

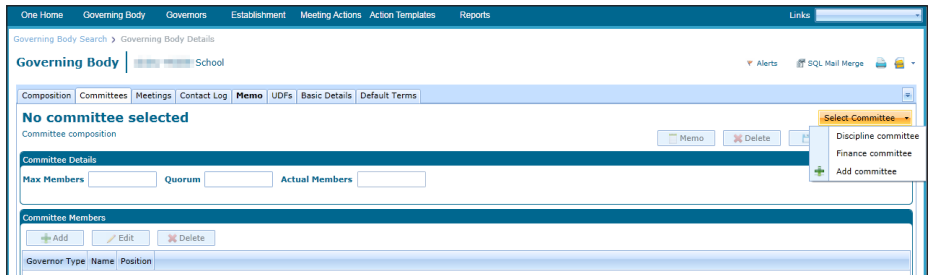
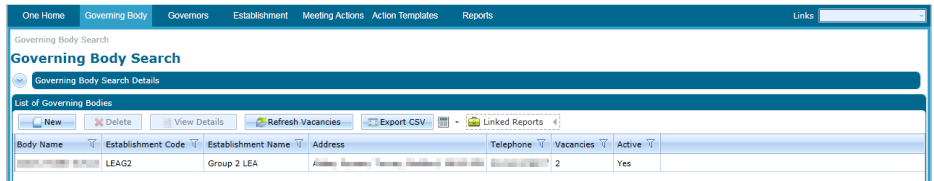


# Governors

## Managing a Committee

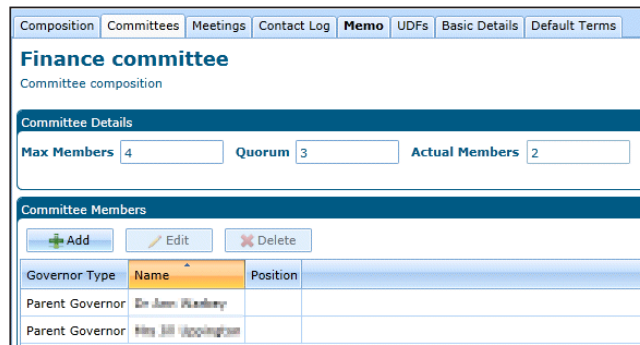
### Managing a Committee

1. On the **Governing Body Search** page, search for the required governing body.
2. Double-click the required governing body to display the **Governing Body** page.
3. Select the **Committees** tab.
4. Select the required committee from the **Select Committee** drop-down to display the committee details.



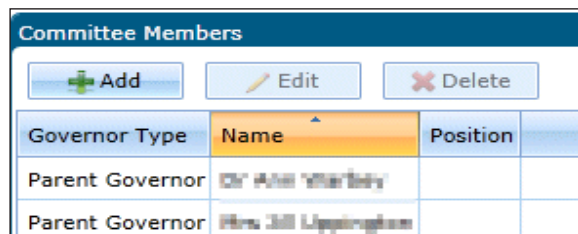
### Setting Max Members and Quorum

1. On the **Committee Details** panel, update the **Max Members** and **Quorum**, as required.
2. Click the **Save** button.



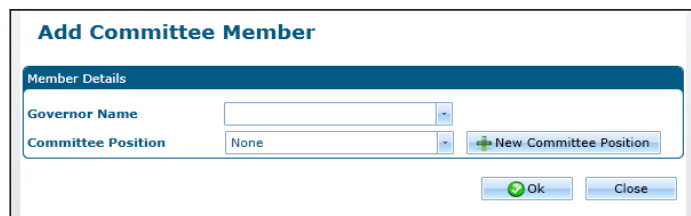
### Adding a Committee Member

1. On the **Committee Members** panel, click the **Add** button to display the **Add Committee Member** dialog.
2. Select a **Governor Name** and **Committee Position**.



If a new committee position is required, click the **New Committee Position** button to display the **New Committee Position** dialog. Proceed to **Adding a New Committee Position**.

3. Click the **OK** button to display the **Committees** tab.
4. Click the **Save** button.





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### Editing a Committee Member

1. On the **Committee Members** panel, highlight a record then click the **Edit** button to display the **Edit Committee Member** dialog.

2. Select a new **Governor Name** or a new **Committee Position**.  
If a new committee position is required, click the **New Committee Position** button to display the **New Committee Position** dialog.  
Proceed to **Adding a Committee Position**.
3. Click the **OK** button to display the **Committees** tab.
4. Click the **Save** button.

### Adding a Committee Position

1. On the **New Committee Position** dialog:
  - a. Enter a unique **Internal Code**.
  - b. Enter a **Description**.
  - c. Select an **External Code** from the drop-down list.
  - d. Click the **Save** button to save the committee position (*Table id 0614*).
  - e. Click the **Close** button to display the **Add Committee Member** or **Edit Committee Member** dialog.
2. Click the **OK** button to display the **Committees** tab.
3. Click the **Save** button.



#### Related Reference Guides:

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