

How do I set meeting responsibilities? (Duty Roster)

Michael C. - 2021-12-24 - Membership Management

You can manage member duty assignments for club meetings. These assignments can be changed as needed, and new positions can be created.

1. To manage the Club's meeting responsibilities, you must go to the club's homepage and login. Click **Member Login** near the top right of the page and enter your login information to login.
2. Then, click on **Member Area** near the top right of the screen.
3. Along the top of the screen you will see several tabs. Click on the **Organization** tab.
4. Next, click on **Meeting Responsibilities (Duty Roster)**.
5. You are now on the **Meeting Responsibilities** screen. Here you can view all new duty groups, or add duty positions within a group. Duty groups refer to given tasks for a certain event, such as a meeting or community fundraiser. Positions are specific roles within that group.

Meeting Responsibilities

Drag and drop positions to change their sequence and groupings.

+ Add New Group

+ Add New Position

Position	Assigned Member	Actions

6. The first step is to add a new group. To do this, click **Add New Group**.

Meeting Responsibilities

Drag and drop positions to change their sequence and groupings.

+ Add New Group

+ Add New Position

Position	Assigned Member	Actions

7. You are now on the Add New Group page. Please fill in the fields:
 - o **Group Name** - The name of the group. Example: "April 1st - Meeting"
 - o **Show this group and its positions on website** - By selecting "No" this would hide the group and its positions on the website and bulletin.
 - o **Show Group Name** - By selecting "No" this would hide the name of the group.

8. Once done, click **Save**.

Add New Group

Group Details

Group Name: *

Show this group and its positions on website? Yes No

?
Show Group Name: Yes No

Cancel

9. Now, you can add the position to the group. To do this click **Add New Position** or **Add Position**.

Meeting Responsibilities

Drag and drop positions to change their sequence and groupings.

Position	Assigned Member	Actions
<input type="checkbox"/> April 1st - Meeting		<input type="button" value="Add Position"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

10. You are now on the Add New Position page. Fill in the fields:

- **Position Name** - The name or title of the position. Example: Greeter
- **Show this position on website** - If you select "No" it hides the position from the website and bulletin.
- **Assign member to this position** - You can choose a member for this position.
- **Add this position to a group** - Add this position to a group.

11. Click **Save** when done.

Add New Position

Position Details

Position Name: *

Show this position on website? Yes No

Assign member to this position? Yes No

Add this position to a group?

Cancel

12. Continue to add positions and groups for the upcoming weeks. I recommend doing three to six weeks in advance. Yours might look like this:

Meeting Responsibilities


Drag and drop positions to change their sequence and groupings.

[+ Add New Group](#)

[+ Add New Position](#)

Position	Assigned Member	Actions
<input type="checkbox"/> April 1st - Meeting		Add Position Edit Delete
Greeter	Hunt, Dave	Edit Delete
News	Murrell, Ron	Edit Delete
Clean up	Aaron, William	Edit Delete
<input type="checkbox"/> April 7th - Meeting		Add Position Edit Delete
Greeter	Clerici, Mathieu	Edit Delete
News	Alexander, Donald	Edit Delete
Clean up	Young, Jim	Edit Delete
<input type="checkbox"/> April 14th - Meeting		Add Position Edit Delete
Greeter	Ballantyne, Bill	Edit Delete
News	Bryson, Margaret	Edit Delete
Clean Up	Stephens, Philip	Edit Delete
<input type="checkbox"/> April 21st - Meeting		Add Position Edit Delete

13. After the meeting is over, you can move the **Group** to the bottom and rename it. Then you can assign different members to the positions. To do this, please hover over top of the meeting's name, and click and drag it down to the bottom.

Position	Assigned Member	Actions
<input type="checkbox"/> April 1st - Meeting		Add Position Edit Delete
Greeter	Hunt, Dave	Edit Delete
News	Murrell, Ron	Edit Delete
Clean up	Aaron, William	Edit Delete

14. Once at the bottom, please click **Edit** on the group to change the name.

Position	Assigned Member	Actions
<input type="checkbox"/> April 1st - Meeting		Add Position Edit Delete
Greeter	Hunt, Dave	Edit Delete
News	Murrell, Ron	Edit Delete
Clean up	Aaron, William	Edit Delete

15. Click **Edit** on the position to change the name of the position or member who is assigned to it.

Position	Assigned Member	Actions
<input type="checkbox"/> April 1st - Meeting		Add Position Edit Delete
Greeter	Hunt, Dave	Edit Delete
News	Murrell, Ron	Edit Delete
Clean up	Aaron, William	Edit Delete

To learn how to add the Meeting Responsibilities widget to the website or bulletin. Please read the article called [Widgets: Meeting Responsibilities](#).

Related Content

- [How do I add a meeting?](#)