DACdb
A MEMBER MINDER PRO COMPANY
University

Editing Club Positions

November 2026

Rotary
OFFICIAL LICENSEE

Agenda

Agenda

Editing Club Positions

- Overview
- RI Direct Connect
- Navigating to Edit Club Positions
- Edit Club Positions
- RI Positions
- Custom Positions
- RI Read Only Clubs

Overview

Overview

Edit Club Positions – A New Look!

The Edit Club Positions screen has a new look. The primary reason for this change is to ensure that RI-defined positions properly flow into the officer section of Rotary International.

In the past, you started by selecting a member and then assigning their positions. In the new version, the process is reversed: **you start with the position and then assign the member.**

The new screen is divided into two sections:

- **Top Section:** RI-defined positions
- **Bottom Section:** District-dedicated positions

We have also made improvements to help identify when a position has not been entered correctly, making it easier for you to recognize and correct any issues.

Our goal is to make the process more straightforward while ensuring that the correct leadership information is reported to Rotary International.

RI Direct Connect

RI Direct Connect

- Changes made to clubs in RI Direct Connect are processed in real time. The information entered in DACdb flows directly to Rotary International (RI), including officer positions and their start and end dates.
- Please take extra care when entering officer dates. If you enter an incorrect start date and realize the mistake the following day, you will not be able to go back and correct it.
- RI does not allow changes to a position's start date to a date earlier than the current date on which you are entering the information.
- **Please double-check all officer dates before saving your changes.**

Navigating to Edit Club Positions

Navigating to Edit Club Positions

My Club ➡ Members Icon ➡ Admin Function ➡ Edit Club Positions

The top section of the screen contains important instructions highlighted in gold. Please take a moment to review this guidance before making any changes.

1) Only Active and Staff position members can hold office.
2) Only one person can be assigned to any one position. Multiple people cannot hold the same position per Rotary policy.
3) If your club has more than one individual serving in any one position, you can designate one "alternate" which does not roll up to RI. If you have more than one alternate for a positions, create one person as lead and them create a committee and list the others as part of the committee.
4) Upon saving, all changes will automatically roll up to RI

Edit Club Positions

Edit Club Positions

Next, you will see the organization years listed across the top, corresponding to the progression of a member through the presidential succession.

For example:

2026–27: President Elect

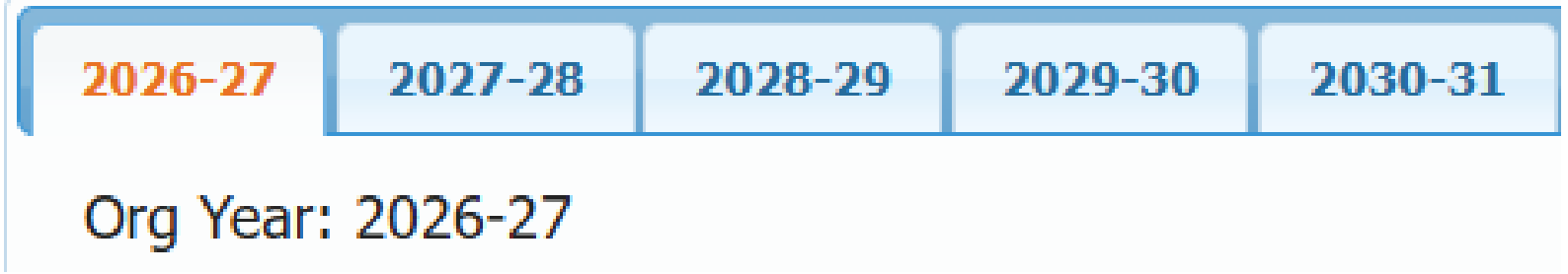
2027–28: President

2028–29: Immediate Past President

2029–30: Past President

2030–31: Returns to Member status

These years reflect the member's progression through the club leadership cycle.



Edit Club Positions

Edit Club Positions

Under each organization year tab, you will first see **RI Positions**.

These are the official positions designated by Rotary International (RI). RI wants these positions identified in DACdb so they can communicate directly with the members serving in these roles.

