

# HOW TO MANAGE CLUB OFFICERS IN MY ROTARY



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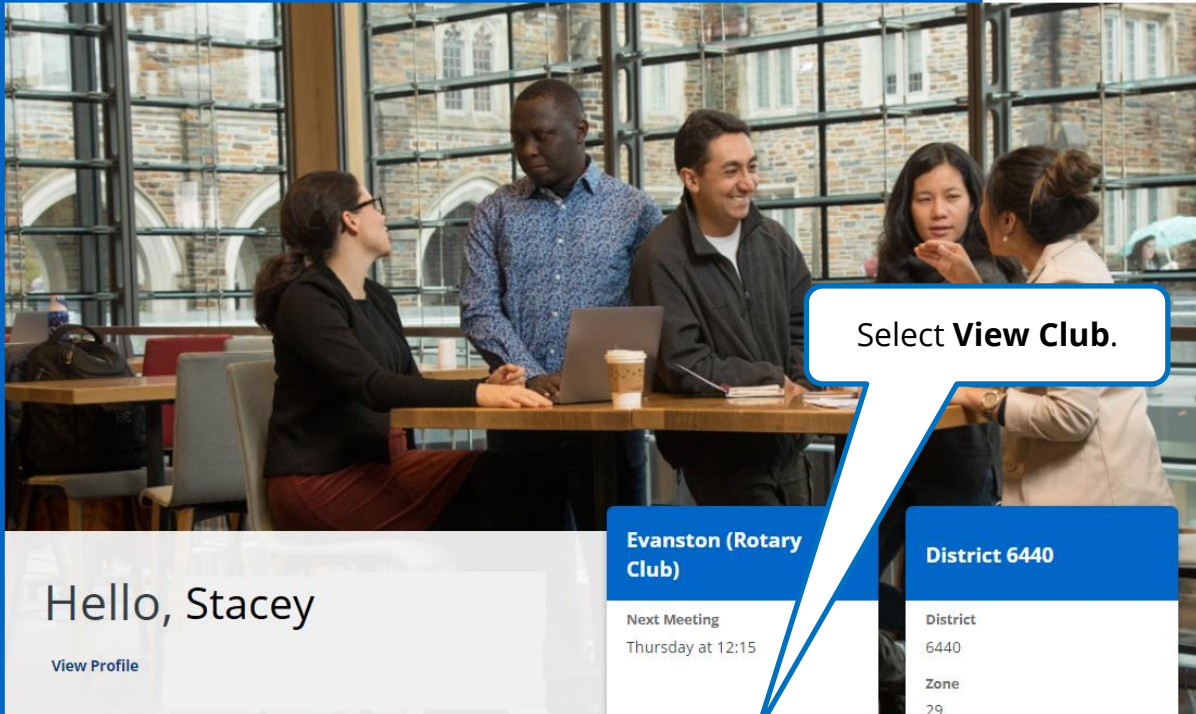
Go to My Rotary and sign in.  
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Easy access to resources

[Rotary Club Central](#)

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Hello, Stacey

[View Profile](#)

**Evanston (Rotary Club)**

Next Meeting  
Thursday at 12:15

[View Club →](#)

**District 6440**

District  
6440  
  
Zone  
29

[View District →](#)

Select **View Club.**

## GO TO THE MANAGE CLUB OFFICERS PAGE

# Evanston

Rotary Club

Club details

Members

Membership Candidates

Finance

Reports

Goals

Location  
Illinois, United States

District  
6440

Chartered  
1920

Club ID

[EDIT](#)

One Rotary Center

Language  
English

Notes

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Go to the  
**Members** tab.

# Evanston

Rotary Club

Club details

Members

Membership Candidates

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If you have questions about your club membership, please contact [Data Services](#)

[Add a member](#)

[Manage club officers](#)

[Download member list](#)

Search club members

Search by name

Search by email address

[SEARCH](#)

Select **Manage club officers**.

CLUB MEMBERS (42)

Role [v](#)

Member status [v](#)



**Melody Wall**

Honorary  
2017 - Present

...



## VIEW CLUB OFFICERS

This page lists club roles and shows those that aren't filled as "unassigned." Only current officers can add, edit, or remove club officers.

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### Manage club officers

Select club members to fulfill designated roles

Term: 2023-2024 ▾

#### CLUB OFFICERS (10)

Use the drop-down list to select the year.



CLUB EXECUTIVE SECRETARY/DIRECTOR  
Unassigned



CLUB FOUNDATION CHAIR  
**Percy Harding**  
Start: 01 Jul 2023 End: 30 Jun 2024



CLUB LEARNING FACILITATOR  
Unassigned



# ADD A CLUB OFFICER

## Manage club officers

Term: 2023-2024 ▼

Select club members to fulfill designated roles

### CLUB OFFICERS (10)



CLUB SERVICE PROJECTS CHAIR

Unassigned

Select the + next to a role to assign a member to it.



