

Club  
Service Chairperson  
e-Book



## Table of Contents

<b>Welcome to the Club Service Chairperson e-Book!</b> .....	<b>4</b>
<b>Prepare to Lead; Prepare to Succeed</b> .....	<b>5</b>
Your Responsibilities as the Club Service Chairperson .....	5
<b>Familiarize Yourself with MyLCI</b> .....	<b>6</b>
Learn How to Access MyLCI.....	6
Create Your Account in MyLCI .....	6
Reporting Service Activities in MyLCI .....	6
MyLCI Technical Support and Troubleshooting.....	6
<b>The Global Service Framework</b> .....	<b>6</b>
Diabetes.....	7
Environment .....	7
Hunger .....	8
Pediatric Cancer.....	8
Vision .....	8
<b>The First 30 Days in Your Position</b> .....	<b>9</b>
Attend Club Officer Training Offered by Your District.....	9
Establish the Service Activities Calendar .....	9
<b>Monthly Tasks</b> .....	<b>10</b>
Prepare for Programs and Meetings .....	10
Maintaining Service Activities Projects.....	10
Communicate with the District.....	10
Report Service Activities in MyLCI .....	10
<b>Quarterly Meetings</b> .....	<b>11</b>
Zone Meetings .....	11
<b>Annual Events</b> .....	<b>11</b>
District/Multiple District Conventions.....	11
The International Convention.....	11
<b>Year-end Check List</b> .....	<b>11</b>
Complete Award Applications .....	11
Prepare Documents and Orient the Incoming Club Service Chairperson .....	12
<b>Legalities and Technicalities</b> .....	<b>12</b>

Use of Funds Guidelines ..... 12  
General Liability ..... 12  
Lions Trademark Overview ..... 12  
Lions Clubs International Privacy Policy ..... 12  
Lions Clubs International Foundation Privacy Policy..... 12

## **Welcome to the Club Service Chairperson e-Book!**

This guide is designed to support you in your role as the service chairperson for your club. It contains tools and resources for you to be successful not only in your individual role, but as a cohesive team member with your fellow club members and officers.

It's easy to navigate the e-Book. Just click on the various sections contained in the Table of Contents pertinent to the tasks you perform to fulfill your role. From there, you will find useful information and hyperlinks that take you directly to tools, resources and documents that make your job easier.

## **Prepare to Lead; Prepare to Succeed**

You as the club service chairperson serve in the critical role of facilitating the development and implementation of your club service goals. You help your fellow club members succeed as they chair individual fundraisers or service activities, thereby fostering their leadership development. You may also collaborate with your club membership chairperson to find potential new members for your club during local service projects where you will find fellow citizens highly committed to your club's shared causes. The service your club provides to your community brings an opportunity to attract new members that with your club share a passion to provide humanitarian service.

If you spend some time studying, attending training and planning to fulfill the responsibilities of your position prior to the start of your term in office, you will better support your club in providing premier service to your community.

## **Your Responsibilities as the Club Service Chairperson**

If you are new to the position of club service chairperson, gain an overview of your position. In this role, you are the officer of the club responsible to:

- Develop service action plans to meet goals that address community needs.
- Develop and lead committees to implement the service plan.
- Incorporate opportunities for youth or Leos to engage in service with the club.
- Report service activities to Lions Clubs International.
- Serve as a club resource regarding community needs, best practices of other clubs' service activities and initiatives of Lions Clubs International and Lions Clubs International Foundation.
- Encourage full membership participation in the club service projects throughout the year.
- Collaborate with the Membership Chairperson to promote membership opportunities to non-Lions during service projects.
- Participate in the District Governor's Advisory Committee Meeting (Zone meeting) when appropriate.

## Familiarize Yourself with MyLCI

MyLCI is an online portal which connects you directly to the international association. It makes it easier to manage your service activity reporting to the association and provides access to many reports of your completed service projects.

If you will be using MyLCI for the first time, once you have been reported as the incoming club service chairperson, you may establish your user ID and password any time after April 1 prior to the fiscal year in which you will service. You will initially have access to the [training area](#) until the beginning of your term on July 1, when you will gain full access to MyLCI.

### Learn How to Access MyLCI

When you [Logon to MyLCI](#), you have access to essential information about your club, district and multiple district which can help to streamline your administrative tasks.

- [Introduction, Basic Features](#) - This short video provides a brief overview of the features of MyLCI.
- [Navigating MyLCI](#) - This short video provides guidance on how to navigate on MyLCI.

