ClubRunner

How do I create a new Committee?

Omar S. - 2023-03-22 - 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.

Note

In order to create a new committee you must be level 50 Club Executive access or better (40 - Club President, 30 - Site Administrator).

1. To create a new committee, you must go to your club homepage and log in.

2. Click on **Member Area** on the top right.

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

4. Next, click **Committees**.

5. You are now on the **Committees** page. By default you will see the Yearly Committees. Click Standing Committees in the left menu to create a Standing Committee.

1. Navigate to prior, or upcoming years of Yearly Committees, by clicking the back arrow **<<** or forward arrow **>>.**

Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President (Director: John Dean)			
22/23 Annual Goals Committee			🗏 ✖ ⬇ ⬆

Total: 1 committee(s)

1. To edit, delete, or reorganize the list of Committees for each position, click these icons:

   - **Pencil Icon**: Edit the committee's details.

   - **X Icon**: Delete the committee.

   - **Up Arrow**: Move the committee up one row, within the director position.

   - **Down Arrow**: Move the committee down one row, within the director position.

Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President (Director: John Dean)			
22/23 Annual Goals Committee			🗏 ✖ ⬇ ⬆

Total: 1 committee(s)

1. Click the **Add New Committee** button.

Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President (Director: John Dean)			
22/23 Annual Goals Committee			🗏 ✖ ⬇ ⬆

Total: 1 committee(s)

1. A pop-up box will appear, in which you may enter the details of the new committee.

Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

President

☐ Private

Description (at most 1000 characters)

☐ Associate to a previous year's committee

Annual Event Committee

Cancel   Save

1. Enter the committee's title in the **Name** field.

1. Click the **Director** drop down menu to choose the club officer in charge of the committee.

Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

Executive Secretary

President	Dean, John	
Co-President	Bobert, Janice	
President Elect	Ford, John	
Treasurer	Hampton, Charles	
Executive Secretary	Kornbluth, Cyril	

☐ Associate to a previous year's committee

Annual Event Committee

Cancel   Save

1. Check the **Private** check box if the committee is not to be visible to the public, or members not in the committee.

1. Enter the description of the committee in the **Description** textbox.

Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

President

☐ Private

Description (at most 1000 characters)

Our annual committee to creating & running donation projects.

☐ Associate to a previous year's committee

Annual Event Committee ⌄

Cancel   Save

1. Check the **Associate to a previous year's committee** checkbox, to connect this committee to a prior yearly committee.

Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

> Donation Projects and Campaigns

Director

> President

☐ Private

Description (at most 1000 characters)

> Our annual committee to creating & running donation projects.

☑ Associate to a previous year's committee

> Annual Event Committee ⌄
> **Annual Event Committee**
> Annual Event Committee 2020
> Committee 2021-22

1. Click **Save** to create the committee, or **Cancel** to discard it.

Up next > [How to add members to a committee](#)

Related Content

- [VIDEO: Organize and manage your Committees](#)
- [VIDEO: How do I use the committee management module?](#)
- [How do I add a new member to a committee?](#)
- [How do I send emails to committee members?](#)
- [How do I add committee documents?](#)
- [Where can I view my committees?](#)
- [What is the difference between basic and enhanced committees?](#)