

DISTRICT ADMINISTRATOR

FUNCTION

The District Administrator supports club and district officers in their efforts to maintain membership information, report service, run reports and export information using the Lions International (LI) information system (Lion Portal).

REFERENCES

1. *LI Application to Authorize Access to the Lions Clubs International MyLCI Website*

GENERAL

Lions International allows District Governors to submit an application for one Lion from the district to be designated as District Administrator. This designation gives the administrator broad access to club and district information stored in LI's information system (Lion Portal). The District Administrator has privileges similar to those of Club Secretary, which allows the administrator to assist clubs in maintaining membership information, reporting service, running reports and exporting information at both the club level and the district level. Due to this level of access, the District 14-C Administrator performs a number of additional duties that are dependent on access to information in LI's information system.

The District Governor-Elect will, at their discretion, submit the *Application to Authorize Access to the Lions Clubs International MyLCI Website* by June 15th to assure the administrator has access to the system after the software rollover on July 1st. The Lion selected to serve as District Administrator must be trustworthy and have demonstrated excellent judgement and discretion as it relates to having access to personally identifying information.

DUTIES

1. Train and assist Club Secretaries, Club Administrators, other club officers and district officers in the use of the LI information system website.
2. Run reports and export data from the LI information system as needed to support district officers, chairpersons and coordinators, e.g.
 - a. Provide the Newsletter Editor with names of new members, their sponsors and deceased Lions.
 - b. Export club officer contact information for district officers as requested.
3. Manage the district's bulk email messaging system (MailChimp), e.g.
 - a. Periodically update member email address information.
 - b. Create messages for distribution to the general membership.
4. Manage the district's video conferencing system (Zoom), e.g.
 - a. Schedule and host meetings at the direction of the District Governor.
 - b. Schedule and host training sessions at the direction of the District GLT
 - c. Work with clubs who wish to schedule virtual meetings using the district's license.
5. Report district meetings, service activities/hours, fundraisers and donations.

Procedure Change History

Original Adoption - April 11, 2026