### Create Your Account in MyLCI

- [Registration and Password Instructions](#) - These easy instructions will aid you in gaining access to MyLCI.

### Reporting Service Activities in MyLCI

- [Service Activities Reporting](#) - This document contains many frequently asked questions about how to report service activities in MyLCI, including:
  - Adding and editing a service activity
  - Uploading photographs to a service activity report
  - Selecting the appropriate activity type
  - Calculating Lions hours
  - Reporting Global Service Action Campaign activities
  - Searching for Activities

**MyLCI Technical Support and Troubleshooting** – Email: [MyLCI@lionsclubs.org](mailto:MyLCI@lionsclubs.org) or call: 630-468-6900.

## The Global Service Framework

The [Global Service Framework](#) focuses the efforts of Lions and Leos clubs on five service areas with the goal of tripling our humanitarian impact by serving 200 million people per year by 2021. It complements all of the

great ways clubs serve locally, and gives Lions and Leos new opportunities to help meet the growing challenges facing humanity.

### Diabetes

- [Information for Diabetes Chairperson](#) - This webpage serves as a good starting point for your club to consider.
- [Diabetes Screening](#) - This webpage will help your club organize and conduct a diabetes screening in your community.
- [Strides: Lions for Diabetes Awareness](#) - This webpage provides information on your club can promote diabetes awareness and the importance of healthy exercise for people with diabetes.
- [Diabetes Partnerships and Organizations](#) - This webpage contains the current list of the diabetes partners and organizations.
- [Diabetes Resources](#) – See this webpage for service activities webinars, project ideas and a list of brochures for order.

### Environment

- [Tree Planting](#) - This webpage contains guidelines and resources to plan your club's next tree-planting project.
- [Recycling](#) - Many clubs have multiple recycling projects, including eye-glasses.
- [Community Clean Up](#) - This page contains some suggestions for your community clean-up projects.
- [Environmental Education Projects](#) - This webpage contains suggested environmental education projects.

## [Hunger](#)

Lions and Leos distribute food to schoolchildren, stock food banks, create sustainable community gardens and lead community food drives to [fight hunger](#) where they live and work.

## [Pediatric Cancer](#)

Lions and Leos are answering the call to expand access to life-saving treatment and support the children and families who need us most. We are working to give children with cancer a second chance at life.

## [Vision](#)

This webpage helps a club make the most of its efforts to save sight.

- [Information for Vision Chairperson](#) - This webpage offers guidance to organize vision projects and hyper-links to online resources including sight collection boxes.
- [Recycle Eyeglasses](#) - This webpage guides you to information about:
  - [Eyeglass Recycling Centers](#) - See this page for a list of recycling center locations.
  - [Vision Screenings](#) - This webpage helps you organize, conduct and follow-up after a vision screening event.
  - [Lions Eye Health Program](#) - This webpage provides explanations and links to materials resources for your local programs.
  - [Lions Eye Banks](#) - This webpage provides information about Lions Eye Banks, and ways your club can be involved.
  - [Sight Partners and Vision Organizations](#) - This webpage contains links to those vision organizations with which Lions Club International works in cooperation.



## **The First 30 Days in Your Position**

The beginning of the fiscal year is a crucial time for a service chairperson to complete many tasks. This includes reviewing the results of previous club assessments of community needs and previously implemented service activities. Another important task is to set up a system to retain club service activities records. You will also be preparing reports for the club board of directors, including revenues and expenses from fundraisers, service committee reports and decisions and actions taken by the club and board of directors in regards to club service.

### **Attend Club Officer Training Offered by Your District**

The training offered through your district is designed to assist your entire team of club leaders to be more effective as a leadership team and provides an opportunity for each officer to learn the basic skills of the most common tasks.

### **Establish the Service Activities Calendar**

To keep the members engaged and foster meaningful involvement, the service activities and projects calendar should be planned out well in advance and communicated continually to club members. A thoroughly planned club calendar with all meetings, events and service activities should be prepared by the club officers as a group while setting annual goals.

- Per direction from the club president, prepare the major service projects and fundraisers to include in the club calendar for the next fiscal year.
- Create an annual event calendar which is continually updated, publicized and readily available for the club members.
- Recruit project chairpersons and follow-up regularly on progress of service activity planning.
- Prepare service activity reports for the quarterly meetings of the District Governor Advisory Board Committee meetings (zone meetings). Be ready to celebrate your successes and share best practices!
- Maintain a calendar of district and multiple district service activity events if applicable to your area.
- [Lions Clubs International Calendar of Events](#) - This online calendar provides important information and dates of major service, leadership and membership programs, initiatives and events, including the International Convention.

