



## **DISTRICT COORDINATOR APPLICATION PACKET**

Lions who meet the qualifications for district GMT coordinator should be considered for this position. Please have candidates review the responsibilities and qualifications, complete the application and return it to the district governor (DG) team\* for consideration. Once a coordinator has been chosen, the current DG team and MD GMT coordinator must sign and submit both application pages to LCI.

The DG team, along with the current MD GMT 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, 1<sup>st</sup> vice district governor and 2<sup>nd</sup> vice district governor.*

## MAJOR RESPONSIBILITIES OF A DISTRICT GMT COORDINATOR

### Goal Setting:

- Develop membership, new club development, club success and member satisfaction goals and implement action plans incorporating the goals and objectives of the district. Communicate goals and plans to the MD GMT Coordinator on or before September 1<sup>st</sup> of each Lions year.
- Promote district goals and include recognition for regions/zones/clubs and individual Lions who make significant contributions to membership, new club development, club success and member satisfaction.
- Motivate clubs to set goals and club programs that improve membership, new club development, club success and member satisfaction skills.
- Present a budget for each fiscal year (FY) to the DG team in order to fund the action plans.

### Communication:

- Communicate district membership goals and action plans to all members of the district.
- Communicate with district GLT coordinator regularly to enhance the overall effectiveness of GMT/GLT efforts and training opportunities.
- Keep regions/zones/clubs informed of new membership programs and resources through district newsletters, district website, publications, etc.
- Establish a monthly reporting system to foster open communication and monitor each club's progress.
- Submit a quarterly report to LCI on the status of membership, new club development, club success and member satisfaction in the district which will be distributed to GMT area leaders and MD GMT coordinator.
- Review membership reports developed by LCI to identify trends and concerns, and communicate with regions/zones/clubs to address needs and recognize success.
- Advise the Membership and New Club Development Department of any new and innovative membership resources or techniques that have been successful.

### Other:

- Review and apply the membership resources available online in the [Global Membership Team Resource Guide](#) and [Membership and New Clubs webpage](#).
- Develop [membership and new club growth team and club success team](#) as outlined in the [GMT Resource Guide available](#) from the LCI website.
- Conduct a membership training workshop during the first quarter of each fiscal year for region, zone and club members. Consider utilizing technology to reduce workshop and travel costs.

### NOTE:

The district GMT team includes: district governor, first vice district governor, second vice district governor, district GMT coordinator and region/zone chairperson(s). The district GMT coordinator is supported by specialists on the district membership and new club growth team and club success team.

The MD GMT team includes the council chairperson and the MD GMT coordinator who is supported by specialists on the MD membership and new club growth team and club success team.

## **QUALIFICATIONS**

The district GMT coordinator candidate must possess the abilities and skills to identify, expand and present membership, new club development, club success and member satisfaction programs that meet the needs of their district. Additional qualifications include:

1. Extensive knowledge of membership, new club development, club success and member satisfaction programs; needs of district, regions, zones, clubs; LCI policies.
2. Ability to commit to a three-year term as district GMT coordinator, accepting no other position(s) within the association that would potentially conflict with the time and effort necessary to carry out the duties and responsibilities of this position.
3. Demonstrated membership expertise through sponsorship of new members and development of new Lions clubs.
4. Ideally a recent graduate or faculty member from LCI Lions Leadership Institute (Advanced or Faculty Development) with high evaluation score.
5. Ability to participate in membership, new club development, club success and member satisfaction training and development opportunities sponsored by LCI.
6. Ability to effectively collaborate with GLT counterpart to address district needs.
7. Ability to mentor and identify future leaders.
8. Ability to travel within the district.

**Lions Clubs International District GMT Coordinator Application**  
*(Appointment for a District GMT Coordinator is a three-year term)*

**TO SERVE: JULY 1, 2014 THRU JUNE 30, 2017**

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

Candidate Name	
Address	
City	
State/Province	
Zip/Postal Code	
Country	
Occupation	
Club Name	
Current Lion Title	
# of Members Sponsored	

Membership #	
Residence Telephone	
Residence Email*	
Business Telephone	
Business Email	
Mobile/Cell	
Fax	
Club Number	
# of Years as a Lion	
# of New Clubs Developed	

\* An email address and internet access for sending and receiving communications and membership reports is strongly recommended.

**Please state any volunteer or professional experience that would qualify you for this position.**


**✓ Check Lion Positions Held:**

- |   |  |
|---|--|
| <input type="checkbox"/> International Director                             | <input type="checkbox"/> Region Chairperson          |
| <input type="checkbox"/> Council Chairperson                                | <input type="checkbox"/> Zone Chairperson            |
| <input type="checkbox"/> District Governor                                  | <input type="checkbox"/> Club Office (specify) _____ |
| <input type="checkbox"/> Multiple District Coordinator: GMT _____ GLT _____ | <input type="checkbox"/> Other (specify) _____       |
| <input type="checkbox"/> District Coordinator: GMT _____ GLT _____          |  |

**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, new club development, club success and member satisfaction development programs?** Yes \_\_\_\_\_ No \_\_\_\_\_

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


I have read the responsibilities and meet the qualifications of a district GMT coordinator, and I agree to perform them to the best of my abilities.

_____	_____	_____	_____
Applicant (Signature)	Application (Print Name)	Date	MD

**DISTRICT USE ONLY**

The DG team and MD GMT coordinator have appointed the above candidate to serve as the district GMT coordinator for the term July 1, 2014 through June 30, 2017

_____	_____	_____
District Governor (Signature)	District Governor (Print Name)	Date

_____	_____	_____
1 <sup>st</sup> Vice District Governor (Signature)	1 <sup>st</sup> Vice District Governor (Print Name)	Date

_____	_____	_____
2 <sup>nd</sup> Vice District Governor (Signature)	2 <sup>nd</sup> Vice District Governor (Print Name)	Date

_____	_____	_____
MD GMT Coordinator (Signature)	MD GMT Coordinator (Print Name)	Date

**Submit completed form to:** Lions Clubs International  
Membership and New Club Development Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL, 60523-8842 USA  
FAX: 1-630-706-9298      Email: [gmt@lionsclubs.org](mailto:gmt@lionsclubs.org)