



# Kiwanis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

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## District Membership Coordinator

### *Position description*

The District Membership Coordinator is responsible for the membership growth in the district and for providing direction and support for club opening and membership strengthening. This position collaborates with the District Governor, District Membership Committee, and other appropriate district leaders to implement goals and objectives for inviting and retaining members.

**Appointed by:**

District Governor and/or District Governor-Elect

**Reports to:**

District Governor

**Collaborates primarily with (but not limited to):**

District Membership Committee  
District Club Opening Coordinator  
District Club Strengthening Coordinator

**Recommended experience:**

- Member of a club that has maintained or increased its membership
- Club opening experience
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Developing, presenting and delivering strategic program plans
- Enhancing others' skills and productivity
- Well-versed and qualified in conflict management

**Required attributes and skills:**

- Commitment to the district membership goals, plan and strategies
- Knowledgeable in club opening and club coaching resources both through the district and Kiwanis International
- Effective communicator and facilitator
- Sound judgment as well as a positive and enthusiastic attitude
- Skillful and diplomatic
- Effective team building skills
- Firm, decisive and pragmatic
- Proficiency in the use of spreadsheets, word processing software, presentation software as well as email, calendar and management tools

# District Membership Coordinator

## *Responsibilities*

### **Build and Develop a Team**

- Assist in facilitating club opening training and club strengthening training with District Opener & Strengthenener
- Participate in regular team meetings and conference calls
- Motivate, coach, recognize and reward team members
- Provide communication, direction and leadership to team members

### **Membership Initiatives**

- Assist District Club Opener with coordinating club opening efforts within the district
- As needed, coordinate club opening events with a Kiwanis International club opening specialist
- Assist with directing and supporting club opening and membership initiatives
- As needed collaborate with lieutenant governors & regional club openers in selecting division sites and team members
- Annually and as needed report club coaches and club openers to the Area Coordinator through the Kiwanis International reporting system
- Assist District Opener and Strengthenener with developing and implementing regional and/or division membership plans for club opening
- Along with the District Governor, membership committee and district leaders, develop supporting goals, strategies as well as plans and budgets to promote membership strengthening within the district
- Collaborate with District Club Strengthening Coordinator to identify clubs in need of strengthening efforts

### **Educational Commitments**

- Participate in role specific Kiwanis International and District led training events
- Coordinate and/or conduct education forums at District Convention, Mid-Year Regional Conferences and other district events

### **Additional Commitments**

- Commits to serving three years (October 1, 2023 through September 30, 2026)
- Ensure appropriate recognition is provided at district conventions and meetings, as well as in district publications
- Ability and willingness to travel

***This is a voluntary position. We appreciate your dedication to Kiwanis, the LaMissTenn District and your community. Thank you for all you do!***