How do I create a new Committee?

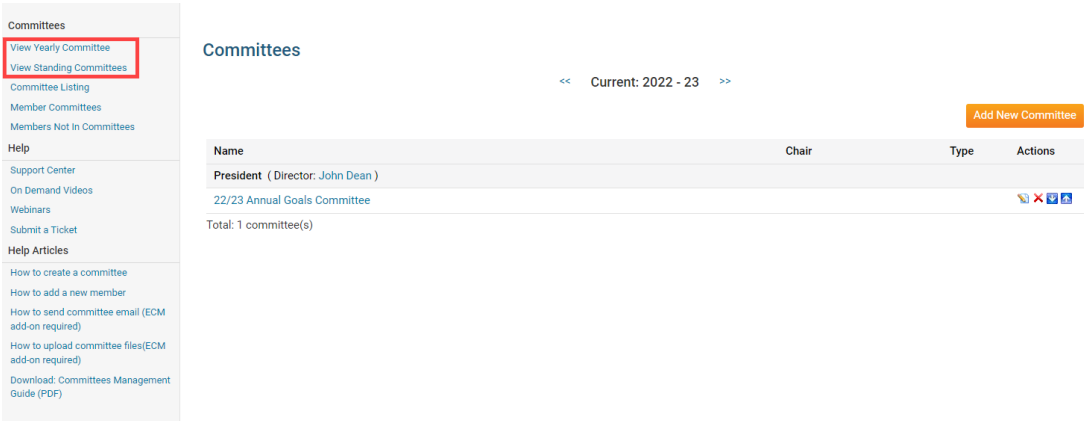
Omar S. - 2023-03-22 - Committees

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

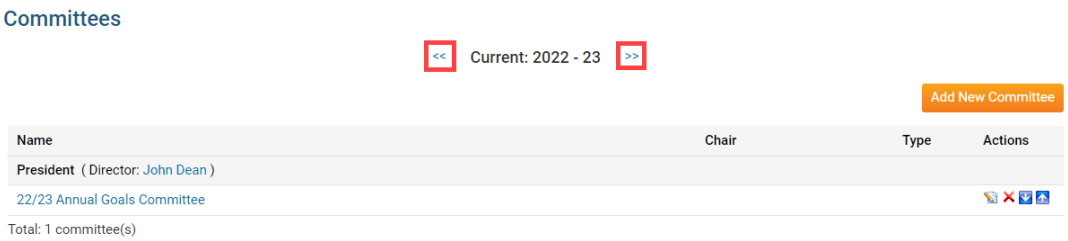
Note

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

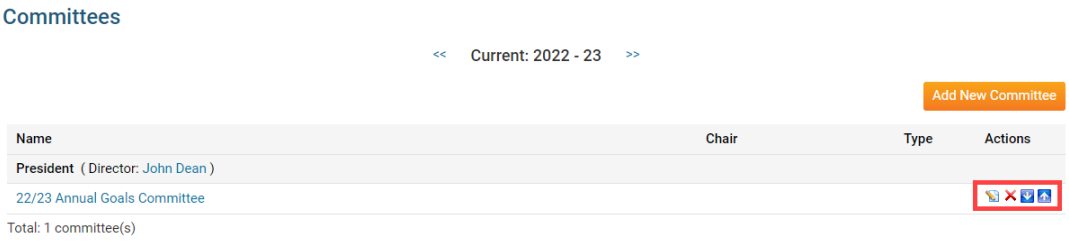
1. To create a new committee, you must go to your club homepage and log in.
2. Click on **Member Area** on the top right.
3. Along the top of the screen you will see several tabs. Click on **Organization**.
4. Next, click **Committees**.
5. You are now on the **Committees** page. By default you will see the Yearly Committees. Click Standing Committees in the left menu to create a Standing Committee.



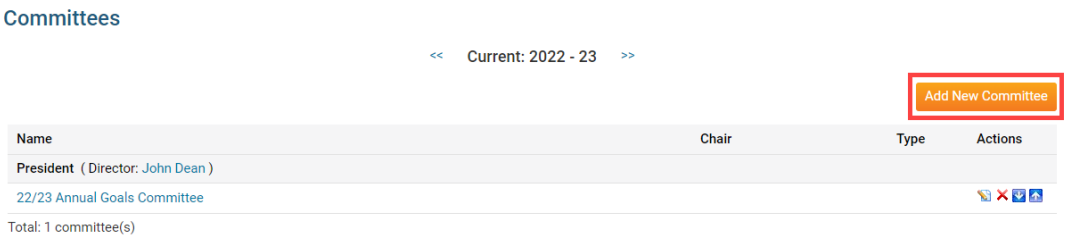
1. Navigate to prior, or upcoming years of Yearly Committees, by clicking the back arrow **<<** or forward arrow **>>**.