## Monthly Tasks

As club service chairperson, you will find your service activities projects at different stages of planning or completion on a monthly basis. You will be preparing for meetings, keeping minutes of those meetings, completing follow-up and organizing the retention of service activity project planning documents. You will also be communicating with the international association and district on a monthly basis.

### Prepare for Programs and Meetings

- Be ready to share announcements and sign-up sheets at each club meeting for upcoming service projects.
- Prepare or compile service activity reports and future activity promotional items for distribution at general membership and board meetings as requested by the club president.

### Maintaining Service Activities Projects

A well-maintained project book is helpful for service event chairpersons; providing step-by-step tasks from planning to follow-up for major service events, some of which occur annually. This also eases the task for new incoming service project chairpersons by providing a foundation for ensuring continuing success for your club's signature projects.

- Always provide an ongoing update of all service projects for the general membership, committees and board meetings.
- Collect, distribute and retain service committee reports for permanent meeting records.
- Maintain necessary financial documentation for the club treasurer to provide if needed to local taxing or registering bodies.
- Work with the club secretary or treasurer to obtain [insurance certificates](#) as required for activities.
- At each meeting, record members who volunteer to participate in club and or community service activities. This will allow the project chairperson to know who will be participating.

### Report Service Activities in MyLCI

- [Report service activities](#) monthly. If you need a back-up, the club secretary may also report service activities on your behalf.

## **Communicate with the District**

When you use MyLCI, the service activities you report in MyLCI are instantly available to your zone and region chairperson as well as the district officers.

## **Quarterly Meetings**

### **Zone Meetings**

As service chairperson, you have a responsibility to participate as one of the key officers involved in at least one of the quarterly zone meetings each year. Zones consist of a group of 4 to 8 surrounding area clubs. The club officers from these clubs meet on a quarterly basis, usually during the first three quarters of the fiscal year, led by your zone chairperson. You can find all of your district officer's contact information on your club homepage of MyLCI. Look there for your zone chairperson's name and contact information.

[The Model District Governor Advisory Committee Meeting](#) - This guide assists both the zone chairperson and club officers understand what to expect at the quarterly zone meetings. Often times the zone chair asks a club to report regarding service, membership or other events. Each meeting may have a specific focus and provides an opportunity for club officers to meet and learn from each other. Be ready to share your club's plan for service for the year and best practices with your fellow club service chairpersons.

## **Annual Events**

### **District/Multiple District Conventions**

Completing a service project in the community where your district convention is being held is a great way to collaborate with your fellow club service chairpersons and the district global service team coordinator. Together you can make a positive difference in that community and let it know that Lions are there "to serve."

### **The International Convention**

This annual world-wide celebration of Lions service culminates with multiple service projects being completed in the host city. This is also a great event at which you can explore new ideas and best practices to bring back to your club; to improve the local service you provide for your community's greatest needs.

## **Year-end Check List**

### **Complete Award Applications**

- Additional appreciation plaques, awards and Lions branded recognition products are available in the [LCI Shop](#).

## **Prepare Documents and Orient the Incoming Club Service Chairperson**

A notebook is often used to retain documentation of service activities project management, critical “check lists” of tasks and results of fundraisers or total participation in an event. If this is maintained on a monthly basis, it will be ready to serve as a reference for the incoming club service chairperson. If the club choosing to retain files electronically, all items that pertain to the documentation of all service activities committee meetings should be included.

## **Legalities and Technicalities**

[Use of Funds Guidelines](#) - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.

[General Liability Insurance Program](#) - The International Association of Lions Clubs has a program of Commercial General Liability Insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.

- [Certificates of Insurance](#) - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own.
- [Supplemental Insurance](#) - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.

[Lions Trademark Overview](#) - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.

[Lions Clubs International Privacy Policy](#) - Lions Clubs International (LCI) recognizes the importance of protecting the private information of our members.

[Lions Clubs International Foundation Privacy Policy](#) - Lions Clubs International Foundation (LCIF) is committed to protecting the privacy of our website visitors, donors and Lions. Personal information is not sold, rented or shared with any individual or organization.