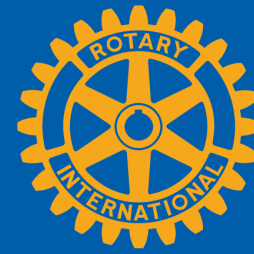


HOW TO ADD AN OFFICER



ROTARY.ORG > MY ROTARY | Sign in/Register

Club Finder Location/Lan

Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

1

CLUB & DISTRICT ADMINISTRATION

- Club Administration
- District Administration
- Contributions
- Reports
- Club Invoice

TOOLS

- Community Marke
- RSS Feeds
- Mobile Apps
- Member Data Inte

Go to rotary.org and sign in to MyRotary. Then go to **Manage**, then **Club Administration**.

PRODUCTS

- Shop
- Licensed Vendors
- Special Offers

TRAVEL & EXPENSES

Images & Video

Adding a club officer in Rotary's database gives that officer access to resources needed to do Rotary business online.

Home | Manage | Club & District Administration | Club Administration

CLUB ADMINISTRATION

CLUB FINANCES

☆ **Club Invoice**
View your club's invoice, pay dues with a credit card, or update invoice preferences.
[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the Rotary exchange rates](#)

CLUB & MEMBER DATA

☆ **Update Member Data**
Report membership changes within 30 days, or by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
[Add, edit, or remove members](#) | **Add, edit, or remove club officers** | [Record a new member sponsor](#)

2

Select **Add/edit/remove club officer**.

Unassigned Current Year Officer Positions

The list below contains the open and partially filled terms for the **current Rotary year**. To assign a Current Year Officer Position, select the "Assign" link next to the unassigned position.

	Position
Assign	Club Membership Chair
Assign	Treasurer

Next, scroll down to the **Unassigned officer positions** and select **Assign** for the current or incoming officer position you want to assign.

3

Assigned Incoming Year Officers

Position	Start Date	End Date	E-mail
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Unassigned Incoming Year Officer Positions

The list below contains the open and partially filled terms for the **incoming Rotary year**. To assign an Incoming Year Officer Position, select the "Assign" link next to the unassigned position.

	Position
Assign	Club Membership Chair
Assign	Executive Secretary/Director
Assign	Foundation Chair
Assign	President

4

Step 1 of 3: Select club member.

Click "Add" to select the individual.

Rotary Club:

Active Members 20 record(s)		
	Name	Start Date
Add	cvbcb cbcxvb cvbcvb cbvcbv	02-Jul-2014
Add	sdtsaj	01-Aug-2014

Select from the member list the person you want to assign to the officer position by clicking on **Add**.



Step 2 of 3: Confirm address and contact information.

If the information is correct, click "Add Current Officer" or "Add Incoming Officer." If any contact information is incorrect, click "Edit Contact Info." To choose a different individual, click "Back to Step 1 of 3."

	Name	Address	Phone	Fax	E-mail	Club
Edit Contact Info	cvbcb cbcxvb cvbcbv cbvcbv	dvg dfg MH India			gggghdsfgsd@cdv.com	Sakado Satsuki

[Add Current Officer](#)

[Add Incoming Officer](#)

Confirm by selecting **Add Current Officer** or **Add Incoming Officer**. Or, you can select **Edit Contact Info** to make changes.

Step 3 of 3: Add incoming officer.

Choose a position and enter start date. Click "Submit."

Name: cvbcb cbcxvb cvbcbv cbvcbv

Rotary Club:

Club officers with partially completed terms

Position	Name	Start Date	End Date
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Position

Executive Secretary/Director

Start Date

01-JUL-2015

End Date

30-JUN-2016

Submit

Cancel

Select the correct position from the drop down menu. Confirm all information is correct and select **Submit**.

