# Club Secretary Training

2014-2015 Webinars



Participant Workbook



#### Webinar Background

The club secretary has numerous duties as they serve as the liaison between the club and district, and the association. The MyLCI online site assists club officers in the fulfillment of their responsibilities and provides numerous benefits specific to the club secretary position. The "Club Secretary Training" presentation provides an overview of the function and features of MyLCI and directions on using those features.

### Session Agenda

- Review position responsibilities
- Identify the benefits MyLCI provides club secretaries
- Review MyLCI features
- Resources and extras

# Club Secretary Roles and Responsibilities

He/she shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district (single, sub- and multiple) in which this club is located, and the association. In fulfillment of this, he/she shall:

- 1. Submit regular monthly and other reports to the international office of the association on forms provided by the international headquarters containing such information as may be called for by the board of directors of this association.
- 2. Submit to the district governor's cabinet such reports as it may require including copies of regular membership and activities reports
- 3. Cooperate with and be an active member of the district governor's advisory committee of the zone in which the club is located.
- 4. Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts.
- 5. Arrange for issuance, in cooperation with the treasurer, quarterly or semiannual statements to each member for dues and other financial obligations owed to this club, collect and turn the same over to the club treasurer and obtain a receipt.
- 6. Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.
- 7. Deliver, in a timely manner, at the conclusion of his/her term in office, the general 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 'MyLCl'



## **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.

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Weekly Website Outage MyLCI is not available du Support - mylci@lionscli © 2014 Lions Clubs Inte 300 W. 22nd Street, Oa	Ann – System backups are performed er ring this time period. Ibs.org - 630-468-6900 ernational k Brook, IL 60523-8842	OUNCEN ach Sunday	<b>tents</b> between 6	:15 AM and	I 7:00 AM C	entral Tim Conta	e (Chicago U: ct Webmaste	SA).	erms & Con nline Directo	ditions ry (Passw	Privacy Pe	olicy ired)

## **MyLCI Club Officer Home Page**

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Home >		Support Center 👻		
SUNSET COMMUNITY LIO	NS CLUB			
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<ul> <li>Correct members with missing or invalid information.</li> </ul>	SUNSET COMMUNITY LIONS CLUB founded in 1945	2011-2012 Club Secretary William Anderson		
Enter 2012-2013 club officers (due May 15, 2012).	Meeting Every 1st and 3rd Tuesday at 12:15PM	Member Mailing Address 1234 West Summerdale Oak Brook, IL 12345-1234		
Enter membership report for May 2012 (due May 31, 2012) - OR - record that there are no member changes for May 2012.	Happy Joe's 9567 Main Street 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		
Enter service activities for May 2012.	www.e-clubhouse.org/sites/sunsetcommunity			
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Active	2011-2012 Service Activity Summary	Club President		
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Total	Number of Lion Hours 1325			
Associate	3 Funds Raised (USD) 5000			
Life Member	2 Funds Donated (USD) 3750	Club Treasurer Ron O'Connor ▼		
ore Membership	More Service Activities	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.

## **MyLCI Support Panel**

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- Always available on the left hand side of screen.
- Expand and collapse with down arrow to the right of "Support Center" title on the blue Support Center bar.
- Available features may change depending on type of officer logged in and page displayed on screen.

## **Member Data Functions**

Add a Member: new, returning, transfer Notes: Home My Lions Club 👻 My District -My Multiple BURR RIDGE-HINSDALE-OAK BROOK (49338) 🙆 Members 🔝 Report No Changes for Month 🕶 🕹 Add Member 🔻 er(s) found New Member Returning Member Transfer Member 453) 2012-2013 LCI/LCIF Office Staff - Admin Joined Member Address Gender 4921 W PARKER AVE Year Of Birth

#### Edit a member, drop a member, create a family unit: Notes:

Club > Members							S	ipport Center
Members								
Add Member •	👃 Trans	fer Meml	ber 🔹	[ Report	No Changes for Month 🔹			ho Find Members •
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Show 10		Page	1	of 4	First Name			• •
STROM, ALGOR			1864492		Member			
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(Home) 906-428-3970							Print	
Lauernan Crain			3455053		Member		906-428-2828	

Notes:

## MyLCI Reports & Data

#### Data Download



#### Tailoring Data:

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Downi	oadable Fields					
F	Multiple District Name	F	District Name	F	Region Name	
4	Zone Name	9	Title	<b>v</b>	Club ID	
P	Club Name	R	Member ID	R	Prefix	
F	FirstName	F	Middle Name	•	LastName	
4	Suffix	5	Address Line 1	<b>N</b>	Address Line 2	
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F	Fax Number	P	Work Phone	R	Spouse Name	
P	Membership Type	R	Birth Year	<b>N</b>	Gender	
P	Nick Name	R	Occupation	P	Join Date	
P	Life Member	F	Invalid Address Flag			
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Club First Vice President				Club Memberst	ip Chairperson	
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Club Secretary			Club Treasurer			
<b>O</b> u	se title filters to download officer o	data only.				

Notes:

## **MyLCI Extras**

- The system will log you out after 20 minutes so save your work.
- The support center panel will change depending upon the page you are on.
- View the Service Activity Report webinar recording:
  - 1. Access www.lionsclubs.org
  - 2. Click "Member Center"
  - 3. Click "Planning Projects"
  - 4. Click "The Lions Clubs Service Activity Report" link

Join us for future exciting LCI Leadership Development Webinars!



## <u>NOTES</u>



