

COMMITTEE LISTS

It is the responsibility of the incoming Recorder to assign each coworker of the chapter to one of the four Chapter Development Committees (Membership/Retention, Mooseheart/Moosehaven, Community Service, and Activities/Sports). This procedure is being provided to assist in assigning coworkers to these committees using LCL.net. It should be noted that the Senior Regent is assigned to all committees.

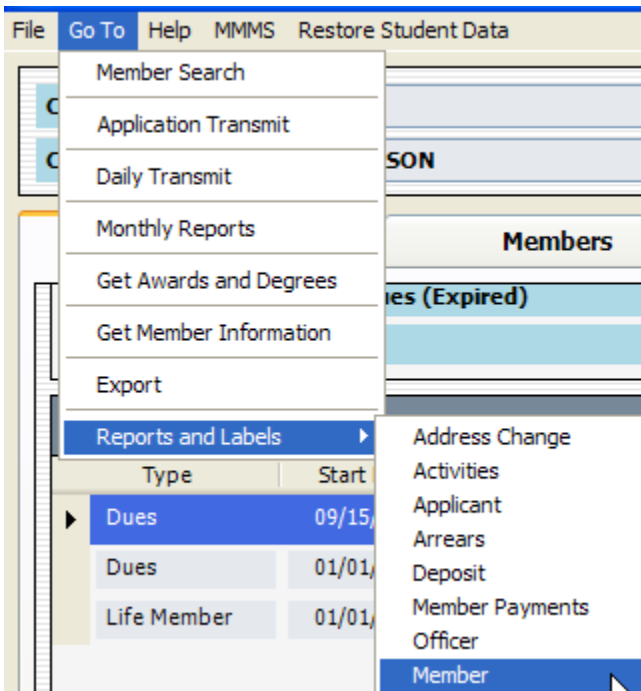
Since it may not be known if another user of LCL.net may have used the **Categories** and **Activities** capabilities in LCL.net to assign coworkers of the chapter to committees, it is recommended that the existing committees be deleted. By deleting the existing committees all coworkers who may be assigned to these committees will no longer have that activity assigned to their record. This is especially important since the Chapter Development Committees have changed.

To delete the existing **COMMITTEES** log into LCL.net, the **FRU Information** screen should be displayed. Scroll down the page to the **Categories and Activities** section of the screen. There is a category entitled **COMMITTEES**. Click on **COMMITTEES** to see the **Activities** that are assigned to the Category **COMMITTEES**. Remove any **COMMITTEES** that are listed with the name of a Chapter Development Committee (i.e., Membership/Retention, Community Service, etc. (see all listed above)) by selecting the **Activity** and clicking the **Remove** button. **NOTE:** Don't forget to remove the ones that no longer exist (i.e., Health Awareness Publicity, Family Involvement, etc.). By removing the committee any coworkers who are assigned to that committee will no longer have that **Activity** assigned. Next add each Chapter Development Committee to the **Activities** list by clicking the **Add** button. This will cause the **Add Activity** screen to appear.

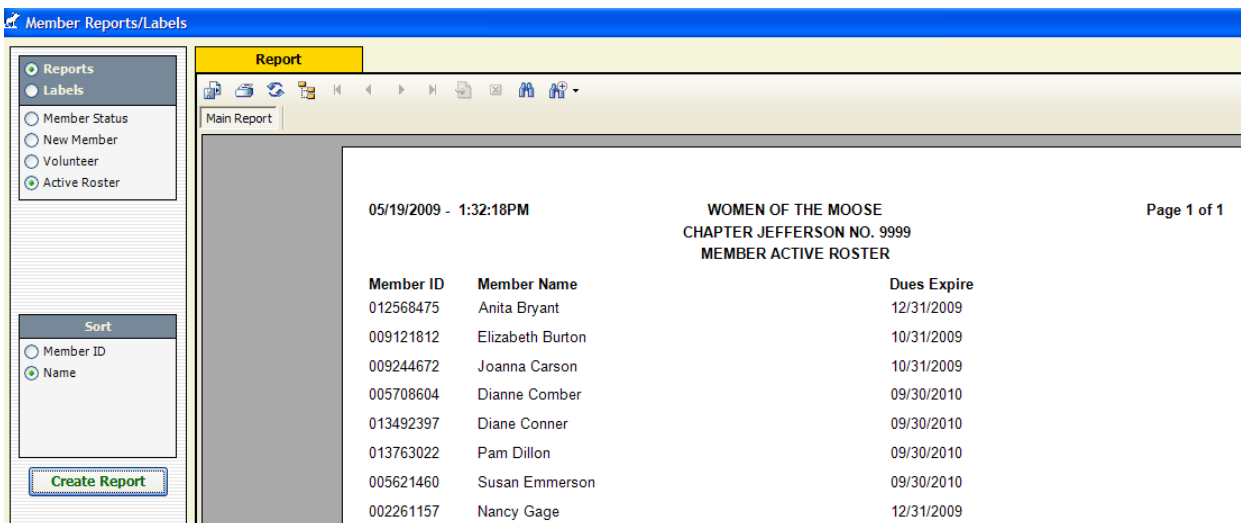
The screenshot shows a web-based form titled "Add Activity". At the top, there are two input fields: "Number" containing "9999" and "Name" containing "JEFFERSON". Below these is a section header "Activity" in a yellow box. Underneath, there are two more input fields: "Category" containing "COMMITTEES" and "Activity" which is empty. At the bottom of the form are three buttons: "Save" (green text), "Reset", and "Close" (red text). The bottom status bar of the window displays "New Mode", "05/19/2009", and "10:51 AM".

