

MD Global Extension Team Coordinator

Responsibilities

The position holder is responsible for coaching District membership leaders to establish new clubs.

The position supports the fundamental principle of the Big Audacious Mission, adopted by the MD201 Council, that the key to long-term membership growth is the establishment of new clubs.

The position holder achieves this goal through an excellent understanding of the new club development process, knowledge of the rules and guidelines of Lions Clubs International, and through a supportive and positive approach.

The Global Extension Team Coordinator delivers the following duties through the Multiple District Extension Committee.

The Multiple District Global Extension Team

Council has established and resourced a Multiple District Global Extension team lead by the position holder that will include four Club Building Specialists. These Club Building Specialists will support District to build new clubs, consistent with the Multiple District Big Audacious Mission and Mission 1.5.

The four new positions will initially cover the following areas.

Position 1 – Q Districts

Position 2 – N Districts

Position 3 – V and T Districts

Position 4 – C and WA Districts

See the Club Building Specialist Position Statement

To support the work of the MD Global Extension Team, the Multiple District has made available a suite of financial resources and incentives for three years including:

- a. Financial support for District Club Building Workshops.
- b. Travel and accommodation subsidies to workshops and meetings to establish clubs in towns throughout Australia.
- c. Financial incentives to new clubs to assist with their establishment and growth.

Information about these incentives is currently being developed.

Position Statement

Duties

1. **Leadership:** The Global Extension Team Coordinator leads and coordinates a team of four Club Building specialists.
2. **New Club Strategy:**
 - Develops, maintains and executes an annual membership growth strategy for MD201.
 - Recommends to Council appropriate goals and performance indicators to embed in the strategy.
 - Reports to Council at each meeting, performance against the goals
3. **Engage and Motivate:**
 - Through Club Building Specialists, supports and encourages Districts to establish new clubs in 'greenfields' sites and replacement clubs where existing clubs are declining and supports and encourages Districts to develop specialty clubs that are inclusive.
4. **Monitor and Report:**
 - Monitors progress in new club and club branch formation and reports this to Council.
5. **Communication:**
 - Communicates with the MD201 Council and District regarding programs and strategies for new club development through the Membership Resource Officer.
 - Ensures that changes in policy, strategies and processes supporting new club development are communicated to each District.
6. **Training and Support:**
 - Ensures that Club Building Specialists receive appropriate training, support and guidance.
 - Monitors and manages the performance of Club Building Specialists.
 - Develop resources including information brochures to support District and Club Building Specialists.
7. **Administrative Duties:**
 - Supports the establishment of new clubs by reviewing and submitting new club applications on behalf of Districts.

Lions Clubs International

The position holder serves as Global Extension (GET) Multiple District Coordinator with the following additional responsibilities as articulated on the Lions International website here [Lions International Global Extension Team Coordinator Position Statement](#)

Reporting

The Global Extension Team Coordinator reports to the Council through the Global Action Team Area Leader.

Position Statement

PERSON PROFILE

Experience

- Direct experience in establishing new Clubs and/or Club Branches.
- Experience in delivering membership programs and training at club, district, and/or Multiple District level.
- Experience in conducting training, coaching, and mentoring in a team environment.

Skills

- Public speaking.
- Excellent computer skills and the ability to use e-mail, word processing software, social media, and web-based software to communicate with stakeholders and manage the program. Ability to use the Microsoft SharePoint platform is essential.
- The ability to use digital technology to conduct meetings, manage a personal diary, and communicate with others.
- Excellent business writing skills.

Personal Attributes

- Recognised leadership qualities with high personal integrity and an optimistic approach.
- Highly organised team approach with strong self-motivation to achieve success.
- Creativity and the ability to solve problems.
- An understanding of interpersonal relationships and a willingness to resolve conflicts, take decisions and implement those decisions.

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Author	Rob Oerlemans	Authorised by	Rob Oerlemans