



# Club Secretary

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ROLE, DUTIES, AND RESPONSIBILITIES

As of July 9, 2020

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# Agenda



- **Role of the Club Secretary**
  - Introduction
  - Constitution and Bylaws
  - The Team
  - Club Officers
  - The Role of the Secretary
    - Meetings
    - Communication
    - Elections
    - The Year
  - MyLCI / MyLion
  - Resources





# The Role of the Secretary - BLUF

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- Administers the Club
- A voting member of the club board
- Coordinates, prepares, and preserves minutes of the Board
- Coordinates, prepares, and preserves minutes for meetings
- Participates in Zone Meetings to assist the club president (District Governor's Advisory Committee)
- Participates in District Meetings to assist the club president with communication
- Assist the club president with club elections and succession planning





# Authorities

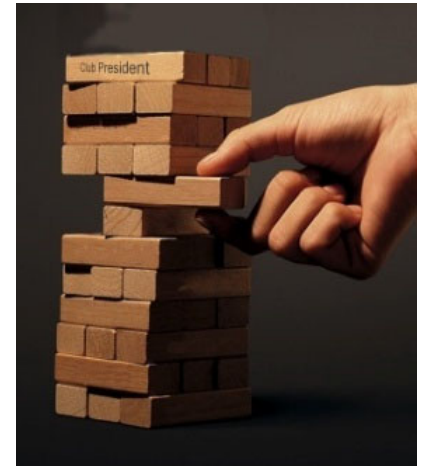


**The president is the chief executive officer of the club.**

**The secretary is the right hand person.**

The president's authority in the club is not absolute. The position's authority comes from the:

- Club as a whole
- Club's constitution and by-laws
- International Lions Clubs Constitution and By-Laws
- And the club board of directors





# Authorities



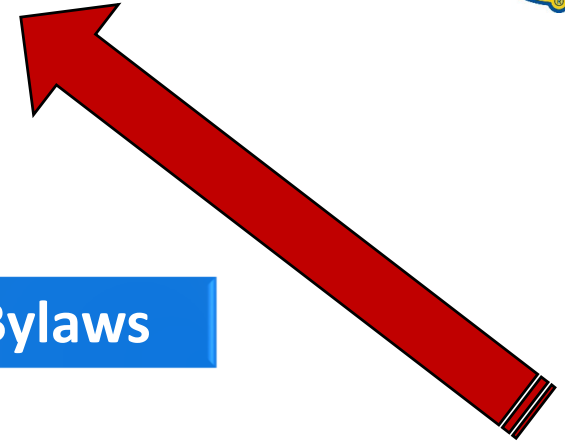
**Lions Club International Constitution  
and Bylaws**

**District Constitution and Bylaws**

Any club *rule, procedure, by-law* or *constitutional provision* that is contrary to the International Constitution and By-Laws (LA-1) is not valid.

**Club Constitution and Bylaws**

**The Club Secretary helps keep the club  
on track**





# Who is the Board of Directors?

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The board of directors consists of the:

