

ClubRunner

[Help Articles](#) > [District Help](#) > [District - Club Executives' Guide](#) > [Club Management](#) > [How do I carry current year officers over to the next year? \(District\)](#)

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

Robin N. - 2024-08-28 - [Club Management](#)

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

1. To manage a club's officers, you must go to your District's homepage and login. Click Member Login at the top right. Enter your login name and password, and click login.
2. Then, click on Member Area at the top right of the 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 **Define Club Executives** under the Organization tab.
5. You are now on the **Define Club Executives** page. You'll be presented with a list of all the clubs in your district. Search for and select the club you want to make the desired changes for.

Define Club Executives

Define Club Positions

Club Name	Action
Azure Metro	Define Current Year Executive Define Next Year Executive
Blue Village	Define Current Year Executive Define Next Year Executive
Crimson Plains 2	Define Current Year Executive Define Next Year Executive
CRX2020	Define Current Year Executive Define Next Year Executive
Cyan Test	Define Current Year Executive Define Next Year Executive
Green Town	Define Current Year Executive Define Next Year Executive

6. Here, you can identify each of the club's officers, remove past directors and executives, edit their contact details, and more.

Club Executives and Directors Orange City

Club Orange City Refresh

« Previous Year | 2022 - 23 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President	Martha Bell	Edit Clear Delete
Vice President	Vice President	Scott Long	Edit Clear Delete
Secretary	Secretary	Martha Bell	Edit Clear Delete
Rotary Foundation	Rotary Foundation	Jeremy Morrison	Edit Clear Delete

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

Club Executives and Directors Orange City

Club Orange City Refresh

« Previous Year | 2022 - 23 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President	Martha Bell	Edit Clear Delete
Vice President	Vice President	Scott Long	Edit Clear Delete
Secretary	Secretary	Martha Bell	Edit Clear Delete
Rotary Foundation	Rotary Foundation	Jeremy Morrison	Edit Clear Delete

8. 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 Orange City

Club Orange City Refresh

« Previous Year | 2022 - 23 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President	Martha Bell	Edit Clear Delete
Vice President	Vice President	Scott Long	Edit Clear Delete
Secretary	Secretary	Martha Bell	Edit Clear Delete
Rotary Foundation	Rotary Foundation	Jeremy Morrison	Edit Clear Delete

9. Here, you can confirm the officer positions are correctly assigned for the next year.

Club Executives and Directors Orange City

Club

Orange City

Refresh

« Previous Year | 2023 - 24 | Next Year »

Drag and drop positions to change their sequence

?

Carry Over Next Year

Add New Position

Title	Position	Name	Actions
<div></div> President	President		<a>Edit <a>Clear <a>Delete
<div></div> Vice President	Vice President		<a>Edit <a>Clear <a>Delete
<div></div> Secretary	Secretary		<a>Edit <a>Clear <a>Delete
<div></div> Rotary Foundation	Rotary Foundation		<a>Edit <a>Clear <a>Delete