

# Lions Clubs International District and MD Officer Frequently Asked Questions

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## Frequently Asked Questions

### **Q: How do I update Multiple District Officers & Chairpersons?**

A: From the My Multiple District menu select the Officers menu item. From the Officers Page, click the Officer Type drop down arrow. Select either Multiple District Officers or Multiple District Chairpersons. Then scroll through the page, until you see the multiple district officer or chairperson role you would like to update. Click the End Officer Term link associated with the role you would like reassign. From the next page click the End Term button.

From the Officers page, after the term of previous person has been ended, the role can be assigned to another person. Click the Assign Officer button associated with the role you wish to assign. From the Assign Officer page, click the Select Member button. On the next page, click the member name or member number of the person you want to serve in this position.

On the Officers page where there is no Assign Officer or End Officer Term link associated with the title, generally that means that you do not have the authority to either assign the officer or end the officers term. Some roles must be assigned at LCI headquarters. For example the Council Chairperson and District Governor roles must be assigned at LCI headquarters. To update those roles contact [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org),

### **Q: How do I update District Officers & Chairpersons?**

A: From the My District menu select the Officers menu item. From the Officers Page, click the Officer Type drop down arrow. Select either District Officers or District Chairpersons. Then scroll through the page, until you see the district officer or chairperson role you would like to update. Click the End Officer Term link associated with the role you would like reassign. From the next page click the End Term button.

From the Officers page, after the term of previous person has been ended, the role can be assigned to another person. Click the Assign Officer button associated with the role you wish to assign. From the Assign Officer page, click the Select Member

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**Q: How do I replace a district chairperson?**

A: From the My District menu select the Officers menu item. From the Officers Page, click the Officer Type drop down arrow. Select District Chairpersons from the drop down list. Then scroll through the page, until you see the district chairperson role you would like to update. Click the End Officer Term link associated with the role you would like to reassign. From the next page click the End Term button.

From the Officers page, after the term of previous person has been ended, the role can be assigned to another person. Click the Assign Officer button associated with the role you wish to assign. From the Assign Officer page, click the Select Member button. On the next page, click the member name or member number of the person you want to serve in this position.

**Q: How do I report a district chairperson or a district officer?**

A: From the My District menu select the Officers menu item. From the Officers Page, click the Officer Type drop down arrow. Select either District Officers or District Chairpersons. Then scroll through the page, until you see the district officer or chairperson role you would like to assign. Click the Assign Officer button associated with the role you wish to assign. From the Assign Officer page, click the Select Member button. On the next page, click the member name or member number of the person you want to serve in this position.