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 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).
   - 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.

☐ 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.
   - New Members
   - Zone Chairpersons
   - 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).
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- **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.

☐ Support district and club success:
  - Communicate learning and training opportunities to region/zone chairpersons, and 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.
  - Achieve and report district leadership development goals.
    - **Insights (District Goals Progress and Learn)**
    - **Learn** (in the Lion Portal)
    - **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 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.