



# 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 GAT priorities, your role and available resources. Ensure you receive communications from Lions International for your role.
  - ☐ [Global Action Team \(GAT\) Resources](#)
  - ☐ [MISSION 1.5](#) webpage
  - ☐ [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](mailto: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 for Lion and Leo members related to leadership development, membership development and service in your district.**
  - Review the previous year’s plan for strengths, weaknesses, and opportunities.
  - Establish an annual district training and leadership development plan for Lion and Leo members by collaborating with your district team including the district Leo chairperson.
  - Enter the annual district training and leadership development plan in the Manage Training section of [Learn](#), using your Lion Portal credentials.
- ☐ Promote international and local leadership development opportunities (instructor-led and web-based).
  - [Global Membership Approach](#) training path equips districts to develop membership.
  - [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 level.
  - [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 and Leadership Development Institute Grant Program **are not** entered by GLT coordinators into Learn. Submit documents for local institutes and grant funded institutes, including participant and faculty information to [institutes@lionsclubs.org](mailto: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 Lion and Leo local district and club level learning and training events in [Learn](#), using your Lion Portal credentials. Leverage LCIP Certified Instructors and FDI Graduates, from within your area, as faculty for your local training.
  - [MISSION 1.5](#)
  - [Global Membership Approach](#)
  - New Members
  - [Zone Chairpersons](#)
  - Club Officers



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- ☐ 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).
- ☐ Support the organization-wide goal, objectives of *MISSION 1.5* and district and club success:
  - Ensure district team members have the knowledge, skills and abilities to support club extension and recruitment.
  - Communicate learning and training opportunities to region/zone chairpersons, club vice presidents and Leo chairpersons.
  - Encourage succession planning – identify potential and new leaders.
  - Provides ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
  - Monitor achievement of district *MISSION 1.5* targets and leadership development goal.
    - [Insights \(District Goals Progress and Learn\)](#)
    - [Learn](#) (in the Lion Portal)
    - [District Goals](#) (utilize the View/Print section to review district action plans)
- ☐ Finish the year strong - celebrate your success! Celebrate the achievement of your district's *MISSION 1.5* targets and leadership development goal with your district team!
  - Finalize and submit approved district and institute grant reimbursements as soon as possible but no later than 60 days of training.
  - Report completed Lion and Leo local district and club level learning and training events in [Learn](#), using your Lion Portal credentials.
  - Support onboarding of incoming GLT district coordinator.
  - Share successes with your GLT multiple district coordinator or GAT area leader.