ClubRunner

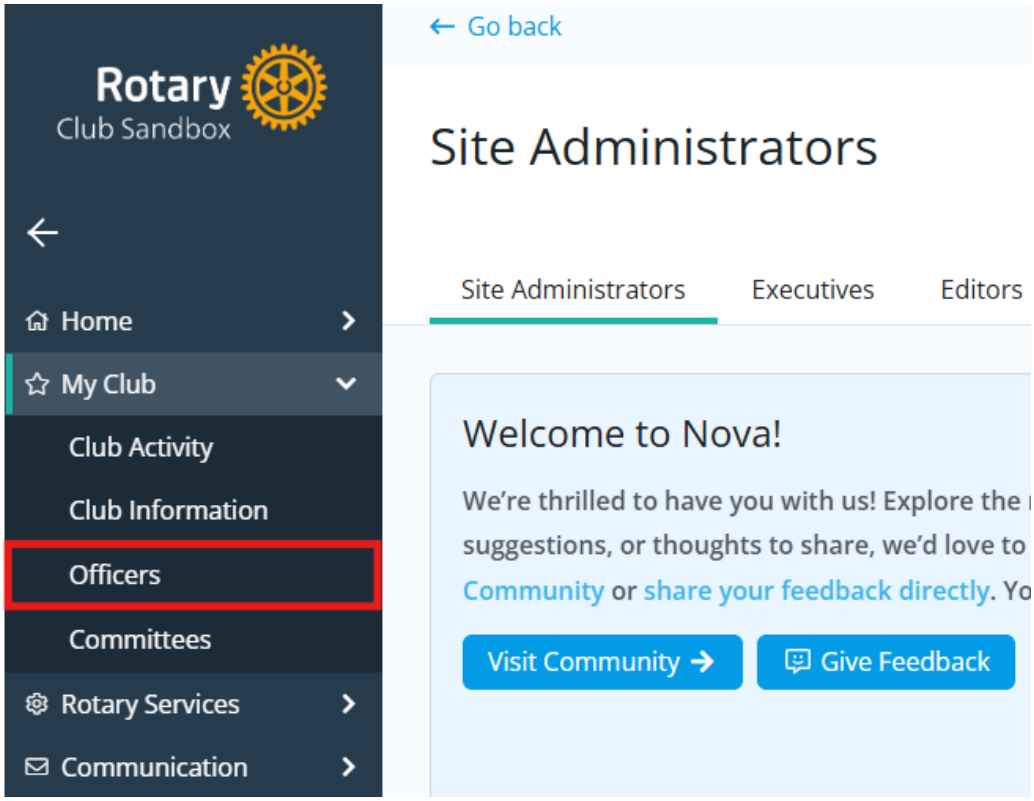
[NOVA] How do I edit our club officers?

Michael M. - 2026-09-29 - My Club

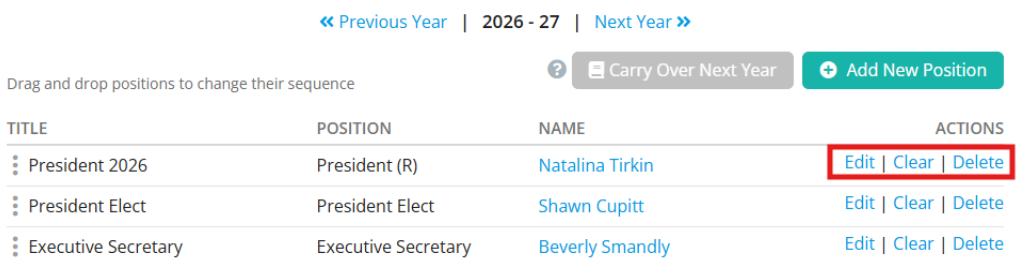
From time to time, you may find it necessary to remove a club officer or edit their details. For example, a current executive member may find it necessary to resign their position because of other commitments, or a position may have been incorrectly assigned.

