



MAJOR RESPONSIBILITIES OF A DISTRICT LEADERSHIP DEVELOPMENT CHAIRPERSON

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

Goal Setting

- 1. Set leadership development goals and implement an action plan incorporating the goals and objectives of the district MERL team. Communicate goals and plan to the Leadership Administration Department at LCI on or before September 1st of each Lions year.
- 2. 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.
- 3. Motivate club leaders to set goals and develop club programs that improve leadership skills.
- 4. Present a budget to the district cabinet in order to fund a leadership development plan.

Communication

- 1. Communicate goals and implementation procedures to district leadership development chairpersons and to the multiple district leadership.
- 2. Communicate with MERL team members at least once a month to ensure exchange of information and ideas, preclusion of redundancy of effort, and development of plans to enhance the overall effectiveness of the MERL team effort.
- 3. Keep district apprised of new leadership development programs and resources.
- 4. Publish leadership development initiatives in the district newsletter on the district website, and in other publications.
- 5. Establish a monthly reporting system to foster open communication and to monitor progress.
- 6. Submit a quarterly report to the Leadership Administration Department at International Headquarters on the status of leadership development in the district.
- 7. Advise the Leadership Administration Department at LCI of leadership development needs to support the district and clubs.

Training

- 1. 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.
- 2. Assist district membership chairperson, extension chairperson and retention chairperson in planning and conducting workshops and seminars.
- 3. Share leadership development techniques, curriculum, motivation and support using the Leadership Development Manual and other resources available from LCI.
- 4. Motivate district Lions to develop and improve their leadership skills.
- 5. Advise the Leadership Administration Department of any new and innovative training techniques that have been successful in leadership development.

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

(Signature of Applicant)

(Printed Name)

(Date)

DISTRICT USE ONLY

The District Governor has appointed the above candidate to serve as the district leadership chairperson for the term **July 1, ____ to June 30, ____.**

(Signature of District Governor)

(Date)

Please send a copy of this form to: Lions Clubs International, Leadership Administration Department,
300 W. 22nd Street,
Oak Brook, Illinois, 60523-8842
USA
Or Fax to: 630-571-1682