



Global Action Team – Quick Start

These Global Action Team checklists can help you get on track for a successful year! And they can help you see what your fellow members of the Global Action Team are doing to enhance service, grow membership, and develop leadership in their communities and around the world.

Club

Club President Checklist

- ☐ Review the job description for your role as **Global Action Team Chairperson**, the job description for the vice president's role as **Leadership Development Chairperson**, and the roles for the **Membership Chairperson** and **Service Chairperson**.
- ☐ Be sure to report all positions in MyLCI.
- ☐ Schedule a Global Action Team meeting to discuss goals for the fiscal year.
- ☐ Schedule follow-up meetings to review progress towards your goals.
- ☐ Continuously recognize outstanding efforts by club members.
- ☐ Celebrate once your goals are achieved.

District

District Governor Checklist

- ☐ Review the job description for your role as **Global Action Team Chairperson** and your team's job descriptions.
- ☐ Be sure to report all positions for your district in **MyLCI**.
- ☐ Schedule a Global Action Team meeting to discuss the **district's goals and action plans** for the fiscal year.
- ☐ Develop a Global Action Team calendar of goals, meetings and events.
- ☐ Ensure club presidents schedule their first meeting with their Global Action Team.
- ☐ Apply for a **membership development grant**.



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District Coordinator Checklist

- ☐ Review your job description:
 - **Global Leadership Team (GLT) District Coordinator**
 - **Global Membership Team (GMT) District Coordinator**
 - **Global Service Team (GST) District Coordinator**
- ☐ Review your **district goals**.
- ☐ Begin to develop your plan for supporting the district goals (What will you do? Who will assist you? What resources will you need?).
- ☐ Follow up with clubs who have open Global Action Team positions (first vice president/leadership chairperson, membership chairperson, service chairperson).

Multiple District

Council Chair Checklist

- ☐ Review the job description for your role as **Global Action Team Chairperson** and your team's job descriptions.
- ☐ Be sure to report all positions your multiple district in **MyLCI**.
- ☐ Schedule a Global Action Team meeting to discuss the **districts' goals and action plans** for the fiscal year.
- ☐ Develop a Global Action Team calendar of goals, meetings and events.
- ☐ Ensure Global Action Team is on the agenda for council meetings to report activities and progress towards goals.
- ☐ Apply for a **membership development grant**.

Multiple District Coordinator Checklist

- ☐ Review your job description:
 - **Global Leadership Team (GLT) Multiple District Coordinator**
 - **Global Membership Team (GMT) Multiple District Coordinator**
 - **Global Service Team (GST) Multiple District Coordinator**
- ☐ Follow up with districts who have open Global Action Team coordinator roles (GLT, GMT, GST).
- ☐ Review the **district goals and action plans** in your multiple district.
- ☐ Begin to develop your plan for supporting the district goals. (What will you do? Who will assist you? What resources will you need?).
- ☐ Reach out to your district coordinators to discuss their district goals. Be sure to offer your encouragement and support.
- ☐ Review the staff contact list and contact your **regional specialist** if you have any questions.