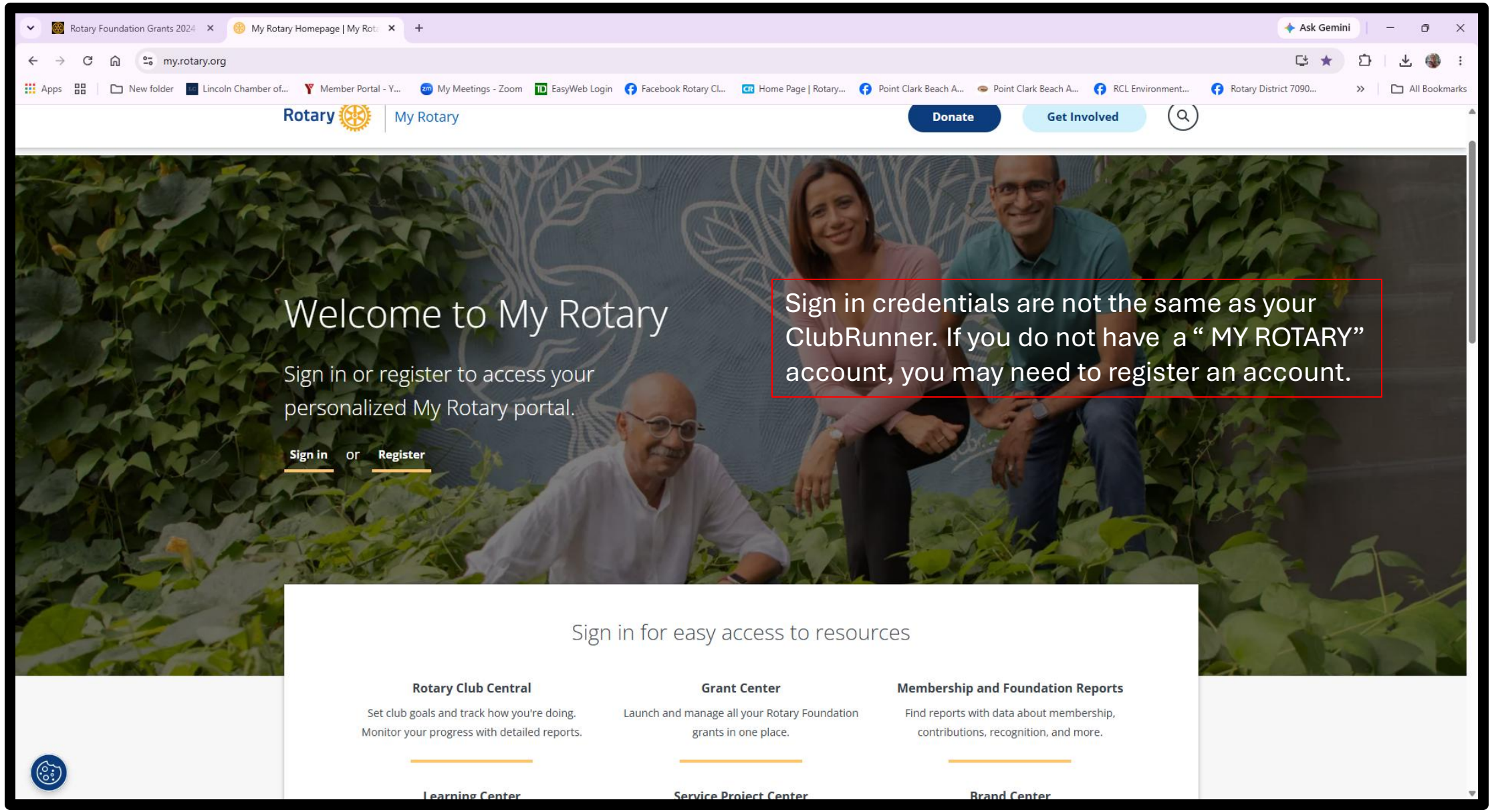
DESIGNATING A FOUNDATION CHAIR

Rotary | My Rotary

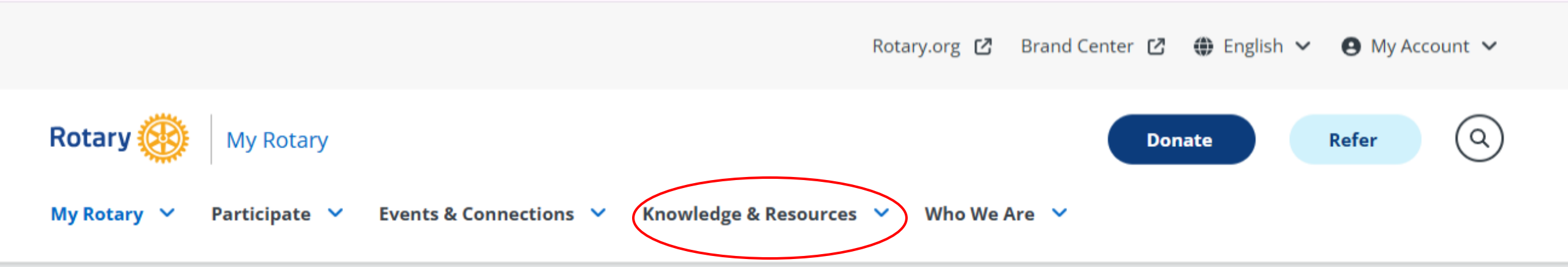
The place to go for all things Rotary

