

California Lions Multiple District Four



Global Membership Team Coordinator Job Description

JOB SUMMARY

The Multiple District 4 (MD4) Global Membership Team (GMT) Coordinator is responsible for membership development throughout MD4 to facilitate MD4 and the Sub-Districts (Districts) capacity to achieve their goals. The GMT provides training, coaches and mentors District Coordinators to address identified needs. Assists with problem solving and remediating constraints and barriers that impede progress. The MD4 GMT Coordinator provides guidance, training, and assistance to District Teams to establish strategies, events, activities, and develop leaders. Suggests strategies to enhance current leaders' skills especially related to membership.

The MD4 GMT assigns tasks to the members of the team; reviews progress and provides direction and assistance needed to accomplish goals. Requests assistance from team members and Lions throughout MD4 to address constraints and barriers to the membership development, growth of membership, and achievement of goals.

The MD4 Global Membership Team Coordinator (GMT) reports to the Global Action Team Chairperson (Council Chairperson). The MD4 GMT is a member of the MD4 GAT.

Roles and Responsibilities

Leadership and Communication:

- Collaborates with the MD4 NAMI Champion, Global Leadership Team (GLT) Coordinator, Global Service Team (GST) Coordinator, Global Action Team Chairperson (Council Chairperson) and Council of Governors, Vice-District Governors to further Lions Clubs International and MD4 goals and initiatives. Activities performed focus on membership development, membership growth, retention, and expanding humanitarian service to meet needs identified by Districts and the Council of Governors.
- Hold regular scheduled meetings with GMT District Coordinators. Establish meeting expectations and procedures to maintain effective and efficient meetings. Follow up with GMT District Coordinators as needed. Keep Council of Governors informed of successes and concerns in a timely manner.
- Promote and share membership development strategies and resources available to Lions through multiple media resources. Examples include but are not limited to: social media, newsletters, Council of Governors, Vice-District Governors, Cabinet Secretaries, websites, and other scheduled meetings and events. Request assistance from the Marketing Communications Committee to promote membership growth and retention throughout MD4 and within the Districts. Regularly shares ideas from alternative sources and areas.

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- Oversee action plan goals and strategies, and reviews and monitors progress of MD4 and Districts. Provides ongoing guidance and support to District GMT Coordinators to enhance and support membership growth and retention at all levels within each District. Contacts prospective member leads provided by Lions Clubs International, in a timely manner and shares information with appropriate District Teams. Provides written status updates on membership to Council Chairperson, MD4 GAT members and Council of Governors.
- In coordination with the MD4 NAMI Champion regularly communicates with the NAMI District Champions and GMT District Coordinators. Ensures they understand available membership programs and resources. Encourages GMT District Coordinators to explore all areas of membership including but not limited to: traditional, cyber, specialty, branch, service focus/passion in creating opportunities for membership growth. Assists Districts in overcoming identified barriers to membership development as needed.

Oversight and Reporting

- Develop and execute an annual MD4 Membership Development Plan as directed by Lions Clubs International and MD4 Council of Governors. Prepares and reports outcomes, sharing written reports with Council Chairperson, Council of Governors and MD4 GAT.
- In collaboration with the MD4 NAMI Champion, monitor each District's progress towards membership goals. Follow up with Districts that are behind on their goals and offer motivation, support and assistance. Provide MD4 NAMI Champion with monthly update regarding activities including but not limited to: successes, constraints, and barriers being experienced by Districts.
- Collaborate with MD4 GLT Coordinator to develop, provide and/or connect District GMT and NAMI Coordinators and Leaders to needed training. Identify and share membership development strategies with Districts in collaboration with the MD4 NAMI Champion, MD4 GLT and GST Coordinators. Provide written suggestions on ways for Districts to share outcomes to inspire further success in membership growth. Identify specific Districts, with comparable demographic structure (urban, rural, and metropolitan) and provide targeted training to address different types of needs.
- Complete requirements and submit applications to receive Multiple District funding from Lions Clubs International for membership development activities.
- Work with the Council Chairperson, Council of Governors, Vice-District Governors and Lion leaders to identify potential leaders throughout MD4. Invite and encourage potential leaders to participate in initiatives, service, membership and leadership development opportunities.
- Assign MD4 GMT Committee Members tasks and duties to support Districts and District GMT Coordinators. Coordinate activities and efforts with MD4 NAMI Team. Request assistance and partner with MD4 GMT, GST and NAMI Champion to achieve established goals and identified needs of Districts.

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Marketing and Recognition

- Collect and share success stories. Promote successes through MD4 websites and social media. Recommend to Districts items to share through various media. Request assistance from the Marketing Communications Committee regarding PR, press releases, and other ideas for promotion at MD4 and District levels.
- Present awards and give recognition at COG Meetings, Convention and other venues as appropriate. Share recognition via various media sources.
- Recognize and promote Districts and Lions who meet challenges, remediate barriers and eliminate threats in identifying and developing leaders. Recognize and encourage efforts of individuals and teams working with significant and difficult challenges.

TERM

Pending a performance review at the end of each year, Council of Governors has the option of reopening and filling the position for the upcoming year.

Desired Experience

- Demonstrate successful leadership roles in District and Multiple District
- Knowledge of and demonstrate ability to use resources and tools for membership development and skill enhancement
- Familiar with Leadership, Membership, Service and NAMI resources and materials available on Lions Clubs International and MD4 websites.
- Demonstrate proficiency with MS Word, Excel, Publisher, and PowerPoint. Use of database tools helpful.
- Knowledge of facilitating communication via social media such as GoToMeeting, Zoom, Facetime, Free Conference Call, and other applications.
- Graduate of Advanced Lions Leadership Institute or Faculty Member of Faculty Development Institute, or other professional leadership program/ career experience.
- Excellent written and verbal communication skills. Able to work with all levels of Lions. Excellent listening skills and problem solving. Demonstrate the ability to mentor and develop leaders.