

Lions Clubs International Officer Frequently Asked Questions



Frequently Asked Questions

Q: How do I report new officers (PU101)?

A: From the My Lions Club or My Leo Club menu, select Officers. From the Officers page select the Officer Term (current year or next year). Next select the officer type (Club Officer). Click the Add Officer button for the title you would like to update.

A screenshot of the 'Officers' page in a web application. The page title is 'Officers'. Below the title are three dropdown menus: 'Select Term', 'Officer Type', and 'Add Local Title'. The main content area shows 'Current Year - Lions Club Officers - 6 title(s) found'. There are pagination controls showing 'Page 1 of 1' and a 'Sort by Rank' dropdown. Two officer positions are listed: 'Club President' and 'Club First Vice President', both marked as 'Vacant' and with the note 'This position is currently vacant.' To the right of each entry is an 'Add Officer' button, which is highlighted with a red box and a red arrow pointing to it.

Q: How do I end an officer's term?

A: From the My Lions Club or My Leo Club menu, select Officers. From the Officers page select the Officer Term (current year or next year). Next select the officer type (Club Officer). Find the officer whose term you would like to end and click End Officer Term. If the option to Add Officer appears, the officer's term has already been ended.

Q: How do I change an officer's contact information?

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page, find the member name you would like to update and select Edit Member. On the Edit Member page, update either the member correspondence address (usually the home address) or the officer correspondence address. Click Save when your changes are complete.

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Q: How do I get a list of officer phone numbers?

A: From the My Lions Club or My Leo Club menu, select Reports. From the Reports page click the report name to see a description of each report. Select the report that best meets your needs.