It is important that these positions are accurately assigned so RI has the correct contact information for club leadership.



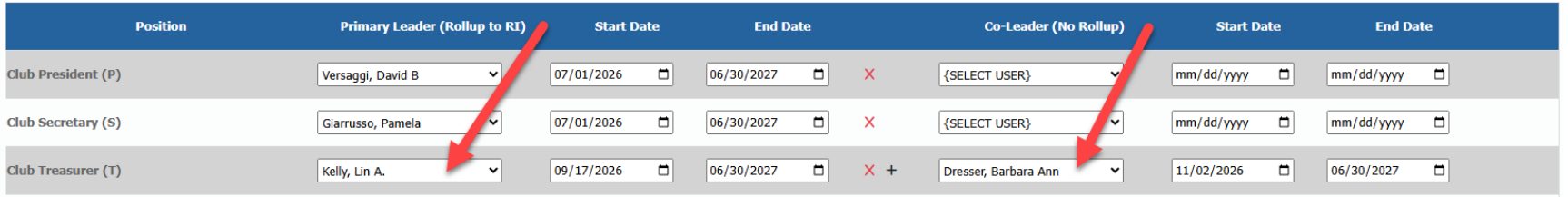
Edit Club Positions

Edit Club Positions

As you know, Rotary International (RI) only allows one person to be assigned to each official position. However, we recognize that some clubs have Co-Presidents, Co-Membership Chairs, or other shared leadership roles.

To accommodate these situations, we have provided two options for designating co-leaders.

Scenario 1 – Co-Leader for the Entire Organization Year
If two members will serve as Co-Presidents (or share another leadership role) for the entire organization year, you can use the **Co-Leader (No Rollup)** position to enter the additional member in the co-position. This allows you to identify both members in DACdb without creating a duplicate RI position.



Edit Club Positions

DACdb A MEMBER MINDER PRO COMPANY

Rotary OFFICIAL LICENSEE

Edit Club Positions

Scenario 2 – Sharing a Position During the Organization Year
If one member will serve as President for the first half of the year and another member will take over for the second half, you can easily enter both members by using different start and end dates.

For example:

- **First President:** 7/1/2026 – 12/31/2026
- **Second President:** 1/1/2027 – 6/30/2027

Once you enter the first person's dates, you will see a **+** next to the position. This indicates that you can add another person to that same role with a different date range.

This allows you to accurately reflect leadership transitions during the organization year while ensuring the correct information is reported to Rotary International.

Edit Club Positions

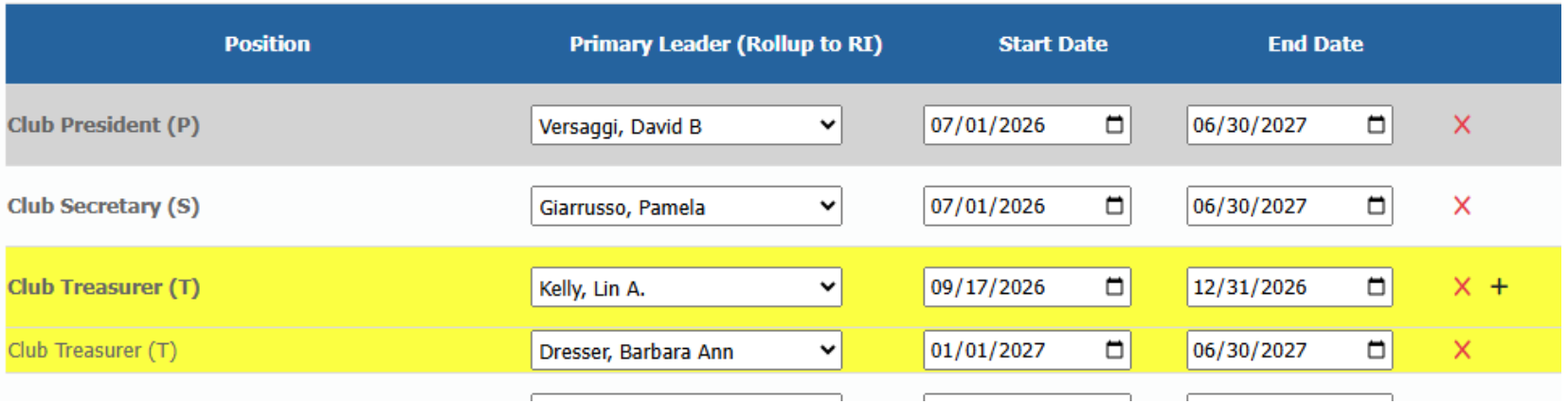
Edit Club Positions

This same process applies when a member leaves the club while holding an assigned position.

