



## DISTRICT LEADERSHIP DEVELOPMENT CHAIRPERSON APPLICATION PACKET

Lions who meet the qualifications listed below for District Leadership Development Chairperson 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 person interviewing the District Leadership Development Chairperson candidate should be knowledgeable about the qualifications and expectations of the position.

### **QUALIFICATIONS**

***The District Leadership Development Chairperson candidate must possess the abilities and skills to identify, expand and present leadership development programs that meet the needs of their single district. Additional qualifications include:***

1. A proven track record in leadership development or similar work, such as training, education and event planning
2. A fundamental understanding of adult learning characteristics, effective teamwork, communication, teambuilding and member motivation
3. Knowledge of, or a strong willingness to seek out innovative training techniques, curriculum content and materials
4. Credibility with other Lions
5. Ability to clearly and effectively present material
6. Ability to commit to a three-year term as District Leadership Development Chairperson, 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



**Lions Clubs International  
District Leadership Development Chairperson  
Application**

*(Appointment for a District Leadership Development Chairperson is a three-year term)*

**TO SERVE: JULY 1, 2009 THRU JUNE 30, 2012**  
*(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**

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- ✓ **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 leadership development programs?** Yes \_\_\_\_\_ No \_\_\_\_\_

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

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**MAJOR RESPONSIBILITIES OF A DISTRICT LEADERSHIP DEVELOPMENT CHAIRPERSON**

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

**Job Description**

**I. Goal Setting:**

- a. Set leadership development goals and implement an action plan incorporating the goals and objectives of the district MERL team. Communicate goals and plans to the Leadership Administration Department at LCI on or before September 1<sup>st</sup> of each Lions year
- b. Develop and promote a district leadership development plan that includes recognition for district and individual Lions who make significant contributions to leadership development program goals
- c. Motivate club leaders to set goals and develop club programs that improve leadership skills
- d. Present a budget to the district cabinet in order to fund a leadership development plan

**II. Communication:**

- a. Communicate goals and implementation procedures to district and multiple district leadership development chairpersons
- b. Communicate with MERL team 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 effectiveness of MERL team efforts.
- c. Keep district updated on new leadership development programs and resources
- d. Publish leadership 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 Leadership Administration Department at Lions Clubs International headquarters, on the status of leadership development in the district
- g. Advise the Leadership Administration Department at Lions Clubs International of leadership development needs, to support the district and clubs

**III. Training:**

- a. Facilitate the training of club officers in the district; report results of the training to the Leadership Administration Department at International Headquarters within 30 days of completion
- b. Assist district membership, extension, and retention chairpersons in planning and conducting workshops and seminars
- c. Share leadership development techniques, curriculum, motivation and support using the Leadership Development Manual and other resources available from Lions Clubs International
- d. Motivate district Lions members to develop and improve their leadership skills
- e. Advise the Leadership Administration Department of any new and innovative training techniques that have been successful as a result of their leadership development efforts

I have read the above responsibilities of a District Leadership Development Chairperson and agree to execute them to the best of my ability.

Applicant (Signature)	Applicant (Print Name)	Date	District

**FOR DISTRICT USE ONLY**

The District Governor has appointed the above candidate to serve as the District Leadership Development Chairperson for the term **July 1, 2009 thru June 30, 2012.**

District Governor (Signature)	Date
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Please send a copy of this form to:

Lions Clubs International  
 Leadership Administration Department  
 300 W. 22<sup>nd</sup> Street  
 Oak Brook, Illinois, 60523-8842 USA  
 -or-  
 Fax: 1.630-706-9280