# Manage Club Officers - End Officer Assignment

Lion Portal

This guide provides essential instructions for club leaders on how to effectively end officer assignments within the Lion Portal, streamlining the management process. It highlights the necessary permissions required and offers a straightforward, step-by-step approach to ensure a smooth transition when ending assignments. By following this guide, users can easily navigate the portal and maintain accurate records of club officers, promoting better organizational efficiency.

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ⓘ Tip! This shows how to end officer assignments for your club. The process to to end officer assignments at the district or multiple district follows the same system steps, the list of titles will change based on the level.

The end date is effective immediately.

Let us get started!

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⚠ Alert! To end officer assignments you must have a title that gives you this permission.
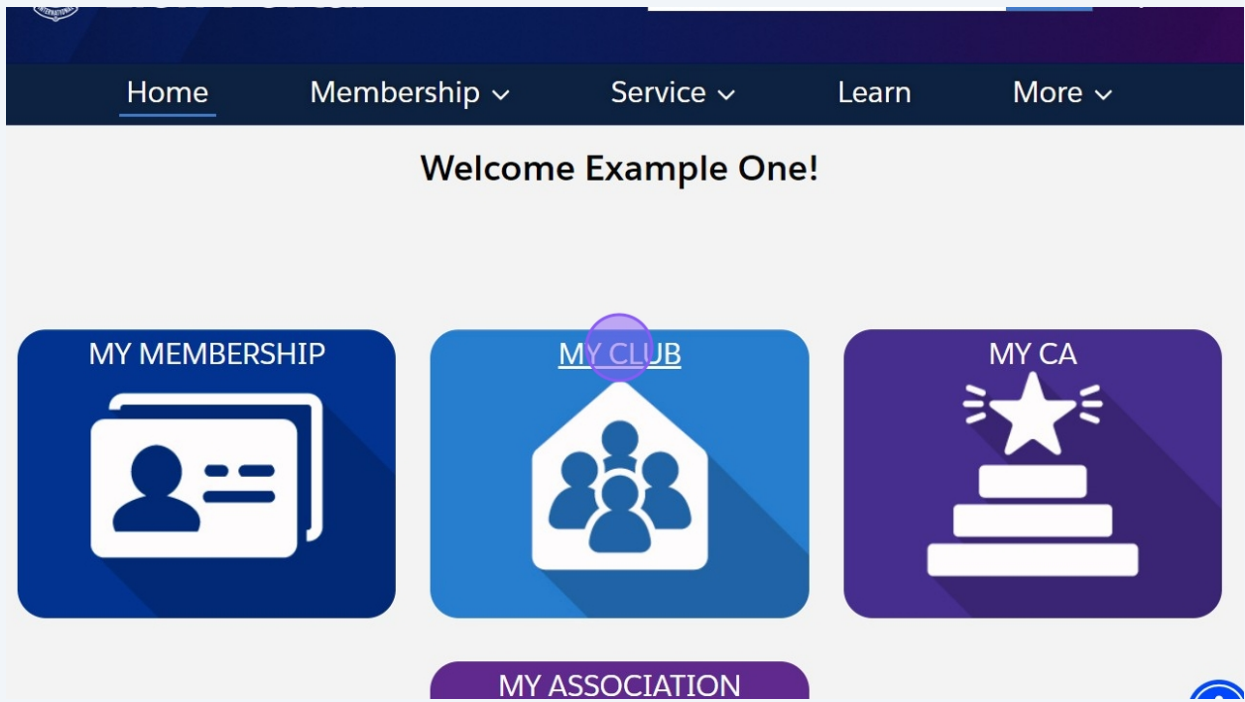
Titles that can end officer assignments at the individual Club level are:

- Club President

- Club Secretary

- Club Administrator

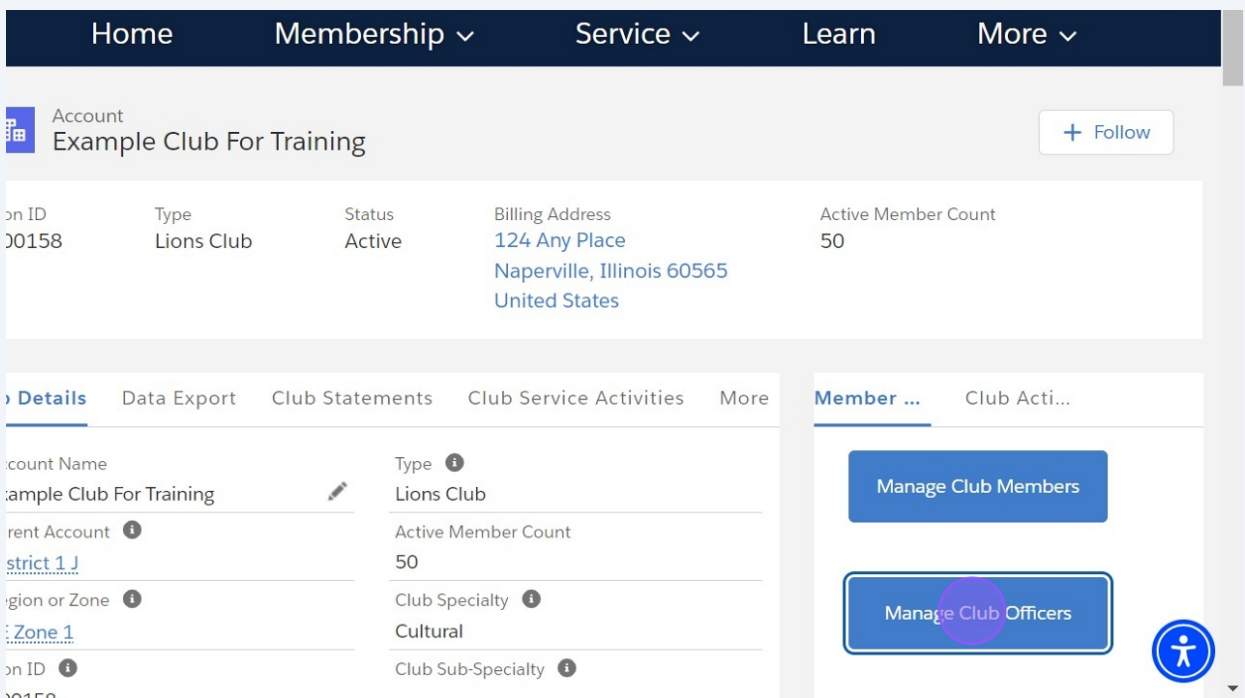- District Administrator can end officer assignments for your Club
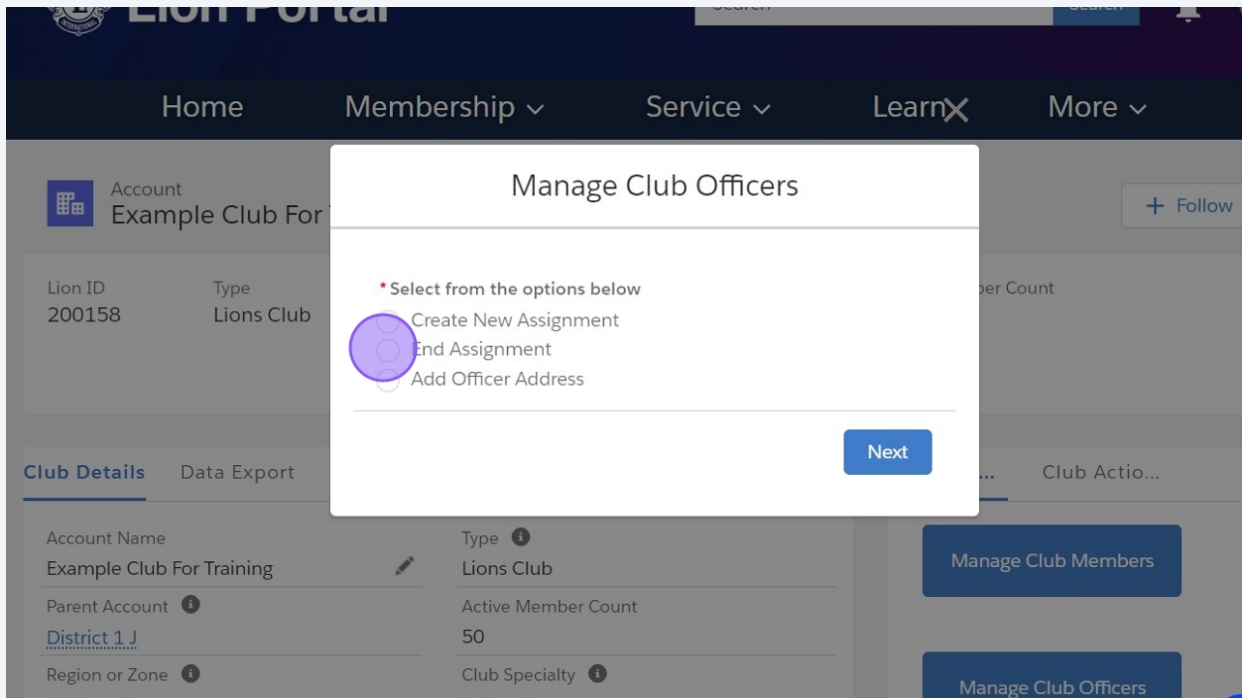
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**1** Sign in to the Lion Portal. **lionportal.org**

