How to assign officers

Mickey D. - 2026-01-06 - [Officers](#)

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.

Assigning Officers

1. Click **Settings** or the **Gear** icon on the left menu.

2. Click **Manage Officers** in the Membership Management section.

3. The Officers page displays. You can add, edit and remove officers through this page. You could also [search and export officers](#) if needed.

Add an Officer

1. Click the **Add** button near the right.

2. Fill in the fields displayed to add a person as a officer.

   - **Position** - Select the position for the officer.

   - **Title** - Enter the officer's title.

   - **Member** - Enter the person's name or email address, then select the person.

   - **From -** When the officer's position starts.

   - **To -** When the officer's position ends.

3. Click **Save** once done.

Edit an Officer

1. Click the **down arrow** on the same row as the officer you would like to edit.

2. Click **Edit** from the drop down options.

3. You will see four fields:

   - **Position** - The position the officer holds.

   - **Title** - The title of the officer.

- **Member Name** - Enter the person's name or email address, then select the person.

- **From** - When the officer's position starts.

- **To** - When the officer's position ends.

4. Click **Save** to save the changes.

Remove an Officer

1. Click the **down arrow** on the same row as the officer you would like to remove.

2. Click **Delete** from the drop down options.

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

Related Content

- [How to update officer settings and account positions](#)
- [How to update the finance settings](#)