ClubRunner

Where can I view my committees?

Omar S. - 2021-12-24 - Committees

ClubRunner makes it easy for you to view your club's committees and sub-committees, and find out what role your fellow members play on a given committee. To do so, you must access the **My Committees** feature.

1. To access My Committees, 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 the **My ClubRunner** tab.

3. Then, click on the **My Committees** tab.

4. This will open the **My Committees** window. Here, you will see a list of your committees. In this example, the member is on the club's food drive committee.

Committee List

Current Committees

Committee	Role	Action
Club		
Annual Event Committee	Chair	View Committee
Committee 2021-22	Member	View Committee

5. When you click on the name of the committee, or the **View Committee** link you are taken to a page listing the committees members, their position on the committee, their access level, and their contact details. Clicking on a member's name brings you to their profile page.

Committee List

Home > Annual Event Committee

<<   Current: 2021 - 22   >>

Carry this committee over to next year

Members   Subcommittees   Documents   Email

☐ Sort using first name

Add Member

Name ▲	Club ⇕	Position ⇕	Access Level ⇕	Preferred Phone ⇕	Email ⇕	Actions
Chu, Eddie	Green Town	Chair	Chair	515-555-8888	edward@example.com	📋 ✖

Total: 1 member(s)

6. The various tabs above the committee listing allow you to view subcommittees, access the documents (such as flyers, photos or manuals) used by the committee, or send an email to committee members.

Committee List

<<   Current: 2021 - 22   >>

Carry this committee over to next year

Members   Subcommittees   Documents   Email

☐ Sort using first name

[Add Member]

Name ▲	Club ⇕	Position ⇕	Access Level ⇕	Preferred Phone ⇕	Email ⇕	Actions
Chu, Eddie	Green Town	Chair	Chair	515-555-8888	edward@example.com	📄 ✕

Total: 1 member(s)

Related Content

- [VIDEO: How do I use the committee management module?](#)
- [How do I send emails to committee members?](#)
- [What is the difference between basic and enhanced committees?](#)
- [How do I create a new Committee?](#)