# 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.

- 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

Total: 1 member(s)



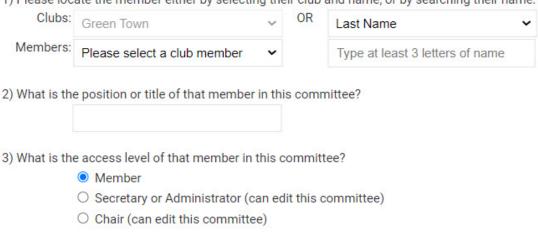
 The Committee List view changes to give you more committee editing options. Here, you can add committee members and set other details. To add a member to the committee, click the Add Member button.

#### **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 Actions Position Access Level Preferred Phone 515-555-8888 X Chu. Eddie Green Town Chair Chair edward@example.com

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:

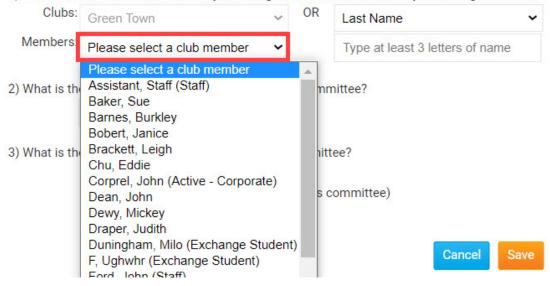


1. Click the **Members** drop drop menu to choose a member from your club. You may also search for a member using the options to the right of the Members drop down menu.

Cancel

#### 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:



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

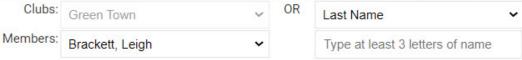
#### Add a member to Donation Projects and Campaigns

1) Please locate the member either by selecting their club and name, or by searching their name: Clubs: OR Green Town Last Name Members: Brackett, Leigh Type at least 3 letters of name 2) What is the position or title of that member in this committee? Committee Secretary 3) What is the access level of that member in this committee? Member O Secretary or Administrator (can edit this committee) O Chair (can edit this committee) Cancel 1. Next, assign an access to the member on the committee. You will have these options: o Member: This access level cannot edit or change the committee. o Secretary or Administrator: This access level can add new members and edit the committee.  $\circ~$  Chair: The committee chair has the same access as Secretary or Administrator. 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: Green Town Last Name Members: Brackett, Leigh Type at least 3 letters of name 2) What is the position or title of that member in this committee? Committee Secretary 3) What is the access level of that member in this committee? Member Secretary or Administrator (can edit this committee) O 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

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



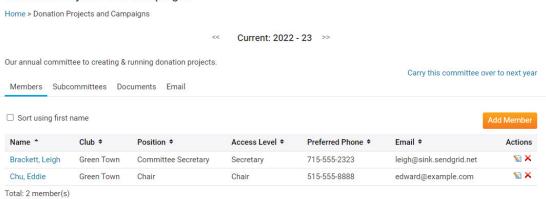
2) What is the position or title of that member in this committee?

- 3) What is the access level of that member in this committee?
  - O Member
  - Secretary or Administrator (can edit this committee)
  - O Chair (can edit this committee)



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

#### **Donation Projects and Campaigns**



#### **Related Content**

- What is the difference between basic and enhanced committees?
- How do I create a new Committee?