



## **DISTRICT COORDINATOR APPLICATION PACKET**

Lions who meet the qualifications (page 2) for GLT District (GLT-D) Coordinator should be considered for this position. Candidates should review the responsibilities and qualifications, complete the application and return it to District Governor (DG) team\* for consideration. Once a coordinator has been chosen, the current District Governor (DG) team\* and GLT-MD Coordinator must sign and submit the application (pages 4 & 5) to LCI.

The DG team, along with the current GLT-MD Coordinator should be knowledgeable about the qualifications and expectations of this position in order to effectively collaborate and identify qualified candidates.

*\* The DG team includes the District Governor, First Vice District Governor and Second Vice District Governor.*

## **MAJOR RESPONSIBILITIES OF A GLT-D COORDINATOR**

### **Goal Setting**

- Establish district leadership development goals and implement an action plan incorporating the goals and objectives of the GLT. Communicate goals and plans to the GLT-MD Coordinator and Leadership Administration Department at LCI
- Promote district leadership plan that includes recognition for district and individual Lions who make significant contributions to leadership development program goals
- Motivate club leaders to establish goals and develop club programs that enhance leadership skills
- Present a budget each fiscal year to the district cabinet in order to fund a leadership development plan

### **Communication**

- Communicate with GLT/GMT members at least once a month to ensure exchange of information and ideas, to share membership growth opportunities, to avoid duplication of efforts, and to develop plans that will enhance the overall impact of GLT/GMT efforts.
- Keep district updated on new leadership development programs and resources
- Publish leadership development initiatives in the district newsletter, on the district website, and in other publications
- Establish a monthly reporting system to foster open communication and monitor progress
- Submit a monthly report to the GLT-MD Coordinator on the status of leadership development in the district
- Advise the GLT-MD Coordinator and the Leadership Administration Department at LCI of leadership development needs to support the district and clubs
- Identify and encourage potential new leaders and promote involvement of institute graduates in leadership responsibilities at the district and club levels

### **Training**

- Facilitate the training of zone chairpersons, club officers and others, adapting LCI training materials to suit local needs; report results of training to the GLT-MD Coordinator and to the Leadership Administration Department at LCI
- Assist District GMT Coordinator in planning and conducting workshops and seminars
- Ensure member orientation opportunities are facilitated within clubs
- Ensure effectiveness of Certified Guiding Lions; implement Club Excellence Process as appropriate
- Share leadership development techniques, curriculum, motivation and support using the resources available from LCI
- Motivate district Lions members to develop and improve their leadership skills; promote use of Lions Mentoring Program
- Advise the GLT-MD Coordinator and the Leadership Administration Department at LCI of any new and innovative training techniques that have been successful as a result of their leadership development efforts

### **NOTE:**

The GLT-D team includes District Governor, First Vice District Governor, Second Vice District Governor, GLT-D Coordinator, Region/Zone Chairperson(s) and other qualified Lions as needed.

The GLT-MD team includes the Council Chairperson, GLT-MD Coordinator, and up to three Lions with expertise in leadership growth. The GLT-MD and MD GMT work in a cooperative manner.

## **QUALIFICATIONS**

**The GLT-D Coordinator candidate must possess the ability and skills to identify, expand and present leadership development programs that meet the needs of their single or sub district.**

**Additional qualifications include:**

1. In-depth knowledge of LCI and needs of district and clubs
2. Ability to mentor future leaders and to identify leaders
3. Extensive knowledge of leadership 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 (Advanced or Faculty Development) with a positive evaluation
6. Ability to commit to a three-year term as GLT-D 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 GMT counterpart to address district needs



**Provide any additional information that supports your candidacy for this position. (Attach additional page if necessary.)**

I have read the responsibilities of a GLT-D Coordinator and agree to execute them to the best of my abilities.

_____ Applicant (Signature)	Applicant (Print Name)	Date	District
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**DISTRICT USE ONLY**

The DG team and GLT-MD Coordinator have appointed the above candidate to serve as the GLT-D Coordinator for the term July 1, 2014 through June 30, 2017

_____ District Governor (Signature)	District Governor (Print Name)	Date
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_____ First Vice District Governor (Signature)	First Vice District Governor (Print Name)	Date
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_____ Second Vice District Governor (Signature)	Second Vice District Governor Print Name)	Date
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_____ GLT-MD Coordinator (Signature)	GLT-MD Coordinator (Print Name)	Date
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***Submit completed form to:***

Lions Clubs International  
Leadership Administration  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL, 60523-8842 USA  
FAX: 1-630-706-9335  
Email: [globalleadershipteam@lionsclubs.org](mailto:globalleadershipteam@lionsclubs.org)