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 for Lion and Leo members related to leadership development, membership development and service in your multiple district.**
  - Review the previous year’s plan for strengths, weaknesses, and opportunities.
  - Establish an annual multiple district training and leadership development plan for Lion and Leo members by collaborating with your multiple district team including the multiple district Leo chairperson.
  - Enter the annual multiple 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 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 Lion and Leo multiple district and area level learning and training events in Learn, using your Lion Portal credentials.
  - 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:
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- 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).

- 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 (in the Lion Portal)
    - District Goals

- Finish the year strong - celebrate your success!
  - Finalize and submit approved multiple district and institute grant reimbursements as soon as possible but no later than 60 days of training.
  - Report completed Lion and Leo multiple district and area level learning and training events in Learn, using your Lion Portal credentials.
  - 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.