Sue Foster
Nov 2026

STEP 1: LOG IN TO **MY ROTARY**



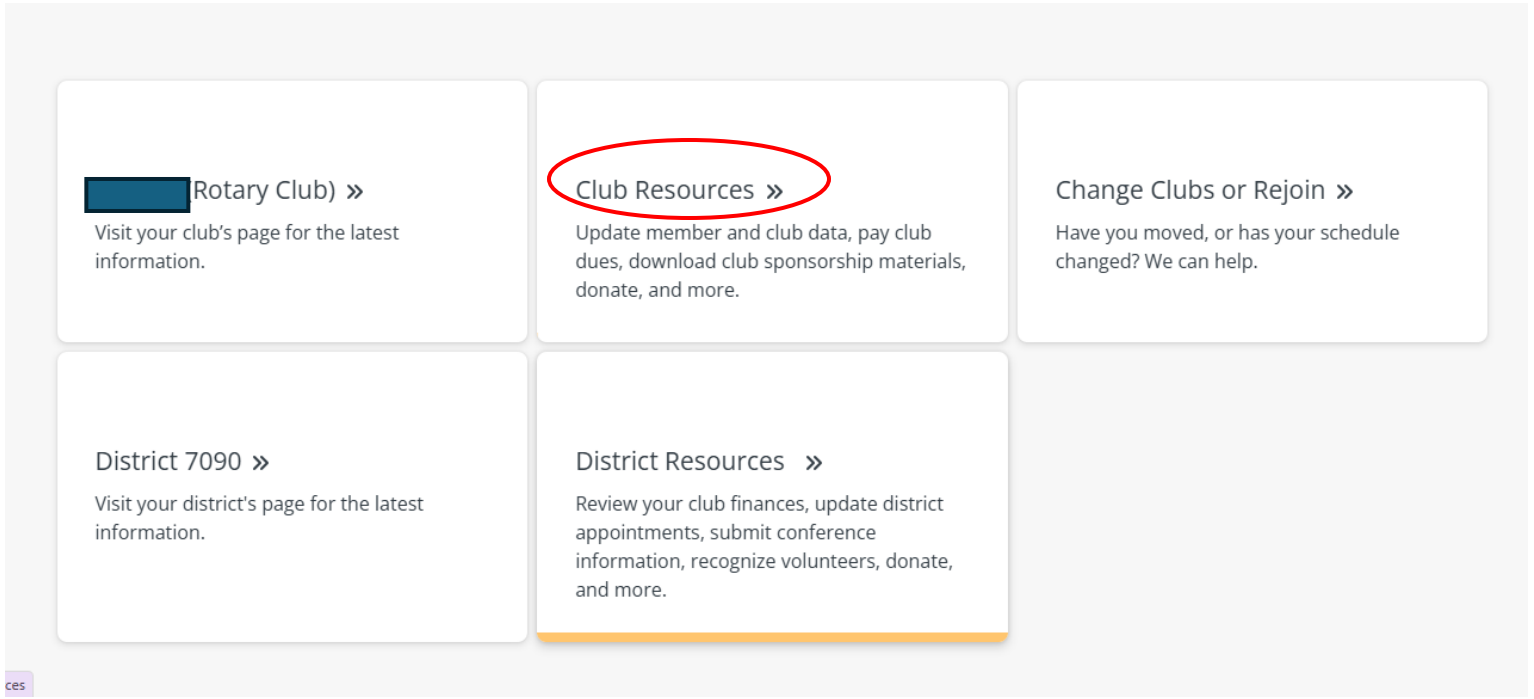
STEP 2: On the navigation bar click Knowledge & Resources