Enter the Chapter Development Committee name into the **Activity** field and click **Save**. Complete this step for each Chapter Development Committee until you have each committee established.

Next Print an **Active Roster** by selecting the **Go To** item at the top of the LCL.net screen, select **Reports and Labels**, slide over and down to **Member**. This will cause the **Member Reports/Labels** screen to appear.

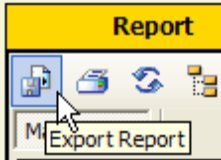


Select the radio button next to **Active Roster**. The report will default with a **Sort** of **Name**.

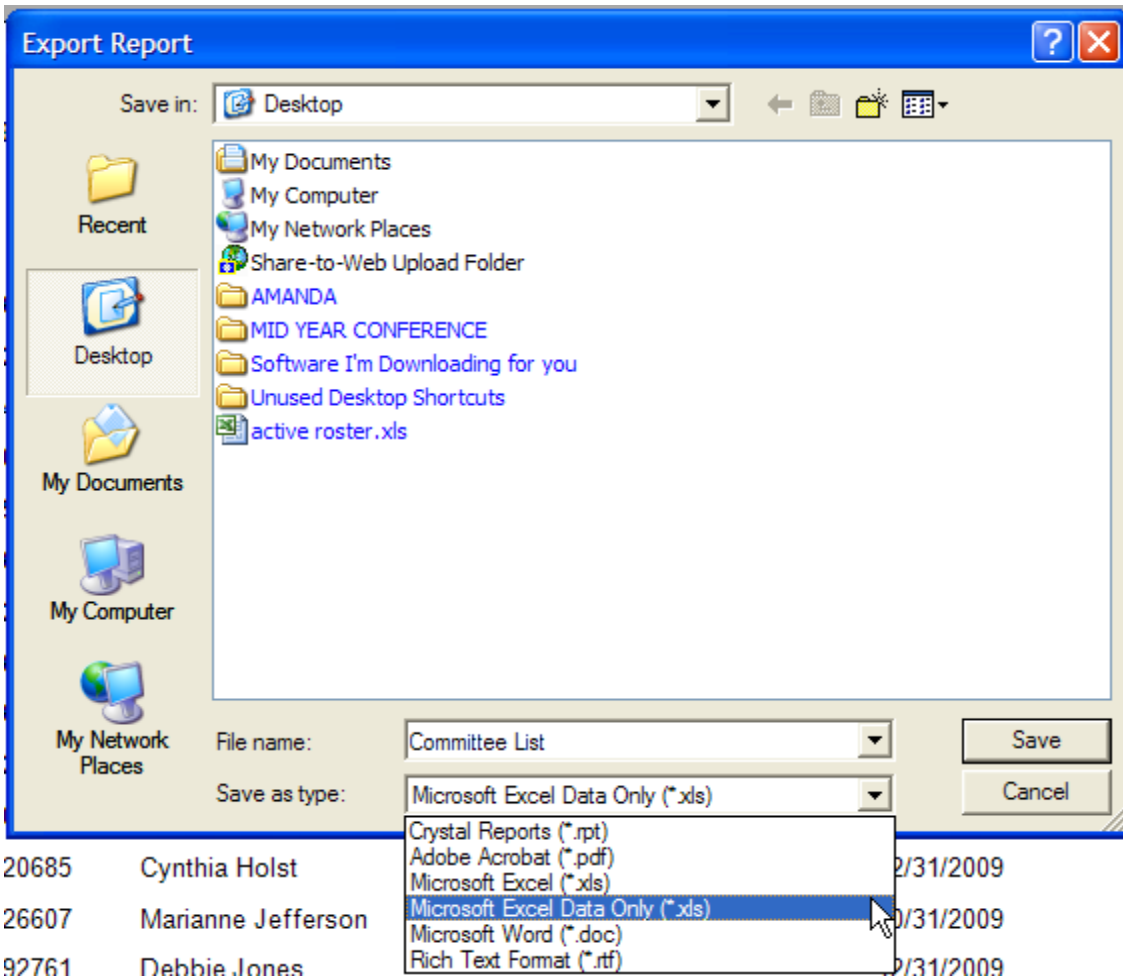


Print the report so that you can assign each individual coworker to one of the four Chapter Development Committees. It should be noted that there is no standard for assigning coworkers to committees so if your chapter has a particular methodology it can be applied using this process.

