

# Manage Club Officers - End Officer Assignment



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.



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!



Alert! To end officer assignments you must have a title that gives you this permission.

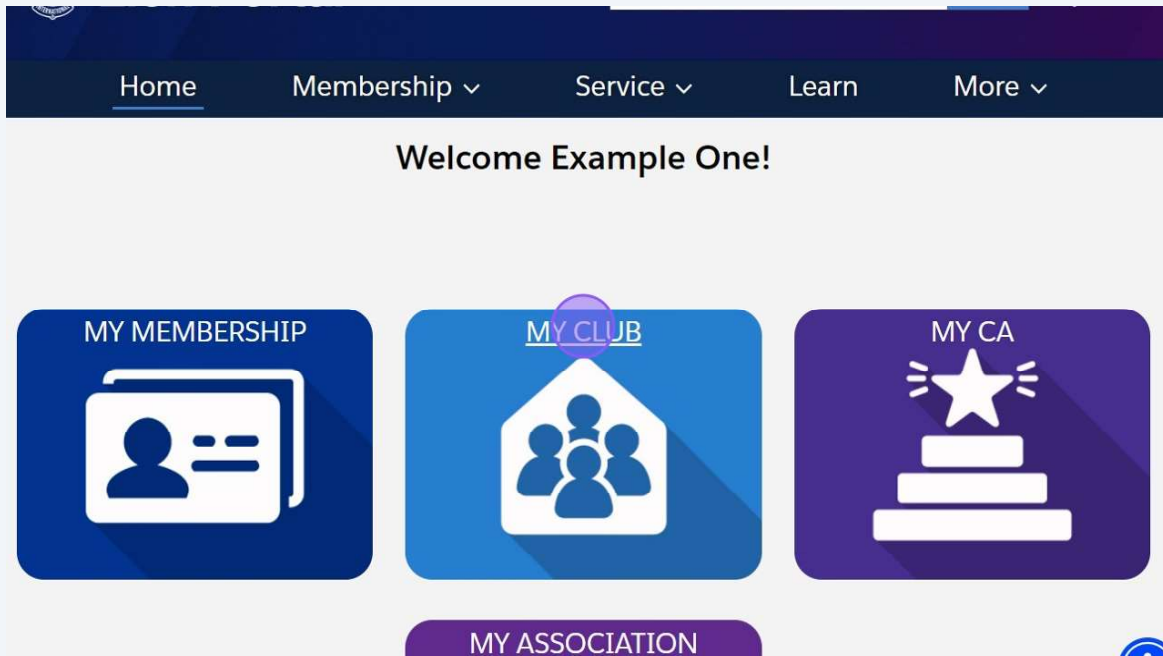
Titles that can end officer assignments at the individual Club level are:

- Club President
- Club Secretary
- Club Administrator
- District Administrator can end officer assignments for your Club

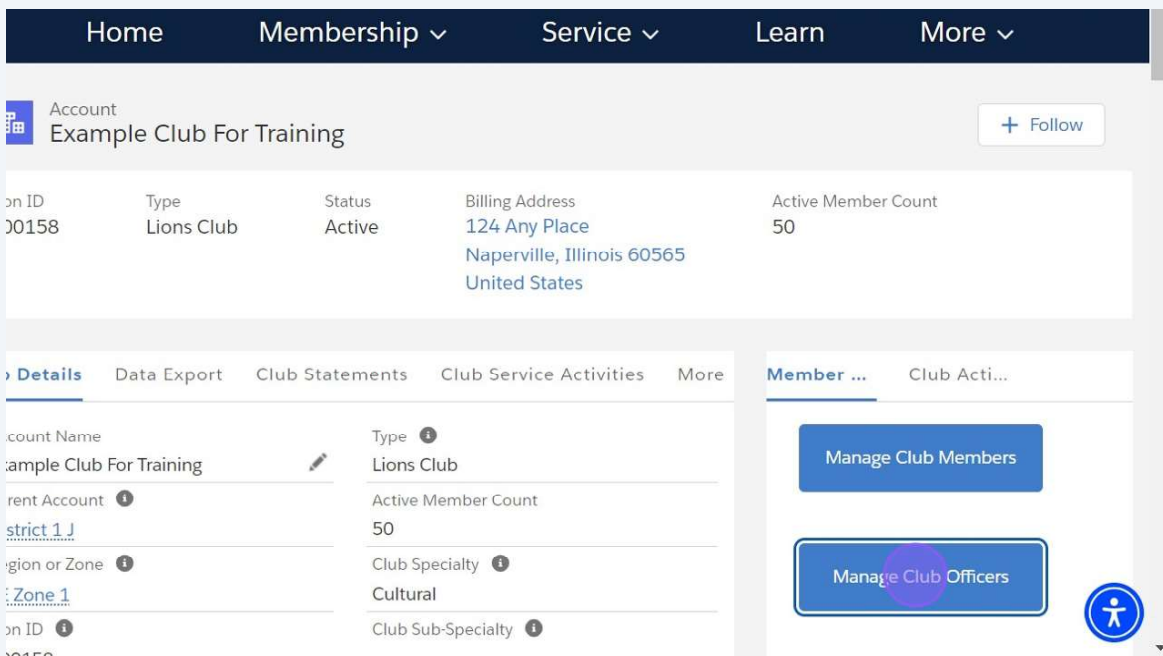
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Sign in to the Lion Portal. [lionportal.org](https://lionportal.org)

