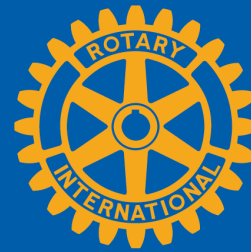


# HOW TO ADD AN OFFICER



ROTARY.ORG > MY ROTARY | Sign in/Register

Club Finder Location/Lap

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              |
|------------------------|-----------------------|
| <a href="#">Assign</a> | Club Membership Chair |
| <a href="#">Assign</a> | Treasurer             |

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

## 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                     |
|------------------------|------------------------------|
| <a href="#">Assign</a> | Club Membership Chair        |
| <a href="#">Assign</a> | Executive Secretary/Director |
| <a href="#">Assign</a> | Foundation Chair             |
| <a href="#">Assign</a> | President                    |

## Step 1 of 3: Select club member.

Click "Add" to select the individual.

Rotary Club:

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## Active Members 20 record(s)

|                     | Name                       | Start Date  |
|---------------------|----------------------------|-------------|
| <a href="#">Add</a> | cvbcb cbcxvb cvbcvb cbvcby | 02-Jul-2014 |
| <a href="#">Add</a> | sdtbay                     | 01-Aug-2014 |

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

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**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              |
|-----------------------------------|-------------------------------|---------------------|-------|-----|---------------------|-------------------|
| <a href="#">Edit Contact Info</a> | cvbcb cbcxvb cvbcbv<br>cbvcbv | dvg dfg MH<br>India |       |     | gggghdsfgsd@cdv.com | Sakado<br>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 |
|----------|------|------------|----------|
|----------|------|------------|----------|

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**.

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