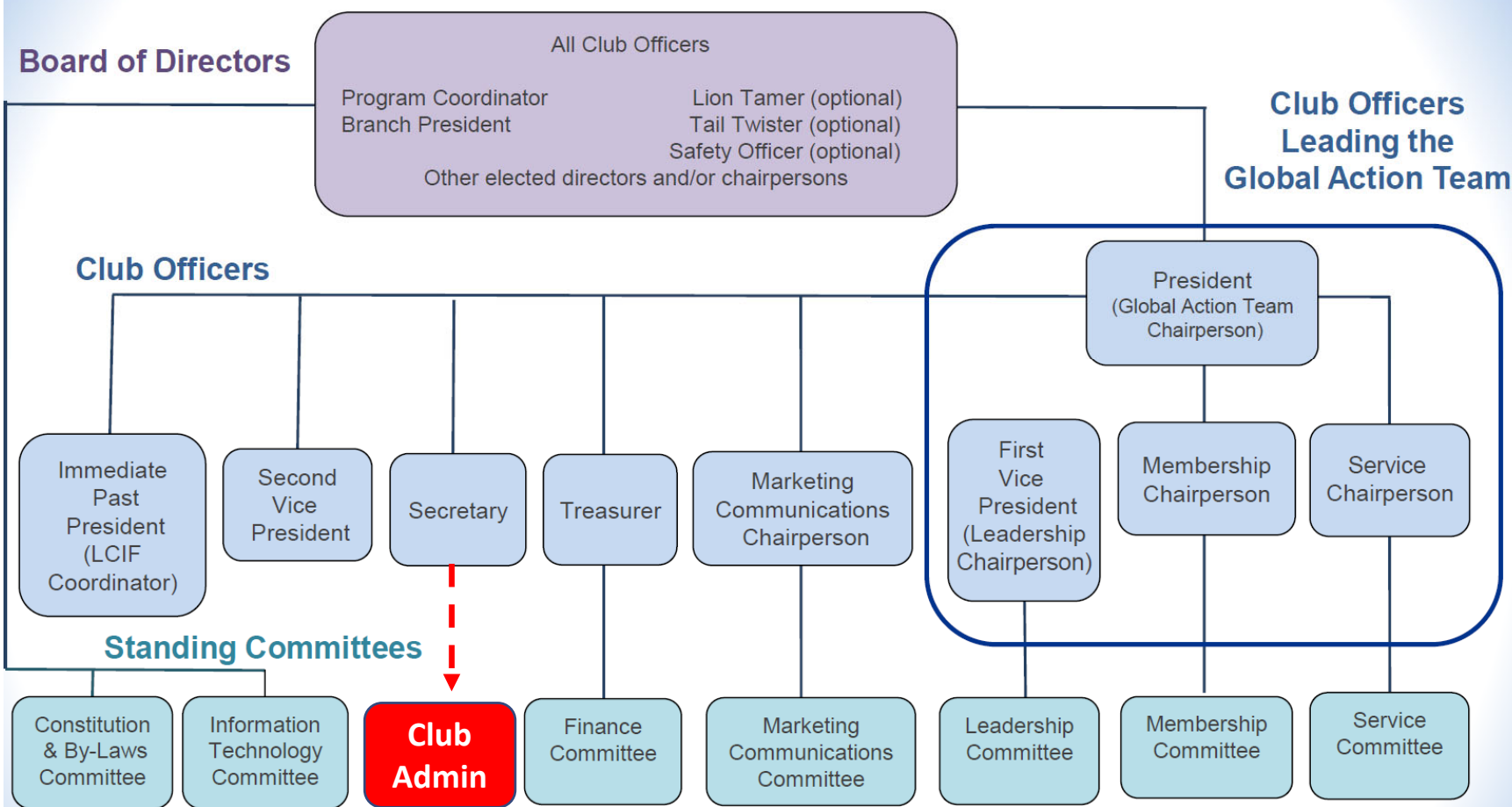


- Club President
- Vice Presidents (s)
- **Secretary**
- Treasurer
- Directors
- Immediate Past President
- Lion Tamer
- Tail Twister
- Branch Coordinator
- Membership Director
- All Other Elected Directors





# Model Club Structure





# The Role of the Secretary – The Team








- Club President → ➤ Sets annual goals; The GAT Chairperson; Calls the club to action in service; Manages club election and succession planning; Recognizes club members for their service efforts.
- Vice Presidents (s) → ➤ Assists President in achieving annual goals; Serves a committee chairperson (Fundraising; Service)
- Secretary → ➤ Keeps the history of the club's official proceedings; Maintains club rosters; Assists with communication; Submits reports (membership, election, and service); Club liaison between the Club, District & Association
- Treasurer → ➤ Main bookkeeper (Admin & Project Accts); Invoices & Reports Dues; Makes deposits & records expenses; Prepares the budget
- Directors → ➤ Provides additional oversight for items placed before the board (leverage these positions for GAT)
- Immediate Past President → ➤ The President's advisor; May serve as a Director; Typically serves as the Membership Chairperson and/or LCIF Chairperson; Welcoming host for new members



# The Role of the President – The Team



- Lion Tamer  ➤ Takes care of club property; sets up property for meeting; serves as the sergeant-at-arms .
- Tail Twister  ➤ Promotes fun and good fellowship at meetings; levies fines in good natured manner for violations of good order or protocol.
- LCIF Coordinator  ➤ Communicates the mission and success of the LCIF; Coordinates donations and achievement of 100% Club status; Assists with Melvin Jones Fellowship awards.
- Visitation Chairperson  ➤ Coordinates visits to other clubs; promotes fellowship within and external to the Zone, Region, and District.
- Youth Protection Officer  ➤ Manages the certification, documentation, and maintenance of records of all Lions involved with LEOs.
- LEO Advisor  ➤ Provides guidance to the LEO sponsored club; Should enjoy working with youth and engaging is service centered on youth.











# The Role of the President – The Team



## Global Action Team

- |                             |   |  |  |
|-----------------------------|---|--|--|
| ➤ Service Chairperson       |  |    | ➤ Coordinates all of the service activities chosen by the club; Advises the project leaders on the execution of the service project.   |
| ➤ Membership Chairperson    |   |    | ➤ Leads the charge in recruiting new members; Orients new members on LCI; Nurtures relationships between new and established members   |
| ➤ Leadership Chairperson    |   |    | ➤ Keeps the history of the club's official proceedings; Maintains club rosters; Assists with communication; Submits reports (membership, election, and service); Club liaison between the Club, District & Association |
| ➤ Marketing & Communication |   |   | ➤ Keeps all activities of the club in the public eye; Promotes the club and its service and fundraising efforts.   |
| ➤ Branch Club Liaison       |   |  | ➤ Supports the activities of the branch club; serves as the voting member of the parent club board   |



# The Role of the Secretary – The Team



➤ Lion Tamer



➤ Takes care of club property; sets up property for meeting; serves as the sergeant-at-arms .

➤ Tail Twister



➤ Promotes fun and good fellowship at meetings; levies fines in good natured manner for violations of good order or protocol.

➤ Branch Club Liaison



➤ Supports the activities of the branch club; serves as the voting member of the parent club board

➤ LEO Advisor



➤ Provides guidance to the LEO sponsored club; Should enjoy working with youth and engaging is service centered on youth.

➤ Visitation Chairperson



➤ Coordinates visits to other clubs; promotes fellowship within and external to the Zone, Region, and District.

➤ Youth Protection Officer



➤ Manages the certification, documentation, and maintenance of records of all Lions involved with LEOs.





# The Role of the Secretary – Club Officers



The president works with other club officers to ensure the club runs smoothly and tasks are accomplished. The club secretary helps to coordinate this.