You can enter an end date for the departing member using the current date. Then, click the **+** next to the position to add the replacement member.

Enter the new member's start date as the day immediately following the previous member's end date and continue through the end of the organization year.

This ensures there is no overlap or gap in the position dates and that Rotary International receives the correct leadership information.



Position	Primary Leader (Rollup to RI)	Start Date	End Date	
Club President (P)	Versaggi, David B	07/01/2026	06/30/2027	×
Club Secretary (S)	Giarrusso, Pamela	07/01/2026	06/30/2027	×
Club Treasurer (T)	Kelly, Lin A.	09/17/2026	12/31/2026	× +
Club Treasurer (T)	Dresser, Barbara Ann	01/01/2027	06/30/2027	×

RI Positions

RI Positions

As a reminder, the following are the official Rotary International (RI) positions that roll up to RI.

Please keep in mind that if you are a Rotaract Club, the equivalent Rotaract position and role key will appear in place of the Rotary club position:

- Club President (P)
- Club Secretary (S)
- Club Treasurer (T)
- Club Membership Chair (M)
- Club Foundation Chair (TRF)
- Club Executive Secretary/Director (CES)
- Club Service Projects (SPC)
- Club Public Image Chair (PIC)
- Club Learning Facilitator (CLF)
- Club Vice President (VP)
- Club Young Leaders Contact (CYL)
- Club Rotary Community Corps Advisor (RCCA)

Custom Positions

Custom Positions

District Club Positions are created by your District Administrator, District Executive Secretary, or District Communication Officer. These positions will vary from district to district based on individual district needs.

Important: You cannot create a Club Position using any of the official RI role keys. These are reserved exclusively for Rotary International's designated positions.

This ensures that RI positions remain consistent and are properly reported to Rotary International.

Custom Positions

Custom Positions

Custom Positions are optional and are used to identify additional club roles beyond the official RI positions. They appear directly below the RI positions on the screen.

Please take a moment to read the information provided in the gold guidance bar at the top of the screen before proceeding.

- **These do NOT roll up to Rotary International**
- **Adding PN, PE, or IPP will add the user to other OrgYears per District Progression**
- **Removing PN, PE, or IPP will remove the user from the OrgYears per District Progression**

Custom Positions

Custom Positions

Important Custom Positions: PE, PN, and PND

Some of the most important Custom Positions are PE (President Elect), PN (President Nominee), and PND (President Nominee Designate).
When you assign someone to one of these Custom Positions, DACdb will automatically carry their information forward to other organization years based on the District Progression.

For example:
If you assign a member the custom position of **PE** for the 2026–27 organization year, that member will automatically appear under the **RI**

Positions in the 2027–28 organization year as President.

This helps ensure that future leadership assignments are carried forward correctly.

