

GLOBAL MEMBERSHIP TEAM COORDINATOR

PURPOSE:

The mission of the Global Membership Team Coordinator is to educate, challenge and motivate the Lions of Multiple District 14 to grow in service through retention, club rebuilding, new membership and club extension.

The Global Membership Team will work throughout MD 14 to help each District Governor to accomplish their goals pertaining to membership, retention and extension.

GENERAL:

1. The GMT Coordinator shall have:
 - a. In-depth knowledge of LCI, multiple district and local needs of sub-districts.
 - b. Ability to mentor future leaders and to identify leaders.
 - c. Extensive knowledge of membership, extension and retention programs and field positions, especially District Governor teams.
 - d. A passion about Lions, effectively promoting LCI Forward, and an investment in the Association's future.
 - e. Previous experience organizing training at the multiple district level.
 - f. Ability to effectively deliver training and education, and ability to effectively use technology (E-mails, Microsoft Office, my LCI, LCI website, and social media).
 - g. Ability to commit to a three-year term as GMT 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.
 - h. Ability to travel within the multiple district.
 - i. Ability to participate in membership, extension and retention training and development opportunities sponsored by LCI.
 - j. Ability to effectively collaborate with the Global Action Team counterpart to address multiple district needs.
 - k. An annual performance review conducted by the Council Chairperson, Vice Council Chairperson, and State Administrator as determined by the State Council Chairperson
2. GMT Team:

The Multiple District GMT shall consist of: the GMT Coordinator; the State Council Chairperson; three members (Specialists) of the MD Membership and New Club Growth Team (to include a Family and Women's Specialist, a Campus Club Specialist, and a Veteran's Specialist), and three members (Specialists) of

the MD Club Success Team, who are appointed through the collaboration of the State Council Chairperson and the MD GMT Coordinator to support specific membership initiatives and programs. The Specialists shall perform duties as outlined by LCI and the MD GMT Coordinator.

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

- a. Administrative and Reporting:
 - i. The GMT Coordinator shall work with the GLT Coordinator 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 GMT Coordinator shall prepare a standardized written report on Membership Development Program for the Council of Governors for the Second, Third and Fourth Council of Governors Meetings. The GMT 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 membership in each district.
 - iii. The Coordinator shall prepare a complete budget for the GMT. 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 membership, extension and retention development goals and implement an action plan incorporating the goals and objectives of the multiple district. Communicate goals and plans to the Sub-District GMT Coordinators on or before July 1 of each Lions' year.
 - ii. Develop and promote a multiple district membership, extension and retention development plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
 - iii. Motivate GMT District Coordinators to set goals and develop district and club programs that improve membership, extension and retention skills.
 - iv. Present a budget to the Multiple District Council in order to fund a membership, extension and retention plan.
- c. Communications:
 - i. Communicate goals and implement procedures to all GMT District Coordinators.
 - ii. Communicate with the Global Action Team MD Coordinator 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 GMT/GLT/GST efforts.

- iii. Keep the multiple district and districts updated on new membership, extension and retention development programs and resources.
 - iv. Publish membership, extension and retention development initiatives in The Pride magazine, Membership (October/November/December edition), Retention (January/February/March edition), Extension (July/August/September edition), 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 GMT District Coordinators, Multiple District Global Action Team Coordinator and International Officers.
 - vi. Submit quarterly reports to the GMT Area Leader on the status of membership, extension and retention development in the multiple district.
 - vii. Advise the GMT Area Leader of membership development needs to support the multiple district, districts and clubs.
 - viii. Identify any weak clubs who may benefit from the Club Excellence Program (CEP) and contact the GLT Coordinator.
- d. Training:
- i. Collaborate with the Global Action Team in planning and conducting workshops and seminars.
 - ii. Share membership, extension and retention 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 and retention skills.
 - iv. Advise the Membership Operation Department at LCI of any new and innovative training techniques that have been successful as a result of their membership, extension and retention development efforts.

e. Training Schedule:

The GMT Coordinator and assistants, in conjunction with the GLT and GST Coordinators and assistants, shall conduct a workshop to train the District Governors, First and Second Vice District Governors and Sub-District GMT 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 GMT has encountered the previous year and any new materials received from LCI.

In the Spring, the GMT Coordinator, in conjunction with the GLT and GST 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 GMT Coordinator present a program in his/her sub-district. The district shall be responsible for the GMT's expenses for presenting the program in the district. The expenses shall be paid by PA Lions General Reimbursement Policy.