

# HOW TO MANAGE CLUB OFFICERS

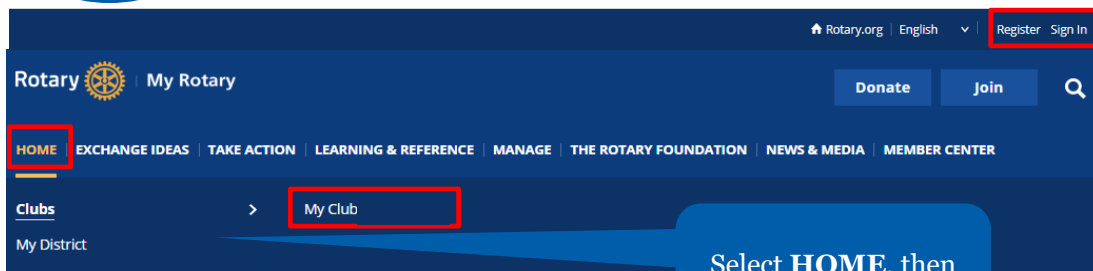


1

GO TO YOUR CLUB'S PAGE

Go to My Rotary and sign in.

Or select **Register** to get a My Rotary account.



Select **HOME**, then **My Club**.

2

GO TO THE MANAGE CLUB OFFICERS PAGE

Madrid Puerta de

Select **Members**.

Club Details **Members** Administration

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Rotary Club <span>NOT EDITABLE</span>		
<b>Location</b>	<b>District</b>	<b>Chartered</b>
null, Spain		2002

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Contact Information EDIT

**Email Address**  
None

**Phone Number**

**Fax Number**

1 of 6 DELETE EDIT

NewOnlinemeetingname1

**Language**  
Chinese

**Notes**  
Meeting Comment

**When**  
Monday at 10:30  
once a week

**Where (Online)**  
online location  
To join the meeting remotely, access the website:  
www.rotary.org

# Lane Cove

Club Details   **Members**

If you have questions about your club membership, please contact your Club and District Support Team.

**ADD A MEMBER**

**MANAGE CLUB OFFICERS**

Select **MANAGE CLUB OFFICERS**.

**Search club members**

**Term**

**E-Mail**

Name

E-mail

**Q SEARCH**

# 3 VIEW CLUB OFFICERS

## Manage Club Officers

Select club members to fulfill designated roles

This page shows the list filled and empty club roles.

Here, you can add, edit, or remove club officers.

Name

Use the arrow to select the year.

CLUB OFFICERS (6)

### CLUB EXECUTIVE SECRETARY/DIRECTOR



**BmQkVXEjdH ZiYNvCerBf WbROv**

Start: 2019-07-01 End: 2020-06-23



Start: 2020-06-24 End: 2020-06-30



### CLUB FOUNDATION CHAIR



**LuK DMYUYtBh sDoeVwJEO**

Start: 2019-07-01 End: 2020-06-30



# 4 ADD A CLUB OFFICER





## Manage Club Officers

Select club members to fulfill designated roles

### Term

2020-2021 

### CLUB OFFICERS (6)

<b>CLUB FOUNDATION CHAIR</b> Unassigned	
<b>CLUB MEMBERSHIP CHAIR</b> Unassigned	
<b>CLUB PRESIDENT</b>  <b>vdbcjb N ttBgaP</b> Start: 2020-07-01 End: 2021-06-30	

Select the + by a role to assign a member to that role.

Note: Only incoming and current club officers can add officers to My Rotary.

Step 1 of 2

# Select a member

Select a member for the role of **Club Executive Secretary/Director** for 2020-07-01 through 2021-06-30.




Search by name  
Search by email

SEARCH

To search for a member, type a name or email address. Then select **SEARCH**.

Or, scroll through the member list to find a member.

## CLUB MEMBERS (36)

	<b>IZ CLFNKNxnN</b> <b>BkywqVJwmT</b> Member Member since 2006	<b>SELECT</b>
	<b>nJnWrJj vZUIGvIr de</b> Honorary Member since 2020	<b>SELECT</b>
	<b>gI vZVU wykyCHiO</b> Club President Member since 2018	<b>SELECT</b>

Choose **SELECT** by the member's name to assign that member the role.

[◀ Back](#) | Step 2 of 2

# Confirm Officer Details

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

**Member**

IZ CLFNKNxnN BkywqVJwmT

Review the officer's details and confirm the information is correct.

**Term**

2020-2021 Start: 2020-07-01 End: 2021-06-30

**Role**

Club Executive Secretary/Director

**Start Date**

2020-07-01

**End Date**

2021-06-30

**Member Email\***

Select **FINISH**.

**FINISH**

# 5 REMOVE A CLUB OFFICER

[← Members](#)

## Manage Club Officers

Select club members to fulfill designated roles

Name

CLUB OFFICERS (6)

CLUB EXECUTIVE SECRETARY/DIRECTOR



**BmQkVXEjdH ZiYNvCerBf WbROv**  
Start: 2019-07-01 End: 2020-06-23



Start: 2020-06-24 End: 2020-06-30



CLUB FOUNDATION CHAIR



**LuK DMUYtBh sDoeVwJEO**  
Start: 2019-07-01 End: 2020-06-30



Select the ... in the member's record.

Select **Remove from officer role.**

- View Member Details
- Remove from officer role**

# Remove this person from officer role?

The club officer position will become unassigned. Please select an end date.


**End Date\***  
2020-06-23 

**REMOVE**  
CANCEL AND BACK TO CLUB ROSTER

Select REMOVE.

## Manage Club Officers

Select club members to fulfill designated roles

Name  
2019-2020 

### CLUB OFFICERS (6)

#### CLUB EXECUTIVE SECRETARY/DIRECTOR



**BmQkVXEjdH ZiYNvCerBf WbROv**

Start: 2019-07-01 End: 2020-06-23



Start: 2020-06-24 End: 2020-06-30



#### CLUB FOUNDATION CHAIR



**LuK DMYUYtBh sDoeVwJEo**

Start: 2019-07-01 End: 2020-06-24



Start: 2020-06-25 End: 2020-06-30

