



## My Rotary - [www.rotary.org/myrotary](http://www.rotary.org/myrotary) UPDATING CLUB OFFICER INFORMATION

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**Note:** Club President, Secretary, Executive Secretary, Treasurer, Foundation Chair, Membership Chair are all able to update club officer information

### ADD A NEW CLUB OFFICER

1. From Club Administration shown above under **ADD/EDIT/REMOVE**, click **Add/edit/remove club officers**
2. Click **Add Club Officers** to see a list of your current club members.

Club Officers

[Add Club Officers](#)

Current Officers

Click on "Add Club Officers" button above to add Current Officers under Club Officers heading.

[Open club officer positions for the current Rotary year](#)

- Click *Add* to select a member as an officer.

Rotary Club: XXXX

Active Members 55 record(s)

[Next](#) [Last](#)

	Name	Start Date
<a href="#">Add</a>	Robert XXX	01-Mar-1994
<a href="#">Add</a>	Emily XXX	26-Nov-2002
<a href="#">Add</a>	James XXX	13-Oct-2009

- Click *Edit Contact Info* to update this member's contact information. Click on *Add Current Officer* or *Add Incoming Officer* to assign his/her year in office.

	Name	Address	Phone	Fax	E-mail	Club
<a href="#">Edit Contact Info</a>	Robert XXX	1560 Sherman Ave, Evanston, IL, 60201, United States	847- 866-3000		robert.xxx@rotary.org	XXXX

[Add Current Officer](#) [Add Incoming Officer](#)

- Use the drop down menus to indicate the member's *Position* and the *Start Date* and *End Date* of the term. Click on *Submit* to finish this appointment.

Position

Foundation Chair

Start Date (must be at least one day after the end date of the previous office holder)

01-JUL-2012

End Date

30-JUN-2013

[Submit](#) [Cancel](#)

- Click [Back to Club Data](#) to go back to the Update Club Data main page.



## EDIT YOUR CURRENT CLUB OFFICERS

1. Under *Current Officers*, you will see information about your current club officers. Click on *Edit Contact Info* to update their contact information.

**Current Officers**

Click on "Add Club Officers" button above to add Current Officers under Club Officers heading.

[Open club officer positions for the current Rotary year](#)

	Position	Start Date	End Date	Name	Address	Phone	E-mail	
<a href="#">Edit Contact Info</a>	<a href="#">Edit Term</a>	<a href="#">Remove</a>	Executive Secretary/Director	01-Jul-2012	30-Jun-2013	Davis XXX	150 XXX Ave, Evanston, IL, 60201, United States	davis.xxx@rotary.org
<a href="#">Edit Contact Info</a>	<a href="#">Edit Term</a>	<a href="#">Remove</a>	President	01-Jul-2012	30-Jun-2013	Julie XXX	616 XXX St, Evanston, IL, 60201, United States	julie.xxx@rotary.org

2. Click on *Edit Term* to change current officers' terms of office. To remove an officer completely, click on *Remove*.
3. To view open club officer positions for the current Rotary year, click [Open club officer positions for the current Rotary year](#)



## EDIT YOUR INCOMING OFFICERS

1. Under *Incoming Officers*, you will see information about your incoming club officers. Click on *Edit Contact Info* to update their contact information.

Incoming Officers									
Click on "Add Club Officers" button above to add Incoming Officers under Club Officers heading.									
<a href="#">Open club officer positions for the incoming Rotary year</a>									
	Position	Start Date	End Date	Name	Address	Phone	E-mail		
<a href="#">Edit Contact Info</a>	<a href="#">Edit Term</a>	<a href="#">Remove</a>	President	01-Jul-2013	30-Jun-2014	Bill XXX	1560 Sherman Ave, Evanston, IL, 60201, United States	847-866-3000	bill.xxx@rotary.org

2. Click on *Edit Term* to change incoming officers' terms. To remove an incoming officer completely, click on *Remove*.
3. To view open club officer positions for the incoming Rotary year, click [Open club officer positions for the incoming Rotary year](#)