CLUB TREASURER<sup>A</sup>

**Percy Harding**

Start: 01 Jul 2023 End: 30 Jun 2024



CLUB VICE PRESIDENT

Unassigned



[Back](#) | Step 1 of 2

## Select a member

Select a member for the role of **Club Service Projects Chair** for 2023-07-01 through 2024-06-30.

Search club members

Search by name

Search by email address

Q SEARCH

Search for a member by name or by email address

### CLUB MEMBERS (38)



**Edmond Allen**

Club Membership Chair  
Member since 2009

SELECT



**Fay Gibson**

Member since 2022

SELECT



**Oscar Davenport**

Member since 2016

SELECT



**Katrina Patterson**

Member since 2020

SELECT

Or scroll through the list and use the **SELECT** button next to the member's name.

## Confirm the role of Club Service Projects Chair

**Officer**

**Fay Gibson**

**Member Email\***

practiceemail@gmail.com

Please make sure the member's email address is up-to-date.

- ⓘ Club officer email address(es) will be shared with other club members regardless of an individual's privacy settings. By adding a new club officer you acknowledge that they are aware that their personal information will be shared.

**Role**

Club Service Projects Chair

**Term**

2023-2024

**Start Date**

07 Aug 2023



**End Date**

30 Jun 2024



Verify the new officer's start date, end date, and email address and select **CONFIRM**.

**CONFIRM**

**CANCEL**

Adding a Club Executive Secretary/Director will be a three step process instead of two. You will have to confirm the member's details as well. This is because nonmembers can be added as Club Executive Secretary/Director.







# REPLACE A CLUB OFFICER

[← Back](#)

## Manage club officers

Term: 2023-2024 ▾

Select club members to fulfill designated roles

CLUB OFFICERS (10)		
	<div>CLUB EXECUTIVE SECRETARY/DIRECTOR</div> <div>Unassigned</div>	
	<div>CLUB FOUNDATION CHAIR</div> <div><b>Percy Harding</b></div> <div>Start: 01 Jul 2023 End: 30 Jun 2024</div>	<div><div><div>Remove from officer role</div><div>Replace with someone else</div></div></div>
	<div>CLUB LEARNING FACILITATOR</div> <div>Unassigned</div>	

Select the ... in the current officer's row, and then choose **Replace with someone else.**

[Back](#) | Step 1 of 2

## Select a member to replace



**Percy Harding**  
Club Foundation Chair

Search club members

Search by name

Search by email address

Q SEARCH

### CLUB MEMBERS (43)



**Edmond Allen**  
Club President  
Member since 2018

SELECT



**Fay Gibson**  
Member since 2010

SELECT



**Oscar Davenport**  
Member since 2022

SELECT

Choose **SELECT** next to the member's name to assign that person to the role. You can also search for club members.



## Confirm the role of Club Foundation Chair

**Officer to be replaced**

Percy Harding

**Newly assigned officer**

Edmond Allen

**Email address\***

allen.ed@netscape.net

Please make sure the member's email address is up-to-date.

ⓘ Club officer email address(es) will be shared with other club members regardless of an individual's privacy settings. By adding a new club officer you acknowledge that they are aware that their personal information will be shared.

**Role**

Club Foundation Chair

**Term**

2023-2024

**Effective date**

17 Aug 2023



Select the date (today or after) when the new chair's term will begin.

CONFIRM

CANCEL

Select **CONFIRM**.

Confirm that the member's information is correct.

# REMOVE A CLUB OFFICER

Club details **Members** Membership Candidates Finance Reports Goals

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## Manage club officers

Term: 2023-2024 

Select club members to fulfill designated roles

CLUB OFFICERS (10)

Select the ... next to the member's name.

Select **Remove** from officer role.

Remove from officer role

Replace with someone else

Club details **Members** Membership Candidates Finance Reports Goals

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## Remove from the role of Club Foundation Chair

Officer

**Melody Wall**

Email address

rotarianmwall1905@gmail.com

Role

Club Foundation Chair

Term year

2023-2024

End Date

18 Jul 2023



Set the **End Date** for the officer's role.

Select **REMOVE**.

REMOVE

[CANCEL AND BACK TO CLUB ROSTER](#)

# Evanston

Rotary Club

If the end date is before the end of the Rotary year, you can assign a different member to that role for the rest of the year.

Club details **Members** Membership Candidates Finance Reports Goals

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## Manage club officers

Term: **2023-2024** ▼

Select club members to fulfill designated roles

### CLUB OFFICERS (10)



**Club Foundation Chair\***  
**Johnathan Shaw**

Start: 01 Jul 2023 End: 18 Jul 2023



**Unassigned**



On the next page, use the + next to **Unassigned** under that role to assign another member to the role.