



## GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR APPLICATION PACKET

Lions who meet the qualifications listed below for GMT 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 MD Coordinator 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 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 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) District Coordinator Application**

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

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

District # \_\_\_\_\_

Candidate Name \_\_\_\_\_

Membership # \_\_\_\_\_

Address \_\_\_\_\_

Residence Telephone \_\_\_\_\_

City \_\_\_\_\_

Residence Fax \_\_\_\_\_

State/Province \_\_\_\_\_

Residence E-Mail \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Business Telephone \_\_\_\_\_

Country \_\_\_\_\_

Business Fax \_\_\_\_\_

Occupation \_\_\_\_\_

Business E-Mail \_\_\_\_\_

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

Club Name \_\_\_\_\_

Club Number \_\_\_\_\_

Current Lion Title \_\_\_\_\_

# 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) 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 1<sup>st</sup> of each Lions year.
- b. Develop and promote a district membership, extension and retention plan that includes recognition for the 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 MD Coordinator.
- 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 the GLT district coordinator 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 District Coordinator and agree to execute them to the best of my abilities.

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
District

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**FOR DISTRICT USE ONLY**

The District Governor Team has appointed the above candidate to serve as the GMT 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 – MD Coordinator (Signature)

\_\_\_\_\_  
Date

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