

## 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.

- **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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*Drag and drop positions to change their sequence*

| Title                   | Position          | Name            | Actions                      |
|-------------------------|-------------------|-----------------|------------------------------|
| President               | President         | Leigh Brackett  | Edit   <b>Clear</b>   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        |

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*

| Title                   | Position          | Name            | Actions               |
|-------------------------|-------------------|-----------------|-----------------------|
| President               | President         |                 | 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 |

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

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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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