

## **Omega Leo Medical Explorer Job Description Membership Secretary**

**Duties in Regard to Our Membership Roster.** This position is responsible for maintaining an accurate roster of all our active members. All Scouting America (Boy Scout) and Lion Applications are to be collected, making sure to get one of each. Track and attach the Scouting America Criminal Background authorization Form and Online Youth Protection certificate to the scout application.

Coordinate with the Treasurer and mark each scout application for a new member (Fall or Spring) with **“Paid”** as the our Treasurer provides a monthly report of paid member dues. Seek the monthly report of paid members from our Treasurer if not provided. It is important that we not submit an application for someone who is not current in their membership dues.

The Lion Leo does not need to be collected for the spring if they joined and were entered into the Lion Portal in the fall. The Scouting America application is to be collected again in the spring, primarily to ensure that we have accurate address, phone, and email information, but as a check on who we should be paying membership fees on with Scouting America. Having a second scout application in-hand helps ensure that we don't pay for someone who is not still a member. There are times when we have members join in the fall and not return in the spring. With the Scout application fee costing us over \$50 person, it is important to not pay for even two or three if they are not still active members. We can always add them back to the roster if they return a month after the semester begins. With our objective of keeping operating costs to the lowest possible amount we can, we can't afford to waste even a few hundred dollars if someone does not return for the spring semester.

The Lion MyLCI database has all members who have submitted complete and accurate Lion Leo applications and can serve as a more accurate roster of our active members, as it does not require submission of the online Scouting America Youth Protection certificate. Remember, even new member Scouting America applications cannot be submitted until they have submitted a record of completion for the online Youth Protection course.

The Medical Explorer Membership Secretary is responsible for receiving all applications from members and verifying that all fields on the applications **are complete** and accurate. The Omega Leo applications will be entered into the MyLCI database. The complete package of Boy Scout applications are to be submitted to our Senior Advisor.

The Scouting America applications are processed through different channels, and may not be entered into any official roster until the applicant has completed their Online course in Youth Protection, thus the MyLCI database will be the more accurate roster for the Medical Explorer organization.

Please guard all applications carefully as they contain confidential protected personal information.

As you receive the applications, you should build a Spreadsheet Log for the semester showing receipt of each application. The Application Log spreadsheet is to have the following fields:

Last Name

First Name

E-mail address – Permanent

Email address - University

Date scouting America application received from the Medical Explorer

Date Lion Leo application received from the Medical Explorer

Both Complete and accurate (Yes, No)

Date of email to applicant where you may be requesting additional information if necessary

Date application entered into MyLCI database

Date Scouting America application package passed to the Senior Advisor for submission.

If any application is still incomplete, you should contact the applicant yourself and ask for the missing data or notify them that they can complete an application during a regularly scheduled meeting.

**Send a copy of the applicant log** to the following people at the end of each month, Senior Medical Explorer Advisor (Dr. Johnson), and the Lion Advisor for

our Omega Leo Club (Mike Smith). Keep a current and accurate copy of the above spreadsheet for your responsibilities outlined in the next section.

Write the date the applicant was entered into the MyLCI database at the top of the physical application form and keep the original in a secure file for the year. If submitted during the fall semester, both the BSA and Lion Leo application is needed. If submitted in the Spring semester, and the member was already a member in the fall, only a BSA application is required. If a new member in the Spring semester, both applications are required as in the fall.

**Duties to Maintain an e-mail distribution list** of all active Medical Explorers for use in the responsibilities outlined in the following section. Have both their university and personal email addresses in the spreadsheet.

**Email an electronic copy of the Lion Portal Omega Leo Medical Explorer Roster** at the end of each month to the Medical Explorer Historian, Medical Explorer Vice-President of Systems, Vice-President or Operations, President, Senior Medical Explorer Advisor (Dr. Johnson), and the Lion Advisor (Mike Smith) **at the end of each month.**

It is your responsibility to review and update this job description and that of the Assistant Membership Secretary before new officers and liaisons are brought onboard early in the spring semester. You are to also review and update any Standard Operating Procedures related to your position or activities of the Assistant Membership Secretary.

Originally prepared: March 20, 2020

Last Modified: January 15, 2026 by Dr. Charles Johnson