



# View/Update/Print my club officer information

Click View/Update/Print my club officer information from Conduct Club Business screen.

- You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**
- Submit membership application(s) - new/dual/reinstate
- Pay dues
- Update my club meeting information
- Search Club Receipts
- View/Update/Print my club officer information ←
- Update my club mailing address
- Submit education award(s) for club members
- View/Update/Print my club membership roster
- Update my club bylaws

This brings up your list of CURRENT club officers.

:: Club Central :: Conduct Club Business :: Update club officers  
 You're currently managing: 01350487 - Central MS Advanced TMC **EXIT**  
 Officer Term  Current

**URGENT NOTE:** Replacing or removing a CURRENT officer might cause them to lose credit for serving as a club officer, even if your entry was made in error.

**PRINT ROSTER**

Position	Name	Term Begin Date	Term End Date	
Club President	Mary M. Mixon, ACS, ALB	7/1/2013	6/30/2014	<b>REPLACE</b>
Club VP Education	Barbara Lowe, ACG, ALB	7/1/2013	6/30/2014	<b>REPLACE</b> <b>REMOVE</b>
Club VP Membership	Jack Lee Thomas, ACB, CL	7/1/2013	6/30/2014	<b>REPLACE</b> <b>REMOVE</b>
Club VP PR	Clinton Russell, ACB, CL	7/1/2013	6/30/2014	<b>REPLACE</b> <b>REMOVE</b>
Club Secretary	Maribel Martinez, CC, ALB	7/1/2013	6/30/2014	<b>REPLACE</b>
Club Treasurer	Debra G. Hardy, DTM	7/1/2013	6/30/2014	<b>REPLACE</b> <b>REMOVE</b>
Club Sergeant at Arms	Artaymis Maat, ACR, AI R	7/1/2013	6/30/2014	<b>REPLACE</b> <b>REMOVE</b>

**CONFIRM** **CANCEL**



**IMPORTANT: Do not make any changes on this screen unless you are replacing or removing a current club officer. THERE IS NO UNDO FEATURE!**

Click REPLACE or REMOVE to replace current standing officer(s), and then use the dropdown box(es) to select the new officer(s).

[Note: This shows the future officer selection screen for illustration purposes, but the same procedure applies.] Use the dropdown boxes to select incoming officer(s), and enter their term begin date.

[Club Central](#)
[Conduct Club Business](#)
[Update club officers](#)  
 You're currently managing: 01275010 - Downtown Jackson Toastmasters [EXIT](#)  
 Officer Term:  Current  Future 07/01/2013 - 06/30/2014

[PRINT ROSTER](#)

Position	Name	Term Begin Date	Term End Date
Club President	--Select--	7/1/2013	6/30/2014
Club VP Education	--Select--	7/1/2013	6/30/2014
Club VP Membership	--Select--	7/1/2013	6/30/2014
Club VP PR	--Select--	7/1/2013	6/30/2014
Club Secretary	--Select--	7/1/2013	6/30/2014
Club Treasurer	--Select--	7/1/2013	6/30/2014
Club Sergeant at Arms	--Select--	7/1/2013	6/30/2014

[CONFIRM](#)
[CANCEL](#)

Verify your entry is correct, and then click CONFIRM.

Position	Name	Term Begin D
Club President	Clinton Russell, ACB	7/1/2013
Club VP Education	Yatorsha Marie Mereg	7/1/2013
Club VP Membership		013
Club VP PR		013
Club Secretary		013
Club Treasurer		013
Club Sergeant at Arms		013

Message from webpage

Are you sure you want to update club roster?

[CONFIRM](#)
[CANCEL](#)



Verify your entry one last time, and then click OK.

Update your club mailing address (if desired) before submitting your officer list, then click SAVE or RETURN TO CONDUCT CLUB BUSINESS. Toastmasters International will send you an email confirming the changes made.

### Entering FUTURE officers

Click View/Update/Print my club officer information to bring up your CURRENT club officer list, then click FUTURE to enter incoming club officers. Future option is only visible during officer renewal period.

Semiannual officers serve July 1 – December 31 and January 1 – June 30 terms.

Annually elected officers serve July 1 – June 30 terms. Deadline for submitting incoming annual officer list is June 30th to earn DCP credit.

[Club Central](#)
[Conduct Club Business](#)
[Update club officers](#)

You're currently managing: 01275010 - Downtown Jackson Toastmasters [EXIT](#)

Officer Term
  Current
  Future
 07/01/2013 - 06/30/2014

Use the dropdown boxes to select incoming officer(s).

[Club Central](#)
[Conduct Club Business](#)
[Update club officers](#)

You're currently managing: 01275010 - Downtown Jackson Toastmasters [EXIT](#)

Officer Term
  Current
  Future
 07/01/2013 - 06/30/2014

[PRINT ROSTER](#)

Position	Name	Term Begin Date	Term End Date
Club President	--Select--	7/1/2013	6/30/2014
Club VP Education	--Select--	7/1/2013	6/30/2014
Club VP Membership	--Select--	7/1/2013	6/30/2014
Club VP PR	--Select--	7/1/2013	6/30/2014
Club Secretary	--Select--	7/1/2013	6/30/2014
Club Treasurer	--Select--	7/1/2013	6/30/2014
Club Sergeant at Arms	--Select--	7/1/2013	6/30/2014

[CONFIRM](#)
[CANCEL](#)

Verify your entries, then click CONFIRM.



Position	Name	Term Begin D
Club President	Clinton Russell, ACB, ▾	7/1/2013
Club VP Education	Yatorsha Marie Mereg ▾	7/1/2013
Club VP Membership		013
Club VP PR		013
Club Secretary		013
Club Treasurer		013
Club Sergeant at Arms		013

Message from webpage

Are you sure you want to update club roster?

OK Cancel

**CONFIRM** **CANCEL**

Verify your entries one last time, then click OK.

Update your club mailing address if desired before submitting your officer list, then click SAVE or RETURN TO CONDUCT CLUB BUSINESS. Toastmasters International will send you an email confirming the changes made.