

## 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: Secretary #  
Local Title: #  
Term Start: 7/1/2006 MM/DD/YYYY  
Term End: 6/30/2007  
Member Name: HILBURN, BRENDA  
Member #: 2325011\*

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

Search: ANDERSON, GREGORY  
BAILEY, JAN I  
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

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: Secretary #  
Local Title: #  
Term Start: 7/1/2006 MM/DD/YYYY  
Term End: 6/30/2007  
Member Name: HILBURN, BRENDA  
Member #: 2325011\*

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

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.