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How to update officer settings and account positions
Mickey D. - 2023-02-10 - Officers
In order to add Officers and assign specific positions to members per term, you have to create the Officer Position.

## Officer Settings

1. Click Settings or the Gear icon on the left.
2. Click Officers Settings in the Membership Management section.
3. The Officers Settings page will display. There are two areas on this page:

## Settings

- Title - Name of the list of officers as per your organization's preferences. E.g. Executives, Officers, etc.
- Start Month - The month when the officer positions start.


## This Account Positions

This section allows you to add, edit, or remove officer positions. You will see the following columns:

- Name - Title of the position.
- Code - Code of the position.
- Maximum Number- The maximum number of people who can be in this position for the term.
- Allow Empty - Allows the position to be empty.
- Roles - Automatically assigns the listed assigned roles when the person holds the position. E.g., If there is a position name Website Administrator, the assigned role given would be Website Editor. This way the person would be able to manage the website.


## Add a Position

1. Click the Add button near the right.
2. In the pop up, you will have these options:

Name - Title of the position.
Code - Code of the position.
Maximum Number- The maximum number of people who can be in this position for the term.

Can be Blank - Allows the position to be empty.
Roles - Automatically assigns the listed assigned roles when the person holds the position. E.g., If there is a position name Website Administrator, the assigned role given would be Website Editor. This way the person would be able to manage the website.
3. Click Save.

## Edit a Position

1. Click the drop-down arrow on the right, on the same row as the position.
2. Click Edit.
3. In the pop up, you will have these options:

- Name - Title of the position.
- Code - Code of the position.

Maximum Number- The maximum number of people who can be in this position for the term.

- Can be Blank - Allows the position to be empty.

Roles - Automatically assigns the listed assigned roles when the person holds the position. E.g., If there is a position name Website Administrator, the assigned role given would be Website Editor. This way the person would be able to manage the website.
4. Click Save.

## Delete a Position

1. Click the drop-down arrow on the right, in the same row as the position.
2. Click Delete.
3. In the browser prompt, click OK to confirm the deletion.

## Related Content

- How to assign officers
- How to update the finance settings