## Collaborative Relationship

- President, VP's, Secretary, Treasurer work together
- **Secretary / Treasurer**
  - ✓ Discuss record keeping and expectations
  - ✓ Who takes the minutes, who is back up
  - ✓ Meets deadlines
  - ✓ Ensure Secretary files PU 101 on time
- Meet before the beginning of the year
  - ✓ Set Plan for the year – for service
  - ✓ Compare to budget – determine fundraising
  - ✓ Anticipate expenses and income
  - ✓ Prioritize spending needs
  - ✓ Monitor spending throughout the year
- Board Approval
  - Funds not previously approved by the board, must be approved prior to expending
  - **Secretary must capture in the minutes**
- Keep your club informed of budget status
- Request Officers to report out to the club throughout the year.

## Financial Accounts

- Administrative
  - ✓ Money collected from club member or other Lions
  - ✓ Can also be funds from a non-Lion promoted fundraising event (garage sale)
  - ✓ Can only be a Lions promoted event when specifically advertised as fundraising for the Administration of the club
  - ✓ To be used to support the administrative needs of the club
- Project
  - ✓ Money collected from the community in the name of service
  - ✓ Monies can only be used in service to the community
  - ✓ Cannot be used for administrative purposes
  - ✓ Approximately 10% of a project's funds can be used for supplies



# The Role of the Secretary – Meetings

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- |                       |   |   |
|-----------------------|---|---|
| ➤ Club Meeting        | ➡ | ➤ Occurs no less than monthly   |
| ➤ Club Board Meeting  | ➡ | ➤ <b>Must occur monthly</b>   |
| ➤ Zone/Region Meeting | ➡ | ➤ Typically occurs quarterly  |
| ➤ District Meeting    | ➡ | ➤ Three meetings per year   |
| ➤ District Convention | ➡ | ➤ Once per year; involves voting in the new District Governor and cabinet |



# The Role of the Secretary – Club Meetings



- The club president presides at all meetings of the board of directors as well as the club.
- Prepares the Agenda
  - ✓ **President provides content; Secretary prepares and communicates**
  - ✓ Communicate with officers and committee chairs to gather items
  - ✓ Ensure it is accurate and includes all required items
- Documents the meeting
  - ✓ Takes notes of all items on the agenda
  - ✓ Captures any new business or tasks handed out at the meeting
  - ✓ Keeps track of open tasks for the club president
- Prepares & publishes past club minutes for approval
  - ✓ Publishes meeting minutes within a couple of days from the club or board meeting
  - ✓ Captures the approval of the minutes at the next meeting
- Maintains the club's historical files

## Parliamentary Procedure

- ✓ A body of rules followed by an assembly.
- ✓ Call to order
- ✓ Rules for motion approval
- ✓ Recognition of speakers
- ✓ Etc...

## Robert's Rules of Order

Visit: <http://www.robertsrules.com/>





# The Role of the Secretary – Club Meetings



The club president presides at all meetings of the board of directors as well as the club.

**The secretary publishes the agenda and captures the minutes.**

## The Club Meeting

### The Agenda:

- ✓ Call to order (Flag Salute / Song / Announcements)
- ✓ Introduction of Guests
- ✓ A Scheduled Program (guest speaker, entertainment)
- ✓ Approval of Meeting Minutes
- ✓ A review of Board Business (Membership status, Treasurers Report, Service Status, etc)
- ✓ Upcoming projects
- ✓ Old Business
- ✓ New Business

**When is the next meeting?**

## The Board Meeting

### The Agenda:

- ✓ Call to order / Announcements
- ✓ Approval of Minutes
- ✓ Treasurers Report (review budget, intakes, outlies, and account status) (2 person confirmation of statements to books)
- ✓ Membership Report
- ✓ Service Report
- ✓ Committee and Chairperson Updates
- ✓ Old Business
- ✓ New Business
- ✓ Outstanding Items



# The Role of the Secretary – Communication

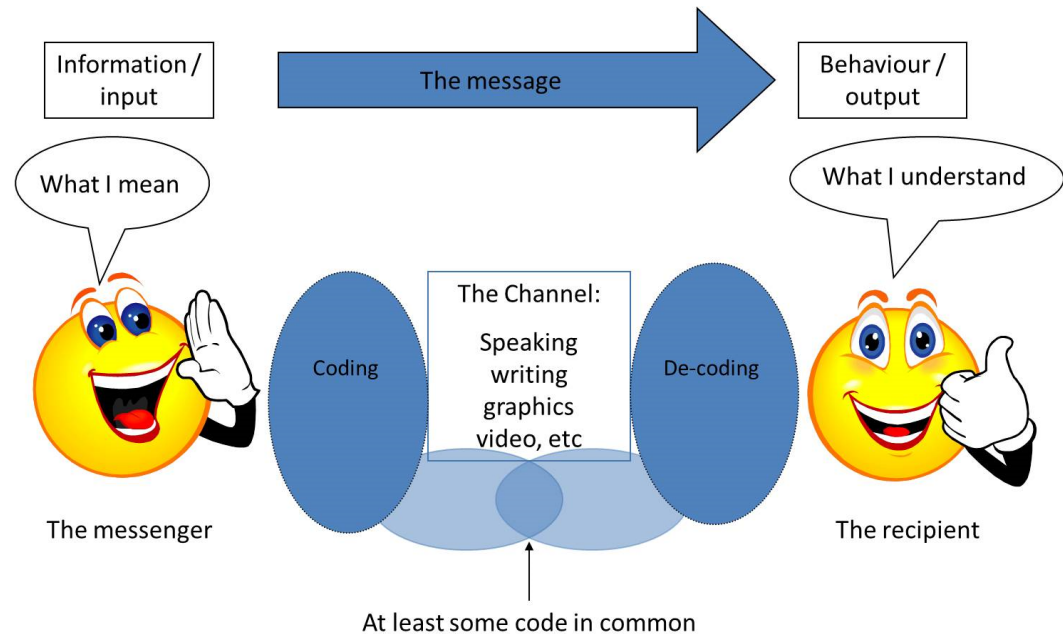


Communication is very important to success as a club president. The club secretary is a key enabler for this task.

