

# North America Membership Initiative



## Multiple Four District Champion Job Description

### JOB SUMMARY

The NAMI Multiple District 4 (MD4) Champion promotes the North America Membership Initiative and membership within MD4 and the Sub-Districts (Districts). The position is responsible for assisting Districts, District NAMI Champions, and District NAMI Teams in efficiently and effectively implementing Visions and Plans as needed. May provide and /or assist with, but is not limited to: training, problem solving, data collection and reporting. Oversees the timely gathering of data and reports from Districts Teams. Provides support and assistance as needed to remediate data collection and reporting concerns. Prepares and submits accurate and timely reports to the Council Chairperson and Lions Clubs International. Collaborates and communicates regularly with the Council Chairperson, Council of Governors, MD4 GAT Leaders and NAMI District Champions.

The MD4 NAMI Champion assigns tasks to the members of the MD4 NAMI Team, reviews progress and provides direction and assistance needed to accomplish goals. May request assistance from committee members and Lions throughout MD4 to address constraints and barriers to the growth of membership and achievement of goals.

The NAMI MD 4 Champion reports to the Council Chairperson and is a member of the MD4 Global Action Team.

### Duties and Responsibilities:

#### Leadership and Communication:

- Oversees and encourages District NAMI Champions and Teams to work plans, collect data and prepare and submit accurate reports in a timely manner.
- Maintains open line of communication with Council Chairperson, Council of Governors, Area GAT Leader, and LCI.
- Works with the Council of Governors (all Councils) and MD4 GAT to perform an annual SWOT analysis resulting in a written Vision and Plan in compliance with Lions Clubs International expectations.
- Meets (through Go To Meeting Conference or other virtual mode) with each Council of Governors at least two times during the year to discuss and review District and Multiple status of NAMI strategies/objectives, constraints, and achievements. Determines needs to assist in remediating constraints and barriers to success as needed
- Provides guidance and training in the use of all NAMI resources and tools to support and enhance timely and effective implementation to tasks and planning process.

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- Schedules regular meetings with District NAMI Champions and Teams to provide communication, sharing of successes and barriers, problem solving and new information.

### Oversight and Reporting

- Reviews District Visions and Plans and MD4 Vision and Plan with the Council Chairperson and GAT to ensure the MD4 Plan supports the needs of the Districts.
- Identifies needs of Districts regarding leadership, membership and service. Recommends to the MD4 GAT and Team Members needs identified so they may coordinate and provide assistance to address the needs.
- Reviews Districts submitted reports for completeness, clarity, viability and accuracy. Prompts all Districts regarding deadlines at least 2 weeks prior to due date. Follows up in a timely manner with Districts as necessary.
- Suggests revisions as needed to District(s) regarding adjusting plans. (Accomplished goals ahead of time or unforeseen constraints/barriers slowing / stopping progress)
- Is responsible for MD membership data management in collaboration with the MD4 Global Membership Team Coordinator (GMT).
- Analyzes and summarizes monthly District and MD4 outcomes. Prepares and submits monthly progress to reports to: Council Chairperson, GAT Area Leader, MD4 GAT Team, District NAMI Champions and District Governor Teams. Reports must include data required by Lions Clubs International and may include additional data determined to be beneficial to MD4 and District Teams and/or requested by the Council of Governors.

### Marketing and Recognition

- Collects and shares success stories. Promotes successes through MD4 websites and social media. Recommends to Districts items to share through various media. Requests assistance from the Marketing Communications Committee regarding PR, press releases, and other ideas for promotion.
- Recognizes Districts consistently for timely, clear and concise reporting.
- Presents awards and gives recognition at COG Meetings, Convention and other venues as appropriate. Shares recognition via various media sources.
- Recognizes and promotes Lions who work to learn new skill sets, meet challenges and to remediate barriers and eliminate threats in growing membership, and take on the difficult situations.

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### Desired Skills and Experience

- Demonstrates successful leadership roles in District and Multiple District
- Knowledge of and demonstrates ability to use resources and tools for membership development, retention, club building.
- Demonstrates 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. Demonstrates the ability to mentor and develop leaders.

### Term

Three year; selected by Council of Governors as a member of the Global Action Team. Pending a performance review at the end of each year, Council of Governors have the option of reopening and filling the position for the upcoming year.

**NOTE:** The MD4 NAMI Champion may be the MD4 GMT Coordinator, a Past Council Chairperson or another respected leader within MD4. The current Council Chairperson is NOT eligible to fill this position. The Lion selected must be able to fulfill the essential duties of the position.

Multiple District Four  
2019/2020 Council of Governors

Approved/Adopted:  
Date: 4/28/2020