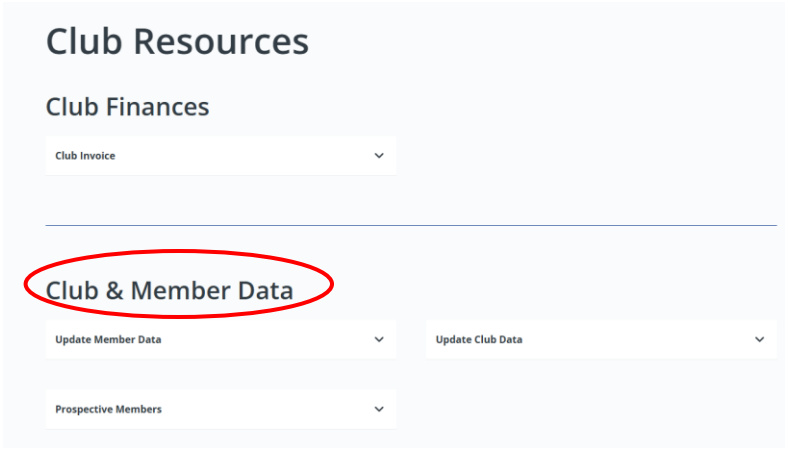


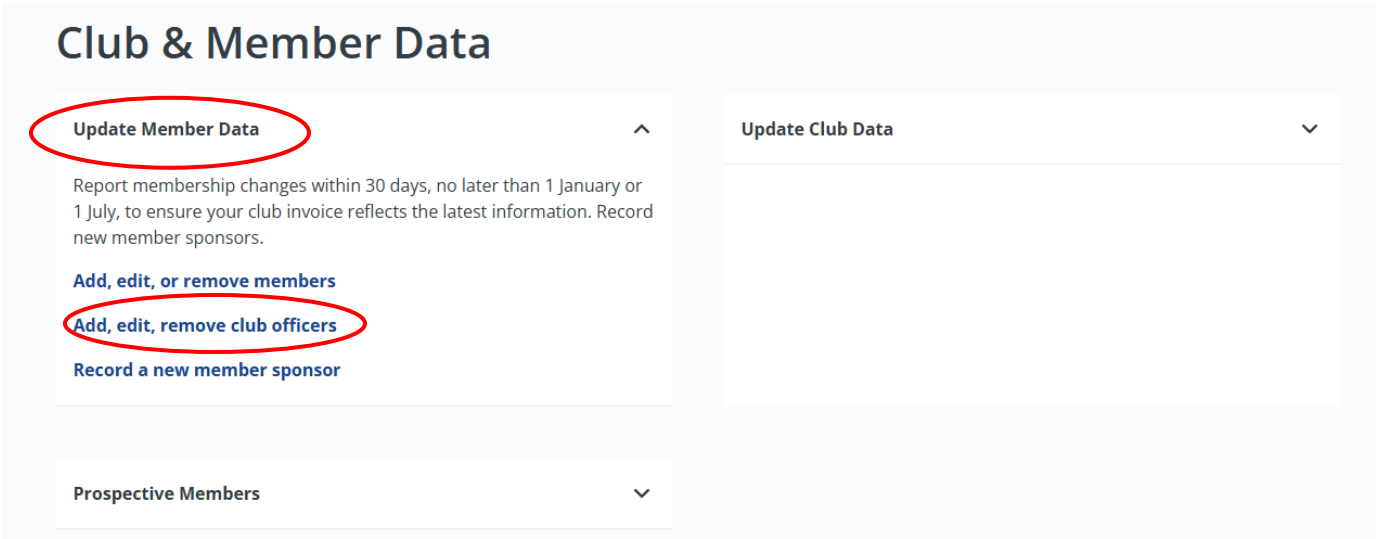
STEP 3: Click on Club and District Administration



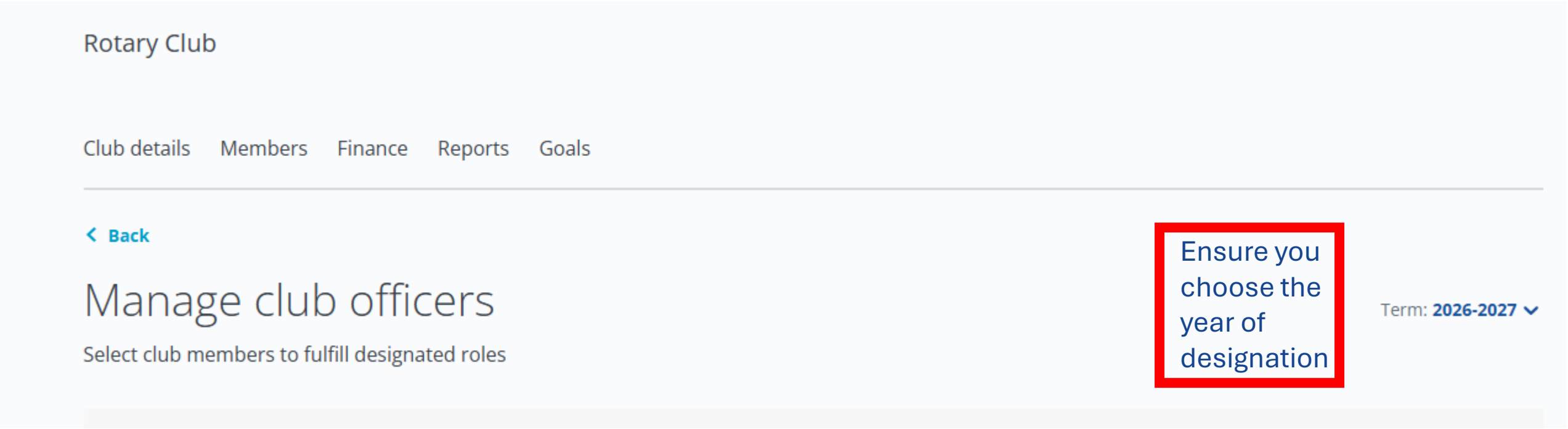
STEP 3: Click on Club Resources → Club & Member Data → Update Member Data







STEP 4: Manage club officers



- From the list of CLUB OFFICERS choose the Club Foundation Chair
- Clicking the ⊕ designate the club member assigned to the role
- If editing who is being designated click on the three dots … and assign a club member