

## The Club Officer Function

### Add Next Year Officers

The **Club Officer** link on the **Club Administration Home** page can be used to file the new officer information.

Click the **Club Officer** link as shown in the window below.

**Club Administration Home**

Club: ROCHESTER 76 (31420)

Click **HERE** or **HERE** to update or add club officers.

Please select one of these Club options:

- Club Info** - To review/update Club level contact information.
- Club Officers** - To review/update Club Officers and their terms.
- Family Units** - Create/change Family Units.
- Billing** - To issue and track invoices for club activities.
- Branches** - To review/update Branch level contact information.
- District Officers** - To review District Officer information.
- Reports** - To review/print various Club level reports.

The following window opens:

**Officer Terms Recap & Selection List**

Club: ROCHESTER 76 (31420)

Title:	Term Start:	Term End:	Member Number	M
<b>Current</b>				
Membership Chairperson	07/01/2006	06/30/2007	1420842	D
President	07/01/2006	06/30/2007	1859966	B
Secretary	07/01/2006	06/30/2007	1431554	W
Treasurer	07/01/2006	06/30/2007	1420841	D
<b>Next Year</b>				
1				

Add Close

Click on the **Add** button as shown above. The following window is displayed:

**Club Officer/Chairperson Update**

To search club members please enter any known info for Member below:

Club: ROCHESTER 76 (31420)

Title:  #

Local Title:  #

Term Start:  MM/DD/YYYY\*

Term End:  \*

Member Name:

Member #:  \*

Search

- HILBURN, BRENDA
- HILBURN, MARK
- HILL, JOHN
- HOWE, LAWRENCE
- HYATT, ROBERT E
- JOHNSON, CURTISS J
- KOHLMEYER, CARL

Add Remove >>

An asterisk (\*) next to a field indicates that the field is required.  
The # symbol next to the title and local title fields indicates that one of these fields is required.

Submit Cancel

In that window, select the office to be filled by using the **Down Arrow** next to **Title**. Four choices are possible. Or, place your **Local Title** (one NOT recognized by Lions International; Program Chair, for example) in that field.

Enter the **Term Start** and **Term End** dates field to reflect the dates for this office.

**Scroll** in the names box to find the member that will fill that office, **Click** the name to highlight it, then **Click** the **Add** link to move the name to the left part of the window.

**Club Officer/Chairperson Update**

To search club members please enter any known info for Member below:

Club: ROCHESTER 76 (31420)

Title:  #

Local Title:  #

Term Start:  MM/DD/YYYY\*

Term End:  \*

Member Name: HILBURN, BRENDA

Member #: 2325011\*

Search

- HILBURN, BRENDA
- HILBURN, MARK
- HILL, JOHN
- HOWE, LAWRENCE
- HYATT, ROBERT E
- JOHNSON, CURTISS J
- KOHLMEYER, CARL

Add Remove >>

An asterisk (\*) next to a field indicates that the field is required.  
The # symbol next to the title and local title fields indicates that one of these fields is required.

Submit Cancel

Click the **Submit** button. You will be returned to the **Officer Terms Recap and Selection List**. To add another officer click the **Add** button and repeat the above procedure.

When you are done adding the officers for next year, you can print the completed PU-101 form by clicking on the **Reports** link and clicking the **Print** button next to the **Lions Clubs Officer Reporting Form (PU-101)** report.

## Update Current Year Officer

To update the current year officer term end date and enter a replacement officer, click on the **officer title** in the Officer Terms Recap and Selection List.

Title:	Term Start:	Term End:	Member Number	Member
<b>Current</b>				
<a href="#">Membership Chairperson</a>	07/01/2006	06/30/2007	1420842	DOCKT
<a href="#">President</a>	07/01/2006	06/30/2007	1859966	BAILEY
<a href="#">Secretary</a>	07/01/2006	06/30/2007	1431554	WILSON
<a href="#">Treasurer</a>	07/01/2006	06/30/2007	1420841	DOCKT
<b>Next Year</b>				
1				

Title:	Term Start:	Term End:	Member Number	Member
<b>Current</b>				
<a href="#">Membership Chairperson</a>	01/02/2007	06/30/2007	1426205	PEHR
<a href="#">Membership Chairperson</a>	07/01/2006	01/01/2007	1420842	DOCKT
<a href="#">President</a>	07/01/2006	06/30/2007	1859966	BAILEY
<a href="#">Secretary</a>	07/01/2006	06/30/2007	1431554	WILSON
<a href="#">Treasurer</a>	07/01/2006	06/30/2007	1420841	DOCKT
<b>Next Year</b>				
1				

If you have completed all officer adds or term updates click the **Close** button and you will return to the **Club Administration Home** screen.

Enter the **Term End** date for the existing officer and click **Submit**.

Club: ROCHESTER 76 (31420)  
 Title: [Membership Chairperson](#) #  
 Term Start: 07/01/2006  
 Term End: 06/30/2007 \*  
 Member Name: GLORIA DOCKTER  
 Member #: 1420842 \*

To search club members please enter any known info for Member below:

Last Name:   
 First Name:   
 Member #:   
 Member City:

Search

- ANDERSON, GREGORY
- BAILEY, JAN L.
- DOCKTER, GLORIA
- DOCKTER, VERN
- EDSON, KIMBERLY
- HILBURN, BRENDA
- HILBURN, MARK

<< Add  
 Remove >>

An asterisk (\*) next to a field indicates that the field is required.  
 The # symbol next to the title and local title fields indicates that one of these fields is required.

Submit Cancel

You will be returned to the **Officer Terms Recap and Selection List** window. Click the **Add** button to enter the information for the replacement officer. Make sure the term start date is greater than the term end date of the prior officer. When you are done entering the information for the replacement officer click **Submit**.

You will be returned to the **Officer Terms Recap and Selection List** window. The updated list will show the previous officer as well as the replacement officer as shown in the next screen.