

How do I edit our club executives?

Michael C. - 2021-02-17 - Club Management

From time to time, you may find it necessary to remove a club officer or edit their details. For example, a current executive member may find it necessary to resign their position because of other commitments. Or, a position may have been incorrectly assigned.

1. To edit your club officers, you must go to your club homepage and login. Click **Member Login** at the top right.
2. Then, click on **Member Area** on the top right.
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 **Club Executives and Directors** page. Here, you can identify club directors and executives, remove past directors and executives, edit their contact details, and more. Below the heading **Action** you have three options:
 - **Edit** - Allows to you edit the position.
 - **Clear** - erases the name in the position.
 - **Delete** - Removes the name and the position.

Note: To change the order of the officers, please drag and drop the three vertical dots to the left of each position, or the [Grab Points](#), into order.

Club Executives and Directors

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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. You can click on **Edit** to change the executive position details. Here, you can change the **Position**, **Title**, and **Name** of the officer.
 - **Position** is the position the executive holds in the club. Selecting this determines the access levels the member is given.
 - **Title** refer to the title of the executive, which you can modify as needed for

your club. This field is mandatory.

- o **Name** is the name of the officer.

Click **Save** to keep your changes, or **Cancel** to discard them.

Edit Position ✕

Position: *

Title: *

Name:

[Cancel](#) [Save](#)

7. You can click **Clear** if you want to remove the member from the position, without deleting the position itself.

Club Executives and Directors

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⋮ Treasurer	Treasurer	Judith Draper	Edit Clear Delete
⋮ Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit Clear Delete

8. The **Clear** function is used in situations when a position has fallen vacant, though the club still retains it as an executive position.

Club Executives and Directors

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Drag and drop positions to change their sequence

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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

9. To remove an executive position entirely, click the **Delete** link.

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

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