

#### 4.MD Family & Women Coordinator

<b>Job Title:</b>	Multiple District Family & Women Coordinator	<b>Job Category:</b>	National
<b>Reports To:</b>	MD Global Membership Team	<b>Duration of Role</b>	Three Years
<b>Location:</b>	N/A	<b>Travel Required:</b>	No
<b>MD Budget</b>	Yes Rules of Audit apply	<b>Position Type:</b>	Voluntary
<b>Date Posted:</b>	Jul 2020	<b>Post Expiry:</b>	Jun 2023

#### Job Description

##### Role and Responsibilities

To work with the District Governors, Multiple District GMT, GST and GLT Coordinators and the LCI New Club Consultants in the promotion of both Women and Family membership with a key focus towards membership growth and leadership opportunities for these membership categories.

Incumbent to be familiar with, and use, the LCI Family and Women's Membership Development Chairperson Manual as a guide in developing this role within MD202.

##### Qualifications for Role

- Establishing goals and action plans at the MD level (in collaboration with the District membership and leadership coordinators) for inclusion in the overall MD membership plan
- Developing procedures for district reporting and, in turn, MD Council reporting via MD GMT Coordinator
- Providing support, training, encouragement and motivational assistance to District Family & Women Membership Coordinators
- Promotion through written articles in MD and district publications
- Plan and/or assist in the planning of a Women's Symposium or family involvement events at either an MD or district level.
- Be familiar with LCI Family and Women Symposium Programme planning guide and promote/plan/assist in symposiums and family involvement events
- Encourage and assist each district in running (at least) one Women's Focus Group workshop or a Women's Forum each year
- Be familiar with and promote the use of the LCI Family Lions Club Programme within Lions Clubs with young families
- Encourage and assist with research within each district to identify areas for the establishment of family friendly clubs and work with the LCI New Club Consultants in the formation of these clubs
- Encourage the participation of women in all leadership and leadership training opportunities
- Provide/assist with training seminars on the recruitment of family and women members and project planning for family and women related projects
- Report progress on a quarterly basis to MD GMT Coordinator

##### Preferred Skills

The successful applicant will be an extremely competent communicator and will excel in planning and project delivery skills. The ability to write presentations and deliver these with confidence to all size groups is required.



Lions Clubs New Zealand

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