## ClubRunner

Help Articles > Club Help > Club - Administration Guide > Club Management > How do I view our club's past executives?

## How do I view our club's past executives?

Michael C. - 2021-02-17 - Club Management
Your club officer list only applies to the given calendar year in which it was created. However, ClubRunner keeps track of officers from previous years. You can also manually enter past executives for archival purposes.

1. To manage your club executives, you must go to your club homepage and login. Click Member Login at the top right. Enter your login name and password, and click login.


HOME VOLUNTEER OPPORTUNITIES ~ ABOUT OUR CLUB ~ CALENDAR ~ CONTACT US
2. Then, click on Member Area on the top right.
3. Along the top of the screen you will see several tabs. Click on the Organization tab.

| Admin | My ClubRunner | Communication | Bulletin | New Bulletin (Beta) | Contacts (Beta) | Membership | Organization | RI Inte |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Admin | b Info \& Settin | (Beta) \| ClubRun | Mobile |  |  |  |  |  |

4. The Organization tab contains several features which allow you to organize your club membership. Now, click on Executives and Directors under the Organization tab.

| Admin | My ClubRu |  | Communication | Contacts | Bulletin | Attendance | New Bulletin (Beta) | Membership | Organization | RI |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Executives \& Directors |  | Committees Dues \& Billing Documents Venue Map Meeting Responsibilifies (Duty Roster) |  |  |  |  |  |  | Participation Points |  |

5. You are now on the Club Executives and Directors page. Here, you can identify club directors and executives, remove past officers, edit their contact details, and more.

Club Executives and Directors

| «Previous Year \| 2017-18 | |  |  | Next Year» |  |
| :---: | :---: | :---: | :---: | :---: |
| Drag and drop posi | equence | 3 | ((c) Carry Over Next Year | (4) Add New Position |
| Title | Position | Name |  | Actions |
| President | President | Sue Baker |  | Edit \| Clear | Delete |
| President Elect | President Elect | Fred Pohl |  | Edit \| Clear | Delete |
| Secretary | Secretary | Edward Chu |  | Edit \| Clear | Delete |
| Treasurer | Treasurer | Clare Davis |  | Edit \| Clear | Delete |

6. To view past executives, click Previous Year, as highlighted below.

Club Executives and Directors

7. You are now viewing your club officers as defined in the previous year. You can return to the current year by clicking Next Year, or continue going back by clicking Previous Year.

Club Executives and Directors

| «Previous Year \| 2017-18 | |  |  | Next Year » |  |
| :---: | :---: | :---: | :---: | :---: |
| Drag and drop positions to change their sequence |  | ? | (¢) Carry Over Next Year | (c) Add New Position |
| Title | Position | Name |  | Actions |
| President | President | Sue Baker |  | Edit \| Clear | Delete |
| President Elect | President Elect | Fred Pohl |  | Edit \| Clear | Delete |
| Secretary | Secretary | Edward Chu |  | Edit \| Clear | Delete |
| Treasurer | Treasurer | Clare Davis |  | Edit \| Clear | Delete |

8. You can also enter in past executives, by clicking Add New Position when you are on the relevant year. To find out more about this process, refer to Add a New Club Executive. (Link will open in a new window)

Club Executives and Directors

| «Previous Year \| 2017-18 | |  |  | Next Year» |  |
| :---: | :---: | :---: | :---: | :---: |
| Drag and drop posit | equence | ? | (¢¢) Carry Over Next Year | (4) Add New Position |
| Title | Position | Name |  | Actions |
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| President Elect | President Elect | Fred Pohl |  | Edit \| Clear | Delete |
| Secretary | Secretary | Edward Chu |  | Edit \| Clear | Delete |
| Treasurer | Treasurer | Clare Davis |  | Edit \| Clear | Delete |

Related Content

- How do I edit our club executives?
- How do I add a club executive?