2 Click "MY CLUB"



3 Click "Manage Club Officers"



4 Click "End Assignment".

The screenshot shows a web application interface for managing club officers. A modal dialog box titled "Manage Club Officers" is centered on the screen. Inside the dialog, there is a section labeled "\*Select from the options below" with three radio button options: "Create New Assignment", "End Assignment", and "Add Officer Address". The "End Assignment" option is selected, indicated by a blue dot. A blue "Next" button is located at the bottom right of the dialog. The background shows a sidebar with "Account" and "Example Club For Training" information, and a main content area with club details like "Lion ID 200158" and "Type Lions Club".

5 Click "Next"

This screenshot is similar to the previous one, showing the "Manage Club Officers" dialog box. In this step, the "End Assignment" option remains selected. The blue "Next" button at the bottom right of the dialog is now highlighted with a purple circle, indicating it is the next step in the process. The background interface elements are consistent with the previous screenshot.



Tip! The list of all officer assignments is displayed. You can scroll through the list to the officer to end assignment or you can type text to search in the search bar. The search will search both name and title.

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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.

Home

Account  
Example Club For

Lion ID  
200158

Type  
Lions Club

Club Details Data Export

Account Name  
Example Club For Training

Parent Account  
District 1 J

Region or Zone  
SE Zone 1

Lion ID  
200158

Club Specialty  
Cultural

Club Sub-Specialty

More

+ Follow

per Count

Club Actio...

Manage Club Members

Manage Club Officers

Active Officer Assignments

1 of 1 item • 0 items selected

market

M...	M...	Title	St...	En...
<input checked="" type="radio"/> Example Six	zuser006@lionf ake.com	Club Marketin g Chairper son	Jun 30, 2024	Jun 29, 2025

Next

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.

Home Membership Service Learn More

Account Example Club For Training

Member 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

Account Name Example Club For Training Type Lions Club

Parent Account Active Member Count

Manage Club Members

## 10 Click "Club Officers"

### Club Details

Description

Website

### Address

Shipping Address

24 Any Place

aperville, Illinois 60565

United States

Shipping Address

24 Any Place

aperville, Illinois 60565

United States

### Meeting Location 1

Meeting Place ⓘ

own Center

Meeting Week of Month ⓘ

st

Meeting Local Place ⓘ

टाउन सेंटर

Meeting Local Street ⓘ

४५५ टाउन रोड

View Delegates

View Club Officers

Club Me...

Club Offic...

More

Active Members

50 of 50 items

Search this list...

N. ▾

M ▾

M ▾

M ▾

Lion-

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

aperville, Illinois 60565

United States

Shipping Address

24 Any Place

aperville, Illinois 60565

United States

### Meeting Location 1

Meeting Place ⓘ

own Center

Meeting Week of Month ⓘ

st

Meeting Local Place ⓘ

टाउन सेंटर

Meeting Local Street ⓘ

४५५ टाउन रोड

Meeting Day ⓘ

Monday

Meeting Time ⓘ

7:00

Meeting Street ⓘ

35 Town Road

Meeting City ⓘ

aperville

Meeting Local City ⓘ

नेपरविल

Meeting Local Zip Code ⓘ

Meeting Local State or Prov ⓘ

IL

Meeting Local Country ⓘ

संयुक्त राज्य अमेरिका

Club Mem...

Club Offi...

More

Active Officers

7 of 7 items

Search this list...

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M ▾

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Club

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535-

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6767

Exam

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zuser

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

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

