

How do I add, remove, or edit a district officer/director?

Michael C. - 2021-08-18 - District Organization

Please note: for all Rotary Districts the information found on your **District organization chart does not sync with [Rotary.org](https://www.rotary.org)**. District executive RI integration is not available, only club executive RI integration is available.

You have the option to create/add, edit, or remove/delete District Officers and Directors, using the District Organization chart accessible through your District homepage. You can also set the Area or Assistant Governors (AGs) here too.

Note: Any members added to the District's Organization Chart as a District Governor, District Executive, District Director, and or Area/Assistant Governor will automatically be granted the Access Right "District Communication - Email Executives Only".

1. Go to your District webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the District Administration page. To get to the **District Organization Chart**'s page to add, edit, or remove District Officers, start by clicking on the **Organization** tab on the grey menu bar.
4. Next, click the **District Organization Chart** link, on the blue menu bar.
5. You are now on the **District Organization Chart** page, where you can view, add, delete, or edit District Officers.

Add - Click **Add** to add a new position.

Edit - Click **Edit** to change a position.

Clear - This will erase the member's name from the position.

Delete - This will remove the position from the District Organization Chart.

District Organization Chart

[Previous Year](#) | **Current Year: 2019-20** | [Next Year](#)

District Governor

Title	Name	
District Governor	Louis Dean (Azure Metro)	Committees Edit Clear Delete

District Executives

[Add](#)

Title	Name	
District Secretary	Annie Powell (Plum Grove)	Committees Edit Clear Delete

6. To add a new District Officer or Executive, click the **Add** link above either list of **District Officers and Directors**, **District Executives**, or **Assistant/Area Governors**.

District Organization Chart

[Previous Year](#) | **Current Year: 2019-20** | [Next Year](#)

District Governor

Title	Name	
District Governor	Louis Dean (Azure Metro)	Committees Edit Clear Delete

District Executives

[Add](#)

Title	Name	
District Secretary	Annie Powell (Plum Grove)	Committees Edit Clear Delete

7. In the fields provided you can define new position and assign a member. First, enter the **Title** of the position.

District Executives

[Add](#)

Title	Name	
⚡ District Secretary	Annie Powell (Plum Grove)	Committees Edit Clear Delete

Title:

[Save](#)

[Cancel](#)

Member: Select Club Member

OR

Last Name

8. Next, use one of two methods to assign a member to the position. First, you may use the **Select Club** drop down menu to select the member's club, and then the **Member** drop down menu to select an individual belonging to that club.

District Executives Add

Title	Name	
⬇ District Secretary	Annie Powell (Plum Grove)	Committees Edit Clear Delete

Title: Save Cancel

Member: OR

9. Alternatively, you may choose to search for a member in any club using their last name or first name. Use the drop down menu to choose first or last name, and then type at least three letters of the name into the text field. A list of matching members will display. Click on the name you wish to select. Click **Save** when you are finished.

District Executives Add

Title	Name	
⬇ District Secretary	Annie Powell (Plum Grove)	Committees Edit Clear Delete

Title: Save Cancel

Member: OR

10. The new position, and the member assigned to it, will now appear on the **District Organization Chart**.

District Executives Add

Title	Name	
⬇ <input type="text" value="District Secretary"/>	Annie Powell (Plum Grove)	Committees Edit Clear Delete
⬇ <input type="text" value="Media Relations"/>	Clarence Dunn (Azure Metro)	Committees Edit Clear Delete

Area or Assistant Governors (AGs)

The Area or Assistant Governor positions have extra fields.

Clubs - This allows you to view, add, and remove Clubs from the area.

Area Information - This allows you to view the Clubs in the area and the Area or Assistant Governor's information.

Assistant/Area Governors Add

Area	Name	
⬇ <input type="text" value="Area 51"/>	Kathryn Morrison (Teal County)	<input type="text" value="Clubs"/> <input type="text" value="Area Information"/> Edit Clear Delete


If you clicked **Clubs** the screen would look like this:

Area Governor's Clubs

Area 51. Clubs (2019-20)

Area Governor: Kathryn Morrison

[Assign Club to this Area](#)

Club Name	President	
Green Town	 Sue Baker (suebaker@example.com)	View Executives & Directors Unassign Club

If you clicked **Area Information** the screen would look like this:

Area: Area 51

[Print This Page](#)

Area Governor



Kathryn Morrison 
Rotary Club of Teal County

2376 Walton Hill
Vienna, VA 22184

Kathryn.Morrison@example.com


Area Membership This Month

1 clubs
21 total active and honorary members
0 new members
0 terminated members

[Area Clubs Map](#)

Clubs

[Assign Club to this Area](#)

Club Name	President	
Green Town	 Sue Baker	View Executives & Directors Unassign Club

Committees

[Add New Committee](#)

Name	Chair	Type	Actions
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There are no committees defined for this area.

Related Content

- [VIDEO: Website Live Designer Widget Overview](#)
- [Which District and Club Positions grant access for the role?](#)
- [How do I carry over Yearly Committees?](#)
- [How do I post Documents for a Committee?](#)
- [How do I define Executive/Director positions for clubs?](#)
- [How do I carry district executives over to next year?](#)
- [How do I set the District Governor?](#)