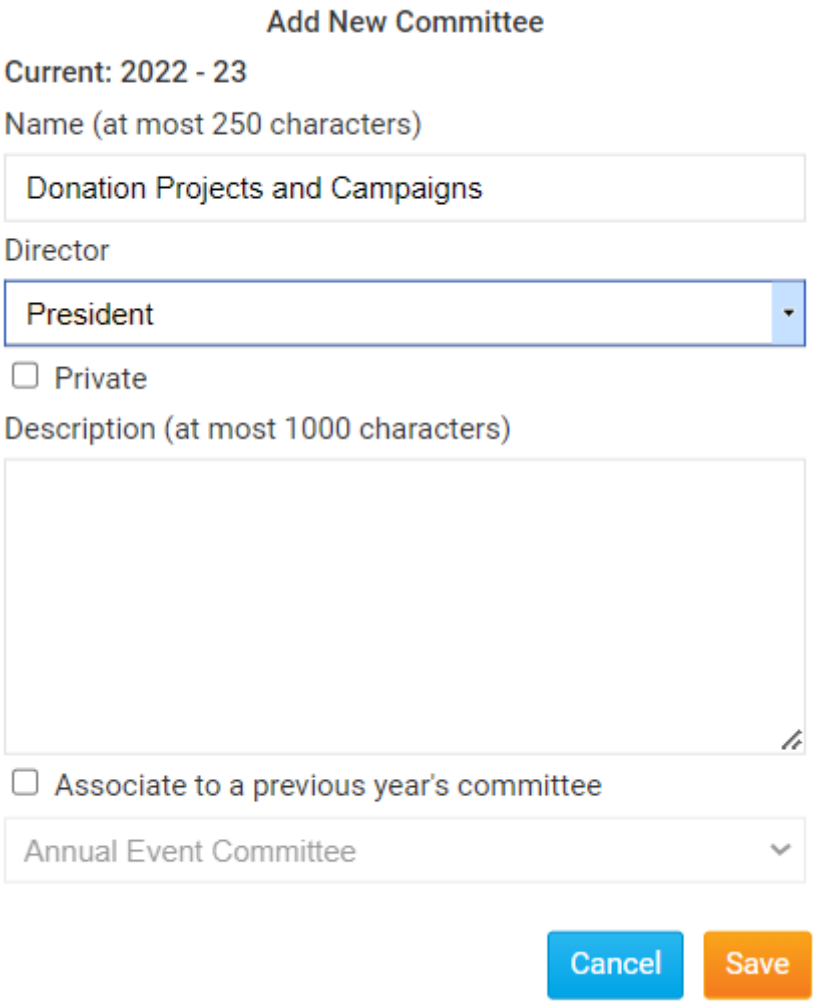
1. To edit, delete, or reorganize the list of Committees for each position, click these icons:
    - **Pencil Icon**: Edit the committee's details.
    - **X Icon**: Delete the committee.
    - **Up Arrow**: Move the committee up one row, within the director position.
    - **Down Arrow**: Move the committee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



