

# HOW TO MANAGE CLUB OFFICERS IN MY ROTARY



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Easy access to resources

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**Hello, Stacey**  
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**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**
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Go to the **Members** tab.

Location	District	Chartered	Club ID
Illinois, United States	6440	1920	

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One Rotary Center

**Language**  
English

**Notes**

## Evanston

Rotary Club

- Club details
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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](#)

Select **Manage club officers**.

Search club members

Search by name

Search by email address

[SEARCH](#)

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." If you're a current or incoming officer, you can add, edit, or remove club officers.

Club details Members Membership Candidates Finance Reports Goals







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## Manage club officers

Select club members to fulfill designated roles

Term: 2023-2024 ▾

Use the drop-down list to select the year.

CLUB OFFICERS (10)	
 CLUB EXECUTIVE SECRETARY/DIRECTOR Unassigned	
 CLUB FOUNDATION CHAIR <b>Percy Harding</b> 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)

	<b>CLUB SERVICE PROJECTS CHAIR</b> Unassigned	
	<b>CLUB TREASURER*</b> <b>Percy Harding</b> Start: 01 Jul 2023 End: 30 Jun 2024	
	<b>CLUB VICE PRESIDENT</b> Unassigned	

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

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## 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 for a member by name or by email address

### CLUB MEMBERS (38)

	<b>Edmond Allen</b> Club Membership Chair Member since 2009	<input type="button" value="SELECT"/>
	<b>Fay Gibson</b> Member since 2022	<input type="button" value="SELECT"/>
	<b>Oscar Davenport</b> Member since 2016	<input type="button" value="SELECT"/>
	<b>Katrina Patterson</b> Member since 2020	<input type="button" value="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\***

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**

**End Date**

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




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## Manage club officers

Term: 2023-2024 ▾

Select club members to fulfill designated roles

CLUB OFFICERS (10)	
	<b>CLUB EXECUTIVE SECRETARY/DIRECTOR</b> Unassigned <span style="float: right;">+</span>
	<b>CLUB FOUNDATION CHAIR</b> <b>Percy Harding</b> Start: 01 Jul 2023 End: 30 Jun 2024 <span style="float: right;">⋮</span>
	<b>CLUB LEARNING FACILITATOR</b> Unassigned <span style="float: right;">+</span>

Remove from officer role

Replace with someone else

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    **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)**

	<b>CLUB EXECUTIVE SECRETARY/DIRECTOR</b> Unassigned	
	<b>CLUB FOUNDATION CHAIR</b> <b>Melody Wall</b> Start: 01 Jul 2023 End: 30 Jun 2024	
	<b>CLUB LEARNING FACILITATOR</b> Unassigned	

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.

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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.