

ClubRunner

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How do I carry current year officers over to the next year?

Michael C. - 2023-01-24 - Club Management

Your club officers list only applies to the given calendar year in which it was created. However, you can easily carry your current list of executives over to a future year.

1. To manage your club officers, you must go to your club homepage and login. Click **Member Login** at the top right. Enter your login name and password, then click login.
2. Then, click on **Member Area** at the top right of your club website.
3. At the top of the page in the admin menu, click on the **Organization** tab.
4. The **Organization** tab contains several features which allow you to organize your club membership. Click on **Executives and Directors** under the Organization tab.
5. You are now on the **Club Executives and Directors** page. Here, you can identify club officers, remove past directors and executives, edit their contact details, and more.

Club Executives and Directors

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? [Carry Over Next Year](#) [Add New Position](#)

Drag and drop positions to change their sequence

Title	Position	Name	Actions
⋮ President	President	Leigh Brackett	Edit Clear Delete
⋮ Secretary	Secretary	Mickey De Leer	Edit Clear Delete
⋮ Treasurer	Treasurer	Judith Draper	Edit Clear Delete
⋮ Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete

6. To carry over the existing positions with their current members, click **Carry Over Next Year**, as highlighted below.

Note

When you carry over the officers, it will also carry over the current Yearly Committees too. [Learn more about creating a Yearly Committee.](#)

If any positions are entered for the following year, the **Carry Over Next Year** button will be disabled. Please delete the positions from the following year, then return to the current year to carry over the positions.

Club Executives and Directors

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Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President	Leigh Brackett	Edit Clear Delete
Secretary	Secretary	Mickey De Leer	Edit Clear Delete
Treasurer	Treasurer	Judith Draper	Edit Clear Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete

7. The assigned titles and positions are automatically carried over to the next year. The names of the members are not carried over. To view this, click **Next Year** at the top right.

Club Executives and Directors

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Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
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Secretary	Secretary	Mickey De Leer	Edit Clear Delete
Treasurer	Treasurer	Judith Draper	Edit Clear Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete

8. Here, you can confirm the officer positions are correctly assigned for the next year. [Learn more about updating your club's Executives and Directors.](#)

Club Executives and Directors

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Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President		Edit Clear Delete
Secretary	Secretary		Edit Clear Delete
Treasurer	Treasurer		Edit Clear Delete
Rotary Foundation Chair	Rotary Foundation		Edit Clear Delete

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