# ClubRunner

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# How do I change a committee's chair?

Michael C. - 2023-10-23 - Committees

The Committee Chair position for your club may change from year to year. This article covers how to change the Committee Chair to another member.

- 1. To edit a committee, go to the 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, click Organization.
- 3. Click **Committees** in the grey bar below.
- 4. On the Committee's page, you will see 4 action buttons on the right-hand side of the committee. Click the Pencil icon to edit the Committee's details.
  - **Pencil** icon (Edit) Edit the Committee's details.
  - X icon (Delete) Delete the Committee.
  - Up Arrow Move the Committee up one row in the list.
  - $\circ~$  Down Arrow Move the Committee down one row in the list.

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#### Committees

Current: 2019 - 20 Chai Actions Name Type President (Director: Mickey D) 🛐 🗙 👿 🔝 Annual Event Committee Total: 1 committee(s)

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1. A pop-up box will appear, displaying the information for the committee. Click the **Director** drop-down menu.

Current: 2019 - 20
Name (at most 250 characters)

Annual Event Committee

Director

President

Private

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Description (a	at most 1000 character	s)		
<ul> <li>Do not change the Please note you will lose and this can</li> <li>Move this</li> </ul>	ange. his committee to a "Sta that once you do that, all links to previous an not be undone. committee to a previo	nding Comm d future year us year.	iittee". s of this co	mmittee
Select Year:	2019/2020 (Current)	•		
			Cancel	Save

1. A list of the Club Executives will appear, click the Executive's name, who is taking over the Committee.

## Current: 2019 - 20

Name (at most 250 characters)

Annual Event Committee				
Director				
President -			•	
President	D, Mickey		•	
Secretary	Baker, Sue			
Treasurer	Brackett, Leigh			
Vice President	Davis, Clare	45		
Membership Chair	S, Omar		+	

Do not change.

Change this committee to a "Standing Committee".

Please note that once you do that,

you will lose all links to previous and future years of this committee and this cannot be undone.

Move this committee to a previous year.

Select Year:	2019/2020	(Current)	•
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Note

If the member does not appear in this list, please ensure that the member has been added to the Club Executives and Directors list by using the steps in this <u>How do I add a club executive article.</u>

1. In the bottom corner of this pop-up box, click the orange  ${\bf Save}$  button.

### Current: 2019 - 20

Name (at most 250 characters)

Annual Event Committee

Director

Treasurer

Private

Description (at most 1000 characters)

Do not change.

Change this committee to a "Standing Committee".
 Please note that once you do that,

you will lose all links to previous and future years of this committee and this cannot be undone.

Move this committee to a previous year.

Select Year: 2019/2020 (Current) •

Cancel	Save
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