DISTRICT A15

Zone 37W

Zone 51W

Zone 51E

Zone 9E

"WE SERVE"

Zone 37S

Zone 9S

2017 CLUB OFFICER TRAINING

Who does service and how do we make it more effective?

In some ways we are like the circus!

The Principal Officers Team

- **Who Makes Up The Team?**
  - **President**
  - **Vice President(s)**
  - **Secretary**
  - **Treasurer**
  - **Membership Chair**

- **Your Primary Goals**
  - **To assist members in finding their important role within the club**
  - **Know your club's goals**
  - **To guide your members to reach the club's goals**

- **Your Principal Guides**
  - **Club Constitution, By-Laws & Policy Manual**

The Essentials of Teamwork
What Does It Mean To Be A Team?

- **Acknowledge and Cherish Team Member Diversity & Uniqueness**

- **Collaboration – "No Man Is An Island"**

- **Delegation – "No Man Is An Island"**

- **Communication – "No Man Is An Island"**
  - **With Your Members**
  - **With Fellow Clubs**
  - **With Your District (ZC's, RC's, DG's, GMT/GLT)**
  - **With LCI**
  - **With Your Community**

Common Expectations of Officers

- **Clear, Dependable Leadership**
  - **Effective, Efficient Club Operations**
  - **Encourage Self Examination**

- **Recognition**
  - **Of Member Contributions**
  - **Of Community Contributions**

- **Identification and Mentoring of Member Strengths**

- **Take Action If the Club "Falters"**

- **Zone, Region and Cabinet Meeting Attendance**

- **Meet With the DG (or designate) During Their Club Visit**

- **Meet With the ZC During Their Visit(s)**

- **Encourage Involvement Beyond the Club**

Resources Available

- **District Directory & Web Site**

- **Cabinet**

- **GMT/GLT**

- **District Email System**

- **MyLCI**

- **Club & District Officers Resource Links**
  Admin Forms   Club LCIF Coordinator
  Club Membership Chair   Club President
  Club Secretary   Club Treasurer
  CQI / CEP   Governance
  Guiding Lion   Recognitions
  Region Chair   Technology
  Training Material   Zone Chair
  Committee Chair

MyLion – July 1st 2017 Roll Out

- **MyLion is a digital application designed to inspire and build the biggest community of service oriented people around the world**

- **For use by Club and District Leaders, Lions, non-Lions, Donors**

- **Will assist in the creation, staffing, coordination and promotion of Lions activities to fellow Lions and the community at large using online social channels**

- **Will facilitate locating and participating in Lions service activities anywhere in the world**

- **Will provide anonymous feedback capability from activity attendees**

MyLion (Cont'd)

- Will promote and facilitate contacting and real time communicating with fellow Lions anywhere in the world

- Will have built in seamless connectivity with existing social media tools

- Will provide personal and club profile pages with full control over features activated and privacy settings for each

- Will provide for "digital recognition badges" similar to existing pins, banner patches and plaques

- Will provide "state of the art" security and member verification protocols

- Visit www.mylion.com

District Email - Overview

- **Who Manages It?**

- **Before You Do Anything**
  - **Read the [A15 Email System Guide](#)**
    See your Club Officer Resource Handout For the Link
  - **Designate the Club Officer Who Will Handle Club Email**
    - What If We Want More Than One Officer to Receive Club Email?
    - What If We Want More Than One Officer to Send Club Email?
  - **Obtain the Positional Email Account Password From Your Predecessor**
    - **I Can't – They Forgot It!**

District Email – Overview (Cont'd)

- **Group or Mailing List vs Individual Addresses**
  See Section 2.2 of the [A15 Email System Guide](#)

  - **What Are They?**

  - **Available Addresses**

a15@15lions.org

clubs@a15lions.org

cabinet@a15lions.org   committee@a15lions.org

gmtglt@a15lions.org   pdgs@a15lions.org

zone9e@a15lions.org   zone9s@a15lions.org

zone37s@a15lions.org   zone37w@a15lions.org

zone51e@a15lions.org   zone51w@a15lions.org

region9@a15lions.org   region37@a15lions.org region51@a15lions.org

District Email – Overview (Cont'd)

