## ClubRunner

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## 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.

Club Executives and Directors

| «Previous Year \| 2020-21 | Next Year》 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Drag and drop positions to change their sequence |  |  | (3) Elarry Over Next Year | ¢ Add New Position |
| 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 |

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》 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Drag and drop positions to change their sequence |  |  | El Carry Over Next Year | $\oplus$ Add New Position |
| 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

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》 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Drag and drop positions to change their sequence |  |  | (3) Elarry Over Next Year | $\uparrow$ Add New Position |
| 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

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