NOTE: If you wish to import the data into Microsoft (MS) Excel so that you can sort and assign the committees using MS Excel the following procedures can be used. Click the icon in the upper left hand corner of the Report window.

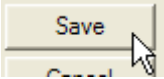


This will cause the **Export Report** window to appear.



Determine the location of where you would like to save the exported data by changing the **Save in:** to the desired location. Next enter the **File name:** that you would like to

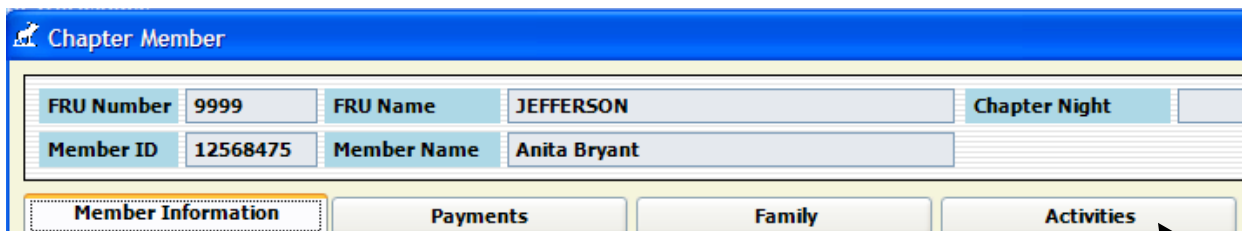
give the file. Finally select the **Save as type:** as **Microsoft Excel Data Only (*.xls)** and

click the **Save** button  to save the file to the desired location. The following message should be displayed verifying that the export has been completed.

