

How do I carry district executives over to next year?

Michael C. - 2021-04-16 - District Organization

Your District Executive 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. You can do this for Clubs in your District through your District website.

Note: When you carry over the District executive list/District Organization Chart it will also carry over District Yearly Committees too.

Note: If the future year's org chart is NOT empty - you won't be able to carry over. Make sure the org chart you are moving into is empty.

1. To manage your executives, you must go to your District homepage and log in. Click **Member Login** at the top right, just above your club banner.
2. Then, click on **Member Area** on the top right, under your club banner.
3. Along the top of the screen you will see several tabs. Click on the **Organization** tab.
4. The **Organization** tab contains several features which allow you to organize your club membership. Now, click on **Executives and Directors** under the **Organization** tab.
5. You are now on the **District Organization Chart** page. Here, you can identify club directors and executives, remove past directors and executives, edit their contact details, and more.

District Organization Chart

Previous Year | **Year: 2022-23** | Next Year

District Governor

| Title | Name | |
|-------------------|----------------------|----------------------------------|
| District Governor | Carlo Digg (CRX2020) | Committees Edit Clear Delete |

District Executives

Add

| Title | Name | |
|-------------------------|-----------------------------|----------------------------------|
| ⚡ 🗑️ District Secretary | Annetta Blackboro (CRX2020) | Committees Edit Clear Delete |
| ⚡ 🗑️ District Treasurer | Mervin Kernes (CRX2020) | Committees Edit Clear Delete |

District Officers and Directors

Add

| Title | Name | |
|-----------------|-------------------------|----------------------------------|
| Media Relations | Jil Thrussell (CRX2020) | Committees Edit Clear Delete |

Assistant/Area Governors

Add

| Area | Name | |
|---------|------------------------------|--|
| ⚡ Metro | Maria Stewart (Purple Metro) | Clubs Area Information Edit Clear Delete |

[Carry over this organization chart to the next year](#)

6. To carry over the existing positions with their current members, click on **Carry over this organization chart to the next year** at the bottom of the page, as highlighted below.

District Organization Chart

Previous Year | **Year: 2022-23** | Next Year

District Governor

| Title | Name | |
|-------------------|----------------------|----------------------------------|
| District Governor | Carlo Digg (CRX2020) | Committees Edit Clear Delete |

District Executives

Add

| Title | Name | |
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| ⚡ 🗑️ District Secretary | Annetta Blackboro (CRX2020) | Committees Edit Clear Delete |
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District Officers and Directors

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| Media Relations | Jil Thrussell (CRX2020) | Committees Edit Clear Delete |

Assistant/Area Governors

Add

| Area | Name | |
|---------|------------------------------|--|
| ⚡ Metro | Maria Stewart (Purple Metro) | Clubs Area Information Edit Clear Delete |

[Carry over this organization chart to the next year](#)

7. Your currently assigned members are automatically carried over in their position until next year.

Related Content

- [How do I set the District Governor?](#)
- [How do I add, remove, or edit a district officer/director?](#)