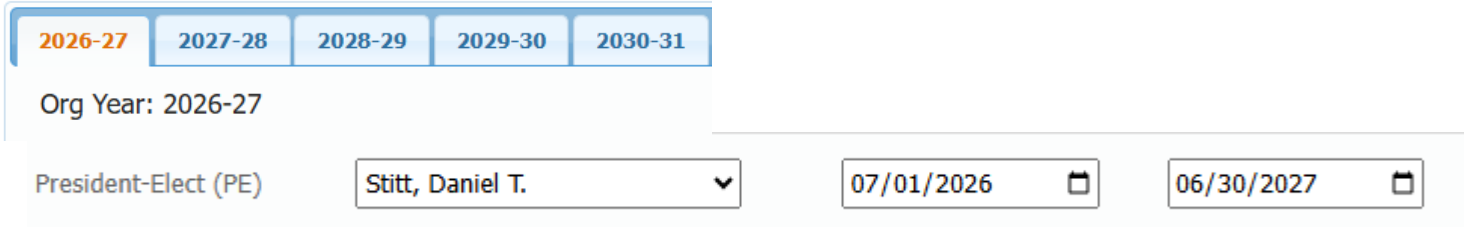
Custom Positions

Custom Positions

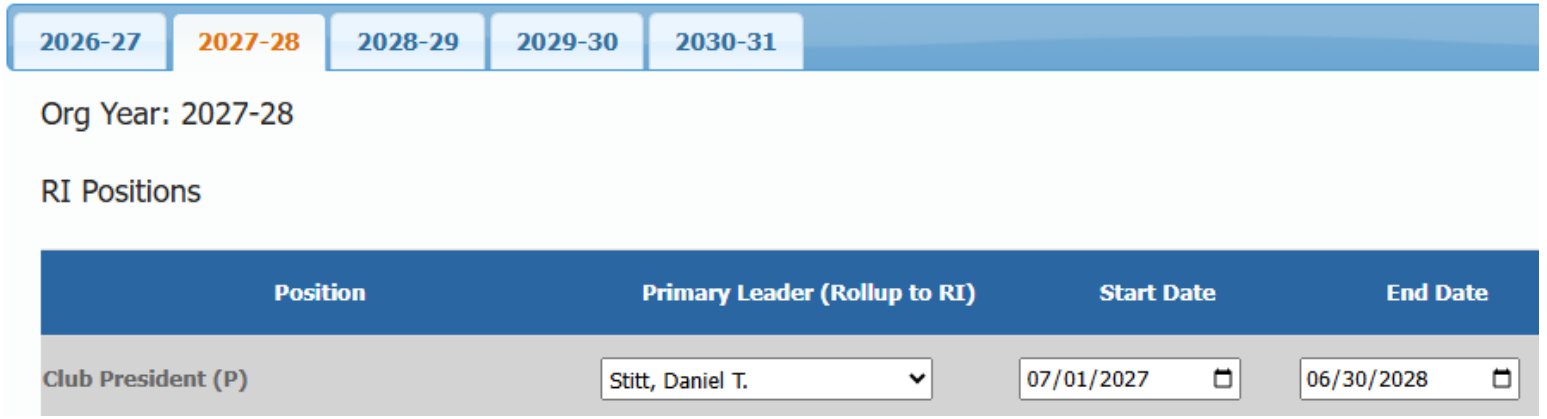
DACdb A MEMBER MINDER PRO COMPANY

Rotary OFFICIAL LICENSEE

Entering PE under the year 2026-27 looks like this:



When you switch to the 2027-28 org year it automatically populates in the RI position of President and will look like this. It will also roll up to RI as the President in 2027-28 immediately.



Custom Positions

Custom Positions

DACdb A MEMBER MINDER PRO COMPANY

Rotary OFFICIAL LICENSEE

Just a few examples of other Custom Positions that do not roll up to RI

- Assistant Treasurer (AT)
- Attendance Chair (AC)
- Attendance Co-Chair (ACC)
- Attendance Secretary (AS)
- Bulletin Editor (BE)
- CART Chair (CART)
- Chair Elect (CE)
- Chair Nominee (CN)
- Classification Chair (CC)
- Club Admin Chair (CAC)
- Club Admin Co-Chair (CACC)
- Club Board Member (BM)

RI-Read Clubs

RI Read Clubs

Important: Entering Positions for RI-Read Clubs

All positions for RI-Read clubs must be entered directly into Rotary International (RI).

You can still use DACdb to:
Enter additional Custom Positions.

Delete RI positions that appear in DACdb as duplicates.

When we process the monthly position reports, any RI positions in DACdb will be updated to match the positions you have entered in RI. These updates will then be reflected in DACdb.

Remember: RI is the source of record for official positions for RI-Read clubs.

Demo


DACdb
A MEMBER MINDER PRO COMPANY


Rotary
OFFICIAL LICENSEE

Demo

Questions





Questions