

The Club Officer Function

The **Club Officer** link on the **Club Administration Page** can be used to file the information that used to be required on the PU101 form.

Click the **Club Officer** as shown in the window below.



The following window opens:

Title:	Term Start:	Term End:	Member Number	Member Name
Membership Chairperson	07/01/2003	06/30/2004	1420838	ANDERSON, GREGORY
President	07/01/2003	06/30/2004	1426207	STEHLER, MICKEY M
Secretary	07/01/2003	06/30/2004	1431554	WILSON, JAMES D
Treasurer	07/01/2003	06/30/2004	1420841	DOCKTER, VERN

Click on any of the four officers shown in this window to change that information, effectively changing officers in mid year. A window like the following is displayed.

In that window, select the office to be filled by using the **Down Arrow**. Four choices are possible.

Scroll in the names box to find the member that will fill that office, Click the **Add** link to move the name to the left part of the window. Change the **Term Start** field to reflect the date the office was changed.

Click the **Submit** button. You will be returned to the **Officer Terms Recap and Selection List**, shown below the window at the left.

To enter the information for next year's officers, use the **Add** button in that window.

A blank Officer Update window is opened.

This window functions the same, except that you will want to be sure of the dates in the **Term Start** and **Term End** fields, as emphasized above. Normally, these dates would be the start of the new Lions year.

Click the **Submit** button to complete the process for this officer. You will be returned to the **Officer Terms Recap & Selection List** window, where, if you have completed all officer changes or adds, you will Click the **Close** window. This will return you to the **Club Administration Home**.