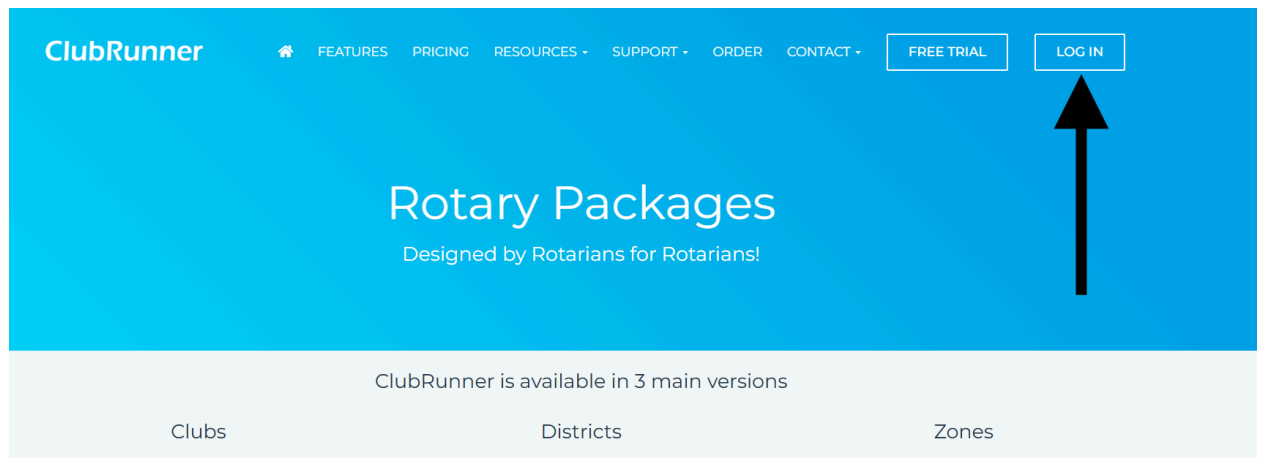


2026–2027 President's Guide: Updating Club Executives

Section 1: Accessing ClubRunner

1. Log In: Open your browser and navigate to the ClubRunner admin site.
2. Click Login and enter your credentials.
3. You will land on the Admin Dashboard.
4. If you do not have a login, you will need to register.



5. Choose My Club from the dashboard.

Next

Pick an account to log in to.

My Club - Rotary Club of New Brunswick



My District - District 7475

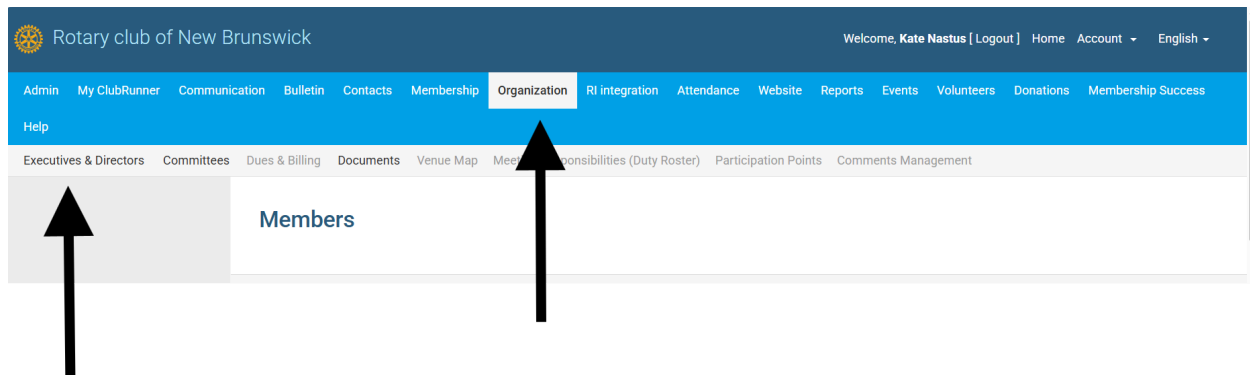


← BACK TO LOG IN



Section 2: Navigating to Executives & Directors

1. In the top navigation menu, click on Organization.
2. From the dropdown, select Executives & Directors.
3. The leadership list for the current Rotary year will be displayed.



