

GLOBAL LEADERSHIP TEAM COORDINATOR

PURPOSE:

This policy sets forth the general responsibilities of the Global Leadership Team Coordinator as outlined by Lions Clubs International.

GENERAL:

1. The GLT Coordinator shall have:
 - a. In-depth knowledge of LCI, multiple district and local needs of sub-districts.
 - b. Ability to identify and mentor current and prospective leaders.
 - c. Extensive knowledge of membership, extension, retention and the Club Excellence Program and field positions, especially District Governor teams.
 - d. Previous experience organizing training at the multiple district level.
 - e. Ability to effectively plan, prepare and deliver training.
 - f. Ability to commit to a three-year term as GLT-MD 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.
 - g. Ability to travel within the multiple district.
 - h. Ability to participate in leadership training and development opportunities sponsored by LCI.
 - i. Ability to effectively collaborate with GMT-MD Coordinator 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 Council Chairperson.
2. GLT Team:

The GLT Team shall consist of the GLT Coordinator, the Council Chairperson and up to three assistants selected by the Coordinator. The assistants shall perform duties outlined by LCI and the GLT Coordinator.
3. Roles and Responsibilities:

The GLT Coordinator's roles and responsibilities are listed in the following categories:

 - a. Administrative And Reporting:
 - i. The GLT Coordinator shall work with the GMT 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 GLT Coordinator shall prepare a standardized written report on Leadership Development Program for the Council of Governors for the second, third and fourth Council of Governors meetings. The GLT 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 but not be limited to details about leadership in each district.
 - iii. The GLT Coordinator shall prepare a leadership budget for submission to the Finance Committee prior to December 31 for the next Lions year. The budget shall include budgets for the State Council Meetings, multiple district seminars, regional seminars, state conventions, meetings conducted at the state office and any other seminars/workshops in which the chairperson is the presenter.
- b. Goal Setting:
 - i. Set leadership development goals and implement an action plan incorporating the goals and objectives of the multiple district GLT. Communicate goals and plan to the Leadership Administration Department of LCI.
 - ii. Provide guidance to district GLT Coordinators in establishing leadership development goals and preparing action plans to meet those goals.
 - iii. Develop and promote a multiple district leadership development plan that includes recognition for district and individual Lions who make significant contributions to leadership development goals.
 - iv. Motivate and encourage district GLT Coordinators to set goals and develop district and club programs that enhance leadership skills.
- c. Communication:
 - i. Communicate goals and implementation procedures to all GLT District Coordinators.
 - ii. Communicate with GMT-MD Team members at least once a month to exchange information and ideas, to avoid duplication of efforts, and develop plans to enhance the overall effectiveness of the GMT/GLT effort.
 - iii. Keep multiple district and districts updated of new leadership development programs and resources.
 - iv. Publish leadership development initiatives in The Pride magazine, in all four editions with articles on various leadership programs available to the Lions, on the multiple district web site and in other publications.
 - v. Establish a monthly reporting system to foster open communication and to monitor each district's progress, provide monthly feedback to GLT District Coordinators, past district, multiple district and international officers.
 - vi. Submit a monthly report to the GLT Area Leader on the status of

- leadership development in the multiple district.
- vii. Advise the GLT Area Leader and Leadership Administration Department at LCI of leadership development needs to support the districts and clubs.
 - viii. Report to the Council of Governors on leadership development initiatives from LCI.
- d. Training Responsibilities:
- i. Facilitate the training of the VDGs in the multiple district, report the evaluation of the training to the GLT Area Leader and to the Leadership Administration Department at LCI.
 - ii. Collaborate with GMT-MD Coordinator in planning and conducting workshops and seminars.
 - iii. Share leadership development techniques, curriculum, motivation and support using the Leadership Development Manual and other resources available from LCI.
 - iv. Motivate multiple district and district Lions to develop and improve their leadership skills.
 - v. Advise the GLT Area Leader and the Leadership Administration Department of any new innovative training techniques that have been successful in leadership development.
- e. Training Schedule:
- i. The GLT Coordinator and assistants in conjunction with the GMT Coordinator and assistants shall conduct a workshop to train the District Governors, First and Second Vice District Governors and sub-district GLT Coordinators each Fall. The workshops shall be conducted in each region of the Multiple District.
 - ii. In addition to the training, additional items could include, but not be limited to, progress in the sub-districts, any problems the District GLT has encountered the previous year and any new materials received from LCI.
 - iii. In the Spring the GLT Coordinator, in conjunction with the GMT Coordinator, 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, review of the year, update of the training by LCI and goals and action plans for the next Lions year.
 - iv. Training for the both First and Second Vice District Governors shall be conducted at all State Council meetings with the first training being at an abbreviated early morning session.
- f. Sub-District Coordinator Training:
- The sub-district curriculum shall include but not be limited to Leadership programs as outlined by LCI and the Club Excellence Process (CEP).
- g. Interaction with Sub-Districts:

A District Governor may request the GLT Coordinator present a program in his/her sub-district. The district shall be responsible for the GLT's expenses for presenting the program in the district. The expenses shall be paid by PA Lions General Reimbursement Policy.

h. First Vice District and Second Vice District Governors Training:

The multiple district GLT Coordinator is mandated by LCI to provide and coordinate training of the First and Second Vice District Governors using curriculum and modules developed by LCI. Additional curriculum developed in MD 14 may be included in the training. The chairperson is encouraged to ask qualified, knowledgeable Lions to assist with the training.

The LCI mandated training modules for First and Second Vice District Governors are subject to change annually as outlined LCI.