



Lions Clubs International District 105W Aide Memoir for Club Secretaries.

The official Lions database is the 'MyLCI' database

1. Continuity in practice is important through the 1st July changeover period. In order to avoid passing messages through third parties, the preferred method of communication is electronic. Information Sources: '**Club Officers Manuals**' and the MyLCI database '**Introducing MyLCI Guide**' are both available from Members Resources on the District website.

2. Each Club Secretary will need to register their personal I/D and Password of their choice with Oakbrook in June/July to allow the Secretary access to the clubs information on **MyLCI** and complete the monthly 'M' Report and Club Activities submissions electronically through the year

3. Club Monthly 'M' Reports record membership details. Submit on time immediately after every monthly Club Meeting, electronically to **MyLCI** - even a no-change report. The District is all-electronic so there is no need to send other paper copies locally within the District, your inputs can be viewed and collated by the District Officers from **MyLCI**.

4. Club Activities Reports. This records Club service activities, money donated, estimated hours of service and can be completed at any time on **MyLCI** after you complete the activity. Failure to complete Activities Reports will result in your clubs 'Service' work not being recorded or summated by the **MyLCI** process and the club's service work is lost for all time.

5. New Club Officers Reporting – new Club Officer annual reporting process. The **Club Secretary** to complete New Club Officers on **MyLCI** immediately after the election of Club Officers has taken place each Spring. The annual election process is to be complete by 15 April.

The process is for **Club Secretaries** to enter New Club Officers and Club Meeting Place details electronically on **MyLCI** by 25 April. MDHQ will extract the information from **MyLCI** for preparation of the new electronic MD Directory.

The LION magazine circulation list will also be prepared by MDHQ from **MyLCI**

Club Secretary to make sure all members' details including Club Officer details are correct and maintained throughout the year on MyLCI with members name, address, post code, contact details and email address. This allows the District Treasurer to extract that detail from MyLCI for dues mailing early in July and MyLCI to recognise new Club Officers when they go to register their personal I/D and Password in June/July for club reporting.

6. Club Minutes. Forward each monthly Club Meeting Minutes, by email or hard copy to the District Governor and your Zone Chairperson, not District Secretary.

7. The LION Magazine.

Providing new members' details are recorded on the monthly 'M' Report by the Club Secretary, the **LION** magazine will be distributed by MDHQ using the **MyLCI** address details provided. Club Secretaries need to keep the **MyLCI** members details updated with new members, dropped members and any change of addresses for the **LION** magazine distribution process to be correct.

8. Members Conventions.

All District Convention arrangements and Booking are displayed on the District Website. Instructions about how to advise delegates for conventions will come from District, Multiple District and International respectively. It is vital that the instructions in all cases are strictly followed. Please ensure that you quote the total Club member numbers and delegates allowed.

If the form is not completed by the due date, then your delegate/s cannot vote.

9. District Governor's Club Visit.

One of the DG's Team will make a visit to each Club through the year at a Business Meeting. It is a complex calendar exercise based upon the details available on the District Club List web-page with each Club's meeting place details and meeting classification. ie. Business, Committee or Social. The annual Club visits will be recorded on the District Online Calendar.

10. Club Charter Anniversary.

For Calendar arrangements, each Club Charter Anniversary is shown on the Charter Anniversary web-page providing the Club celebrates the annual occasion and submits the detail. Club Charters can be recorded on the District Online Calendar.

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