# ClubRunner

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# 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.
- You are now on the Committees page. By default you will see the Yearly Committees. Click <u>Standing Committees</u> in the left menu to create a Standing Committee.



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

#### Committees



- 1. To edit, delete, or reorganize the list of Committees for each position, click these icons:
  - o **Pencil Icon**: Edit the committee's details.
  - o X Icon: Delete the committee.
  - $\circ$  **Up Arrow**: Move the committee up one row, within the director position.
  - $\circ~$  Down Arrow: Move the committee down one row, within the director position.

#### Committees

Current: 2022 - 23 >>>

		Add	Add New Committee	
Name	Chair	Туре	Actions	
President (Director: John Dean)				
22/23 Annual Goals Committee			<b>№</b> × <b>№</b>	
Total: 1 committee(s)				

1. Click the Add New Committee button.

#### Committees



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

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

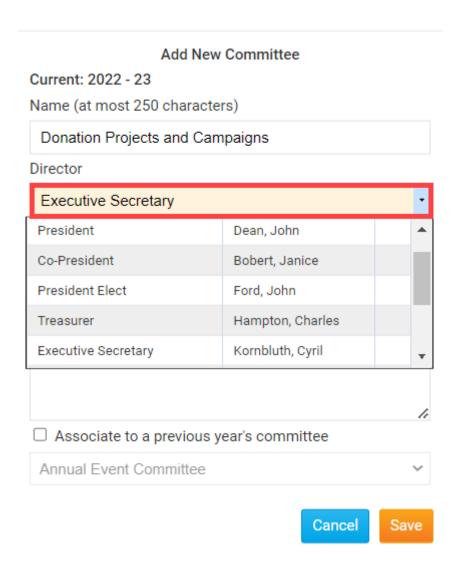
1. Enter the committee's title in the **Name** field.

Current: 2022 - 23

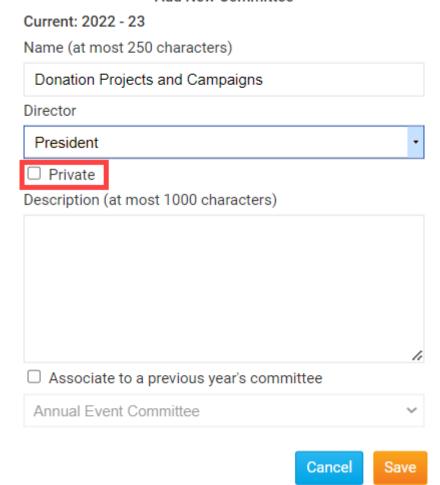
Name (at most 250 characters)

` '				
Donation Projects and Campaigns				
Director				
President				
☐ Private				
Description (at most 1000 characters)				
		1.		
Associate to a previous year's committee				
Annual Event Committee		~		
	Cancel	Save		

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



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



 $1. \ \ Enter the \ description \ of the \ committee \ in \ the \ \textbf{Description} \ textbox.$ 

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

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

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?
- $\bullet \ \ \underline{\text{How do I add committee documents?}}$
- Where can I view my committees?
- What is the difference between basic and enhanced committees?