



## **Governors** Adding a Committee

## Adding a Committee

- 1. On the **Governing Body Search** page, search for the required governing body.
- 2. Select the required governing body by double-clicking on the name to display the **Governing Body** page.

One Home	Governing Body	Governors	Establishment	Meeting Actions	Action Templates	Reports	Links	
Soverning Boo	ly Search							
Governir	ng Body Sea	rch						
Governin	g Body Search Details							
Body Name								
Bodies of Ba	se Туре							
Establishme	nt							
☑ Is Active								Q Search
List of Governi	ing Bodies							
New	💥 Delete	View Details	- 🔗 Refres	h Vacancies	Export CSV	- 💼 Linked Reports 4		
Body Name F	stablishment Code	stablishment Na	me Address Tele	phone Vacancies	Active			

- 3. Select the **Committees** tab.
- 4. Select Add Committee from the Select Committee drop-down to display the Add Committee dialog.

The **Add Committee** dialog displays a list of committee types (*lookup Table id* 0262).

 Highlight the required Committee Type and click the Add Committee button to display the Committees tab with this committee type selected. Proceed to Step 7.

> If the required committee type is not displayed, click the **New Committee Type** button to open the **New Committee Type** dialog. Proceed to Step 6.

#### 6. On the New Committee Type panel:

- a. Enter a unique Internal Code.
- b. Enter a **Description.**
- c. Select an **External Code** from the drop-down.
- d. Click the **Save** button to save the committee type.
- e. Click the **Close** button to display the **Add Committee** dialog with the new committee type highlighted.

One Home	Governing Body	Governors	Establishment	Meeting Actions	Action Templates	Reports	Link	s 📃	
Governing Body	Search > Governing	Body Details							
Governin	g Body	-					¥ Alerts	SQL Ma	l Nerge 🛛 🚔 🗧 🔹
Composition	Committees Meetin	ngs Contact Log	Memo UDFs	Basic Details D	efault Terms				
No com	No committee selected						lect Committee ·		
Committee co	omposition						Memo 💥 Delete		Discipline committee
Committee D	etails								Finance committee
Max Membe	rs	Quorum	Act	ual Members				+	Add committee
Committee M	lembers								
🛖 Add	/ Edit	💥 Delete							
Governor Ty	pe Name Position								

Committee Details		
Committee Type		
Appeals		
Discipline		
Finance		
Other		
Staffing		

				23	
New Cer					
New Con	nmittee Ty	pe			
Existing Committee Types					
Internal Code 🟹	Description $\overline{\mathbb{V}}$	External Code $\overline{\mathbb{V}}$	Active $\overline{\mathbb{V}}$		
APP	Appeals	Appeals	Yes		
DIS	Discipline	Discipline	Yes		
FIN	Finance	Finance	Yes		
отн	Other	Other	Yes		
STF	Staffing	Staffing	Yes		
New Committee 1	Гуре				
Internal Code					
Description					
External Code					
Active [	~				
			💾 Save	Close	



**Reference Guide** 

# **Governors** Adding a Committee

Active

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7.	On	the Committee Members	One Home Governing Body Governors Establishment Meeting Actions Action Templates Reports	Links				
	panel, click the <b>Add</b> button to open the <b>Add Committee Member</b> dialog.		Governing Body Search > Governing Body Details					
			Governing Body School	🔻 Alerts 🛛 🖞 SQL Mail Merge 🚔 🗧 👻				
		0	Composition Committees Meetings Contact Log Memo UDFs Basic Details Default Terms					
	<b>Note:</b> The <b>Add</b> button is only enabled if appointments have been created for the governing body.		Finance committee	Select Committee				
				Memo X Delete Save Cancel				
	crea	ated for the governing body.	Committee Details					
			Max Members         4         Quorum         3         Actual Members         2					
			Committee Members					
			Add / Edit Coelete					
			Governor Type Name Position					
			Parent Governor Dr					
			Parent Governor, Mrs					
8.	. Select a Governor Name and a Committee Position.			23				
	requ	new committee position is uired, click the <b>New Committee</b>	Add Committee Member					
		sition button to open the New	Member Details					
	Committee Position dialog. Proceed to Step 10.		Governor Name					
			Committee Position None New Committee Position					
9.	<ol> <li>Click the <b>OK</b> button and proceed to Step 11.</li> </ol>							
			Ok Close					
10.	On	the New Committee Position						
	dial	og:	New Committee Position					
	a.	Enter a unique Internal Code.	Internal Code					
	b.	Enter a <b>Description.</b>						
	C.	Select an External Code from	Description					
	υ.	the drop-down.	External Code Committee Position					

d.	Click the Save button to save
	the committee position (Table
	id 0614).

- e. Click the Close button to display the Add Committee Member dialog.
- 11. Click the **Save** button.

#### Related Reference Guides:

- Primary Navigation
- Create an Appointment
- Manage a Committee
- Manage Meetings
- Edit Governor Details

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M Save

Close

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