

Specialty Clubs Program Coordinator

Position Description



Purpose

To pursue and promote membership development through the organization of new Lions specialty clubs and through the support of the program's resources.

Accountable to:

- Membership Development Committee
- Specialty Clubs Program International Coordinator
- Local Multiple District or District Team
- LCI's Membership Development Division staff

Position Overview

The Specialty Clubs Program (SCP) Coordinator role is an opportunity for Lions - inspired to pursue membership development through the organization of new Lions specialty clubs - to receive program benefits following successful fulfillment of approved specialty club development plans. Eligible Lions must submit and receive approval of a Specialty Clubs Program Application prior to serving in this role and for expense reimbursement eligibility.

The Specialty Clubs Program Coordinator may also act as a local resource for other Lions interested in learning about the features and benefits of specialty clubs.

The responsibilities of the SCP Coordinator role will remain consistent from term to term with exceptions for program improvements or enhancements as directed by the Membership Development Committee in collaboration with the Executive Officers or to support current membership development trends and needs.

The SCP Coordinator will be eligible to receive program related expense reimbursement upon the successful achievement of their approved Specialty Clubs Program development plans. Reimbursement requests must align with programmatic* and Association rules for reimbursement.

The role of the SCP Coordinator is not listed in protocol; however, Lions successfully serving in this role are encouraged to refer to their achievements when seeking other Lions leadership positions.

Qualifications

Specialty Clubs Program Coordinators are to be a respected Lion in good standing. They are to be a role model exemplifying Lions' standard of ethics. They are to be passionate not only in humanitarian service through Lions clubs, but in the pursuit of membership development through new specialty clubs with engaged, service focused specialty club members.

All Lions in Good Standing are eligible to fill the role of SCP Coordinator with the exception of acting District Governors or Lions serving in another capacity which would cause conflict or the inability to be successful in achieving their approved Specialty Clubs Program development plan.

All SCP coordinators will obtain their role through an application process. The completion of Lions' **New Club Development Orientation** and **Chartering a Club in My LCI** online courses** or demonstration of equivalent knowledge is highly recommended. Signatures from the District Governor and district Global Membership Team coordinator from the district(s) of the proposed new clubs are required. The new club development plan included on the SCP Coordinator

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application and must be completed. The application must be submitted to LCI's Membership Development Division staff for review and approval prior to the organization of new clubs.

Term

The service term for the SCP Coordinator role will commence at the date of approval of their Specialty Clubs Program Coordinator application. Appropriately completed and signed applications will be reviewed by LCI's Membership Development Division staff with notification of approval sent by email. A unique email address for each SCP coordinator is required.

Specialty Clubs Program Coordinators may remain in their role until their proposed new club development plan is successfully achieved or until the end of the fiscal year in which their application was approved – whichever comes first. Lions serving as SCP Coordinator can be removed from this role upon the decision of the International President and/or International Officers.

Specialty Clubs Program Coordinator Applications will be accepted by LCI as follows:

- July 1 – December 31 of the current fiscal year (1st and 2nd quarters)
- January 1 – May 30 dependent on the availability of remaining program funds

Responsibilities and Activities

Upon receipt of LCI notification of approval of the Specialty Clubs Program Application, and utilizing their networking skills and contacts, the SCP Coordinator, in collaboration with local and district Lions leaders, will:

- Engage with the prospective members named on their development plan focusing on:
 - A unique, unifying characteristic of the individuals, and/or
 - A special service focus that has been identified as a humanitarian cause is a shared passion of the prospective members
- Enlighten the prospective members on:
 - The mission and vision of Lions Clubs
 - Lions' service impact locally, globally and through LCIF initiatives
 - The features and benefits of membership
- Act as a liaison between the prospective members and the district, assisting in the new club application process as appropriate
- Be supportive of the new specialty club and its members in matters of orientation, service activities and club administration
- Promote new club development through the Specialty Clubs Program to other Lions, providing insight and sharing best practices

SCP Expense Reimbursement*

Following Specialty Clubs Coordinator application approval and successful achievement of the approved development plan, SCP coordinators may request reimbursement for eligible, program related expenses only if the actions, as outlined in said plan result in:

For SCP coordinators organizing new specialty clubs within a constitutional area where new specialty club growth averages are less than 100 new specialty clubs per year:

- 2 new specialty clubs with 40+ new charter members
- Reimbursement of eligible Specialty Club Program expenses will not exceed US\$1,000

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For SCP coordinators organizing new specialty clubs within any constitutional area:

- 3+ new specialty clubs and 100+ new charter members
- Reimbursement of eligible Specialty Club Program expenses will not exceed US\$2,000

Club names and club identification numbers must be included when submitting expense reimbursement requests to ensure accurate tracking of specialty club charters.

- Copies of expense receipts must be included when submitting expense claim
 - Reimbursements may include travel, lodging and meals, meeting expenses, and special promotional efforts – refer to reimbursement policy
- Expense claims should be submitted to LCI within 60 days of the date of the final club charter date which fulfills the specialty club program plan and reimbursement requirements, and no later than July 15 of the fiscal year immediately following.

Accountability and Reporting

- SCP coordinators are individuals who are part of a working group of Lions held accountable to their signed SCP application.
- SCP coordinators may be requested to complete questionnaires and surveys related to their achievements and challenges while serving in their SCP coordinator role.
- Lions serving as a Specialty Clubs Program Coordinator can be removed from this role upon the decision of the International President and/or International Officers.
- All Lions in Good Standing are eligible to fill the role of Specialty Clubs Program Coordinator with the exception of acting District Governors or Lions serving in another capacity which would cause conflict or the inability to be successful in achieving their approved Specialty Clubs Program development plan.
- SCP coordinators who do not fulfill their approved development plans are still encouraged to report any new specialty clubs they have organized to LCI via email to specialtyclubs@lionsclubs.org. The new clubs will be added to the SCP coordinator's member record. Districts will be contacted to confirm achievements.

*Refer to SCP Coordinator Application and LCI Rules of Reimbursement for details.

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