



## Job Description

### District Zone/Regional Chairperson Coordinator

<u>Term</u>	One Year
<u>Position Overview</u>	As the District Zone Chair Coordinator, you will coordinate the efforts of the Zone and Regional Chairpersons.
<u>Actions for Success</u>	<ul style="list-style-type: none"> <li>• In consultation with District GAT team, arrange suitable and ongoing development opportunities and programs for Zone and Regional Chairpersons.</li> <li>• Maintain frequent contact with Zone and Regional Chairpersons</li> <li>• Ensure Zone meetings are coordinated and that each Zone Chairperson organises at least 3 meetings per year.</li> <li>• As needed, attend zone meetings in your district.</li> <li>• Encourage Zone Chairpersons to attend District development days and District Convention.</li> <li>• Encourage Zone Chairpersons to ensure that membership plans are encouraged with each club under the Big Audacious Mission and Mission 1.5</li> <li>• Ensure Zone Chairpersons submit cabinet reports in a timely manner.</li> </ul>
<u>Measuring Success:</u>	<ul style="list-style-type: none"> <li>• Endeavour to ensure that each club in the district has a plan with goals, focusing on Service, Membership, and Leadership.</li> <li>• Service and Membership reporting has increased across the district.</li> <li>• All Zone and Regional Chairpersons have attended Zone/Regional Chairperson training, and all training is recorded in Learn.</li> <li>• There is an increase in the number of members who attend Zone meetings.</li> </ul>
<u>Recommended Skills:</u>	<ul style="list-style-type: none"> <li>• Passionate about Lions and is invested in the Organisation's future.</li> <li>• Leads by example</li> <li>• Good Communication and Facilitation Skills.</li> <li>• Multi-Tasker and able to use technology (Email, Microsoft 365, Power-point, share-point and Lions International portal, LI website, social media)</li> <li>• Planning and organising by defining tasks and milestone to achieve objectives, whilst ensuring optimal use of resources.</li> <li>• Should have previously been a Zone or Regional Chairperson</li> </ul>
<u>Reporting:</u>	<p>The District Zone/Regional Chairperson Coordinator will be part of the Advisory board and report to the District Governor. This role will also liaise with GLT National Coordinator.</p> <p>Please note that the Zone Chairpersons and Regional Chairpersons report directly to the District Governor. The District Zone Chairperson role is one of coordination. Note that not all districts have Regional Chairpersons.</p>