

ClubRunner

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How do I add a new member to a committee?

Omar S. - 2023-03-17 - 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.

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 change an existing committee and add a member, click on the **name** of the committee.

Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President (Director: John Dean)			
22/23 Annual Goals Committee			   
Donation Projects and Campaigns	Leigh Brackett		   

Total: 2 committee(s)

1. The **Committee List** view changes to give you more committee editing options. Here, you can add committee members and set other details. To add a member to the committee, click the **Add Member** button.

Committee List

Home > Donation Projects and Campaigns

<< Current: 2022 - 23 >>



Our annual committee to creating & running donation projects.

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)

1. A popup window launches, in which you can select a member to add to the committee.

Add a member to Donation Projects and Campaigns

- 1) Please locate the member either by selecting their club and name, or by searching their name:

Clubs: OR

Members:

- 2) What is the position or title of that member in this committee?

- 3) What is the access level of that member in this committee?

- Member
- Secretary or Administrator (can edit this committee)
- Chair (can edit this committee)

1. Click the **Members** drop drop menu to choose a member from your club. You may also search for a member using the options to the right of the Members drop down menu.

Add a member to Donation Projects and Campaigns

- 1) Please locate the member either by selecting their club and name, or by searching their name:

Clubs: OR

Members:

- 2) What is the

- 3) What is the

- Please select a club member
- Assistant, Staff (Staff)
- Baker, Sue
- Barnes, Burkley
- Bobert, Janice
- Brackett, Leigh
- Chu, Eddie
- Corprel, John (Active - Corporate)
- Dean, John
- Dewy, Mickey
- Draper, Judith
- Duningham, Milo (Exchange Student)
- F, Ughwhr (Exchange Student)
- Ford, John (Staff)

1. Enter the **position** or **title** for the member in the committee.

Add a member to Donation Projects and Campaigns

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- Chair (can edit this committee)

1. Next, assign an access to the member on the committee. You will have these options:

- **Member:** This access level cannot edit or change the committee.
- **Secretary or Administrator:** This access level can add new members and edit the committee.
- **Chair:** The committee chair has the same access as Secretary or Administrator.

Add a member to Donation Projects and Campaigns

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1. Click **Save** to save the member to the committee. To discard your changes, click **Cancel**.

Add a member to Donation Projects and Campaigns

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 Secretary or Administrator (can edit this committee)
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1. Your newly added member will now appear on the **Committee List** details page.

Donation Projects and Campaigns

[Home](#) > [Donation Projects and Campaigns](#)

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.

[Carry this committee over to next year](#)

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

Sort using first name

Name ^	Club ^	Position ^	Access Level ^	Preferred Phone ^	Email ^	Actions
Brackett, Leigh	Green Town	Committee Secretary	Secretary	715-555-2323	leigh@sink.sendgrid.net	
Chu, Eddie	Green Town	Chair	Chair	515-555-8888	edward@example.com	

Total: 2 member(s)

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- [How do I create a new Committee?](#)