



GLOBAL MEMBERSHIP TEAM (GMT) SINGLE DISTRICT COORDINATOR APPLICATION PACKET

Lions who meet the qualifications listed below for GMT single district coordinator should be considered for this position. Once a candidate has been determined, they should then be presented with the application - to be completed and returned as soon as possible. The district governor team, along with the GMT area leader, and present and past district leaders should be knowledgeable about the qualifications and expectations of this position in order to effectively collaborate to identify qualified candidates.

QUALIFICATIONS

The GMT single district coordinator candidate must possess the abilities and skills to identify, expand and present membership, extension and retention development programs that meet the needs of their sub district. Additional qualifications include:

1. In-depth knowledge of LCI and district needs of clubs.
2. Ability to mentor future leaders and to identify leaders.
3. Extensive knowledge of membership, extension and retention programs and field positions (Zone Chairperson, Certified Guiding Lions, etc).
4. Ability to effectively deliver training and education.
5. Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Senior or Faculty Development) with high evaluation score.
6. Ability to commit to a three-year term as GMT single district coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out the duties and responsibilities of this position.
7. Ability to travel within the district.
8. Ability to collaborate with GLT counterpart to address district needs.



**Lions Clubs International
Global Membership Team (GMT) Single District Coordinator Application**

(Appointment for a GMT Single District Coordinator is a three-year term)

TO SERVE: JULY 1, ____ THRU JUNE 30, ____
(Please type or print all information)

District # _____

Candidate Name _____
Address _____
City _____
State/Province _____
Zip/Postal Code _____
Country _____
Occupation _____

Membership # _____
Residence Telephone _____
Residence Fax _____
Residence E-Mail _____
Business Telephone _____
Business Fax _____
Business E-Mail _____

(Please include country and city codes before each telephone number)

Club Name _____
Current Lion Title _____

Club Number _____
of Years as a Lion _____

Please state any volunteer or professional experience that would qualify you for this position

- ✓ **Check Lion Positions Held:**
- International Director
 - District Governor
 - District Chairperson: Membership Extension Retention Leadership Development
 - Region Chairperson
 - Zone Chairperson
 - Club Chairperson: Membership Extension Retention Leadership Development
 - Other (specify) _____

Approximate number of hours per week you will be able to dedicate to this position: _____

What days or hours are you unavailable to serve in this position? _____

Are you available to travel throughout the district to conduct membership, extension and retention development programs?
Yes _____ No _____

Please state situations or conditions that might limit the time or energy of your services.



MAJOR RESPONSIBILITIES OF A GLOBAL MEMBERSHIP TEAM (GMT) Single District Coordinator

Please carefully review the following major responsibilities and sign the commitment statement below.

Job Description

I. Goal Setting:

- a. Set district membership, extension and retention development goals and implement an action plan incorporating the goals and objectives of the district GMT. Communicate goals and plans to the GMT area leader on or before September 1st of each Lions year.
- b. Develop and promote a district membership, extension and retention plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
- c. Motivate club leaders to set goals and develop club programs that improve membership, extension and retention skills.
- d. Present a budget to the district cabinet in order to fund a membership, extension and retention development plan.

II. Communication:

- a. Communicate goals and implementation procedures to GMT area leader.
- b. Communicate with GMT/GLT members at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall impact of GMT/GLT efforts.
- c. Keep district updated on new membership, extension and retention development programs and resources.
- d. Publish membership, extension and retention development initiatives in the district newsletter, on the district website, and in other publications.
- e. Establish a monthly reporting system to foster open communication and monitor progress.
- f. Submit a quarterly report to the GMT area leader, on the status of membership, extension and retention development in the district.
- g. Advise the GMT area leader of membership, extension and retention development needs to support the district and clubs

III. Other:

- a. Assist GMT and GLT area leaders in planning and conducting workshops and seminars.
- b. Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International.
- c. Motivate district Lions members to develop and improve their membership, extension and retention skills.
- d. Advise the GMT area leader of any new and innovative training techniques that have been successful as a result of their membership, extension and retention development efforts.

I have read the above responsibilities of a GMT Single District Coordinator and agree to execute them to the best of my abilities.

Applicant (Signature)

Applicant (Print Name)

Date

District

FOR DISTRICT USE ONLY

The District Governor Team has appointed the above candidate to serve as the GMT Single District Coordinator for the term **July 1, ____ thru June 30, ____.**

District Governor (Signature)

Date

First Vice District Governor (Signature)

Date

Second Vice District Governor (Signature)

Date

GMT Area Leader (Signature)

Date

<p><i>Submit completed form to:</i> Lions Clubs International Membership Operations Department 300 W. 22nd Street Oak Brook, IL 60523-8842 USA FAX: 1-630-706-9194 E-mail: memberops@lionsclubs.org</p>
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