## Secretary Duties

- **Be open**
  - ✓ Open communication with members and committees
  - ✓ Be aware of activities and communicate deadlines, expectations, & information
  - ✓ Be aware of member's situations and enlist club members to assist if needed
- **Be Proactive**
  - ✓ Anticipate questions
  - ✓ Ensure adequate time between requests and expectations for responses
- **Keep members up to date on news, issues, etc...**
  - ✓ Club newsletter - Timely
  - ✓ **Answer emails, letters, voicemails, promptly**
  - ✓ Creates an environment of openness

## Communicate, Communicate, Communicate







# The Role of the Secretary – Elections

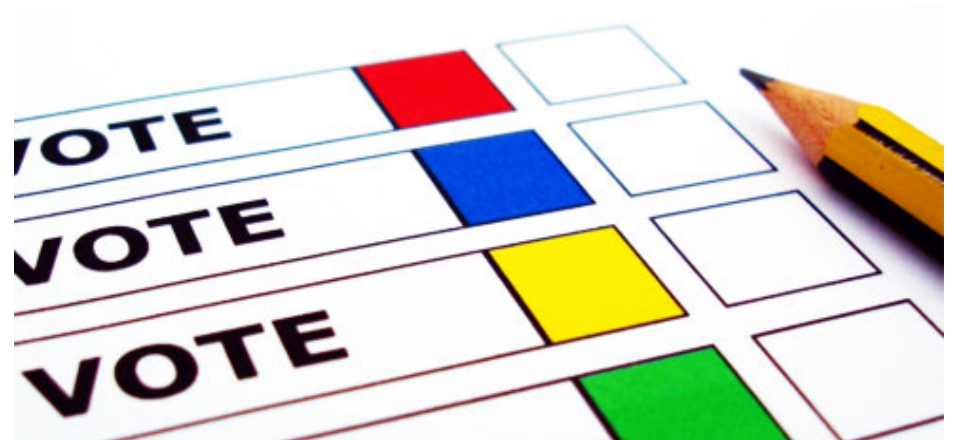
The president plays a key role in club officer elections—**so does the secretary.**

## President / Secretary Duties

- Ensure offer elections comply with the constitution & bylaws
  - ✓ Ensure process is open
  - ✓ Meets deadlines
  - ✓ **Ensure Secretary files PU 101 on time**
- Appoint a nominating committee
  - ✓ Submits names of candidates to members
  - ✓ **Create Ballot**
- Hold Elections
  - ✓ Announce election date the month prior
  - ✓ **Send ballot via email to absent and at large members (24hrs to return)**
  - ✓ Creates an environment of openness
- Announce newly elected Club Leadership
- **Sign up incumbant secretary for District Training**

## Timeline

- **March – Appoint Nominating Committee**
- **April – Hold Club Elections**
- **May 15 (NLT) – Submit PU-101 to LCI Headquarter (via MyLCI)**





# The Role of the Secretary – The First 30 Days



An effective year starts with planning ahead.

## Before Your Term / First 30 Days

- Before your term begins
  - ✓ Take the LCI Club Secretary Online Course
  - ✓ Review Secretary's eBook
  - ✓ Learn from your predecessor
  - ✓ **Review your club roster; update all contact information**
- Ensure you have MyLCI and MyLion Access
- Review Award Requirements
  - ✓ Club Excellence Awards
  - ✓ Gov's Top Club Award
  - ✓ Steve Brody Award
  - ✓ 100% Secretary Award
  - ✓ Visitation Award
  - ✓ Newsletter Award
- Build your calendar and Task list



## Establish the Club Calendar

- Assist the club president in preparing the club calendar
- Ensure monthly club & board meeting dates are set; Review and update location/time on the club's home page
- Create an annual event calendar
- Check with the District for key events and deadlines
- Prepare for the quarterly District/Zone Meetings
- Make note of the DG visit to your club and prepare for it
- Make note of visits by other district leaders
- Be ready to assist with meeting logistics
- Ensure your calendar lists District and MD-4 events
- LCI Calendar of Events is on line at <https://www.lionsclubs.org/en/resources-for-members/lions-events-calendar>



# The Role of the Secretary – Recurring Tasks



## Monthly

- **Prepare for programs and meetings**
  - ✓ Coordinate the calendar
  - ✓ Send out invitations
  - ✓ Prepare for club & board meetings
  - ✓ Prepare reports and minutes
  - ✓ Advise on hosting protocols
  - ✓ Assist with new member orientation
- **Maintain the clubs business records**
  - ✓ Retain agendas and minutes
  - ✓ Collect, distribute, & retain committee reports
  - ✓ Retain financial records
  - ✓ Maintain documentation for taxing and registration bodies
  - ✓ Maintain copies of contracts & agreements
  - ✓ Obtain insurance certificates

## Monthly

- **Manage Correspondence**
  - ✓ Prepare and distribute awards and correspondence to your members
  - ✓ Create minutes and send out for approval
  - ✓ Create and distribute the club newsletter
  - ✓ Use a sign-up sheet to capture guests and members attending events
  - ✓ Record members who volunteer for service projects
  - ✓ Send out reminders for upcoming meetings and events & forward announcements
  - ✓ Create a monthly birthday & anniversary list
- **Report Membership Changes Monthly**
  - ✓ Enter in MyLCI
- ✓ **Report Service Activities Monthly**
  - ✓ Enter in MyLion



