



Update the Club Officer List



Once logged into Club Central, click the “Club Officer Assignment” tile under “Club Administration”.

Club Administration

Club Officer Assignment Review, update and assign club officers	Club Demographics Review and update your club's mailing address, officer terms and club preferences
Club Financials Review club receipts and statements	Distinguished Performance Report Review your club's Distinguished Performance Report
Club Achievements Review and print club awards and achievements	Eligibility Assistant Verify member eligibility for speech contests and proxy assignments
Club Contact and Meeting Information Review and update club contact information, meeting schedule and location	Addendum of Standard Club Options Review, update and print Addendum of Standard Club Options
Administrative Reports View and print reports on current and historical club information	

Verify that you are selecting the correct term.

Select the members who have been elected in their corresponding position from the drop-down list.

CLUB OFFICER ASSIGNMENT

Current: Jul 1, 2018 - Jun 30, 2019 Print

President	Term Start Date	Term End Date
<input type="text" value=""/>	<input type="text" value="7/1/2018"/>	<input type="text" value="6/30/2019"/>
Vice President Education	Term Start Date	Term End Date
<input type="text" value=""/>	<input type="text" value="7/1/2018"/>	<input type="text" value="6/30/2019"/>
Vice President Membership	Term Start Date	Term End Date
<input type="text" value=""/>	<input type="text" value="7/1/2018"/>	<input type="text" value="6/30/2019"/>
Vice President Public Relations	Term Start Date	Term End Date
<input type="text" value=""/>	<input type="text" value="7/1/2018"/>	<input type="text" value="6/30/2019"/>
Secretary	Term Start Date	Term End Date
<input type="text" value=""/>	<input type="text" value="7/1/2018"/>	<input type="text" value="6/30/2019"/>
Treasurer	Term Start Date	Term End Date
<input type="text" value=""/>	<input type="text" value="7/1/2018"/>	<input type="text" value="6/30/2019"/>
Sergeant at Arms	Term Start Date	Term End Date
<input type="text" value=""/>	<input type="text" value="7/1/2018"/>	<input type="text" value="6/30/2019"/>

Officer Terms are annual or semi annual. See [Addendum of Standard Club Options](#) to change this setting.

Save

Click “Save” when done.