

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 Assign Officer button for the title you would like to update.



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). Select the officer whose term you would like to end by clicking on the row with the correct title. From the expanded view, click End Term. If the End Term button is not visible, 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, click the member name you would like to update. From the expanded view of the member's information, 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.