

GLOBAL SERVICE TEAM COORDINATOR

PURPOSE:

The mission of the Global Service Team Coordinator is to educate, challenge and motivate the Lions of Multiple District 14 to grow in service.

The Global Service Team will work throughout MD 14 to help each District Governor to accomplish their goals pertaining to service. The Global Service Team (GST), along with the Global Leadership Team (GLT) and the Global Membership Team (GMT), make up the Multiple District Global Action Team (GAT).

GENERAL:

1. The GST Coordinator shall have:
 - a. In-depth knowledge of LCI and LCIF service programs, partnerships and grants, and multiple district and local needs of sub-districts.
 - b. Ability to mentor future leaders and to identify leaders.
 - c. Experience in leading and developing service activities.
 - d. A passion about Lions, effectively promoting LCI Forward, and an investment in the association's future.
 - e. Ability to effectively deliver training and education, and an ability to effectively use technology (Email, Microsoft Office, MyLCI, LCI website, social media).
 - f. Ability to commit to a three-year term as GST Coordinator, accepting no other position(s) within the association that would potentially conflict with the time and energy necessary to carry out duties and responsibilities of this position. May be reappointed.
 - g. Ability to travel within the multiple district.
 - h. Ability to participate in membership, extension, retention, and service training and development opportunities sponsored by LCI.
 - i. Ability to effectively collaborate with the Global Action Team counterparts to address multiple district needs.
 - j. An annual performance review conducted by the Council Chairperson, Vice Council Chairperson, and State Administrator as determined by the State Council Chairperson

2. GST Team:

The Multiple District GST will consist of: the GST Coordinator; the State Council Chairperson, and up to three assistants selected by the Coordinator. The assistants will perform duties outlined by LCI and the GST Coordinator.

The GST Coordinator Job Description/Responsibilities are listed as follows:

- a. Administrative and Reporting:
 - i. The GST Coordinator shall work with the Global Action Team and the State Administrator in identifying seminars for the State Convention which shall be approved by the Council of Governors at the Second Council of Governors meeting.
 - ii. The GST Coordinator shall prepare a standardized written report on Service Development Program for the Council of Governors for the Second, Third and Fourth Council of Governors Meetings. The GST Coordinator may address the Council of Governors when the Council Chairperson grants permission or if requested to appear by the Council of Governors. These reports shall contain details about service in each district.
 - iii. The Coordinator shall prepare a complete budget for the GST. The budget shall include all training seminars at the multiple district level and regional seminars. Each team member shall submit an individual budget to the Coordinator (if any member of the team does not submit an individual budget, he/she shall not be reimbursed). The budget must be submitted to the Finance Committee prior to December 31 for the next Lions' year.
- b. Goal Setting:
 - i. Set service development goals and implement an action plan incorporating the goals and objectives of the multiple district GST. Communicate goals and plans to the Sub-District GST Coordinators on or before July 1 of each Lions' year.
 - ii. Develop and promote a multiple district membership service development plan that includes recognition for district and individual Lions who make significant contributions to the service development program goals.
 - iii. Motivate GST District Coordinators to set goals and develop district and club programs that enhance service skills.
 - iv. Present a budget to the Multiple District Council in order to fund a service development plan.
- c. Communications:
 - i. Communicate goals and implement procedures to all GST District Coordinators.
 - ii. Communicate with the Global Action Team MD Coordinator (Council Chairperson) at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and develop plans that will enhance the overall effectiveness of GST/GMT/GLT efforts.
 - iii. Keep the multiple district and districts updated on new service development programs and resources.

- iv. Publish service development initiatives in The Pride magazine, in all four editions, with articles on various service programs available to the Lions, and on the Multiple District web site and in other publications.
 - v. Establish a monthly reporting system to foster open communications and monitor each district's progress and provide monthly feedback to the GST District Coordinators, Multiple District Global Action Team Coordinator and International Officers.
 - vi. Submit quarterly reports to the GST Area Leader on the status of service development in the multiple district.
 - vii. Advise the GST Area Leader of service development needs to support the multiple district, districts and clubs.
- d. Training:
- i. Collaborate with the Global Action Team MD Coordinator in planning and conducting workshops and seminars.
 - ii. Share membership, extension, retention, and service project implementation and development techniques, curriculum, motivation and support using resources available from LCI.
 - iii. Motivate multiple district and district Lions members to develop and improve their membership, extension, retention, and service implementation skills.
- e. Training Schedule:
- The GST Coordinator and assistants, in conjunction with the GLT and GMT Coordinators and assistants, shall conduct a workshop to train the District Governors, First and Second Vice District Governors and Sub-District GST Coordinators each Fall. The workshops shall be conducted in each region of the multiple district. In addition to the training, additional items could include, but not be limited to, progress in the sub-districts, any problems the Sub-District GST has encountered the previous year and any new materials received from LCI.
- In the Spring, the GST Coordinator, in conjunction with the GLT and GMT Coordinators, will offer to conduct individual or joint sub-district workshops by invitation of the sub-district(s). Items could include, but not be limited to, a review of the year, an update of the training by LCI and goals and action plans for the next Lions year.
- f. Interaction with Sub-Districts:
- A District Governor may request the GST Coordinator present a program in his/her sub-district. The district shall be responsible for the GST's expenses for presenting the program in the district. The expenses shall be paid by PA Lions General Reimbursement Policy.