ClubRunner

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How do I define Executive/Director positions for clubs?

Mickey D. - 2022-03-21 - Club Management

You may use your District website to view and define executives and directors positions held by Club members in your District. You may also create new Club positions as needed.

- 1. To create a new Club position for your District, 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. Click the **Organization** menu option just under the header.
- 4. Next, click on the Define Club Position Types link.
- 5. You are taken to the **Define Club Position Types** page, where all current position titles defined by your constituent Clubs are listed. To define a new position, click the **Add New Position** link at the top right above the position list.

Define Club Position Types

Previous Year | Current Year: 2019-20 | Next Year

The following represents the list of club positions defined by the District. Clubs are still free to create their own positions, but they need to map each of their positions to this list. This list is used to generate the email recipient groups and miscellaneous reports like the District Directory.

						Add New Position
	Position	Exe/Dir	Code	Members	Missing Positions	
▼ 🛧	President	Executive	President	6	3	View Members Edit Delete
▼ 1	Vice President	Executive	Vice President	0	9	View Members Edit Delete
₩ 🛧	President Elect	Executive	President Elect	0	9	View Members Edit Delete
▼ 🛧	Past President	Executive	Past President	0	9	View Members Edit Delete
V 🛧	Secretary	Executive	Secretary	3	6	View Members Edit Delete
👽 🟊	Treasurer	Executive	Treasurer	3	6	View Members Edit Delete
▼ ▲	Rotary Foundation	Executive	Rotary Foundation	0	9	View Members Edit Delete
▼ 🛧	Social Media	Director	Other	0	9	View Members Edit Delete
₩ 🛧	Other	Other	Other	0	9	View Members Edit Delete

6. Use the fields provided to define the details of the new position. First, enter a title for the position.

▼ 🛧	Other	Other	Other	0	9	View Members Edit Delete
V 🔬	Sergeant-at-Arms	Executive	SA	1	8	View Members Edit Delete
▼ 🔬	Membership Chair	Executive	Club Membership Chair	0	9	View Members Edit Delete
₩ 🛧	Co-President	Executive	Other	0	9	View Members Edit Delete
	Press Officer	Director 🗸	Other	•	Save Cancel	

7. Next, to determine the access levels granted to the position, use the drop-down menu to determine whether it is an **Executive** position, a **Director** position, or **Other**.

Note: Members who are assigned to positions that are defined as an **Executive** will be able to manage their club within the District's website. **Director** and **Other** positions will not receive any District access level upgrade.

▼ 🛧	Sergeant-at-Arms	Executive	SA	1	8	View Members Edit Delete
▼ 🛧	Membership Chair	Executive	Club Membership Chair	0	9	View Members Edit Delete
▼ 🛧	Co-President	Executive	Other	0	9	View Members Edit Delete
	Press Officer	Executive V	President	~	Save Cancel	
		Director Other				← Go Back

8. Now, define the **Code** that best reflects the position type.

President	
President Elect	
Vice President	
Past President	
President Nominee	
Secretary	
Executive Secretary	
Treasurer	
Rotary Foundation	
Other	
Club Membership Chair	
Club Service Projects Chair	
Club Public Image Chair	
Other ~	

Note: The **Code** field is used to integrate positions from the Club Executives & Directors list to the Rotary International database. You can learn more about using the Executive Compare & Synchronize page for clubs in your District in this help article.

9. Finally, hit Save to add the position, or Cancel to discard it.

V 🛧	Other	Other	Other	0	9	View Members Edit Delete
V 🛧	Sergeant-at-Arms	Executive	SA	1	8	View Members Edit Delete
V 🛧	Membership Chair	Executive	Club Membership Chair	0	9	View Members Edit Delete
V 🛧	Co-President	Executive	Other	0	9	View Members Edit Delete
	Press Officer	Director 🗸	Other 🗸	•	Save Cancel]

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- How do I add or change a club executive / director as a district officer?
- How do I add committee documents? (District)
- How do I add a club executive or director on the district's website?