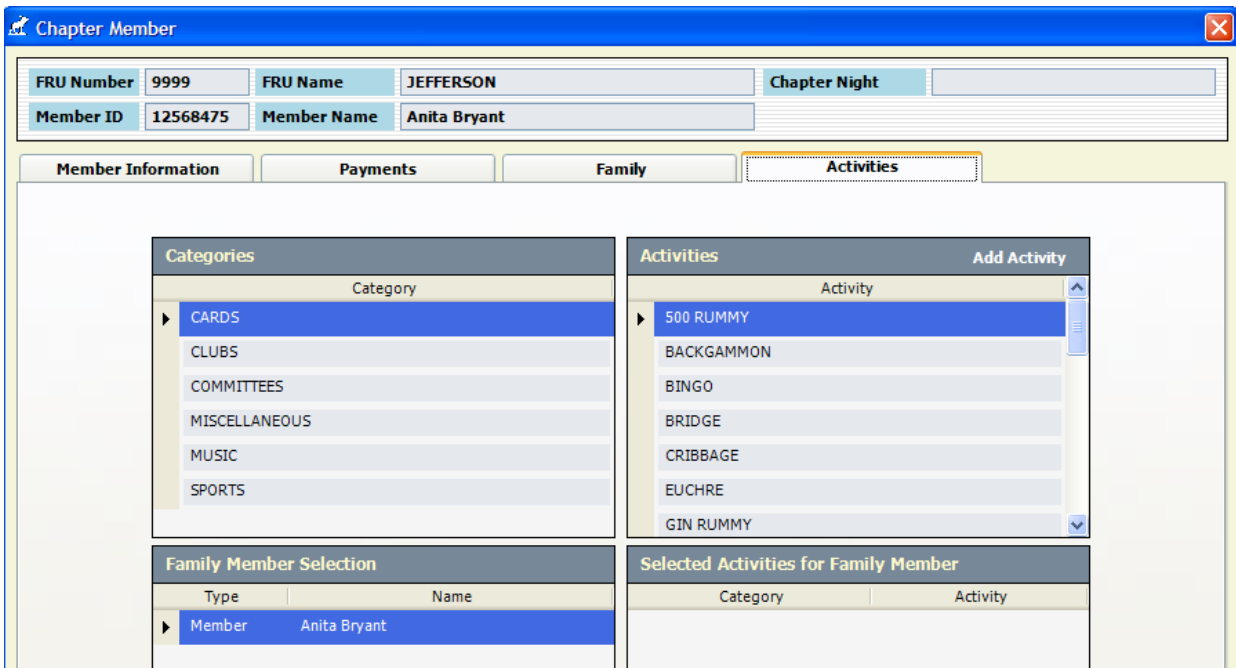


Close out of the **Member Reports/Labels** window and minimize the LCL.net. Find the file that you saved in the location that you specified. Double click on the file to open it in MS Excel, continue with sorting and assigning each coworker to committees. This procedure can be used for other reports found under the Reports and Labels section of LCL.net. For instance, you could create an active member report and export all fields in that report using the same method. Or the **Export** feature of LCL.net could also be used to select which particular fields you desire to download. Instructions can be found on the **CNMA** website, under the **LCL NET** selection on the left-hand side of the screen and scrolling down to select the procedure entitled **EXPORT TO EXCEL**.

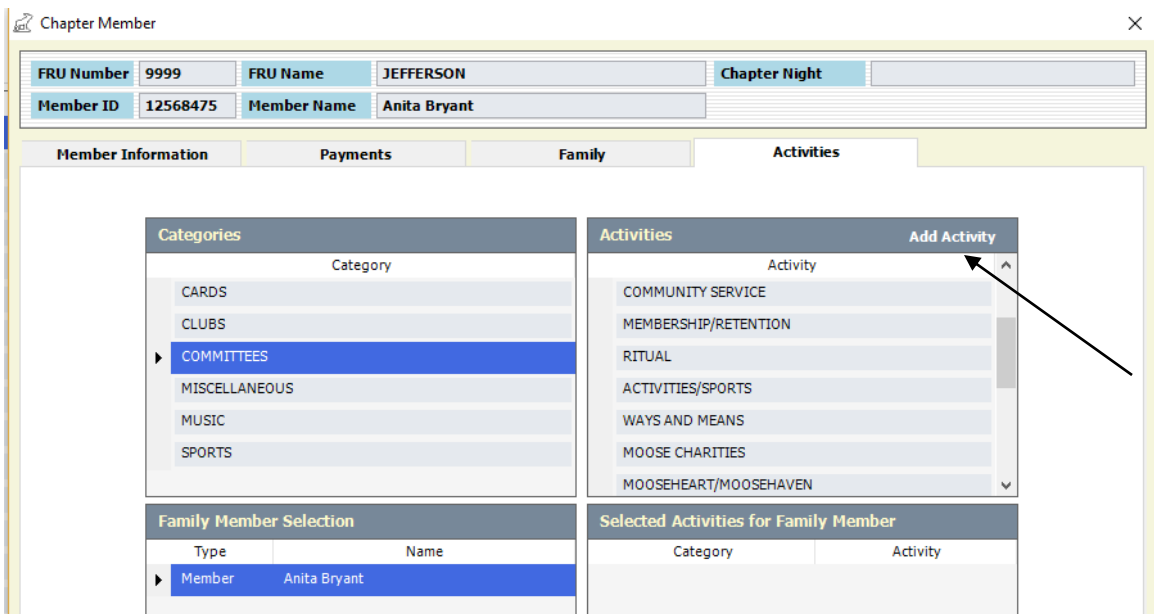
After each coworker has been assigned to a committee you will need to assign each coworker to a committee using LCL.net. Double click on the desired coworker to display her record.