# Assess your clubs' health every month!



Resource: Club Health Assessment

Membership gain/loss

Reporting history

Officer rotation

Membership reporting

Club status

Donations to LCIF

**The club secretary is responsible for reporting.**

# Club Health Assessment for District 2 E1 through May 2015

| Club Number | Club Name                   | Charter Date | Status        | Membership  |                                    |                     |                |  |                 |                   |   |  |                                  | Reports   |  |                                   |         | LCIF |
|-------------|-----------------------------|--------------|---------------|---|------------------------------------|---------------------|----------------|--|-----------------|-------------------|---|--|----------------------------------|---|--|-----------------------------------|---------|------|
|             |                             |              |               | Current Member Count  | YTD Members Added                  | YTD Members Dropped | YTD Net Growth | YTD Growth %                                   | Count 12 Mo Ago | Count 12 Mo Ago % | Net membership                          | President Rotation                     | Vice President Reported          | No Active Email **                                  | Months Since Last Activity Report ***              | Donations for current Fiscal Year |         |      |
|             |                             |              |               | Number of times on status quo within last two years in brackets | If below 15 members appears in red |                     |                | If net loss is greater than 20% appears in red |                 |                   | If no report in 3 months appears in red | When more than one year appears in red | Number of repeat terms indicated | Notes the officers that do not have an active Email | If no report in 12 months an active appears in red |                                   |         |      |
| 32779       | EULA                        | 10/22/1976   | Active        |   | 12                                 | 1                   | 0              | 1  | 9.09%           | 11                |   | 3                                      |                                  | N   | P  | 24+                               | \$11.00 |      |
| 861         | GORDON                      | 06/03/1966   | Active        |   | 6                                  | 0                   | 3              | -3   | -33.33%         | 6                 | 0                                       | 5                                      |                                  | N   | P,S,T,M  | N/R                               | \$8.00  |      |
| 862         | GORMAN                      | 09/15/1966   | Active        |   | 15                                 | 0                   | 0              | 0  | 0.00%           | 16                |   | 1                                      |                                  | N   | T,M  | 16                                |         |      |
| 43310       | GRAFORD                     | 01/11/1984   | Active        |   | 7                                  | 0                   | 1              | -1   | -12.50%         | 10                | 2                                       | 2                                      |                                  |   | P,S,T  | N/R                               |         |      |
| 863         | GRAHAM                      | 06/15/1928   | Active        |   | 87                                 | 10                  | 5              | 5  | 6.10%           | 82                | 5                                       | 0                                      |                                  | N   | M  | 0                                 | \$63.00 |      |
| 864         | GRAHAM EVENING              | 06/13/1969   | Active        |   | 17                                 | 3                   | 2              | 1  | 6.25%           | 16                | 1                                       | 1                                      |                                  | R   |  | 1                                 | \$16.00 |      |
| 865         | HAMLIN                      | 08/29/1929   | Active        |   | 22                                 | 0                   | 1              | -1   | -4.35%          | 23                | 2                                       | 1                                      |                                  | N   | P,S,T,M  | N/R                               |         |      |
| 866         | HASKELL                     | 03/22/1928   | Active(1)     |   | 8                                  | 0                   | 3              | -3   | -27.27%         | 11                | 3                                       | 1                                      | 7                                |   |  | N/R                               |         |      |
| 38250       | HENRIETTA                   | 04/17/1980   | Active        |   | 6                                  | 0                   | 1              | -1   | -14.29%         | 7                 | 1                                       | 5                                      | 10                               |   | S,T,M  | 5                                 |         |      |
| 870         | IOWA PARK                   | 05/15/1928   | Active        |   | 18                                 | 0                   | 4              | -4   | -18.18%         | 22                | 18                                      | 0                                      | 3                                | N   | T  | N/R                               |         |      |
| 871         | IOWA PARK EVENING           | 09/20/1965   | Status Quo(2) |   | 3                                  | 0                   | 0              | 0  | 0.00%           | 3                 |   | 0                                      | 5                                |   | M  | 24+                               | \$70.00 |      |
| 872         | JACKSBORO                   | 06/15/1928   | Active        |   | 70                                 | 13                  | 13             | 0  | 0.00%           | 70                | 11                                      | 0                                      |                                  |   |  | 0                                 | \$15.26 |      |
| 874         | KNOX CITY                   | 10/04/1938   | Active        |   | 12                                 | 0                   | 3              | -3   | -20.00%         | 15                | 13                                      | 1                                      | 2                                | N   |  | 24+                               | \$18.00 |      |
| 876         | MERKEL                      | 03/27/1928   | Active(1)     |   | 16                                 | 3                   | 5              | -2   | -11.11%         | 18                | 10                                      | 0                                      |                                  | N   |  |                                   |         |      |
| 52598       | MIDWESTERN STATE UNIVERSITY | 06/21/2004   | Active        |   | 3                                  | 0                   | 0              | 0  | 0.00%           | 3                 |   | 20                                     | 1                                | None  |  | 24+                               | \$7.00  |      |
| 878         | MINERAL WELLS EVENING       | 06/01/1967   | Active        |   | 7                                  | 0                   | 0              | 0  | 0.00%           | 7                 |   | 1                                      | 7                                | R   | P,M  | N/R                               | \$73.00 |      |
| 877         | MINERAL WELLS NOON          | 08/10/1931   | Active        |   | 67                                 | 1                   | 7              | -6   | -8.22%          | 74                | 20                                      | 0                                      |                                  | N   | P,M  | N/R                               | \$24.00 |      |
| 879         | MUNDAY                      | 02/12/1953   | Active        |   | 21                                 | 2                   | 5              | -3   | -12.50%         | 24                | 5                                       | 1                                      |                                  | N   | M  | 5                                 | \$22.00 |      |
| 880         | NOCONA                      | 05/11/1948   | Active        |   | 19                                 | 1                   | 4              | -3   | -13.64%         | 22                | 26                                      | 0                                      |                                  | N   | P,M  | 22                                | \$24.00 |      |
| 881         | OLNEY                       | 05/11/1928   | Active        |   | 23                                 | 0                   | 1              | -1   | -4.17%          | 24                | 3                                       | 0                                      | 2                                | N   |  | 24+                               |         |      |
| 883         | POSSUM KINGDOM LAKE         | 03/31/1969   | Cancelled(5*) |   | 0                                  | 0                   | 6              | -6   | -100.00%        | 6                 | 1                                       | 10                                     |                                  | None  |  | 24+                               | \$28.00 |      |
| 119500      | QUANAH NOON                 | 05/30/2013   | Cancelled(8*) |   | 0                                  | 0                   | 24             | -24  | -100.00%        | 24                | 2                                       | 5                                      |                                  |   |  | N/R                               |         |      |
| 885         | RANGER                      | 04/11/1922   | Active        |   | 29                                 | 6                   | 5              | 1  | 3.57%           | 25                | 17                                      | 0                                      |                                  | N   | P,M  | 0                                 | \$25.00 |      |
| 888         | SEYMOUR                     | 02/17/1937   | Active        |   | 28                                 | 5                   | 3              | 2  | 7.69%           | 29                | 16                                      | 1                                      |                                  | N   | P  | N/R                               |         |      |
| 44700       | SONEY                       | 03/28/1985   | Cancelled(5*) |   | 0                                  | 0                   | 11             | -11  | -100.00%        | 11                | 13                                      | 10                                     | 1                                | None  |  | N/R                               |         |      |
| 889         | SOUTH TAYLOR COUNTY         | 03/23/1948   | Active        |   | 24                                 | 2                   | 3              | -1   | -4.00%          | 25                | 4                                       | 0                                      |                                  | N   |  | 0                                 | \$25.00 |      |
| 103842      | STAMFORD                    | 11/10/2008   | Active        |   | 8                                  | 0                   | 0              | 0  | 0.00%           | 8                 |   | 3                                      | 2                                | P   | 24+  |                                   |         |      |

