

# ClubRunner

Help Articles > District Help > District - Administration Guide > Club Management > How do I define Executive/Director positions for clubs?

## 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	
  <a href="#">President</a>	Executive	President	6	3	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
  <a href="#">Vice President</a>	Executive	Vice President	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
  <a href="#">President Elect</a>	Executive	President Elect	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
  <a href="#">Past President</a>	Executive	Past President	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
  <a href="#">Secretary</a>	Executive	Secretary	3	6	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
  <a href="#">Treasurer</a>	Executive	Treasurer	3	6	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
  <a href="#">Rotary Foundation</a>	Executive	Rotary Foundation	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
  <a href="#">Social Media</a>	Director	Other	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
  <a href="#">Other</a>	Other	Other	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

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	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Sergeant-at-Arms	Executive	SA	1	8	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Membership Chair	Executive	Club Membership Chair	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Co-President	Executive	Other	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Press Officer	Director	Other	<a href="#">Save</a>   <a href="#">Cancel</a>		

- 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	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Membership Chair	Executive	Club Membership Chair	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Co-President	Executive	Other	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Press Officer	Executive	President	<a href="#">Save</a>   <a href="#">Cancel</a>		

[← Go Back](#)

- 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](#).

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

 	Other	Other	Other	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
 	Sergeant-at-Arms	Executive	SA	1	8	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
 	Membership Chair	Executive	Club Membership Chair	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
 	Co-President	Executive	Other	0	9	<a href="#">View Members</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="text" value="Press Officer"/>		<input type="text" value="Director"/>	<input type="text" value="Other"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

## Related Content

- [How do I add, remove, or edit a district officer/director?](#)
- [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?](#)