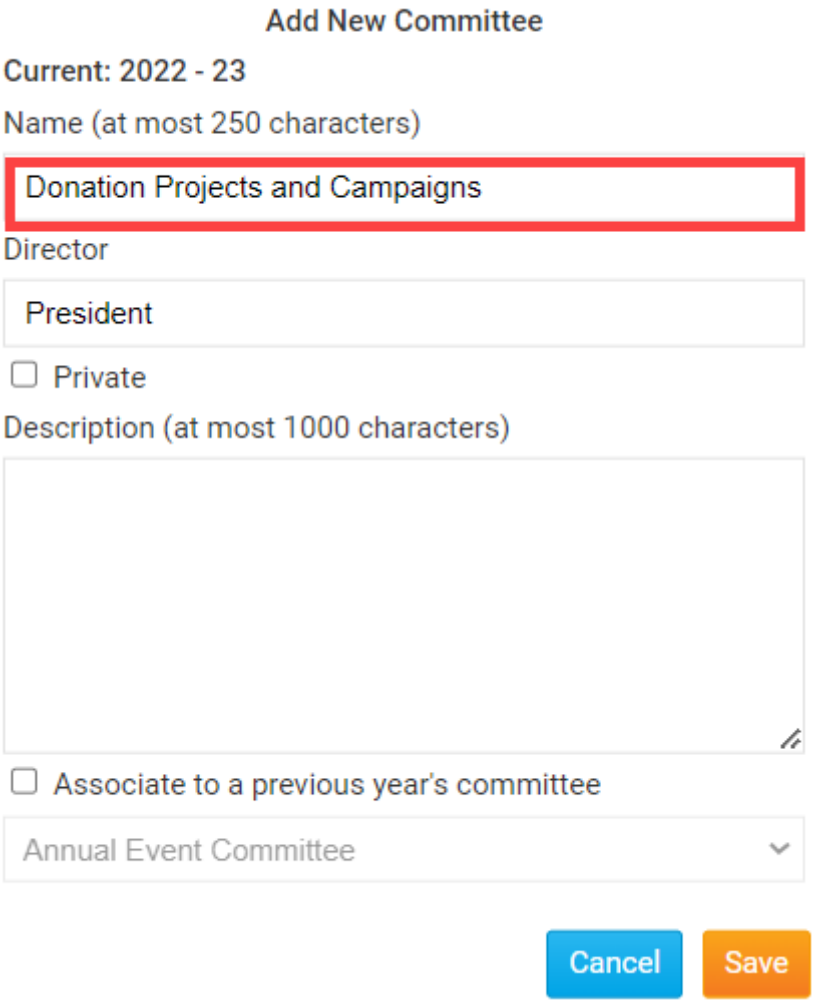
1. Click the **Add New Committee** button.



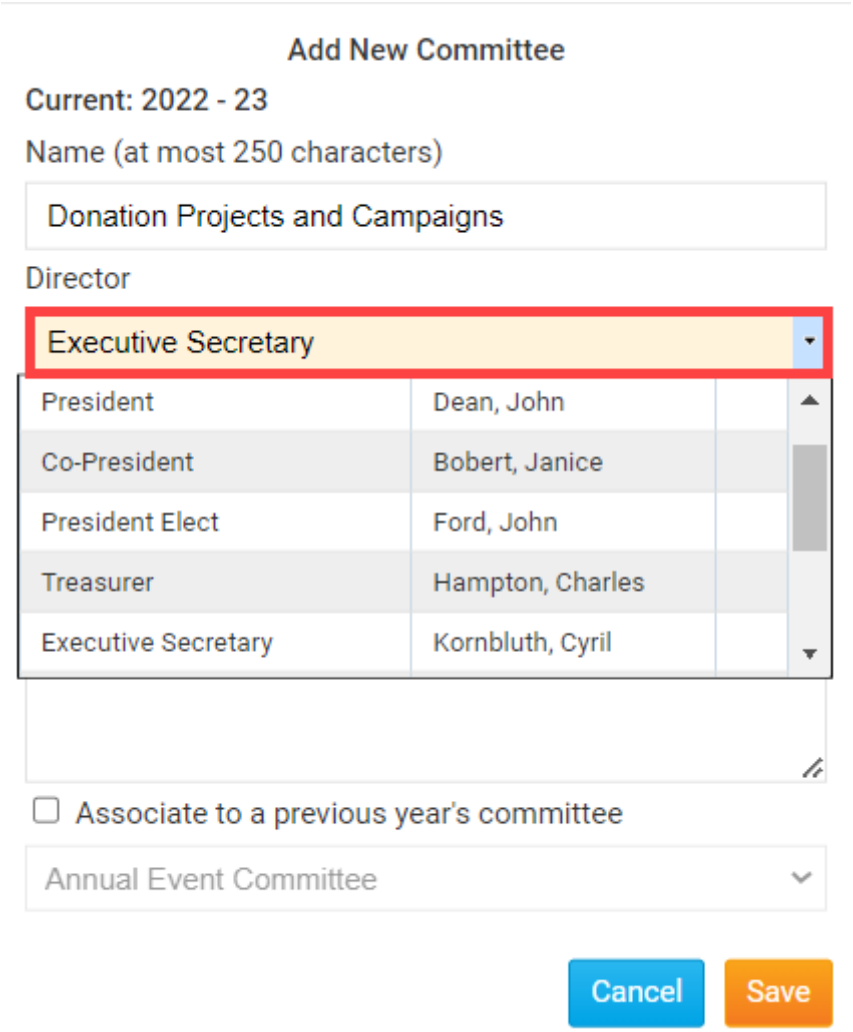
1. A pop-up box will appear, in which you may enter the details of the new committee.



