ClubRunner

How do I carry current year officers over to the next year?

Michael C. - 2023-01-24 - [Club Management](#)

Your club officers list only applies to the given calendar year in which it was created. However, you can easily carry your current list of executives over to a future year.

1. To manage your club officers, you must go to your club homepage and login. Click **Member Login** at the top right. Enter your login name and password, then click login.

2. Then, click on **Member Area** at the top right of your club website.

3. At the top of the page in the admin menu, click on the **Organization** tab.

4. The **Organization** tab contains several features which allow you to organize your club membership. Click on **Executives and Directors** under the Organization tab.

5. You are now on the **Club Executives and Directors** page. Here, you can identify club officers, remove past directors and executives, edit their contact details, and more.

6. To carry over the existing positions with their current members, click **Carry Over Next Year**, as highlighted below.

   Note

   When you carry over the officers, it will also carry over the current Yearly Committees too. [Learn more about creating a Yearly Committee.](#)

   If any positions are entered for the following year, the **Carry Over Next Year** button will be disabled. Please delete the positions from the following year, then return to the current year to carry over the positions.

Club Executives and Directors

« Previous Year | 2020 - 21 | Next Year »

[Carry Over Next Year] [Add New Position]

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President	Leigh Brackett	Edit | Clear | Delete
Secretary	Secretary	Mickey De Leer	Edit | Clear | Delete
Treasurer	Treasurer	Judith Draper	Edit | Clear | Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit | Clear | Delete

7. The assigned titles and positions are automatically carried over to the next year. The names of the members are not carried over. To view this, click **Next Year** at the top right.

Club Executives and Directors

« Previous Year | 2020 - 21 | Next Year »

[Carry Over Next Year] [Add New Position]

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President	Leigh Brackett	Edit | Clear | Delete
Secretary	Secretary	Mickey De Leer	Edit | Clear | Delete
Treasurer	Treasurer	Judith Draper	Edit | Clear | Delete
Rotary Foundation Chair	Rotary Foundation	Cyril Kornbluth	Edit | Clear | Delete

8. Here, you can confirm the officer positions are correctly assigned for the next year. [Learn more about updating your club's Executives and Directors.](#)

Club Executives and Directors

« Previous Year | 2021 - 22 | Next Year »

[Carry Over Next Year] [Add New Position]

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President		Edit | Clear | Delete
Secretary	Secretary		Edit | Clear | Delete
Treasurer	Treasurer		Edit | Clear | Delete
Rotary Foundation Chair	Rotary Foundation		Edit | Clear | Delete

Related Content

- [How do I add a club executive?](#)