

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Committees > How do I add a new member to a committee?

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.

Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President (Director: John Dean)			
22/23 Annual Goals Committee			   
Donation Projects and Campaigns	Leigh Brackett		   

Total: 2 committee(s)

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.

Committee List

Home > Donation Projects and Campaigns

<< Current: 2022 - 23 >>



Our annual committee to creating & running donation projects.

Carry this committee over to next year

Members Subcommittees Documents Email

☐ Sort using first name

Add Member

Name	Club	Position	Access Level	Preferred Phone	Email	Actions
Chu, Eddie	Green Town	Chair	Chair	515-555-8888	edward@example.com	 

Total: 1 member(s)

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

Add a member to Donation Projects and Campaigns

- 1) Please locate the member either by selecting their club and name, or by searching their name:

Clubs:	<input type="text" value="Green Town"/>	OR	<input type="text" value="Last Name"/>
Members:	<input type="text" value="Please select a club member"/>		<input type="text" value="Type at least 3 letters of name"/>

- 2) What is the position or title of that member in this committee?

- 3) What is the access level of that member in this committee?

- ☒ Member
☐ Secretary or Administrator (can edit this committee)
☐ Chair (can edit this committee)

Cancel

Save

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.

Add a member to Donation Projects and Campaigns

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Members:	<input type="text" value="Please select a club member"/>		<input type="text" value="Type at least 3 letters of name"/>

- 2) What is the

- 3) What is the

- Please select a club member
- Assistant, Staff (Staff)
- Baker, Sue
- Barnes, Burkley
- Bobert, Janice
- Brackett, Leigh
- Chu, Eddie
- Corprel, John (Active - Corporate)
- Dean, John
- Dewy, Mickey
- Draper, Judith
- Duningham, Milo (Exchange Student)
- F, Ughwhr (Exchange Student)
- Ford, John (Staff)

Cancel

Save

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

Add a member to Donation Projects and Campaigns

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Clubs:	<input type="text" value="Green Town"/>	OR	<input type="text" value="Last Name"/>
Members:	<input type="text" value="Brackett, Leigh"/>		<input type="text" value="Type at least 3 letters of name"/>

2) What is the position or title of that member in this committee?

3) What is the access level of that member in this committee?

- ☒ Member
☐ Secretary or Administrator (can edit this committee)
☐ Chair (can edit this committee)

Cancel

Save

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.

Add a member to Donation Projects and Campaigns

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Clubs:	<input type="text" value="Green Town"/>	OR	<input type="text" value="Last Name"/>
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☐ Chair (can edit this committee)

Cancel

Save

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

Add a member to Donation Projects and Campaigns

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- 2) What is the position or title of that member in this committee?

- 3) What is the access level of that member in this committee?

- ☐ Member
- ☒ Secretary or Administrator (can edit this committee)
- ☐ Chair (can edit this committee)

[Cancel](#)[Save](#)

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

Donation Projects and Campaigns

[Home](#) > [Donation Projects and Campaigns](#)

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.

[Carry this committee over to next year](#)

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

☐ Sort using first name

[Add Member](#)

Name ^	Club ^	Position ^	Access Level ^	Preferred Phone ^	Email ^	Actions
Brackett, Leigh	Green Town	Committee Secretary	Secretary	715-555-2323	leigh@sink.sendgrid.net	
Chu, Eddie	Green Town	Chair	Chair	515-555-8888	edward@example.com	

Total: 2 member(s)

Related Content

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- [How do I create a new Committee?](#)