**2** Click "MY CLUB"



**3** Click "Manage Club Officers"

**4**   Click "End Assignment".



**5**   Click "Next"
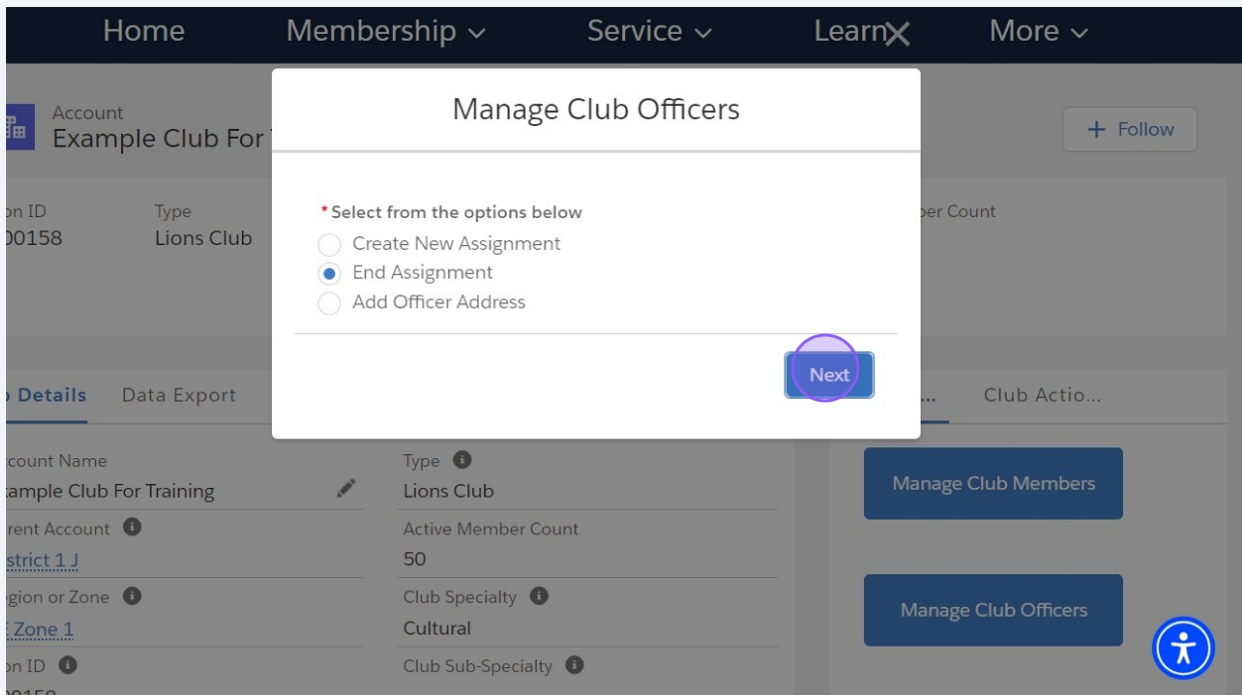
**6** In this example the Club Marketing Chairperson officer assignment is being ended. If you type "market and hit and hit "enter" matching entries will be displayed

