ClubRunner

How do I add a new member to a committee?

Omar S. - 2023-03-17 - Committees

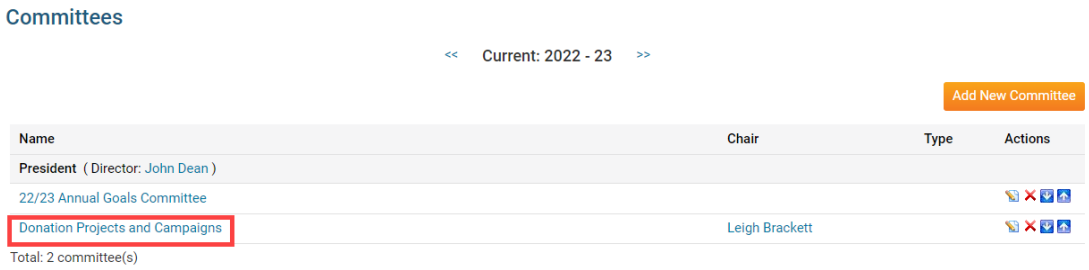
Committees are an excellent way to organize the activities of your club. ClubRunner allows you to manage the creation of committees and their members.

1. To create a new committee, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.

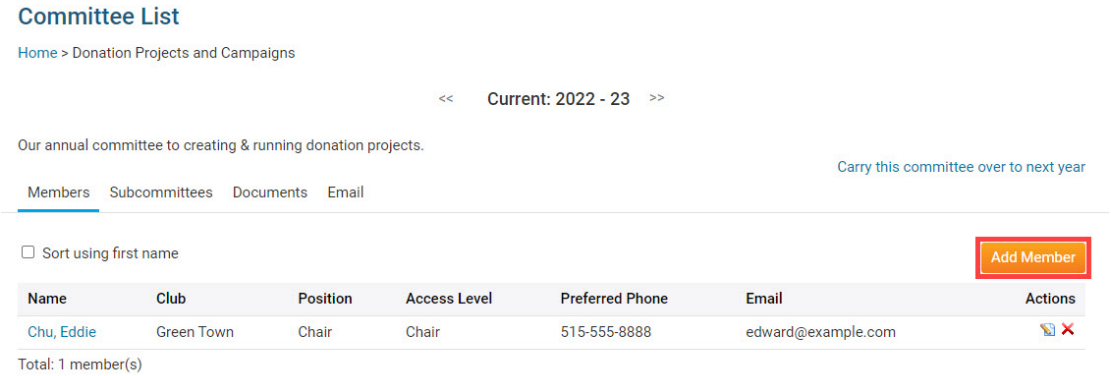
2. Along the top of the screen you will see several tabs. Click on **Organization.**

3. Next, click **Committees**.

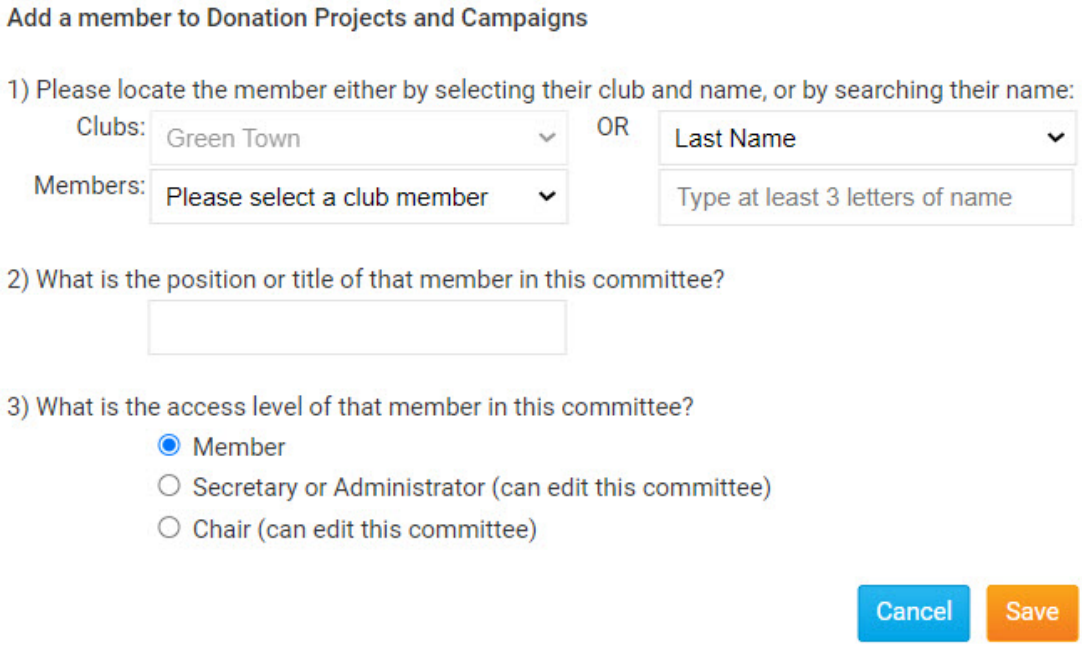
4. You are now on the **Committees** page. Here, you can view and edit the details of existing committees and create new ones. To change an existing committee and add a member, click on the **name** of the committee.



