Global Leadership Team (GLT) Multiple District Coordinator

Annual Checklist

The following checklist is designed to provide you with some responsibilities in your role as GLT Multiple 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) Multiple 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 multiple 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 multiple district.
   ▪ Review the previous year’s plan for strengths, weaknesses, and opportunities.
   ▪ Collaborate with your multiple district team to establish the annual multiple district training and leadership development plan.
   ▪ Enter the annual multiple 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 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 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 multiple district and area level learning events in coordination with Lions International (instructor-led and web-based). Ensure training participation. Report completed multiple district and area level learning and training events in the Learn App.
   ▪ First Vice District Governor/District Governor-elect (FVDG/DGE) – Contact leadershipdevelopment@lionsclubs.org for MD FVDG/DGE Training curriculum
   ▪ Second Vice District Governor (SVDG)

☐ Apply for and utilize Lions International multiple district funding for leadership development activities:
   ☐ Leadership Development Multiple District Grant Program offers funds to support the district’s FVDG/DGE and SVDG training.
   ☐ Leadership Development Institute Grant Program offers funds towards conducting a local Emerging Lions Leadership Institute (ELLI) or Regional Lions Leadership Institute (RLLI).
Global Leadership Team (GLT) Multiple District Coordinator Annual Checklist

☐ Support multiple district success:
  ☐ Communicate with and mentor GLT district coordinators.
  ☐ Encourage succession planning – identify potential and new leaders.
  ☐ Monitor achievement of district leadership development goals.
    ▪ Insights (District Goals Progress and Learn)
    ▪ Learn App
    ▪ District Goals

☐ Finish the year strong - celebrate your success!
  ☐ Finalize and submit approved multiple district grant reimbursements within 60 days of training.
  ☐ Report completed multiple district and area level learning and training events in the Learn App.
  ☐ Support onboarding of incoming GLT MD coordinator.
  ☐ Celebrate the success of districts that achieved their district leadership development goal. Recognize the efforts of the district GLT in this success.
  ☐ Share successes with your GAT area leader.