Global Leadership Team (GLT) District Coordinator Annual Checklist

The following checklist is designed to provide you with some responsibilities in your role as GLT District Coordinator.

☐ Start the year prepared! Understand your role and available resources. Ensure you receive communications from Lions International for your role.
  ☐ Global Action Team – Global Leadership Team (GLT) District Coordinator Roles & Responsibilities
  ☐ Complete “The Global Action Team” course in the Lions Learning Center
  ☐ GLT Toolbox
  ☐ Leadership Development webpage
  ☐ Confirm your Lions International mailing preferences with digitalmarketing@lionsclubs.org.

☐ Develop, execute and report an annual district training and leadership development plan for the current year. **Note:** As a GLT coordinator, your help is needed to track and report local training related to leadership development, membership development and service in your district.
  ▪ Review the previous year’s plan for strengths, weaknesses, and opportunities.
  ▪ Collaborate with your district team to establish the annual district training and leadership development plan.
  ▪ Enter the annual district training and leadership development plan in the Manage Training section of the Learn App, using your Lion Account credentials.

☐ Promote international and local leadership development opportunities (instructor-led and web-based).
  ▪ **Lions Learning Center** offers all Lions and Leos the opportunity to learn and sharpen their knowledge of Lions fundamentals and leadership skills through online interactive courses.
  ▪ **Leadership Development International Institute Program** provides in-person learning, offered at the constitutional area.
  ▪ **Leadership Development Local Institute Program** offers self-funded options for local leaders to organize and deliver a local Emerging Lions Leadership Institute (ELLI), Regional Lions Leadership Institute (RLLI), Advanced Lions Leadership Institute (ALLI), or Faculty Development Institute (FDI) in multiple districts, districts and/or undistricted areas. **Note:** Institutes approved through the Local Institute Program are not entered by GLT coordinators into Learn. Submit local institute documents, including participant and faculty information to institutes@lionsclubs.org.

☐ Organize and facilitate local district and club level learning events in coordination with Lions International (instructor-led and web-based). Ensure training participation. Report completed local district and club level learning and training events in the Learn App.
  ▪ New Members
  ▪ Zone Chairperson
  ▪ Club Officers

☐ Apply for and utilize Lions International funding for leadership development activities:
  ▪ **Leadership Development District Grant Program** offers funds to support the district’s zone chairperson workshop.
  ▪ **Leadership Development Institute Grant Program** offers funds towards conducting a local Emerging Lions Leadership Institute (ELLI) or Regional Lions Leadership Institute (RLLI). (Available only to single districts, which is a district not connected to a multiple district).
  ▪ **GAT Success Story** Funding offers USD $500 for the submission of a GAT success story (one submission per district). Share your Leadership Development success story by May 1st.
Global Leadership Team (GLT) District Coordinator
Annual Checklist

☐ Support district and club success:
  - Communicate learning and training opportunities to region/zone chairpersons and club vice presidents.
  - Encourage succession planning – identify potential and new leaders.
  - Provides ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
  - Achieve and report district leadership development goals.
    - Insights (District Goals Progress and Learn)
    - Learn App
    - District Goals

☐ Finish the year strong - celebrate your success! Celebrate the achievement of your district’s leadership development goal with your district team!
  - Finalize and submit approved district grant reimbursements within 60 days of training.
  - Report completed local district and club level learning and training events in the Learn App.
  - Support onboarding of incoming GLT district coordinator.
  - Share successes with your GLT multiple district coordinator or GAT area leader.