ClubRunner

How do I set the District Governor?

Michael C. - 2021-04-16 - District Organization

If you have sufficient access rights, you can define or change the District Governor and District Executives. You can do this using the District Organization Chart. You have the option to create new district officers and directors, using the District Organization chart accessible through your district homepage.

1. 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. You are now on the **District Administration** page. To specify the district governor or executive, start by clicking on the **Organization** tab.

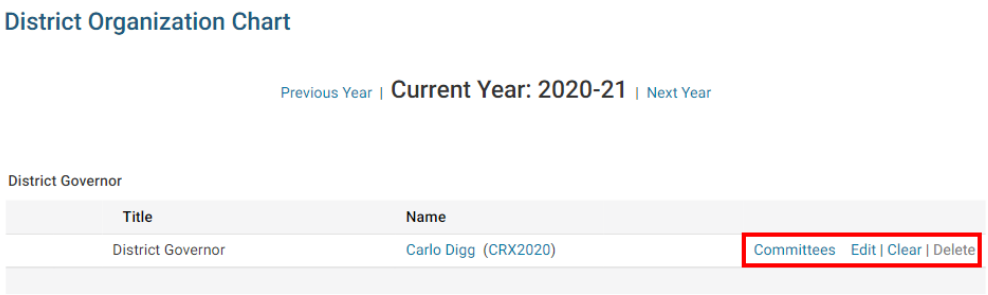
4. Next, click the **District Organization Chart** link.

5. You are now on the **District Organization Chart** page, where you can view existing district officers or add new positions. The **District Governor** is located at the top of this chart.



6. To the right of the District Governor title, you have various options.

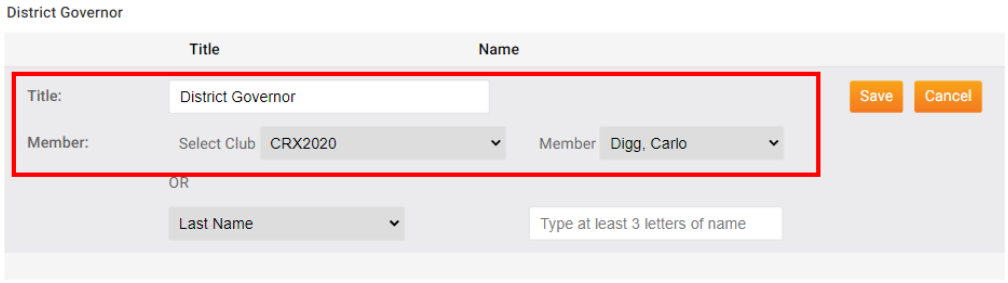
   - **Clear:** Removes the name associated with the position and leaves it blank.
   - **Edit:** Allows you to change the the person assigned to the position.
   - **Committees:** This permits you to view any committees associated with this position.
   - **Delete:** This option is grayed out, as you cannot delete the governor position.



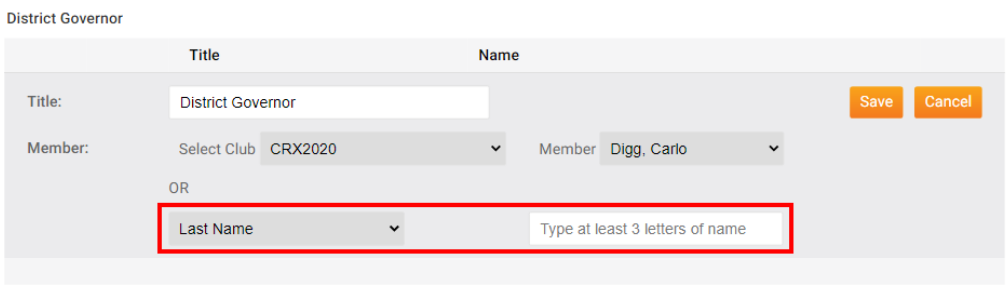
7. Click **Edit** to assign a new District Governor.



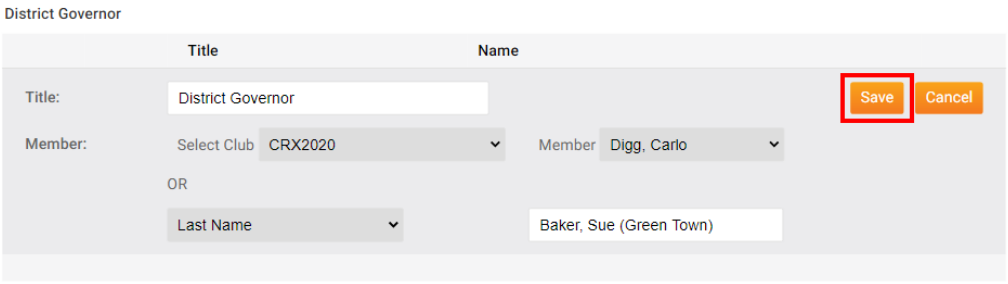
8. You are now asked to select a new District Governor. There are two ways to do this. First, you may select the District Governor's club with the **Select Club** drop down menu, and then choose the member from the **Member** drop down menu.



9. Alternately, you may do a search for the **Last Name** or **First Name/Nickname** of the member to do a search through all clubs in your district.



10. When you have selected the member who is to serve as District Governor, click **Save**. Or, click **Cancel** to discard your changes.



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