- **Crucial System Interaction Choices**
  See Section 4 of the **A15 Email System Guide**
  - **Auto Forwarding Of Received Mail**
    - **Advantage** There is no need to log in to any additional Email software beyond what you are already using.
    - **Advantage** Your eMail will arrive in the Inbox of whatever personal Email Address you specify.
    - **Disadvantage** You will not be able to send Email to a District Group Address
  - **Web Mail Interface**
    - **Disadvantage** You must log in to the District Email system using whatever Web Browser you use.
    - **Advantage** You will be able to send Email to any personal or District Group address known to you.
    - **Disadvantage** Received District Email will NOT appear in your personal Email Address Inbox.
  - **Dedicated Email Software**
    - **Advantage** All Email interaction will be through your dedicated Email software.
    - **Disadvantage** Recommended only for those users who are familiar with configuring their Email program for multiple Email accounts.

District Email – How To ...

- **Web Mail Interface Log In -** See Section 6.1 of the [A15 Email System Guide](#)

  - **Got to http://mail.google.com/a/a15lions.org/**

  - **Enter Your Username**
    Your District A15 Club Assigned Email Address, e.g. stjacobs@a15lions.org

  - **Enter Your Password**
    As obtained from your predecessor or reset by the District Cabinet Secretary at your request

District Email – How To ... (Cont'd)

- **Manage Your Password -** See Section 6.2 of the <u>A15 Email System Guide</u>
  - **Choosing**
    - 8 – 10 characters
    - Any combination of letters or numerals in either upper or lower case
  - **Security**
    - Unique
    - Do NOT share
  - **I've Forgotten**
  - **Changing**
    - Log In
    - Locate and click on the Settings button, gear icon ⚙ found near the upper right of the Mail window and select Settings from the drop down menu.
    - Select the Accounts Tab in the Settings window and then Google Accounts settings in the Change account settings box.
    - Under Personal Settings and Security, select "Changing your password".

District Email – How To … (Cont'd)

- **Configure Your User Interaction Choice - See Section 6.3 of the A15 Email System Guide**
  - **Log In**
  - **Locate and click on the Settings button, gear icon found near the upper right of the Mail window and select Settings from the drop down menu.**

- **Auto Forwarding of Received Mail**
  - **Select Forwarding and POP/IMAP.**
  - **In the Forwarding: section, ensure that the Disable forwarding button is not selected.**
  - **Select Learn More in the window which appears and follow the instructions which appear in the Help window.**
  - **Be certain to select Save Changes before leaving this window or your changes will not be saved.**

District Email – How To … (Cont'd)

- **Web Mail Interface**
  - No configuration steps are needed.

- **Dedicated Email Software**
  - You will need to have some knowledge of the differences between POP Downloading and IMAP Access and may need to confer with a knowledgeable friend.
  - Select Forwarding and POP/IMAP
  - Select Learn More beneath POP Download or IMAP Access in the window which appears and follow the instructions which appear in the Help window.
  - Each email client is different and the setup instructions vary greatly between applications and even between versions of each application. Setup instructions are available online by clicking on the Configuration instructions link in the appropriate section.
  - Be certain to select Save Changes before leaving this window or your changes will not be saved.

District Email – Send & Receive

- **Auto Forward Interaction -** See Section 6.4 of the **A15 Email System Guide**
  - For receipt of email, nothing need be done as your email is arriving automatically in the Inbox of your personal email account.
  - To send email to a positional or club District email account use your day to day personal email system and the appropriate District email address in the form name@a15lions.org.
  - To send email to a personal email account use your day to day personal email system and the appropriate personal email address in the form username@domain.
  - **NB –** You cannot send email to a District group email address using this interaction choice.

District Email – Send & Receive (Cont'd)

- **Web Mail Interaction** - See Section 6.5 of the <u>A15 Email System Guide</u>

  - Log in using your web browser as described previously.

