Club Secretary Training

Participant Workbook
While you wait:

Test your microphone and speakers:
1. Click “Test”
2. Select your microphone and speakers
3. Speak into the microphone
4. Select “Play sound”
5. Click “OK”
   * The audio meters will light up green to indicate that each selection is working.

Join via telephone:
1. Select “Telephone”
2. Dial-in using displayed information

This webinar is being recorded.

The recording, PowerPoint presentation, and workbook will be shared.
Webinar Background

The club secretary has numerous duties, as they serve as the liaison between the club and district, and the association. The new WMMR site will assist club officers in the fulfillment of some of their responsibilities and provide numerous benefits specifically to club secretaries, 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 secretaries
- Review role specific MyLCI roles and features
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 ‘Submit Reports’
MyLCI Logon

To Login to MyLCI:

1. Enter your username and password

2. Click “Submit”
MyLCI Club Officer Home Page

- “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.
Member Data Functions

Add a Member

Edit a Member

Drop a Member

Create a Family Unit
NOTES
MyLCI Reporting

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