Click on the **Activities** tab at the top of the member record. This will cause the **Categories and Activities** screen to appear.

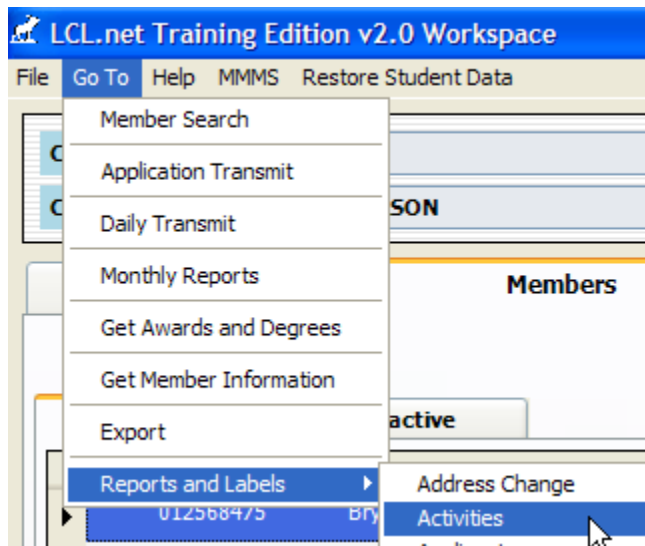


To add an activity to a member click the **COMMITTEES** item under the **Category** section of the screen, then click on the appropriate committee for that coworker and click the **Add Activity** to assign that activity to that coworker's record.

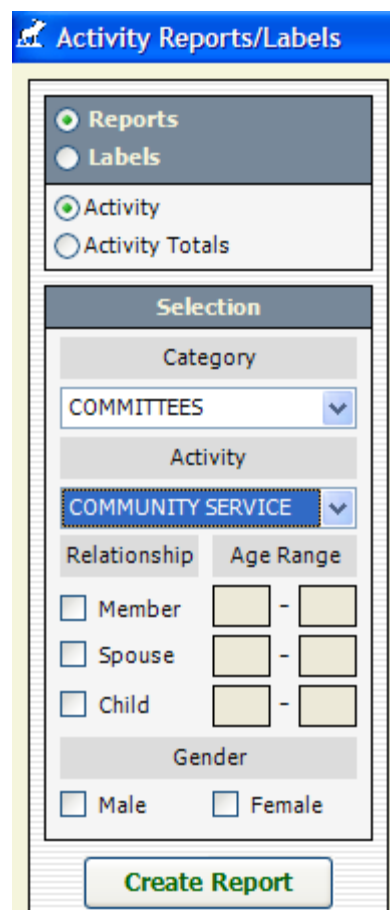


Then click the **Close** button to close the member's record. You will need to do this for each individual coworker.

After assigning all coworkers to their respective committee you will be able to run committee lists and labels. To do this, go to the top of the LCL.net screen and select **Go To**, slide down to **Reports and Labels**, and then slide over and down to **Activities**.

