

2014-2015 Webinars

Club Secretary Training

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 semi-annual 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 '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. Below this is a search bar and a navigation menu with links: Find a Club, LCI Store, MyLCI (highlighted with a red box), Convention, Contact Us, Donate, and Lions Blog. The main header features the Lions Clubs International logo and the text "Lions Clubs International". Below the header is a secondary 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 "LCIF Is Your Foundation" with a video player. To the right of the banner is a "Lions in the Headlines" section with several news items. Further right is a "News and Events" section with more news items. At the bottom, there are three main sections: "Learn About Lions Clubs", "Volunteer with Lions Clubs", and "Access Member Resources". The "Learn About Lions Clubs" section contains text about the organization's mission and a small image of two people. The "Volunteer with Lions Clubs" section contains text about the benefits of joining Lions. The "Access Member Resources" section contains a list of 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.](#)

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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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

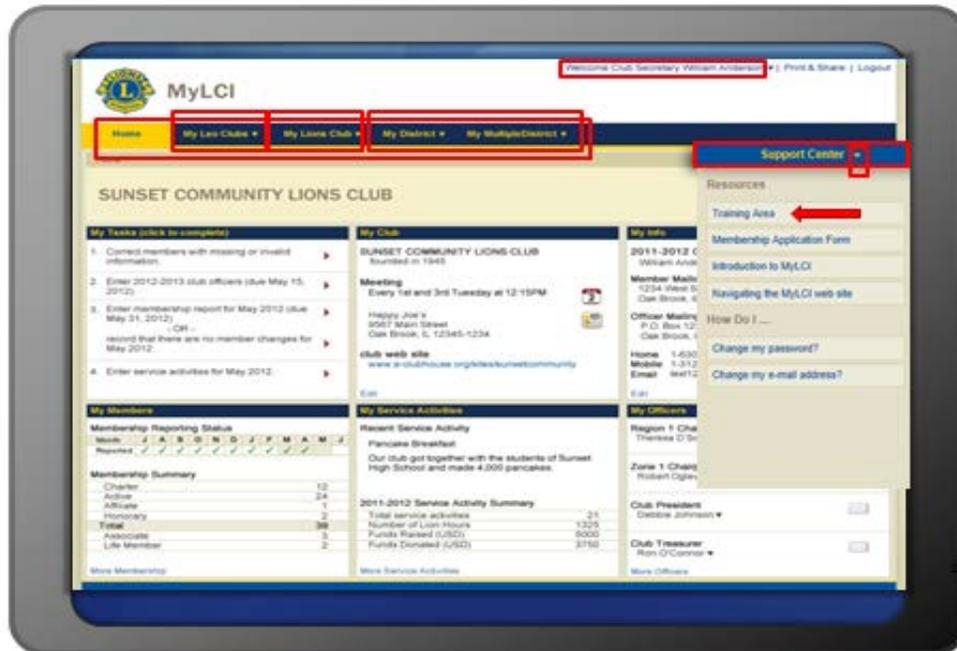
Club President
Debbie Johnson

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.

