

ClubRunner

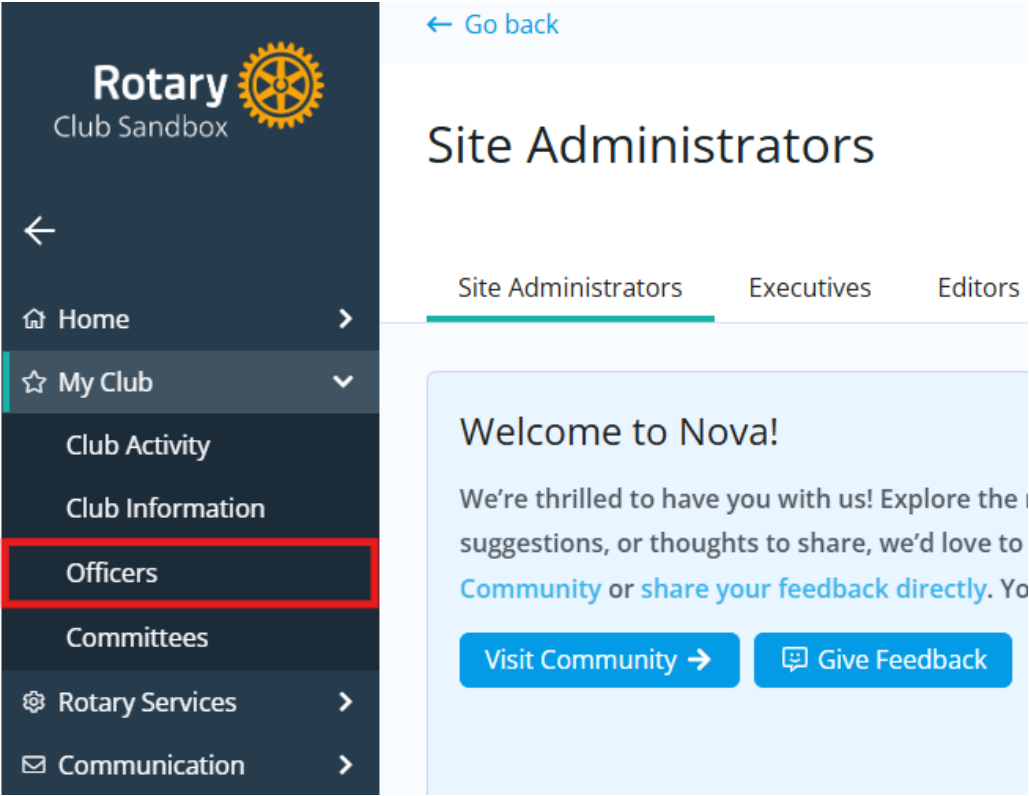
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[NOVA] How do I edit our club officers?

Michael M. - 2026-09-29 - [My Club](#)

From time to time, you may find it necessary to remove a club officer or edit their details. For example, a current executive member may find it necessary to resign their position because of other commitments, or a position may have been incorrectly assigned.

1. To begin, log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click the arrow next to **My Club** in the left-hand navigation menu, then click **Officers**.



3. You are now on the Club Executives and Directors page, where you can identify or remove club directors and executives. Below the Action heading you have three options:

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Drag and drop positions to change their sequence ? [Carry Over Next Year](#) [Add New Position](#)

TITLE	POSITION	NAME	ACTIONS
President 2026	President (R)	Natalina Tirkin	Edit Clear Delete
President Elect	President Elect	Shawn Cupitt	Edit Clear Delete
Executive Secretary	Executive Secretary	Beverly Smandly	Edit Clear Delete

- Edit - Allows to you edit the position.
 - Clear - Erases the name in the position.
 - Delete - Removes the name and the position.
4. You can click on **Edit** to change the executive position details. Here, you can change the Position, Title, and Name of the officer. Click **Save** to keep your changes, or **Cancel** to discard them.

Edit Position

Position:* President (R) ▼

Title:* President

Name: Tirkin, Natalina ▼

Cancel Save

- Position is the position the executive holds in the club.
 - Title refers to the title of the executive, which you can modify as needed for your club.
 - Name is the name of the officer.
5. You can click **Clear** if you want to remove the member from the position without deleting the position itself.

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? Carry Over Next Year + Add New Position

Drag and drop positions to change their sequence

TITLE	POSITION	NAME	ACTIONS
⋮ President 2026	President (R)	Natalina Tirkin	Edit Clear Delete
⋮ President Elect	President Elect	Shawn Cupitt	Edit Clear Delete
⋮ Executive Secretary	Executive Secretary	Beverly Smandly	Edit Clear Delete

The Clear function is used in situations when a position has fallen vacant, though the club still retains it as an executive position.

Drag and drop positions to change their sequence



Carry Over Next Year

+ Add New Position

TITLE	POSITION	NAME	ACTIONS
President 2026	President (R)		Edit Clear Delete
President Elect	President Elect	Shawn Cupitt	Edit Clear Delete
Executive Secretary	Executive Secretary	Beverly Smandly	Edit Clear Delete

6. To remove an executive position entirely, click the **Delete** link.

TITLE	POSITION	NAME	ACTIONS
President 2026	President (R)	Natalina Tirkin	Edit Clear Delete
President Elect	President Elect	Shawn Cupitt	Edit Clear Delete
Executive Secretary	Executive Secretary	Beverly Smandly	Edit Clear Delete

Note

To change the order of the officers, please drag and drop the three vertical dots to the left of each position, or the [Grab Points](#), into order.