

[NOVA] How do I create a new committee?

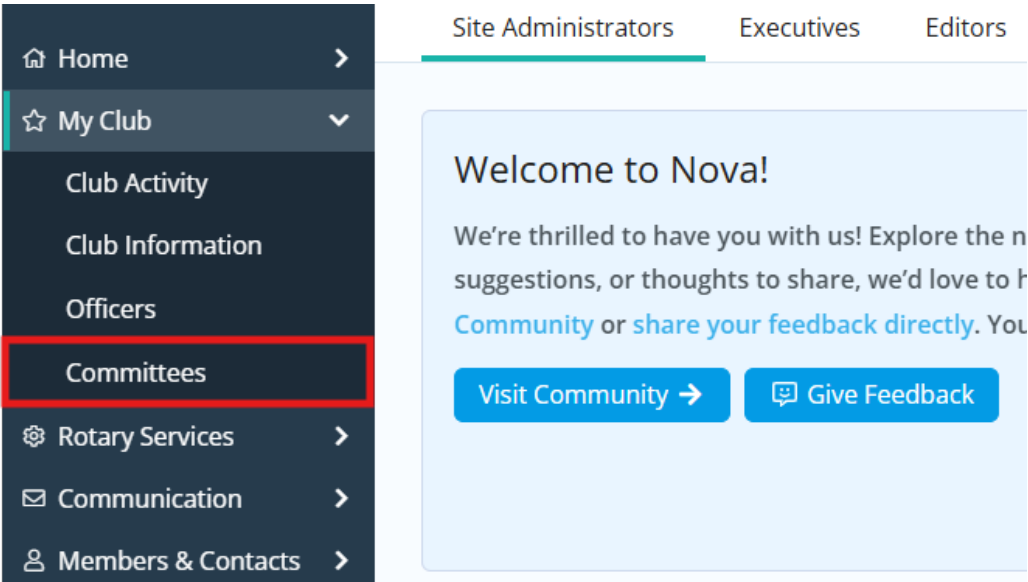
Michael M. - 2026-10-09 - [Committees](#)

Committees are an excellent way to organize the activities of your club. This support article will show you how to create a new committee.

Note

You must have level 50 or better access in order to create a new committee.

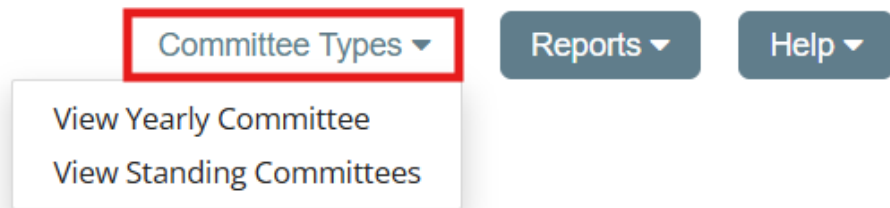
1. To begin, log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click the arrow next to My Club in the left-hand navigation menu, then click **Committees**.



3. By default you will see the current yearly committees and may navigate to prior or upcoming years by clicking the back arrow << or forward arrow >>.



You may click the **Committee Types** drop-down menu in the top right-hand corner to view either yearly or standing committees.



For more information on different types of committees, please read the support article: [What types of committees can our club use?](#)

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

CHAIR	TYPE	ACTIONS
Mason Climance	Private	   

- 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.

5. To create a new committee, click the **Add New Committee** button.



6. 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 click the Director drop-down menu to choose the club officer in charge of the committee. You may check the **Private** checkbox if the committee is not to be visible to the public, or to members not in the committee.

Add New Committee

Current: 2026 - 27

Name (at most 250 characters)

Director

Secretary 2026

☐ Private

Description (at most 1000 characters)

☒ Associate to a previous year's committee

Social Committee

Cancel

Save

7. Enter the description of the committee in the Description textbox. You may check the **Associate to a previous year's committee** checkbox to connect this committee to a prior yearly committee, then select the appropriate committee from the drop-down menu below.
8. Click **Save** to create the committee, or **Cancel** to discard it.