

District Chairperson - Information Technology

Duties & Responsibilities

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

SECTION C: List of Projects / Contributions

Club / Region / Zone	Date	Description	Remarks

Your Special Remarks or Comments (on any of the above projects or contributions):

SECTION D: Club Functions/ Projects/ Activities attended

Club / Region / Zone	Date	Remarks

SECTION E: Further Comments from Observation

Club / Region / Zone	Remarks

(Signature of District Chairperson)

Date:

