

2014-2015

Club Treasurer Training

Participant Workbook





Webinar Background

The club treasurer has numerous duties, as they are responsible for all of the club's financial matters. The MyLCI site, formerly WMMR, will assist club officers in the fulfillment of some of their responsibilities and provide numerous benefits specifically to club treasurers, making it highly beneficial to provide a sneak peek into its new look and features.

Session Agenda

- Review position responsibilities
- Identify the benefits MyLCI provides club treasurers
- Review role specific MyLCI roles and features
- Resources

Club Treasurer Roles and Responsibilities

He/she shall:

1. Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors.
2. Pay out monies in payment of club obligations only on authority given by the board of directors.
3. Have custody and keep and maintain general records of club receipts and disbursements.
4. Prepare and submit monthly and semi-annual financial reports to the board of directors of this club.
5. Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.
6. Deliver, in a timely manner, at the conclusion of his/her term in office, the financial accounts, funds and records of the club to his/her successor in office.

MyLCI--The association's website for membership reporting and personalized club specific information.

To access the MyLCI:

1. Go to www.lionsclubs.org
2. Click on 'MyLCI'

The screenshot shows the homepage of the Lions Clubs International website. At the top, there is a navigation bar with language options (English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, 日本語, 한국어, 中文) and a search bar. Below this is a secondary navigation bar with links: Find a Club, LCI Store, MyLCI (highlighted with a red box), Convention, Contact Us, Donate, Lions Blog. The main header features the Lions Clubs International logo and the text "Lions Clubs International". Below the header is a yellow navigation bar with links: About Lions, Becoming a Lion, The Foundation, Our Work, Our Impact, News and Events, and Member Center. The main content area is divided into several sections. On the left, there is a large banner for the "Lions Clubs International FOUNDATION" with the text "LCIF Is Your Foundation" and "See How Lions and LCIF Make a Difference". To the right of the banner is a "Lions in the Headlines" section with three news items. Further right is a "News and Events" section with several links. At the bottom of the page, there are three buttons: "Learn About Lions Clubs", "Volunteer with Lions Clubs", and "Access Member Resources". Below these buttons is a section titled "How Do I ..." with four links: "Donate Eyeglasses?", "Invite New Members?", "Donate Now to LCIF?", and "Download Logos and Forms?".

MyLCI Logon

To log in to MyLCI:

1. Enter your username and password
2. click "Submit"
3. or create new account: Click "New User" link and follow directions.
4. If you forgot user name and password, click "forgot your User Name or Password" link and follow directions.

English Deutsch Español Français Italiano Português Suomi Svenska 日本語 한국어 中文

MyLCI

Welcome to the LCI Logon Page

LOGON

Already have a password? Log on here

User Name:

Password:

I want to change my password after logging on

[Forgot your User Name or Password? Click here.](#)

[New User? Click here to register now.](#)

Support Center

Resources

- Logon and Registration
- Frequently Asked Questions (FAQ)
- Membership Application Form
- Membership Reports
- Leo Membership Application Form
- Introduction to MyLCI
- Navigating the MyLCI web site

How Do I ...

- Logon?
- Register for a password?
- Change my password?
- Change my e-mail address?

Announcements

Weekly Website Outage – System backups are performed each Sunday between 6:15 AM and 7:00 AM Central Time (Chicago USA). MyLCI is not available during this time period.

Support - mylci@lionsclubs.org - 630-468-6900

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[Terms & Conditions](#) [Privacy Policy](#)
[Contact Webmaster](#) [Online Directory \(Password Required\)](#)

MyLCI Club Officer Home Page

Welcome Club Secretary William Anderson | Print & Share | Logout

MyLCI

Home | My Leo Clubs | My Lions Club | My District | My MultipleDistrict | Support Center

SUNSET COMMUNITY LIONS CLUB

My Tasks (click to complete)

1. Correct members with missing or invalid information.
2. Enter 2012-2013 club officers (due May 15, 2012).
3. Enter membership report for May 2012 (due May 31, 2012)
-OR- record that there are no member changes for May 2012.
4. Enter service activities for May 2012.

My Club

SUNSET COMMUNITY LIONS CLUB
founded in 1945

Meeting
Every 1st and 3rd Tuesday at 12:15PM

Happy Joe's
9567 Main Street
Oak Brook, IL 12345-1234

club web site
www.e-clubhouse.org/sites/sunsetcommunity

Edit

My Info

2011-2012 Club Secretary
William Anderson

Member Mailing Address
1234 West Summerdale
Oak Brook, IL 12345-1234

Officer Mailing Address
P.O. Box 1234
Oak Brook, IL 12345-1234

Home 1-630-555-1234
Mobile 1-312-555-1234
Email test1234@testmail.com

Edit

My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Membership Summary

Charter	12
Active	24
Affiliate	1
Honorary	2
Total	39
Associate	3
Life Member	2

More Membership

My Service Activities

Recent Service Activity
Pancake Breakfast
Our club got together with the students of Sunset High School and made 4,000 pancakes.

2011-2012 Service Activity Summary

Total service activities	21
Number of Lion Hours	1325
Funds Raised (USD)	5000
Funds Donated (USD)	3750

More Service Activities

My Officers

Region 1 Chairperson
Theresa D'Souza

Zone 1 Chairperson
Robert Oglevy

Club President
Debbie Johnson

Club Treasurer
Ron O'Connor

More Officers

- “My Tasks” - displays a list of tasks customized to your role and your club.
- “My Members” - displays your club’s membership reporting status and the count of members by member type.
- “My Club” - displays the information about your club meetings that is the database.
- “My Service Activities” - displays your club’s most recent service activity and a summary of your club’s service activity for the year.
- “My Info” - displays your personal contact information.
- “My Officers” - section shows your region and zone officers as well as the other members of your club leadership team.

Online Statements

- ⦿ *Can be viewed the day they are generated*
- ⦿ *Can be viewed them from as far back as 2010*
- ⦿ *Can be viewed by club and district officers*

NOTES



Online Payments

- ⦿ *Payments are processed via the Chase payment website.*
- ⦿ *Partial payments are allowed.*
- ⦿ *Payments can be made with a credit card or with an electronic check.*
- ⦿ *VISA, MasterCard, Discover Card or American Express*

NOTES



MyLCI FYIs

- *The system will log you out after 20 minutes of inactivity.*
- *The support center panel will change depending upon the page you are on.*

NOTES



Support Center
mylci@lionsclubs.org
630-468-6900

**Accounts Receivables and Club
Account Services**
membershipbilling@lionsclubs.org

Club Treasurer Resources (hyperlinks)

[Club Constitution and By-laws](#)

[Club Officer Manual](#)

[LCI Finance Website](#)