



Lions Clubs International District Retention Chairperson Application

Please submit the following information on the district retention chairperson who has been appointed to serve a three-year term through the year

Name: (please print) First Middle Last Suffix

Address _____

City _____

State _____

Zip Code _____

Country _____

District _____

Club Name _____ Club Number _____

Telephone Numbers:

Home () _____ Home Fax: () _____

Business () _____ Business Fax: () _____

E-mail _____

**Send completed form
BY August 1st to:**

**Lions Clubs International
Membership Operations
Department**

**300 22nd Street
Oak Brook, Illinois 60523-
8842 U.S.A.**

Signature _____

Name (please print) _____

District Governor, District

Date _____

District Retention Chairperson Job Description

Goal Setting

1. Set goals, develop and implement a club retention plan incorporating the goals and objectives of the district leadership. Communicate goals and plan to Multiple District MERL Team on or before August 1 of each Lions year.
2. Present a budget to the District council in order to fund a District Club Retention Program.
3. Develop and advertise a District Club Retention Program that includes incentives for district and clubs who contribute to the achievement of the prescribed levels of club development growth.

Communication

1. Communicate goals and implementation procedures to all club retention chairpersons and multiple district leadership.
2. Establish a monthly reporting system to foster open communication and to monitor each club's progress. Provide monthly feedback to club retention chairpersons acknowledging progress and offering assistance.
3. Keep the multiple district retention chairperson apprised of the district's club retention progress using the reporting system established by the multiple district retention chairperson.
4. Keep club retention chairpersons, club officers, zone chairpersons and region chairperson apprised of the district and club progress in retention.
5. Keep multiple district and district leaders apprised of club retention announcements from Lions Clubs International.
6. 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.
7. Advise the Membership Operations Department at LCI of needs of the district and the clubs.
8. Publish retention articles in the district and/or multiple district newsletters.
- 9. Beginning in July 2008 the MERL team also collaborates with the Global Membership Team (GMT). This team is explained in detail in the Teamwork for Growth manual.**

Training

1. Conduct a Club Retention Workshop at the beginning of each year for club retention chairpersons.
2. Provide club retention techniques, motivation and support using the Multiple District and District Retention Chairperson Guide, Club Retention Chairperson Guide and other tools and publications available from LCI.
3. Offer to assist club retention chairpersons in developing and conducting a Club Retention Workshop for club officers and club members interested in club retention.

District Retention Chairperson Qualifications

Experience

- A proven track record in membership retention/mentoring or similar experience such as successful organization in his/her profession, other association work, church or community

Skills

- Effective presentation skills (i.e., public speaking, workshop presenter, etc.)
- Strong interpersonal relationship skills
- Self-starter ability to successfully implement projects on his/her own

Attributes

- Credibility with other Lions in the district and in the communities within the district
- Desire and ability to work with others and an understanding of social and group dynamics
- Positive attitude and understanding of the need for club retention
- Available time to implement and assist with retention initiatives
- Willingness to commit to a three year term and accept no other position in the Lions association which would conflict with the time and energy needed for this position
- Ability to travel within the district
- Attend a MERL training event sponsored by the association