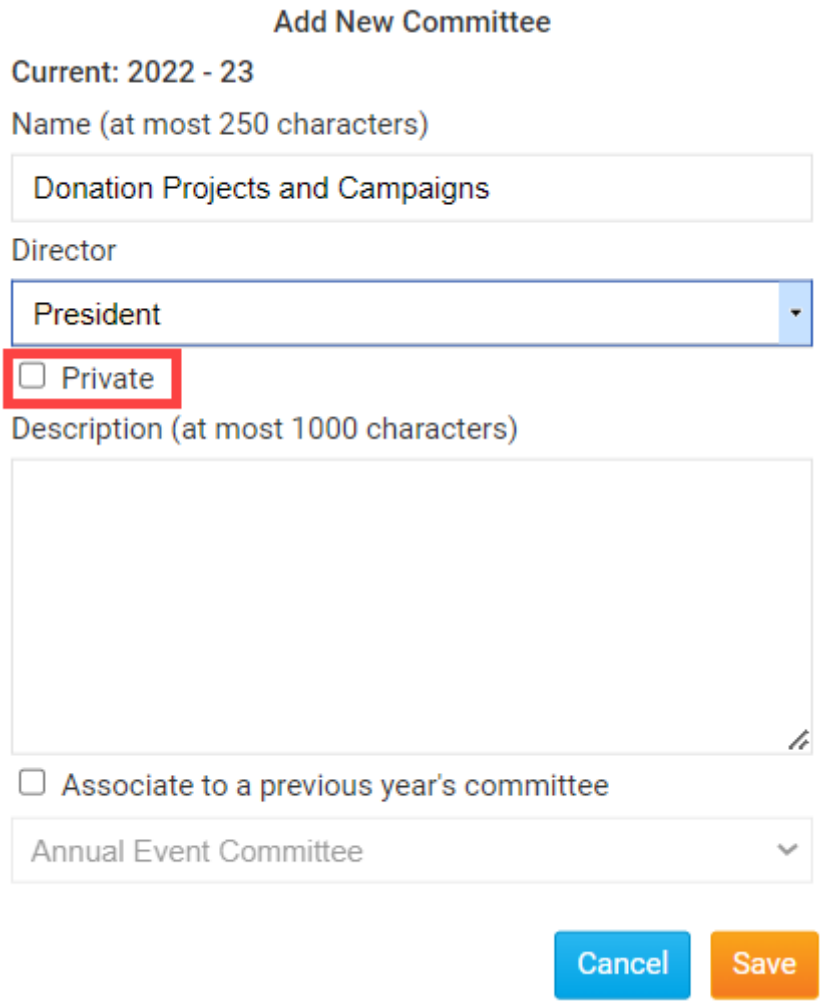
1. Enter the committee's title in the **Name** field.



