout MERL team's term.

**I have read the above general responsibilities of a MERL team coordinator and agree to carry them out to the best of my ability.**

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

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DISTRICT USE ONLY

The District Governor has appointed the above candidate to serve as the MERL Team Coordinator for the term **July 1, 2009 to June 30, 2012.**

\_\_\_\_\_  
District Governor (Signature)

\_\_\_\_\_  
(Date)

Please send a copy of this form to:      Mail: Lions Clubs International, Membership Operations Department  
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Oak Brook, Illinois, 60523-8842, USA  
Fax: 1.630.706.9194