

## Changing Leadership

As positions in your organization are filled, you will need to update the campus site with the new student leader information. Due to the way the system operates, there is a specific process that you must follow in order to successfully update your organization's leadership.

Roster

### Identify New Leaders

The individual(s) who will be assuming the leadership positions must be members of your organization. If they are not already, have them join the organization first before proceeding.

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Roster on the left side of the page.
4. Click on "Manage Roster".
5. Locate each individual who will be assuming a leadership position.
6. Click "Promote" to the far right of their name.
7. Select the position the member should now have.

### Change Primary Contact:

*From the Manage Roster page for your organization:*

1. Click the "Change" button next to the current Primary Contact above the full member list.



2. Select the member from the drop-down menu that should be new Primary Contact.
3. Click "Save".

*\*\* Only the Primary Contact will be able to update roster information for your organization. If this position is not appropriately assigned, contact your campus administrator or CollegiateLink staff to assist you. \*\**

### Remove Current Leaders

Once the new leaders have been identified in the system, the current leaders can be removed from that position in the organization. This can be done two ways.

#### *Individual removal:*

Have each current leader that is being replaced follow these steps:

1. Log in to your campus site.
2. Your Organization Memberships are displayed by default.
4. Click on the organization you are leaving.

5. Click the red X on the far right of the position. You will remain as a member of the organization but will no longer have the leadership position.
6. Click “Leave Organization” to end the membership completely from the organization, if applicable.

*Group removal:*

The primary contact of the organization can remove individuals from the organization. You can remove them completely from the organization or just the one position they held, but maintain their membership.

1. Log in to your campus site.
2. Go to your organization’s page.
3. Go to Roster on the left side of the page.
4. Click on “Manage Roster”.
5. Locate each individual that needs to be removed from the organization with the appropriate position labeled. Each individual will be listed for their position and as a member.
6. Check the box to the far right of each individual.
7. Click “Delete”.
8. Confirm deletion.