

# Specialty Clubs Program Coordinator

## Position Description - *Brief*



**Purpose:** To pursue and promote membership development through the organization of new Lions specialty clubs and through the support of the program's resources.

- The Specialty Clubs Program (SCP) Coordinator role is an opportunity for Lions to receive program benefits following successful fulfilment of approved specialty club development plans.
- All Lions in Good Standing are eligible to fill the role of Specialty Clubs Program Coordinator with the exception of acting District Governors or Lions serving in another capacity which would cause conflict or the inability to be successful in achieving their approved Specialty Clubs Program development plan.
- Eligible Lions must submit and receive approval of a Specialty Clubs Program Coordinator Application **prior to serving** in this role and for expense reimbursement eligibility.
- Signatures from the District Governor and district Global Membership Team coordinator from the district(s) of the proposed new clubs are required on the application.
- A unique email address for each SCP coordinator is required.
- The application must be submitted to LCI's Membership Development Division staff for review and approval prior to the organization of new clubs.
- The service term for the Specialty Clubs Program Coordinator role will commence at the date of approval of their Specialty Clubs Program Coordinator application.
- Specialty Clubs Program Coordinators may remain in their role until their proposed new club development plan is successfully achieved or until the end of the fiscal year in which their application was approved – whichever comes first.
- Lions serving as a Specialty Clubs Program Coordinator can be removed from this role upon the decision of the International President and/or International Officers.
- SCP coordinators are individuals who are part of a working group of Lions held accountable by their signed SCP application.
- The completion of Lions' ***New Club Development Orientation*** and ***Chartering a Club in My LCI*** online courses or demonstration of equivalent knowledge is highly recommended.
- The SCP Coordinator will:
  - Act as a liaison between the prospective members and the district, assisting in the new club application process as appropriate
  - Be supportive of the new specialty club and its members in matters of orientation, service activities and club administration
  - Promote new club development through the Specialty Clubs Program to other Lions, providing insight and sharing best practices

*A detailed description of the Specialty Clubs Program Coordinator role is available on the LCI website.*

[www.lionsclubs.org/specialtyclubs](http://www.lionsclubs.org/specialtyclubs)