

# ClubRunner

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## 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.

The screenshot displays the ClubRunner interface for the 'Committees' section. On the left, a navigation menu includes 'Committees' with sub-options: 'View Yearly Committee', 'View Standing Committees' (highlighted with a red box), 'Committee Listing', 'Member Committees', and 'Members Not In Committees'. Below this are 'Help' and 'Help Articles' sections. The main content area is titled 'Committees' and shows navigation for the current year '2022 - 23'. A table lists the following committee:

Name	Chair	Type	Actions
President ( Director: John Dean )	22/23 Annual Goals Committee		





Below the table, it states 'Total: 1 committee(s)'. An 'Add New Committee' button is visible in the top right corner of the main content area.

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

## Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President ( Director: <a href="#">John Dean</a> )			
<a href="#">22/23 Annual Goals Committee</a>			   

Total: 1 committee(s)





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.

## Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President ( Director: <a href="#">John Dean</a> )			
<a href="#">22/23 Annual Goals Committee</a>			   





Total: 1 committee(s)

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

## Committees

<< Current: 2022 - 23 >>

Add New Committee

Name	Chair	Type	Actions
President ( Director: <a href="#">John Dean</a> )			
<a href="#">22/23 Annual Goals Committee</a>			   

Total: 1 committee(s)

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

## Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

President

Private

Description (at most 1000 characters)

Associate to a previous year's committee

Annual Event Committee

Cancel

Save

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

### Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

President

Private

Description (at most 1000 characters)

Associate to a previous year's committee

Annual Event Committee

Cancel

Save

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

### Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

Executive Secretary		▼
President	Dean, John	▲
Co-President	Bobert, Janice	
President Elect	Ford, John	
Treasurer	Hampton, Charles	
Executive Secretary	Kornbluth, Cyril	▼

Associate to a previous year's committee

Annual Event Committee ▼

Cancel Save

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

### Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

President

Private

Description (at most 1000 characters)

Associate to a previous year's committee

Annual Event Committee

Cancel

Save

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

## Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

President

Private

Description (at most 1000 characters)

Our annual committee to creating & running donation projects.

Associate to a previous year's committee

Annual Event Committee

Cancel

Save

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

## Add New Committee

Current: 2022 - 23

Name (at most 250 characters)

Donation Projects and Campaigns

Director

President

Private

Description (at most 1000 characters)

Our annual committee to creating & running donation projects.

Associate to a previous year's committee

Annual Event Committee

Annual Event Committee

Annual Event Committee 2020

Committee 2021-22

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

Up next > [How to add members to a committee](#)

### Related Content

- [VIDEO: Organize and manage your Committees](#)
- [VIDEO: How do I use the committee management module?](#)
- [How do I add a new member to a committee?](#)
- [How do I send emails to committee members?](#)
- [How do I add committee documents?](#)
- [Where can I view my committees?](#)
- [What is the difference between basic and enhanced committees?](#)