

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Committees > How do I create a New Committee?

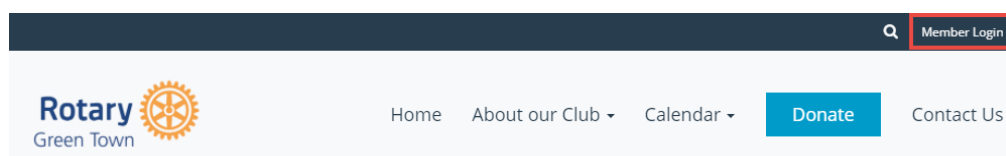
How do I create a New Committee?

Omar Solomah - 2021-03-04 - Committees

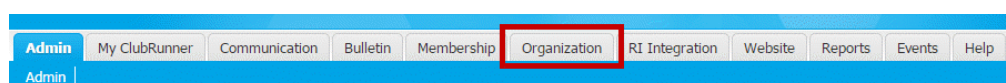
Committees are an excellent way to organize the activities of your club. ClubRunner allows you to manage the creation of committees and their members.

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

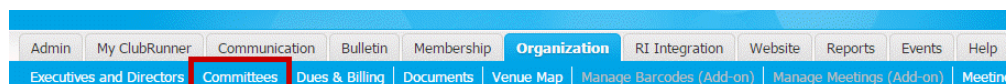
1. To create a new committee, you must go to your club homepage and log in. Then, click on **Member Area** on the top right, under your club banner.



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 create a new committee, click the **Add New Committee** link.



5. A pop-up box will appear, in which you may enter the details of the new committee. Enter the committee's title in the **Name** field. Then, use the **Director** drop down menu to choose the club officer in charge of the committee. Finally, check the **Private** box if the committee is not to be visible to the public.

Add New Committee

Current: 2014 - 15

Name (at most 250 characters)

Spring Fling

Director

President

Private

Description (at most 1000 characters)

Annual seed and flower sale to benefit the club.

- Now, use the **Description** field to enter a general outline of the committee's function.

Add New Committee

Current: 2014 - 15

Name (at most 250 characters)

Spring Fling

Director

President

Private

Description (at most 1000 characters)

Annual seed and flower sale to benefit the club.

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

Add New Committee

Current: 2014 - 15

Name (at most 250 characters)

Director

Private

Description (at most 1000 characters)

8. Your new committee will now appear on the list of committees.

Committees

Current: 2014 - 15 Add New Committee >>

Name	Chair	Type	Actions
Unknown (Director: Unknown)			
Food Drive Committee	Carlos Salvador		
President (Director: Sue Baker)			
Spring Fling			

Total: 2 committee(s)

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

Related Content

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