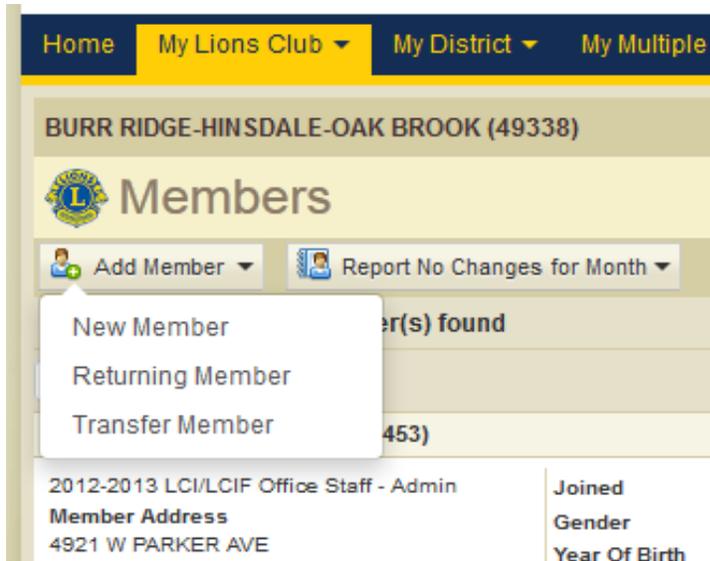
MyLCI Support Panel



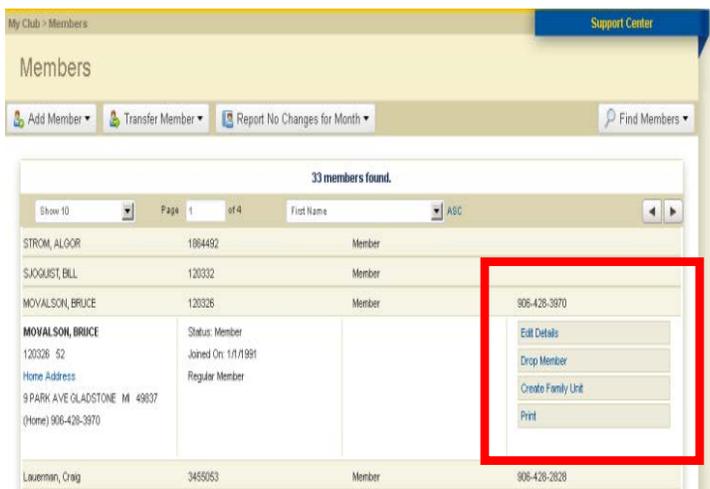
- Always available on the left hand side of screen.
- Expand and collapse with down arrow to the right of “Support Center” title on the blue Support Center bar.
- Available features may change depending on type of officer logged in and page displayed on screen.

Member Data Functions

Add a Member: new, returning, transfer **Notes:**



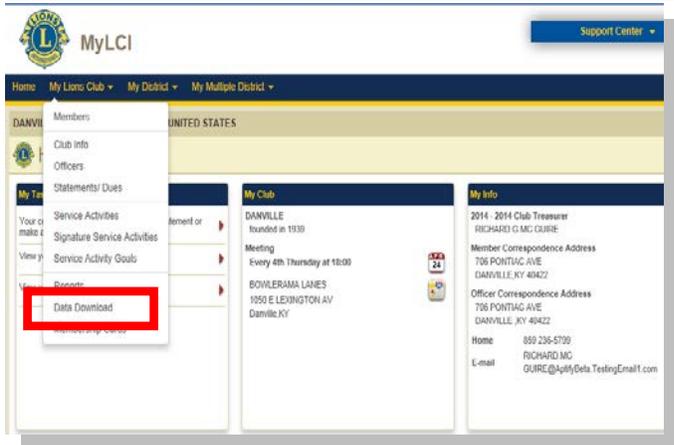
Edit a member, drop a member, create a family unit: **Notes:**



MyLCI Reports & Data

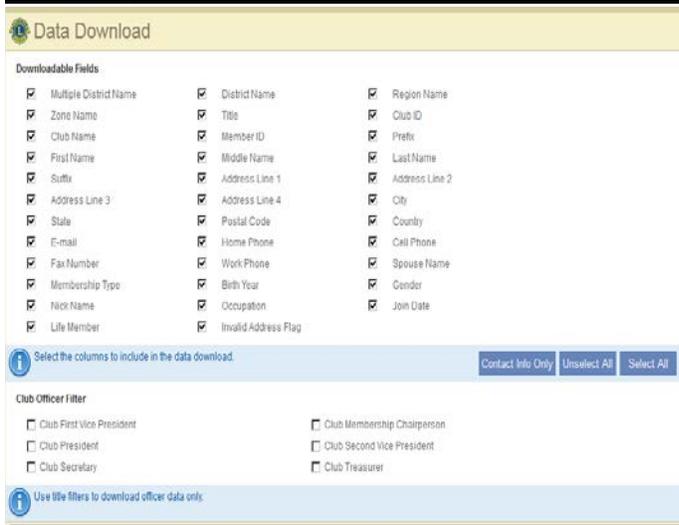
Data Download

Notes:



Tailoring Data:

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!



NOTES

