

HOW TO MANAGE CLUB OFFICERS IN MY ROTARY



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Easy access to resources

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Select **View Club**.

Hello, Stacey

[View Profile](#)

Evanston (Rotary Club)

Next Meeting
Thursday at 12:15

[View Club →](#)

District 6440

District
6440
Zone
29

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GO TO THE MANAGE CLUB OFFICERS PAGE

Evanston

Rotary Club

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Go to the **Members** tab.

Location	District	Chartered	Club ID
Illinois, United States	6440	1920	

Contact Information [EDIT](#)

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One Rotary Center

Language
English

Notes

Evanston

Rotary Club

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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." Only current officers can add, edit, or remove club officers.

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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 Percy Harding 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)	
 CLUB SERVICE PROJECTS CHAIR Unassigned	
 CLUB TREASURER ^A Percy Harding Start: 01 Jul 2023 End: 30 Jun 2024	
 CLUB VICE PRESIDENT Unassigned	

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





[Back](#) | Step 1 of 2

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




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)	
	CLUB EXECUTIVE SECRETARY/DIRECTOR Unassigned +
	CLUB FOUNDATION CHAIR Percy Harding Start: 01 Jul 2023 End: 30 Jun 2024 ⋮
	CLUB LEARNING FACILITATOR Unassigned +

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

Q 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.

i 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

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Manage club officers

Term: 2023-2024 ▼

Select club members to fulfill designated roles

CLUB OFFICERS (10)

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

Callout boxes:
- "Select the ... next to the member's name." points to the more options icon.
- "Select **Remove from officer role.**" points to the "Remove from officer role" option in the dropdown menu.
- "Remove from officer role" and "Replace with someone else" are the options in the dropdown menu.

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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.