**7** Click the radio button to select the officer.

**8** Click "Next"



**Active Officer Assignments**

1 of 1 item • 1 item selected

🔍 market ⊗

| M... ⌄ | M... ⌄ | Title ⌄ | St... ⌄ | En... ⌄ |
|---|---|---|---|---|
| ⦿ Example Six | zuser006@lionfake.com | Club Marketing Chairperson | Jun 30, 2024 | Jun 29, 2025 |

Next

**9** Upon ending the officer assignment a green "Success!" message will appear. Click the "X" to close the message.



✓ **Success!**
Officer Assignment has been ended.

**Lion P**

Home    Membership ⌄    Service ⌄    Learn    More ⌄    Search

Account
**Example Club For Training**                    + Follow

| on ID | Type | Status | Billing Address | Active Member Count |
|---|---|---|---|---|
| 00158 | Lions Club | Active | 124 Any Place Naperville, Illinois 60565 United States | 50 |

Details    Data Export    Club Statements    Club Service Activities    More    |    Member ...    Club Acti...

count Name
ample Club For Training ✏    Type ⓘ Lions Club    Manage Club Members

rent Account ⓘ    Active Member Count

## 10 Click "Club Officers"

Club Details

Description                              Website

Address

Mailing Address
24 Any Place
Naperville, Illinois 60565
United States

Shipping Address
24 Any Place
Naperville, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ              Meeting Local Place ⓘ
Town Center                  टाउन सेंटर

Meeting Week of Month ⓘ      Meeting Local Street ⓘ
First                        ४५५ टाउन रोड

**View Delegates**

**View Club Officers**

Club Me...    Club Offic...    More

⌄ Active Members

**Active Members**
50 of 50 items

🔍 Search this list...

| N. ⌄ | M ⌄ | M ⌄ | M ⌄ |
|------|-----|-----|-----|
| Lion- | | | |

## 11 The club is now showing one less "Active Officers"

Naperville, Illinois 60565
United States

Shipping Address
24 Any Place
Naperville, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ              Meeting Local Place ⓘ
Town Center                  टाउन सेंटर

Meeting Week of Month ⓘ      Meeting Local Street ⓘ
First                        ४५५ टाउन रोड

Meeting Day ⓘ                Meeting Local City ⓘ
Monday                       नेपरविल

Meeting Time ⓘ               Meeting Local Zip Code ⓘ
7:00

Meeting Street ⓘ            Meeting Local State or Prov ⓘ
55 Town Road                 IL

Meeting City ⓘ               Meeting Local Country ⓘ
Naperville                   संयुक्त राज्य अमेरिका

Club Mem...    **Club Offi...**    More

⌄ Active Officers

**Active Officers**
7 of 7 items

🔍 Search this list...

| N ⌄ | T. ⌄ | M ⌄ | M ⌄ | E |
|-----|------|-----|-----|---|
| Example One | Club Secretary | sben11@msn.com | 404-535-6767 | |
| Example Twelve | Club LCIF Coordinator | zuser012@lionfake.com | (630) 890-1234 | |
| | | sben | | |

**12** Click "Home" to return to your home page

This concludes the "Manage Club Officers - End Officer Assignment" Quick Guide

## Welcome Example One!

| MY MEMBERSHIP | MY CLUB | MY CA |
|---|---|---|

MY ASSOCIATION