Section 3: Selecting the Correct Year

1. Locate the Year Selector at the top of the page.
2. Use the arrows or the dropdown menu to select the 2026–27 Rotary year.
3. If the year has not been initialized, ClubRunner will prompt you to create it.

Section 4: Setting Up Positions

Carry Over Existing Positions

- Click Carry Over Next Year.
- This copies the role titles (e.g., President, Secretary) from the previous year into 2026–27 without assigning members yet.

Club Executives and Directors

« Previous Year | 2025 - 26 | Next Year »

Drag and drop positions to change their sequence

Title	Position	Name	Actions
• Club President	President	Michael Blackwell	Edit Clear Delete
• Club President Elect	President Elect	Mike D'Angola	Edit Clear Delete
• Club Secretary	Secretary	Siby Pearce	Edit Clear Delete
• Club Treasurer	Treasurer	Geoffrey Dietzel	Edit Clear Delete
• Foundation Chair	Rotary Foundation	Walter Deutsch	Edit Clear Delete
• Public Image Chair	Public Relations	Canice Howard	Edit Clear Delete
• Membership Chair	Membership	Canice Howard	Edit Clear Delete
• Communications	Other	Neal Saiff	Edit Clear Delete
• International Service	International Service	Sharan Jain	Edit Clear Delete
• Immediate Past President	Immediate Past President	Geoffrey Dietzel	Edit Clear Delete
• District Liaison	Executive Secretary/Director	Joseph Nastus	Edit Clear Delete



Add New Positions

- If your club structure has changed, click Add New Position.
- Select the Title from the dropdown and the specific Member. Click Save.

Club Executives and Directors

<< Previous Year | 2025 - 26 | Next Year >>

Drag and drop positions to change their sequence



Carry Over Next Year

+ Add New Position

Title	Position	Name	Actions
⋮ Club President	President	Michael Blackwell	Edit Clear Delete
⋮ Club President Elect	President Elect	Mike D'Angola	Edit Clear Delete
⋮ Club Secretary	Secretary	Siby Pearce	Edit Clear Delete
⋮ Club Treasurer	Treasurer	Geoffrey Dietzel	Edit Clear Delete
⋮ Foundation Chair	Rotary Foundation	Walter Deutsch	Edit Clear Delete
⋮ Public Image Chair	Public Relations	Canice Howard	Edit Clear Delete
⋮ Membership Chair	Membership	Canice Howard	Edit Clear Delete
⋮ Communications	Other	Neal Saiff	Edit Clear Delete
⋮ International Service	International Service	Sharan Jain	Edit Clear Delete
⋮ Immediate Past President	Immediate Past President	Geoffrey Dietzel	Edit Clear Delete
⋮ District Liaison	Executive Secretary/Director	Joseph Nastus	Edit Clear Delete

Section 5: Assigning Members

For each required role:

1. Click Edit next to the position.
2. Select the correct Member from the club roster.
3. Verify the Start Date (July 1, 2026) and End Date (June 30, 2027).
4. Click Save and repeat for all board members.

Edit Position [X]

Position:* President ▾

Title:*

Name: D'Angola, Mike ▾

Cancel Save

Secretary: Siby Pearce

Treasurer: Geoffrey Dietzel

Carry Over

Section 6: Required Rotary Roles

Ensure the following key positions are updated for District 7475 compliance:

Position	2026–2027 Assigned Officer
President	
President-Elect	
Secretary	
Treasurer	
Membership Chair	
Public Image Chair	
Foundation Chair	

Section 7: Final Steps

- **Communicate:** Announce the new leadership team in your club bulletin and website.
- **Deadline:** All officer updates must be finalized by **July 1, 2026**.

Document Information

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Prepared For: District 7475

Prepared By: Kate Nastus