SMIS0001 - Committee Groups Maintenance

US
University of Sussex

Search

Group Title

Save

The groups system enables you to set up groups of people and add members to the group. Although many TYPES of group exist all committee groups are set up with the GROUP TYPE of COMMITTEE.

The committee groups created on the system are formal committee groups represented in the Organisation of the University.
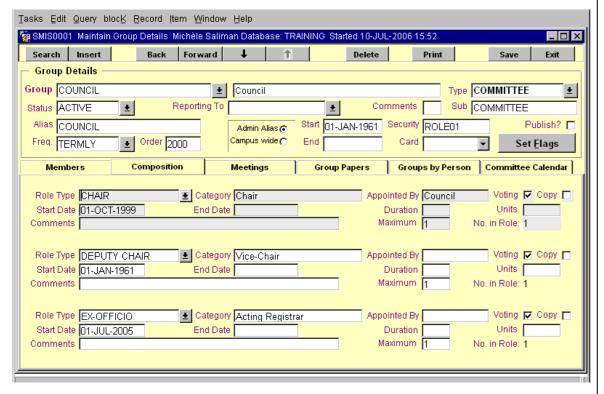
Searching for Groups

You can search on any of the criteria on the top block of the screen (e.g. GROUP, TITLE, TYPE, ALIAS)

- Click **Search** to clear all the data
- Search on the following data (see example on left):
  - GROUP NAME e.g. COUNCIL
  - GROUP TITLE e.g. %Council% - use '%' as wildcards
  - GROUP TYPE e.g. COMMITTEE
  - ALIAS e.g. %COUNCIL%

Creating a New Committee

- Click **Insert** to enter input mode
- Enter the following:
  - GROUP NAME – A short name for the group
  - GROUP TITLE – A full title for the group
  - GROUP TYPE – Enter as **COMMITTEE** from the list
  - STATUS – select ACTIVE from the list of values

o START DATE – Start date of the committee
o FREQ – Frequency of meeting (choose from the list)
o ALIAS – This doesn't have to be entered – enter the email alias you would like for the committee group

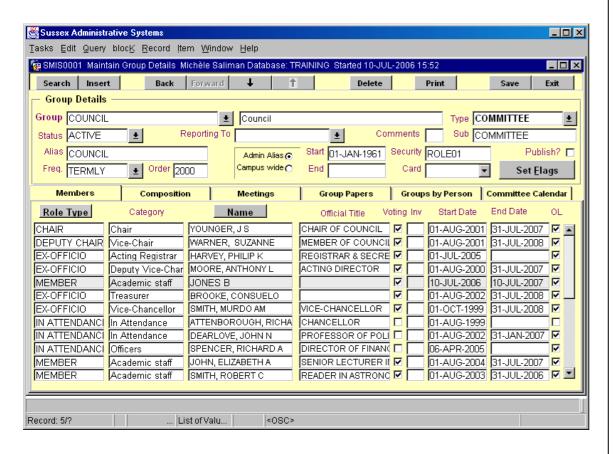- Click on the **Save** button once you have enter the required information

Creating the Composition

Before adding the members of the committee you have to create the committee roles. For example you will need to say how many Chairs, Secretaries or Members the group is to have.

- Click on the [Composition] tab
- Select a ROLE TYPE from the list
- CATEGORY – This is a full description of the role
- Enter the START DATE
- Tick if that role should have VOTING rights
- Enter MAXIMUM number of that role for the group (e.g. 1 Chair)
- Click **Insert** to add new rows to add more roles

- Click on the **Save** button once you have enter the required information

Creating Meetings

- Click on the [Meetings] tab
- Enter the meeting date using the format DD-MMM-YYYY
- Enter the start and end times
- Use the **Location** buttong to select the correct room
- Click **Insert** to add new rows

- Click on the **Save** button once you have enter the required information

Adding Members

- Click **Role Type** button. This will show the roles you created in the composition screen
- Enter the surname and part of first name (e.g. JONES B or JONES BRI)
- Click the **Name** button
- The Official Title will default to the job title. This can be changed to reflect the committee title (e.g. CHAIR OF COUNCIL)
- Set VOTING rights for the member
- Enter the START DATE and END DATE. This denotes the tenureship dates
- Click **Insert** to add new rows

- Click on the **Save** button once you have enter the required information