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# The Role of the Secretary – Recurring Tasks



## Quarterly

- Attend Zone Meetings
- Attend District Meetings
  - ✓ Assist club president with the District Governors Advisory Committee requirements



## Semi-Annually

- Review and Update your Club Roster
  - ✓ Ensure treasurer pays the semi-annual invoice to LCI, MD4, and Distric 4-A2
  - ✓ See the New Membership Dues Billing Fees in the Club Secretary eBook.

## Annually

- Club Elections
  - ✓ Refer to Standard Club Constitution and Bylaws
  - ✓ Assist with conducting the election
- Report Incoming Officers by 15 MAY on MyLCI



# The Role of the Secretary – Year-End



## End of the Year

- **Plan Charter and Installation Dinner**
  - ✓ Individual recognition awards
  - ✓ Awards Committee
  - ✓ Review Secretary's eBook
  - ✓ Be aware of member's situations and enlist club members to assist if needed
- **Identify Awards and purchase**
  - ✓ Attendance Awards
  - ✓ Melvin Jones Fellowship
  - ✓ Henry J Ashlan Fellow
  - ✓ Lion of the Year
  - ✓ 100% Secretary Award
- **Transition new Club Leadership**
  - ✓ Set Planning Meeting
  - ✓ Set Budget Meeting
  - ✓ Transitional Projects



## Year-End Checklist

- **Complete Award Applications**
  - ✓ Club Excellence Awards
  - ✓ Gov's Top Club Award
  - ✓ Steve Brody Award
  - ✓ 100% Secretary Award
  - ✓ 100% Treasurers Award
  - ✓ Visitation Award
  - ✓ Newsletter Award
- **Prepare Documents & Orient the Incoming Secretary**
- **Review the Legalities & Technicalities**
  - Use of funds guidelines
  - General Liability Insurance Program
  - Lions Trademark Overview
  - LCI & LCIF Privacy Policy



