

### SPECIAL CONDITIONS

1. Under MD201 Policy, the GMT Area Leader position also serves as the Membership National Coordinator for MD201.
2. The GMT Area Leader position is appointed by the International President, under recommendation from the Multiple District.
3. The normal MD201 Nominations process will be followed to identify the applicant to be recommended to the International President.
4. In normal circumstances, the GMT Area Leader will act as the Membership National Coordinator for the Membership Committee and will participate as a member of the MD201 Management Group. Council, however, reserves the right to make a separate appointment to the position of Membership National Coordinator.
5. The availability of the position of GMT Area Leader for 2017-2019 is subject to confirmation by Lions Clubs International.

### Background

The Membership National Coordinator provides advice to Council on all matters within the portfolio below. The term is consistent with the GMT Area Leader role; 3-years subject to annual confirmation of appointment by the International President.

### POSITION STATEMENT

#### Responsibilities

Responsible to Lions Clubs International Constitutional Area Leader for GMT to deliver the GMT outcomes for as Area and Multiple District GLMT Coordinator. Please refer to LCI position descriptions as follows, for further details. Please ensure that you refer to the GMT Guides, below, for information. This contains information about the responsibilities of the GMT Area Coordinator and GMT MD Coordinator roles that are incorporated in this position.

[http://www.lionsclubs.org/resources/EN/pdfs/gmt\\_al\\_job\\_descr.pdf](http://www.lionsclubs.org/resources/EN/pdfs/gmt_al_job_descr.pdf)

[http://www.lionsclubs.org/resources/EN/pdfs/gmt\\_md\\_job\\_descr.pdf](http://www.lionsclubs.org/resources/EN/pdfs/gmt_md_job_descr.pdf)

Responsible to the Multiple District Council of Governors for the:

- Effective coordination of the Membership Committee
- Achievement of the Council's Corporate Objectives as they relate to the Membership Committee
- Effective use of the financial, material and human resources of the Multiple District.
- Formulation of strategy and review of policy relating to Membership Programs

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## Duties (As National Coordinator)

- To manage the Membership Strategy for the MD201.
- To deliver MD201 Membership Programs as documented in the Membership Strategy.
- To lead and guide the MD201 Membership Committee.
- To contribute to the planning of membership development activities included in the Multiple District Convention.
- To advise the MD201 Council, through the Membership Committee, on issues, challenges and opportunities within the portfolio of the position.
- To manage the financial and accountability requirements for the MD201 Membership Committee including contributing to the preparation of the budget.
- To build and maintain a close working relationship with Lions Clubs International to deliver its Membership Program.
- To work closely with the Executive Officer to deliver Council's Strategic Goals.
- To attend meetings of the Management Group, Council, Convention as required by Council.
- To submit an annual report on all relevant projects for inclusion in the MD201 Convention Reports.
- To attend District conventions, when invited, to promote and inform on current developments within the Membership portfolio.

## Structure

With respect to responsibilities under the control of the Multiple District, the Membership National Coordinator is supervised by the Executive Officer and is a member of the Multiple District Management Group.

As GLT Area Leader, the position reports the GLT Constitutional Area Leader

## Attendance

The National Coordinator is required to attend the following meetings and events.

- National Convention
- Meetings of the Multiple District Management Group
- Council meetings, including all Standing Committees

Travel and accommodation expenses for approved meetings are covered by the Multiple District.

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## Experience, Skills & Personal Qualities

- The ability to understand, organise and manage the diverse operations of the projects within the portfolio reliably and in a timely manner.
- A personal record of success in building clubs, supporting and retaining members.
- Strong written and verbal communication skills.
- Strong presentation and group facilitation skills.
- An ability to think strategically.
- A positive attitude and the ability to manage relationships effectively at all levels.
- A sound knowledge of Lions Clubs International and Lions activities within the Multiple District.
- Integrity and personal standards consistent with the ethics of Lions Clubs International.
- Demonstrated ability to manage and account for financial and material resources.

## Committees & Program Responsibilities

- 50/50 Pathway Committee
- Council Membership Committee
- GMT Personnel and Committees and determined from time to time by LCI

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