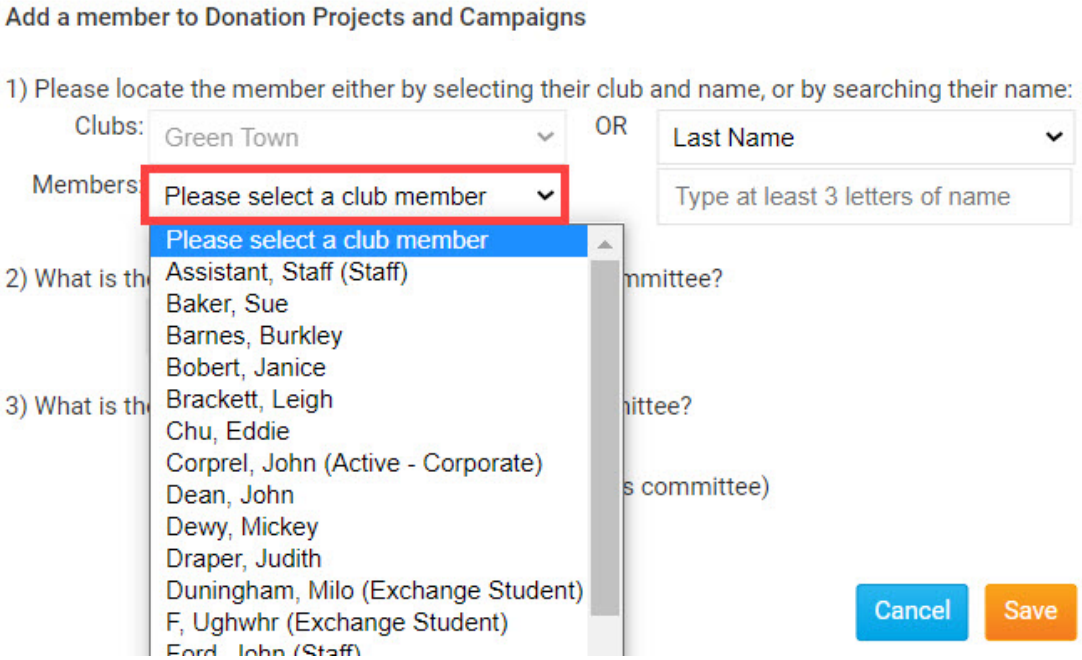
1. The **Committee List** view changes to give you more committee editing options. Here, you can add committee members and set other details. To add a member to the committee, click the **Add Member** button.



