



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.

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 (look up *Table id 0262*).

5. 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.

Internal Code	Description	External Code	Active
APP	Appeals	Appeals	Yes
DIS	Discipline	Discipline	Yes
FIN	Finance	Finance	Yes
OTH	Other	Other	Yes
STF	Staffing	Staffing	Yes

New Committee Type

Internal Code:

Description:

External Code:

Active:

Save Close



Governors

Adding a Committee

7. On the **Committee Members** panel, click the **Add** button to open the **Add Committee Member** dialog.

Note: The **Add** button is only enabled if appointments have been created for the governing body.


The screenshot shows the 'Governing Body' interface for a school. The 'Finance committee' is selected. The 'Committee Details' section shows 'Max Members' as 4, 'Quorum' as 3, and 'Actual Members' as 2. The 'Committee Members' section has an 'Add' button highlighted in blue. Below it is a table with columns for 'Governor Type', 'Name', and 'Position'. Two rows are visible: 'Parent Governor Dr [Name]' and 'Parent Governor Mrs [Name]'.

8. Select a **Governor Name** and a **Committee Position**.
- If a new committee position is required, click the **New Committee Position** button to open the **New Committee Position** dialog. Proceed to Step 10.
9. Click the **OK** button and proceed to Step 11.

The 'Add Committee Member' dialog box has a title bar and a close button. It contains a 'Member Details' section with two dropdown menus: 'Governor Name' and 'Committee Position'. The 'Committee Position' dropdown is currently set to 'None'. There is a '+ New Committee Position' button next to the dropdown. At the bottom, there are 'Ok' and 'Close' buttons.

10. On the **New Committee Position** dialog:
- Enter a unique **Internal Code**.
 - Enter a **Description**.
 - Select an **External Code** from the drop-down.
 - Click the **Save** button to save the committee position (*Table id 0614*).
 - Click the **Close** button to display the **Add Committee Member** dialog.
11. Click the **Save** button.

The 'New Committee Position' dialog box has a title bar and a close button. It contains four input fields: 'Internal Code', 'Description', 'External Code' (with a search icon), and 'Active' (with a checked checkbox). At the bottom, there are 'Save' and 'Close' buttons.

 **Related Reference Guides:**

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

This screenshot is similar to the first one, but the 'Actual Members' count in the 'Committee Details' section is now 3. The 'Committee Members' table now has three rows: 'Parent Governor Dr [Name]', 'Parent Governor Jill [Name]', and 'Parent Governor Mrs [Name]'. The 'Add' button is no longer highlighted.