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.**

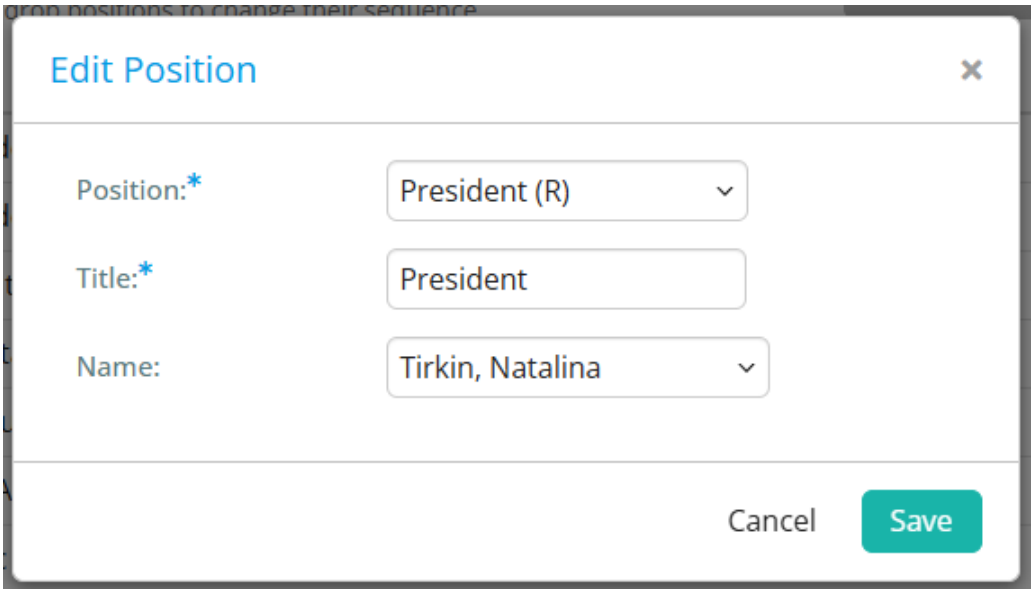


3. You are now on the Club Executives and Directors page, where you can identify or remove club directors and executives. Below the Action heading you have three options:



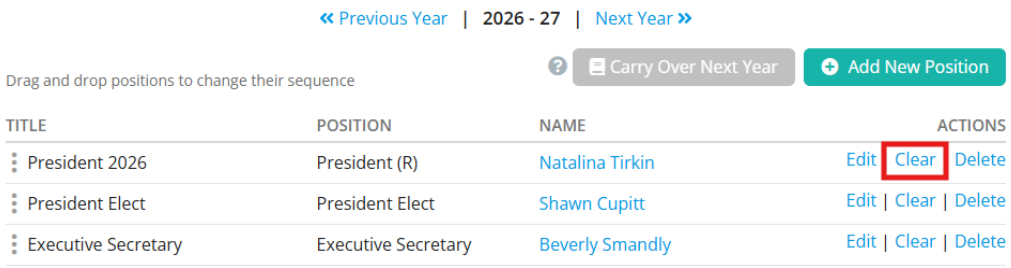
- Edit - Allows to you edit the position.
- Clear - Erases the name in the position.
- Delete - Removes the name and the position.

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.

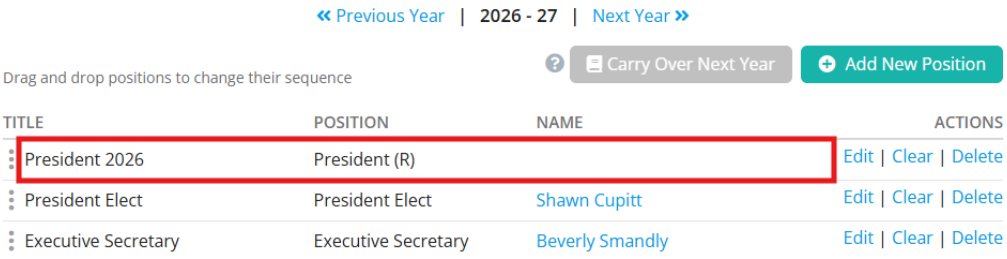


- Position is the position the executive holds in the club.
- Title refers to the title of the executive, which you can modify as needed for your club.
- Name is the name of the officer.

5. You can click **Clear** if you want to remove the member from the position without deleting the position itself.



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



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

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.