# MyLCI/MyLION (Sales Force)

*MyLCI/MyLion is the place for club officers to manage their clubs efficiently*



Manage club roster changes; additions, drops, transfers

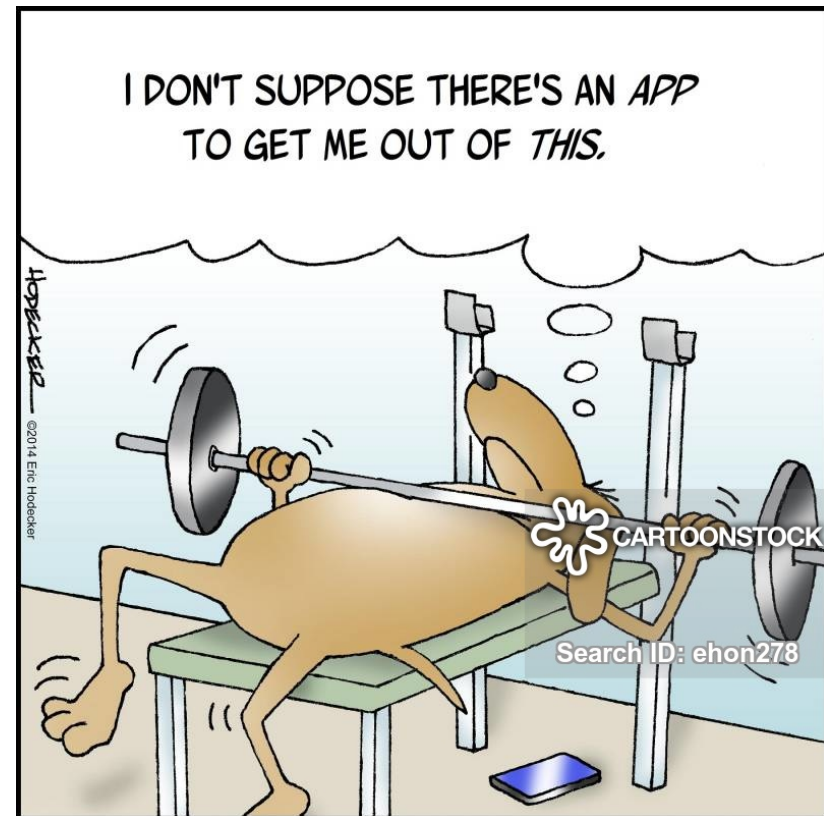
Create mailing lists for communicating and invoicing dues

Easily update member contact information

View and pay club statements

Print club rosters

Report service activities





# MyLCI / MyLion – Admin vs Service



**Club  
Administration**

**Service  
Reporting**

**Sales Force is replacing MyLCI &  
MyLion this summer**

## Welcome to the Lions Clubs International digital ecosystem!

Here you'll find a variety of helpful, easy-to-use applications designed to simplify and improve your service.

### MyLCI

Tools for Lion leaders.

- Manage your membership
- Create district & club profile
- Check club voter eligibility
- Document & plan conventions
- Check application status

GO

### MyLion

Connect. Serve. Report.

- Report service
- Plan service projects
- Connect with other Lions
- Create personal profile

GO

### Shop

Buy all things Lions.

- Order club essentials
- Order awards, pins and more
- Get great Lions gifts

GO

### Insights

Increased knowledge. Increased impact.

- Explore membership trends
- Explore club trends
- View service activity impact
- Track Foundation donations

GO

### Learn

Learn. Grow. Lead.

- Take free online courses
- Encourage your personal growth
- Access leadership tools and insights

GO



# My LCI


## Dashboard Orientation

- 6 Panels for Reference
- ✓ My Tasks – What you need to do
- ✓ My Club – Club info
- ✓ My Info – Your personal info
- ✓ My Members – Membership Reporting
- ✓ My Service Activities – Use MyLion
- ✓ My Officers – Your District Officers

[Return to your Lion Account](#)

Club Treasurer Diana Compo

[Message Center](#)
[My Profile](#)
[Select a different title](#)
[Logout](#)




MyLCI

[Support](#)

[Home](#)
[My Lions Club](#)
[My District](#)
[My Multiple District](#)

VISALIA PRIDE (107093) - District 4 A2 - CA UNITED STATES


Home

My Tasks

Hooray! You have no pending tasks.

My Club

VISALIA PRIDE (107093)  
founded in 2009

Meeting  
Every 1st, 3rd Monday at 18:30

St. Paul's Episcopal Church  
210 N. Hall St.  
Visalia, CA 93291

club website  
<http://www.e-Clubhouse.org/sites/visaliapride>

My Info

2020 - 2021 Club Treasurer  
Diana L. Compo (3994283)

Club  
VISALIA PRIDE (107093)

Member Correspondence Address  
3403 W Perez Ave  
Visalia, CA 93291

Officer Correspondence Address  
3403 W Perez Ave  
Visalia, CA 93291

Home 559 733 0720  
Mobile 360 970 9015  
E-mail aretiredgi@gmail.com

My Members

Membership Reporting Status

| Month    | J | A | S | O | N | D | J | F | M | A | M | J |
|----------|---|---|---|---|---|---|---|---|---|---|---|---|
| Reported |   |   |   |   |   |   |   |   |   |   |   |   |

Membership Summary

|                 |           |
|-----------------|-----------|
| Regular Member  | 18        |
| At Large Member | 4         |
| <b>Total</b>    | <b>22</b> |

[More Membership](#)

My Service Activities

Reminder: Service Activity support in MyLCI ends with Fiscal Year 2018-2019. For 2019-2020 Service Activities, use MyLion.

My Officers

District Governor  
David Paul Beeman

Cabinet Secretary  
Cheri Provancha

Cabinet Treasurer  
Janet Beatty

Region Chairperson  
Bobbie Jo Mendez

Zone Chairperson  
Kimberly L. Batty

[More Officers](#)





# My LCI – Membership Reporting



## Membership Reporting

- Select More Membership on the home dashboard
- Edit your membership
- Select reporting from the drop down menu

Home My Lions Club My District My Multiple District

VISALIA PRIDE (107093) - District 4 A2 - CA UNITED STATES

Members

Add Member Report No Changes for Month

Edward Bergholtz (302203) Regular Member Transferred 3/7/2016

4520 W Cypress Ave  
Apt 107  
Visalia CA 93277  
UNITED STATES  
Home 559-539-3105  
E-mail eberghol@gmail.com

Liisa Bollinger (5134955) Regular Member Added 4/1/2019

2020-2021 Club First Vice President  
427 N Lovers Lane  
Visalia CA 93202  
UNITED STATES  
Home 559-731-1387  
E-mail lbollinger@bluewin.com