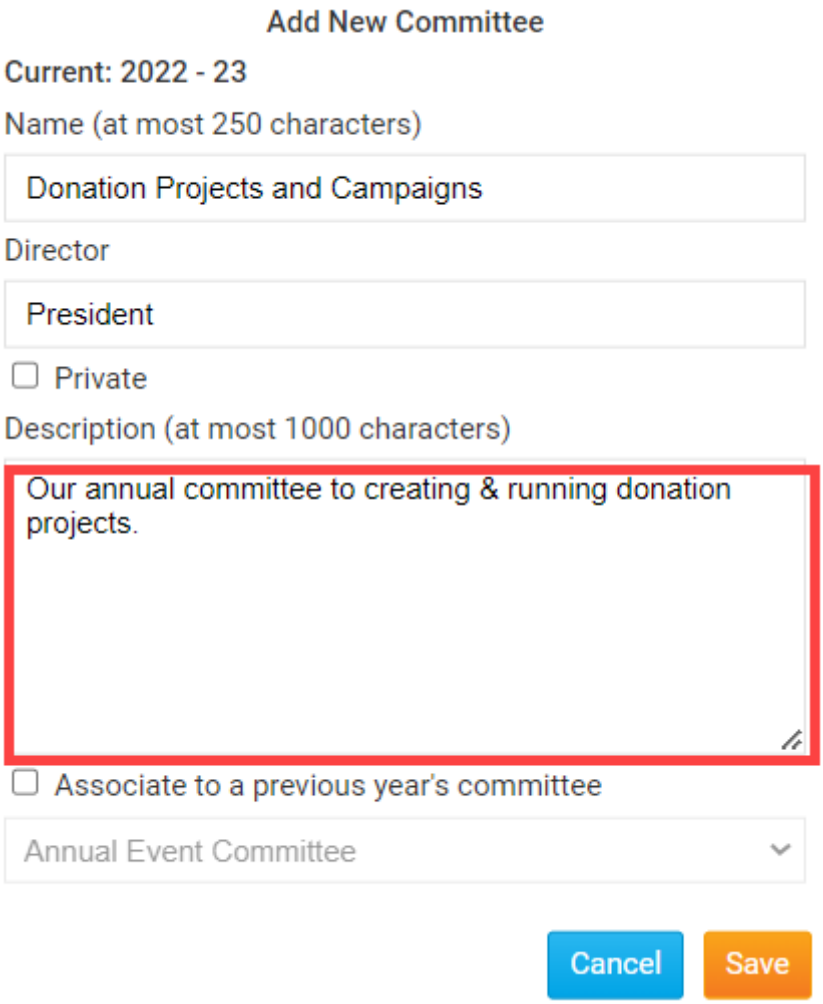
1. Click the **Director** drop down menu to choose the club officer in charge of the committee.



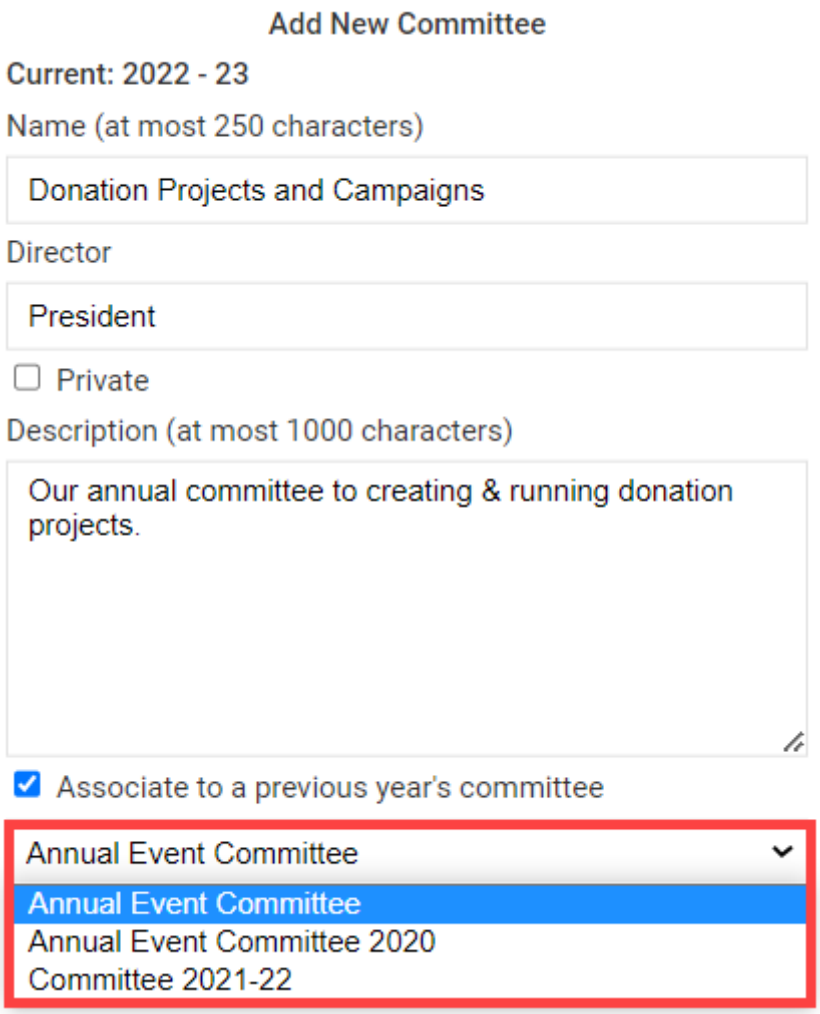
1. Check the **Private** check box if the committee is not to be visible to the public, or members not in the committee.



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



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



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

Up next > How to add members to a committee

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