## District Chairperson - Information Technology <a href="Duties & Responsibilities">Duties & Responsibilities</a>

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, an Information Technology Chairperson will help the District to stay in the main stream of the digital world.

- Create and maintain the District's home page.
- Establish communication system through e-mail between Members and other Clubs.
- Assist Clubs in submitting their Monthly Membership Report, Service Activity report and other reports when there is a need.
- Report and assigning current year and next year Officers via the MyLCI website.
- Show and assist Clubs how to obtain the Association's official publications, newsletters, directories, and many other Lions information materials through the Internet.
- Develop the District's record-keeping system on the computer.
- Work on other innovative projects.
- Monitor Club websites and publications for use of official logos only.
- Remind Clubs with websites that only Members should have access to Member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officers' information is the only exception.
- Encourage and assist Clubs with using the e-Clubhouse website.
- Work with the LCI's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.



# District Chairperson Report DISTRICT 308-A2 MALAYSIA

FISCAL YEAR .....

Cabinet Meeting No.					Date				
Name				C	esignati	ion			
Reporting Period	From				То				
Reporting Period to start imme	diately aft	er previous rep	oorting, and to e	end before Da	e(of report	ing)			
SECTION A: Any project	ct / cont	tribution du	uring the pe	riod? □YE	S □NO	□N/	<b>/</b> A		
Description		Region 1	Region 2	Region 3	Regio	on 4	Region 5	Region 6	Region 7
Total No. Expected									
No. Reported (for the p	eriod)								
No. Reported (year-to-	date)								
Have you attended any	Distric	t/Region/Cl	lub Event?		Snumbe	er			
Have you attended any	Club P	roject? □N	IO □YES nu	ımber SE <u>C</u>	TION				
B: Your Plan / Commer	nt / Sug	gestion / Ol	bservation:						



(Signature of District Chairperson)

## **District Chairperson Report**

### DISTRICT 308-A2 MALAYSIA

FISCAL YEAR .....

Club / Region / Zone	Date	Description	Remarks
our Special Remarks or C	comments (on any	of the above projects or contributio	ns):
CTION D: Club Functions/	Projects/ Activiti	es attended	
	Date	Remarks	
Club / Region / Zone	Date	Reiliaiks	
Club / Region / Zone	Date	Remarks	
Club / Region / Zone	Date	Remarks	
Club / Region / Zone	Date	Remarks	
Club / Region / Zone	Date	Remarks	
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Club / Region / Zone	Date	Remarks	
CTION E: Further Comme			
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Date: