



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 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 \(GLT\) 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).
 - [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.
- ☐ 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. Leverage LCIP Certified Instructors and FDI Graduates, from your area, as faculty for your local training.
 - [MISSION 1.5](#)
 - [Global Membership Approach](#)



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- 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).
- ☐ Support the organization-wide goal, objectives of *MISSION 1.5* and multiple district success:
 - ☐ Ensure multiple district team members have the knowledge, skills and abilities to support club extension and recruitment.
 - ☐ Communicate with and mentor GLT district coordinators.
 - ☐ Encourage succession planning – identify potential and new leaders.
 - ☐ Monitor achievement of multiple district's *MISSION 1.5* targets and district leadership development goals.
 - [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 multiple district's *MISSION 1.5* targets!
 - ☐ 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.