Return to your Lion Account  
Club Treasurer Diana Compe  
Message Center My Profile Select a different life Logout

My LCI

Home My Lions Club My District My Multiple District

VISALIA PRIDE (107093) - District 4 A2 - CA UNITED STATES

Home

My Links  
Home! You have no pending tasks

My Club  
VISALIA PRIDE (107093)  
Founded in 2009  
Meeting Every 1st, 3rd Monday at 18:30  
St. Paul's Episcopal Church  
210 N. Paul St.  
Visalia CA 93291  
club website <http://www.clubhouse.org/sites/visalaprde>

My Info  
2020 - 2021 Club Treasurer  
Diana L. Compe (3954283)  
Club VISALIA PRIDE (107093)  
Member Correspondence Address  
3453 19th Street  
Visalia CA 93291  
Officer Correspondence Address  
3453 19th Street  
Visalia CA 93291  
Home 559 733 0720  
Mobile 559 970 9015  
E-mail anrlwng@gmail.com

My Membership  
Membership Reporting Status  
Month J A S O N D J F M A M J  
Reported  
Membership Summary  
Regular Member 19  
All Large Member 4  
Total 23

My Service Activities  
Remember: Service Activity support in MyLCI ends with Fiscal Year 2018-2019. For 2019-2020 Service Activities, use MyLion.

My Officers  
District Governor  
David Paul Beeman  
Cabinet Secretary  
Cheri Provancha  
Cabinet Treasurer  
Janet Sully  
Region Chairperson  
Bobbie Jo Mendez  
Zone Chairperson  
Kimberly L. Sully  
More Officers

Home My Lions Club My District My Multiple District

VISALIA PRIDE (107093) - District 4 A2 - CA UNITED STATES

Members

Add Member Report No Changes for Month

My Lions Club My District

Members  
Club Info  
Officers  
New Club Applications  
Statements/ Dues  
Service Activities  
Signature Service Activities  
Reports  
Data Download  
Membership Cards



# MyLion – Service Reporting

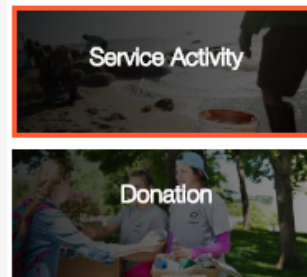


A screenshot of the MyLion website interface. At the top, there's a navigation bar with 'Support', 'Messages', and a user profile 'Diana Compo'. Below this, a secondary navigation bar includes 'Home', 'Report Past Activity', 'Plan Future Activity', 'Activities', and 'Metrics'. The 'Report Past Activity' link is highlighted with a red box. The main content area features a 'VISALIA PRIDE' banner with three large numbers: '0' for 'People Served', '0' for 'Service Activities Completed', and '\$0' for 'Funds Donated'. Below these, there's a 'Signature Activities' section with a '+ Create Activity' button. A red box highlights the 'Upcoming Activities' section, which shows a card for 'Election Day Poll' by 'Creator Cherl Provancha' on 'Nov 3, 2020'. To the right of the 'Upcoming Activities' section, there's a 'Select the activity type.' section with three options: 'Service Activity', 'Fundraiser', and 'Donation', each with a corresponding image.

## Service Reporting

- Club service entered on the MyLion site only
- Club Secretary, Club Admin, and Club Service Coordinator are the only ones who can enter a club service project
- Anyone can enter an individual service project for themselves
- You can add a future activity or past activity

## Select the activity type.



## Types of Activities



# MyLCI / MyLion



## Reference Videos

### MyLCI

Orientation to MyLCI website (2012)

<https://www.youtube.com/watch?v=v-SQEj4wiel&feature=youtu.be>

Navigation Help

<https://www.youtube.com/watch?v=VhegiWA6HPA&feature=youtu.be>

### MyLion

Meet the MyLion Mobile App (2017) -

<https://www.youtube.com/watch?v=P6bkR1oKMzk>

Reporting a past activity –

<https://www.youtube.com/watch?v=kP3498MrHxE>

Create a New Activity –

<https://www.youtube.com/watch?v=npuTGERBctE>

How to use MyLion to Support your Service –

<https://www.youtube.com/watch?v=EF5QNxiXgEw>



# Resources **District Website:** <https://4a2lions.org/>



A club president is not alone in the role.

## Lions Team

- Club Officers
- Zone and Region Chairpersons
- District Cabinet
- Lions Club International

## LCI Site

- [www.lionsclubs.org](http://www.lionsclubs.org)
- LCI Contact Page - <https://lionsclubs.org/en/footer/contact-us>
- Lions Learning Center – <https://lci-learnonsite-app-prod.azurewebsites.net/>
- LCI Resources Web Page - <https://lionsclubs.org/en/resources-for-members/resource-center>
  - ✓ Club President & Vice President e-Book
  - ✓ Awards Applications
  - ✓ Blueprint for a Stronger Club (The Big Picture)
  - ✓ Your Club Your Way (Great meetings)
  - ✓ Club & Community Needs Assessment
  - ✓ Club Quality Initiative (The annual plan)
  - ✓ New Member Orientation Guide
  - ✓ Best Practices for Financial Transparency Guide

**District Website:** <https://4a2lions.org/>





# Wrap it up!!!

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ANY  
QUESTIONS

