

NOTICE to Lions of Multiple District 5 - Position Openings

- 1. MD5 Council Secretary (Begin July 1st, 2019, 3-year Term)**
- 2. MD5 Council Treasurer (Begin July 1st, 2019, 3-year Term)**
- 3. MD5 Youth Exchange Chairperson (Begin July 1st, 2019, 3-year Term)**
- 4. MD5 Public Relations Chairperson (ASAP after named Exp- June 2021)**
- 5. MD5 Global Leadership (USA) Chairperson (ASAP after named Exp- June 2021)**

DEADLINE TO APPLY

– February 15th, 2019 by letter or Email to CC Keith Zeutschel zeutsch@msn.com

1 What are the Council Secretary responsibilities?

A complete job description can be requested from Council Chair Keith Zeutschel or from GLT Coordinator PCC Eunice Cameron upon request by email (6-page document)

- Maintain and keep the minutes of MD5
- Maintain bookings for Council meetings with contracted Hotel for meals & rooms etc.
- Ordering and maintaining Multiple District supplies (Badges, Name plates, crests etc.)
- Liaison with LCI & MyLCI on Names and information of Council members
- Preparation in coordination with Council Chair in preparing Agendas
- Distribute MD5 Convention information & notices well in advance of Convention

2 What are the Council Treasurer responsibilities?

- Maintain & keep all Financial records of the Multiple and provide required information to Council at each Council meeting
- Pay all MD5 bills in timely fashion
- Prepare annual budget for Multiple
- Submit undated Financial records for Audit annually

Full job description is available upon email request from either Council Chair Keith Zeutschel or GLT Coordinator PCC Eunice Cameron (4-page document)

3 What are the Youth Exchange Chairpersons responsibilities?

The main role of the District and Multiple District YCE Chairperson is to plan, coordinate and promote local Lions YCE activities and to serve as the liaison between Lions Clubs International, the district governor/council chairperson, and clubs regarding program activities.

Chairperson Responsibilities

- Understand the intricacies of the program by thoroughly reviewing the [YCE policy](#).
- Ensure Lions or officially designated non-Lions conduct the program according to the YCE policy.
- Develop a district or multiple-district plan to establish, publicize, evaluate and report camps and/or exchanges.
- Establish and oversee a committee to coordinate the various aspects of the local YCE programs.
- Work with your district governor, council chairperson, or coordinating Lion to enter your local program information on the [YCE Information Submission Form](#) to be certified by LCI and included in the YCE Directory.
- Utilize the [YCE Directory](#) to network and coordinate with YCE Chairpersons in other countries.
- Establish a thorough screening and selection process for participants and host families.
- Organize program orientation for sponsored participants and host families.
- Ensure youth protection is maintained and procedures are followed according to local laws and customs.

Confirm that all youth traveling abroad have the necessary travel documents and are adequately insured.

Complete the [Youth Camp & Exchange Activity report](#) after program activities have concluded or by December 15th, whichever comes first.

Report YCE activities to the district and multiple district, local media, [MyLCI Service Activity Report](#), and Lions Clubs International social media outlets.

Best Practices:

Establish separate committees to oversee incoming versus outgoing youth.

Develop and facilitate training for YCE volunteers at the district or multiple district level.

Encourage clubs to invite past youth participants to be involved in planning or implementing future YCE activities.

Encourage families of past youth participants to serve as host families for future incoming youth.

4 What are the Public Relations Chairperson's responsibilities?

- Though PR is every Lion's responsibility, the PR chairperson is in charge of the following:
- Communicating information about your clubs to the community, including the media.
- Keeping your clubs aware of PR efforts and results.
- Providing information to International Headquarters about outstanding Lions programs and activities by using the [Submit A Photo](#) feature or [contributing to the Lions Blog](#).

5 Global Leadership Team (GLT) Multiple District Coordinator Responsibilities?

Term Three years; selected by the multiple district (per the multiple district constitutional bylaws)

as a non-voting member of the council of governors. May serve multiple terms.

Position Overview

As the GLT multiple district coordinator, you are the leadership development expert ensuring districts achieve their goals. You educate, coach and mentor your coordinators

while removing barriers that impede progress. Your drive and determination will inspire

and empower districts to be successful in developing quality leaders.

Actions for Success

- Collaborates with your GMT and GST multiple district coordinators and Global Action Team chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Develops and executes an annual multiple district leadership development plan.
- Communicates regularly with GLT district coordinators. Ensures they are aware of leadership development programs and resources available.
- Provides ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals.
- Encourages GLT district coordinators to include diverse populations to participate in Global Action Team initiatives.
- Promotes leadership development opportunities that encourages participation at all levels of the association.

- Collaborates with GMT and GST multiple district coordinators to provide retention strategies to districts.
- Identifies potential and new leaders to participate in service, membership and leadership development opportunities.
- Organizes and facilitates instructor-led and web-based training in coordination with LCI.
- Completes requirements and submits applications to receive multiple district funding from LCI for leadership development activities.

Measuring Success

At the end of each fiscal year,

- 1st and 2nd vice district governors participate in vice-district governor multiple district training.
- Increase the total number of Lions participating in leadership development training events by 10%.

Recommended Qualifications

- Passionate about Lions and is invested in the association's future.
- Leads by example, actively participating in leadership development programs.
- Able to use technology (Email, Microsoft Office, MyLCI, LCI website, social media).
- Recognizes the importance of diversity in Lions.
- Graduate or faculty member of an Advanced Lions Leadership Institute or Faculty Development Institute, or other professional leadership program.

Reporting Structure

- GLT multiple district coordinators report to GLT special area advisors or area leaders.
- GLT, GMT and GST multiple district coordinators report to the multiple district Global Action Team chairperson (council chairperson).
- GLT district coordinators report to GLT multiple district coordinators