Continuity of Operations

1. It’s important that you have continuity of operation procedures in place for your club. This simply means that you have redundancy in every instance where access to your records requires a userid and/or password. Obviously, you need more than one person on your bank account(s) whether or not you require two signatures to sign checks. Similarly, if you have a website, Facebook page, or any other account, at least two Lions should have access to inputting and changing information. **And lastly, appoint a Club Administrator.** This person will have their own Lion account, and once registered, can perform all the functions that the Club Secretary can in MyLCI and MyLion. The Administrator provides back up in case the Secretary is incapacitated or unavailable.

2. Prepare continuity instructions (or SOPs) for your various service and fundraising projects. This provides guidance for new chairpersons and ensures consistent operations from year to year.