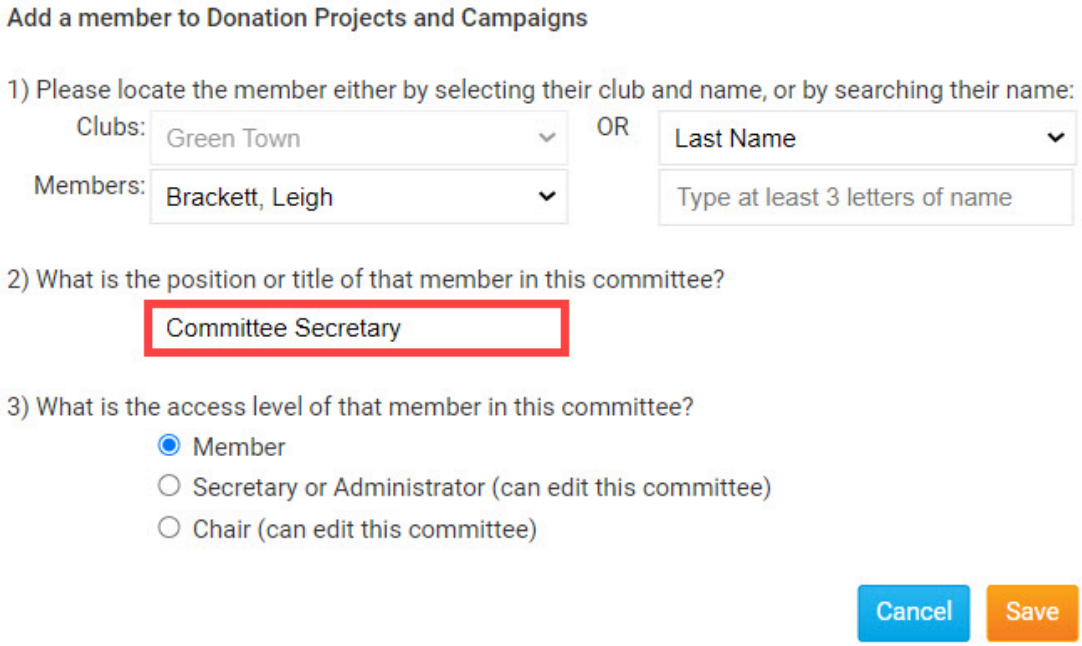
1. A popup window launches, in which you can select a member to add to the committee.



1. Click the **Members** drop drop menu to choose a member from your club. You may also search for a member using the options to the right of the Members drop down menu.

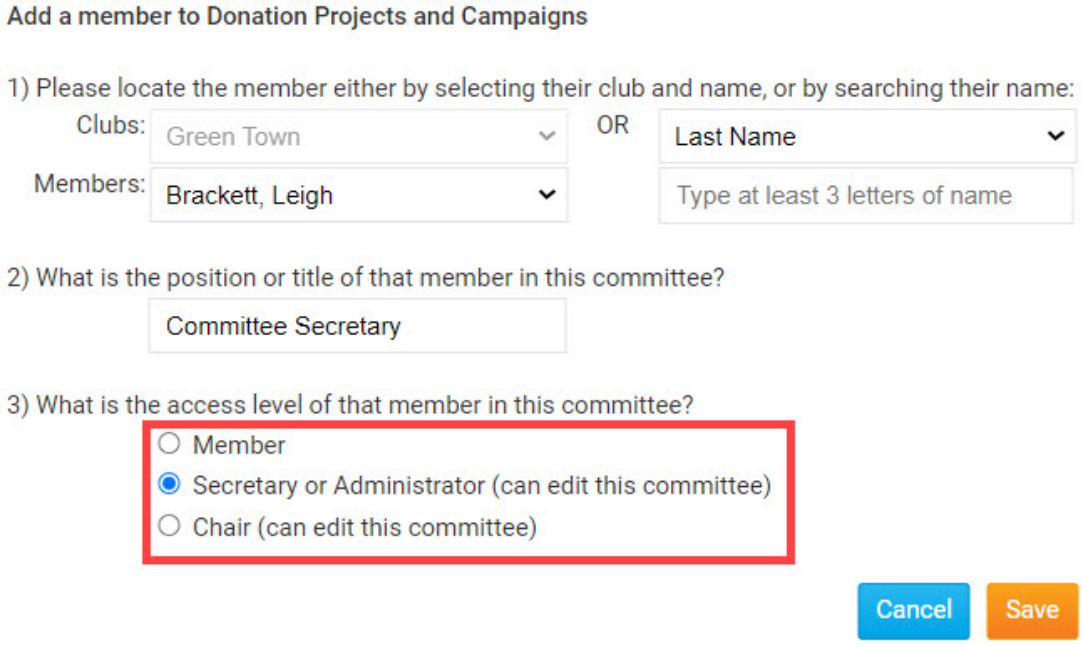


1. Enter the **position** or **title** for the member in the committee.

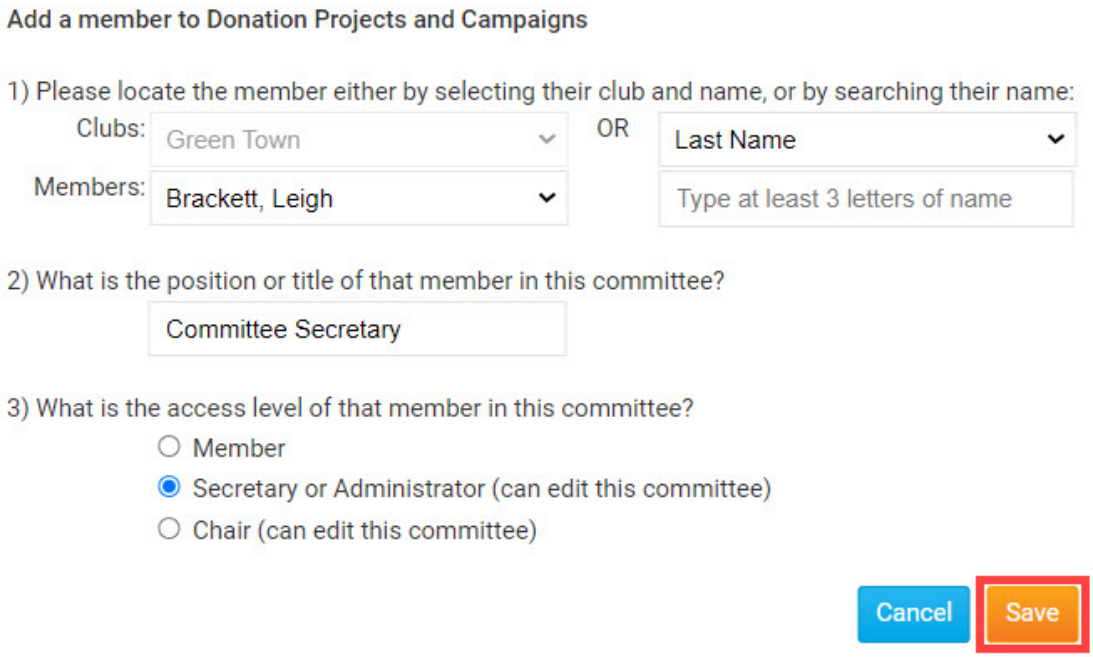


1. Next, assign an access to the member on the committee. You will have these options:

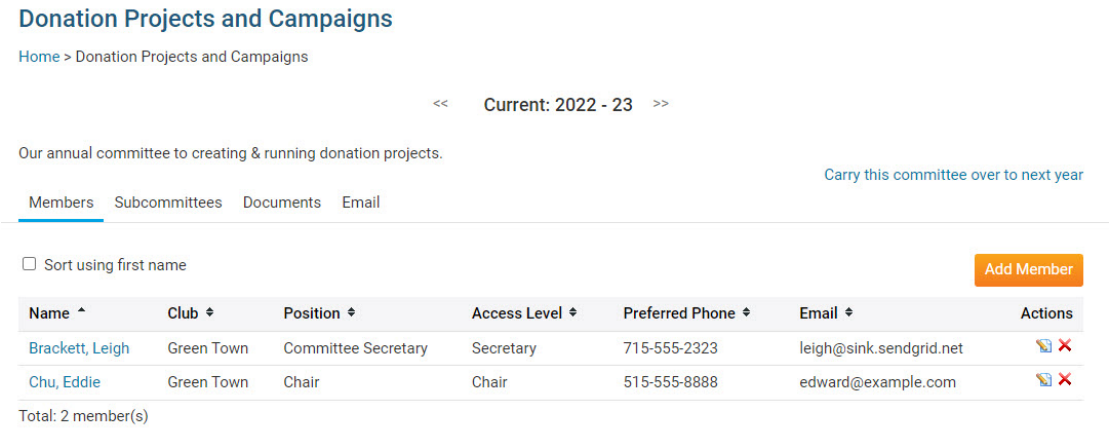
    - **Member**: This access level cannot edit or change the committee.
    - **Secretary or Administrator**: This access level can add new members and edit the committee.
    - **Chair**: The committee chair has the same access as Secretary or Administrator.



1. Click **Save** to save the member to the committee. To discard your changes, click **Cancel.**



1. Your newly added member will now appear on the **Committee List** details page.



Related Content

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