

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.

The screenshot displays the ClubRunner interface for managing committees. On the left, a sidebar menu under 'Committees' includes options like 'View Yearly Committee', 'View Standing Committees' (which is highlighted with a red box), 'Committee Listing', 'Member Committees', and 'Members Not In Committees'. Below this is a 'Help' section with links to a support center, videos, webinars, and tickets, followed by 'Help Articles' such as 'How to create a committee' and 'How to add a new member'. The main content area is titled 'Committees' and shows a navigation bar with '<< Current: 2022 - 23 >>' and an 'Add New Committee' button. A table lists the committees with columns for Name, Chair, Type, and Actions. One committee is listed: 'President (Director: John Dean)' with the subtitle '22/23 Annual Goals Committee'. Social media icons are visible at the bottom right of the table.

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




Total: 1 committee(s)

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.

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. 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.

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 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?](#)