

# California Lions Multiple District Four



## Global Leadership Team Coordinator Job Description

### JOB SUMMARY

The Multiple District 4 (MD4) Global Leadership Team (GLT) Coordinator is responsible for leadership development throughout MD4 to facilitate MD4 and the sub-districts (Districts) capacity to achieve their goals. The GLT trains, coaches and mentors District coordinators to address identified needs. Assists with problem solving and remediating constraints and barriers that impede progress. The MD4 GLT Coordinator provides guidance, training, and assistance to District teams to establish systems to identify, develop and nurture future leaders and enhance current leaders' skills.

The MD4 GLT assigns tasks to the members of the MD4 GLT Team, reviews progress and provides direction and assistance needed to accomplish goals. Request assistance from committee members and Lions throughout MD4 to address constraints and barriers to the leadership development, growth of membership, and achievement of goals.

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

### Roles and Responsibilities

#### Leadership and Communication:

- Collaborate with the MD4 NAMI Champion, Global Membership Team (GMT) Coordinator, Global Service Team (GST) Coordinator, and Global Action Team Chairperson (Council Chairperson) to further Lions Clubs International and MD4 goals and initiatives. Activities performed focus on leadership development, membership growth and expanding humanitarian service to meet needs identified by Districts and the Council of Governors.
- Hold regular scheduled meetings with GLT District Coordinators. Establish meeting expectations and procedures to maintain effective and efficient meetings. Follow up with GLT District Coordinators as needed. Keep District Governors informed of successes and concerns in a timely manner.
- Promote leadership development programs 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 leadership development programs and resources available throughout MD4 and within the Districts.

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- Develop and execute an annual MD4 Action Plan that will monitor progress towards leadership goals. Oversee action plan goals and strategies, review and monitor progress of MD4 and Districts. Provide ongoing guidance and support to District GLT Coordinators to enhance and develop leadership at all levels within each District. Consult and problem solve with District GLT Coordinators that are not reporting and/ or to appear to have challenges within their District.
- Encourage GLT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- Develop and promote leadership development opportunities that meet identified needs within MD4 and the Districts. Identify specific Districts, with comparable demographic structure (urban, rural, and metropolitan) and provide targeted training to address different types of needs. Assist Districts in developing leadership opportunities that encourages participation at all levels of the Association.
- Collaborate with the MD4 NAMI Champion, GMT and GST Coordinators to provide strategies to the Districts that support Lions Clubs International and MD4 initiatives and goals. Work with the GAT Chairperson/Council Chairperson to provide support and training to the Council of Governors Vice-District Governors as needed.
- Organize and facilitate instructor-led and web-based training in coordination with Lions Clubs International. Coordinate MD4 training for 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors. Organize and coordinate other trainings as needed.
- Will post training opportunities on LCI Learn section of the MyLion Suite.

### Oversight and Reporting

- Develop and execute an annual MD4 Leadership Development Plan as directed by Lions Clubs International and the MD4 Council of Governors. Prepare and report training outcomes, sharing written reports with Council Chairperson, Council of Governors, Vice-District Governors and MD4 GAT.
- 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.
- Prepare and submit applications to receive Multiple District funding from LCI for leadership development activities.
- Work with MD4 GLT Committee Members to provide training opportunities. Assign committee members tasks and duties to support the Districts and District GLT Coordinators. 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.
- 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.

### TERM

Three years; selected by the Council of Governors. 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 demonstrates ability to use resources and tools for leadership 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.

Multiple District Four  
2019/2020 Council of Governors

Revision Approved  
Date: 4/28/2020