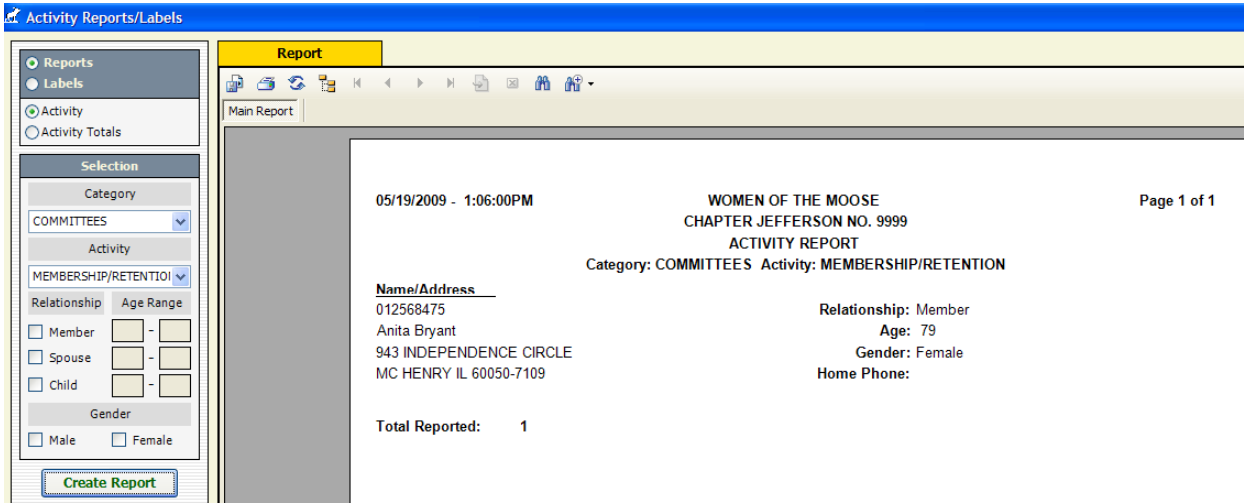


The **Activity Reports/Labels** screen will appear.

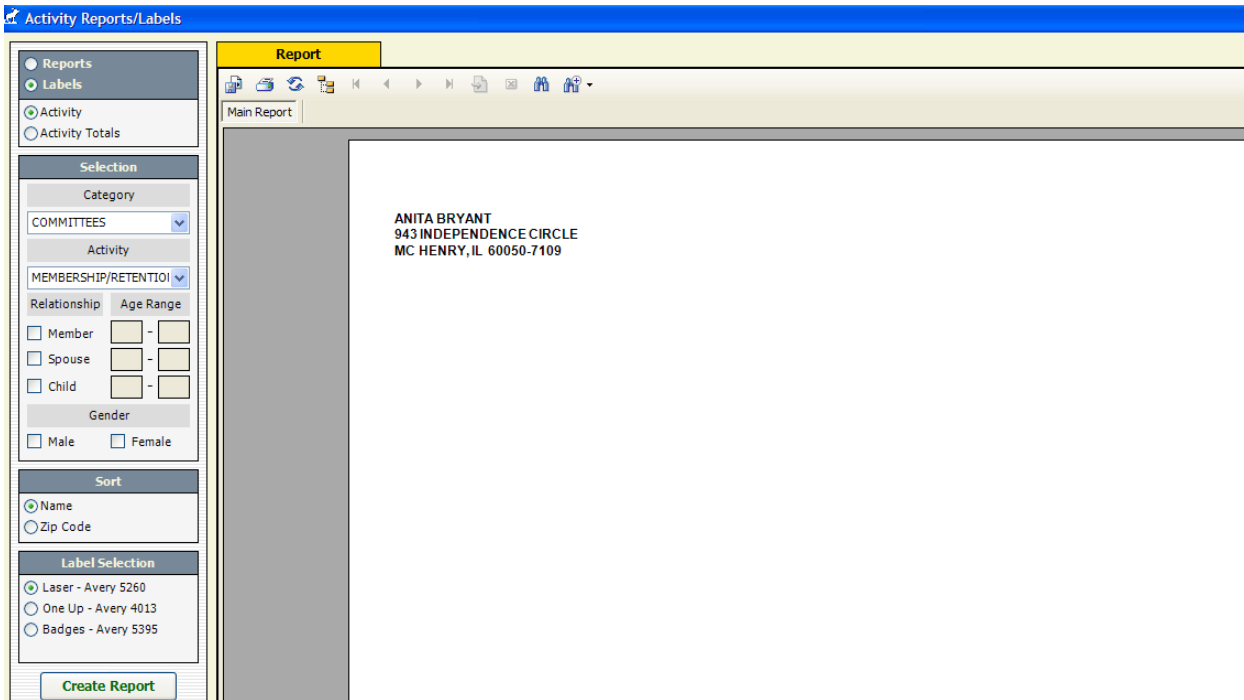


To create a report for a particular committee you must select it in the **Selection** area of the screen by clicking on the drop down under **Category**, choosing **COMMITTEES** and

then selecting the specific committee using the drop down under **Activity**. The following example is provided:



To create labels the same process is followed except the **Labels** radio button is selected in the top of the **Activity Reports/Labels** screen.



Labels are created with 3 across and 10 down and may print differently depending on the printer. The standard labels used by LCL.net are Avery 5260 or equivalent.

It should be noted that as new members are enrolled into your chapter you will need to assign them to a committee based on the committee that their sponsor is assigned to. You cannot assign them to a committee until their member record shows as **Active** and they

have an assigned **Dues Expiration Date**. In other words as long as they appear under the Members tab with a **Status** of *Applicant* and their **Dues Expiration Date** shows as *Newly Enrolled* you will not be allowed to update their record.