

## Assigning Officers

Mickey D. - 2021-11-26 - FAQs

You are able to add Officers and assign specific positions to members per term. Before following the steps below, ensure that you have all the officer positions defined by following the steps in [this article](#).

### Assigning Officers

1. Click **Home** or the **house icon** on the left.
2. Click **Settings**.
3. Click **Officers**. This page displays a list with the current officers.
4. On this page, you can use the filter to display current, past and future officers.
  1. **Past** - Displays all past Officers.
  2. **Current** - Displays all current Officers.
  3. **Future** - Displays all future Officers.
5. To add an Officer, click on the **Add** button.
6. Four fields display:
  - **Position** - The position the officer holds.
  - **Member Name** - The name of the officer.
  - **From** - When the officer's position starts.
  - **To** - When the officer's position ends.
7. Click **Save**.

### Edit an Officer

1. To edit an Officer, click the **down arrow** on the same row as the officer you would like to edit.
2. You will see four fields:
  - **Position** - The position the officer holds.
  - **Member Name** - The name of the officer.
  - **From** - When the officer's position starts.
  - **To** - When the officer's position ends.
3. Click **Save**.

### Remove an Officer

1. To remove/delete an Officer, click the **down arrow** on the same row as the officer you would like to edit.
2. Click **Delete**.

3. Click **OK** to confirm removing the person from the position.

#### Related Content

- [How do I search for a member?](#)
- [Adding Officer Positions and Settings](#)
- [Finance Settings](#)