

## How to enter Club Officers and End Terms of Club Officers...

1. If a Club Officer resigns during the year please remember to notify the Cabinet Secretary and also update MyLCI - Officers.
2. Once you have logged on to MyLCI go to "My Lions Club" and click on the dropdown list.
3. Click on "Officers".
4. Click on "Select Term" The dropdown list will appear and give you options of "This Year", "Next Year" or "Past Years". Click on the appropriate one. Eg. Officers for 2014-15 (This Year) Officers for 2015-16 (Next Year).
5. Click on "Add Officer".
6. Click on "Select Member". Find the name and click on it.
7. Then press "Save".
8. If you need to End Officer Term, then click on "End Officer Term" at any time during the year, followed by "Add Officer" and follow the process previously mentioned.
9. This is often referred to as a PU-101 form (Club Officers) and is required to be completed each year by **March 30**.
10. The Secretary must submit a PU-101 form with all the Officers details that are available such as address, phone number, mobile and email to the Cabinet Secretary, so the officers can be contacted. Press "ctrl" and "p" together and you can print out the page of your Club Officers if needed.

**PLEASE NOTE: A number of Clubs are missing details of Club Officers, emails and contact phone numbers. Can you please check the details with your Club Officers and correct or add any additional information asap.**

*Jennifer Fouzel*

Cabinet Secretary 2013-14

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