

# ClubRunner

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## How do I change a committee's chair?

Michael C. - 2023-10-23 - Committees





The Committee Chair position for your club may change from year to year. This article covers how to change the Committee Chair to another member.

1. To edit a committee, go to the 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, click **Organization**.
3. Click **Committees** in the grey bar below.
4. On the Committee's page, you will see 4 action buttons on the right-hand side of the committee. Click the **Pencil** icon to edit the Committee's details.
  - **Pencil** icon (Edit) - Edit the Committee's details.
  - **X** icon (Delete) - Delete the Committee.
  - **Up Arrow** - Move the Committee up one row in the list.
  - **Down Arrow** - Move the Committee down one row in the list.

### Committees

<< Current: 2019 - 20 >>

Add New Committee

Name	Chair	Type	Actions
President ( Director: Mickey D )			
Annual Event Committee			   

Total: 1 committee(s)

1. A pop-up box will appear, displaying the information for the committee. Click the **Director** drop-down menu.

Current: 2019 - 20

Name (at most 250 characters)

Annual Event Committee

Director

President

Private

Description (at most 1000 characters)

Do not change.

Change this committee to a "Standing Committee".

Please note that once you do that,  
you will lose all links to previous and future years of this committee  
and this cannot be undone.

Move this committee to a previous year.

Select Year: 2019/2020 (Current) ▼

Cancel

Save

1. A list of the Club Executives will appear, click the Executive's name, who is taking over the Committee.

Current: 2019 - 20

Name (at most 250 characters)

Annual Event Committee

Director

President	
President	D, Mickey
Secretary	Baker, Sue
Treasurer	Brackett, Leigh
Vice President	Davis, Clare
Membership Chair	S, Omar

- Do not change.
  - Change this committee to a "Standing Committee".
- Please note that once you do that,  
you will lose all links to previous and future years of this committee  
and this cannot be undone.
- Move this committee to a previous year.

Select Year: 2019/2020 (Current) ▼

Cancel

Save

Note

If the member does not appear in this list, please ensure that the member has been added to the Club Executives and Directors list by using the steps in this [How do I add a club executive article](#).

1. In the bottom corner of this pop-up box, click the orange **Save** button.

Current: 2019 - 20

Name (at most 250 characters)

Annual Event Committee

Director

Treasurer

Private

Description (at most 1000 characters)

Do not change.

Change this committee to a "Standing Committee".

Please note that once you do that,

you will lose all links to previous and future years of this committee and this cannot be undone.

Move this committee to a previous year.

Select Year: 2019/2020 (Current) ▼

Cancel

Save