  - If the Mail window is not visible, click on the ⊞ icon in the upper right corner of the window and select from the drop down menu which appears.

  - To receive email, select Inbox at the left side of the Mail window if it is not already selected and your messages will appear in the pane to the right of the window.

  - To send new mail, click the Compose button, and compose your new message in the New Message window which appears.

District Email – Send & Receive (Cont'd)

- **Dedicated Software Interaction -** See Section 6.6 of the **A15 Email System Guide**
  - As each email application differs somewhat in its user interface it is not possible to give anything other than the most general instructions here.
  - To receive mail, select the Inbox associated with the name@a15lions.org address as listed in the Email window of your email application.
  - To send a new email, compose your new message and be sure to use whatever steps are dictated by your email application to ensure that the new message is sent from the email address associated with your name@a15lions.org account.

Internal Club Officer Accounts

- **The District's Group Gmail system, offered at no charge by Google to Service Clubs, does not have the capacity to provide a separate Email address for every club officer.**

- **Many clubs have elected to create positional email addresses through third party services such as Hotmail or Gmail, e.g. kitchenersecretary@hotmail.com or heidelbergpres@gmail.com**

- **These addresses remain constant, i.e. they do not change when a new officer is elected.**

General Email Best Practices

See Section 3 of the <u>A15 Email System Guide</u>

Email & Contact List/Address Book Application Software

See Section 7 of the [A15 Email System Guide](#)

MyLCI & You

- ## What Is This?
  - Your principal online method of reporting club information to LCI
  - Has all but replaced "snail mail" paper based reporting

- ## Who Has Club Level Access?
  - President
  - Secretary
  - Treasurer
  - Membership Chair
  - Club LCIF Coordinator

- ## When Is Access Granted?
  - Continuing Officer
    Your access will continue as long as you continue to hold that position.
  - New Officer
    Your access will begin once your current club secretary or president reports, through MyLCI, the officers elected for the Lions year beginning on July 1st.

MyLCI & You – (Cont'd)

- ## Log In
  - Go to www.lionsclubs.org
  - Select MyLCI at the top of the page
  - Read ALL Information in the Support Centre
  - Continuing Officer
    - Do what you have always done
  - New Officer
    - Follow the New User Instructions Link in the Login Window
  - What If I Have More Than One Access Position?
    - Patience – I'm going to show you!

- ## Right – Let's Do It!

Additional Communications Tools

- **Club Web Sites**
  - **LCI E-Clubhouse**
    - Available through LCI, it provides a template site for clubs lacking Web development expertise.
    - e-clubhouse.org/sites/stjacobs
    - For how to register information http://e-clubhouse.org
  - **Club Developed**
    - Dependent upon a member having Web development expertise.
    - www.guelphlionsclub.org or www.paradiseanddistrictlions.ca

- **Social Media and Other Tools**
  - **Facebook,Twitter, YouTube, LinkedIn, Instagram, Flickr ....**
    - If you have member(s) with expertise in these areas they can be valuable community communication tools especially with younger people.
  - **Refer to the Technology Resource Document**

- **MyLion – Coming July 2017**

The Lions Store

- **Log In**
  - Go to **www.lionsclubs.org**
  - Select LCI Shop at the top of the page
  - Review the Menu Bar Options Available

- **Right – Let's Do It!**

Why? (Is This Happening) 😭
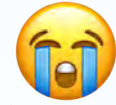
- Why is a Lion not receiving their Lions magazine?

- Why does the District Directory contain incorrect contact information?

- Last year I gave the DG, the Cabinet Secretary, the WEB Master etc. my correct contact information and the correction was posted on the WEB site. Why is it wrong again this year?

- Why haven't Club Officers or Voting Cabinet Members been able to create their Login ID and Passwords to MyLCI for the current Lions Year?

- Why is the mailing address for our Club incorrect in the District Directory and/or on the District's WEB site?

- Why are our Club Officers not receiving communication from District, Multiple District and International?

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