

SMIS0001 - Committee Groups Maintenance

The screenshot shows the 'Maintain Group Details' window for a group named 'COUNCIL'. The window title is 'Sussex Administrative Systems' and the database is 'TRAINING'. The 'Group Details' section includes fields for Group (COUNCIL), Type (COMMITTEE), Status (ACTIVE), Reporting To, Alias (COUNCIL), Start (01-JAN-1961), Security (ROLE01), and Order (2000). Below this is a table with columns: Role Type, Category, Name, Official Title, Voting Inv, Start Date, End Date, and OL. The table lists various roles such as CHAIR, DEPUTY CHAIR, EX-OFFICIO, and MEMBER, along with their respective names and dates.

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

Tasks Edit Query block Record Item Window Help

SMIS0001 Maintain Group Details Michèle Saliman Database: TRAINING Started 10-JUL-2006 15:52

Search Insert Back Forward Delete Print Save Exit

Group Details

Group: COUNCIL Council Type: COMMITTEE

Status: ACTIVE Reporting To: Comments: Sub: COMMITTEE

Alias: COUNCIL Admin Alias: Start: 01-JAN-1961 Security: ROLED1 Publish?:

Freq: TERMLY Order: 2000 Campus wide: End: Card: Set Flags

Members Composition Meetings Group Papers Groups by Person Committee Calendar

Role Type: CHAIR Category: Chair Appointed By: Council Voting: Copy:

Start Date: 01-OCT-1999 End Date: Duration: Units: Maximum: 1 No. in Role: 1

Role Type: DEPUTY CHAIR Category: Vice-Chair Appointed By: Voting: Copy:

Start Date: 01-JAN-1961 End Date: Duration: Units: Maximum: 1 No. in Role: 1

Role Type: EX-OFFICIO Category: Acting Registrar Appointed By: Voting: Copy:

Start Date: 01-JUL-2005 End Date: Duration: Units: Maximum: 1 No. in Role: 1

Members Composition Meetings Group Papers Groups by Person Committee Calendar

Date Of Meeting	Start	Finish	Location	Reference	Comments
24-MAR-2000	14:00	17:00	BRAMBER HOUSE	C/161	
24-APR-2000	11:00	12:00	ARTS A A001		
01-JUL-2000	10:00	13:05	BRAMBER HOUSE	C/162	Special Meeting
07-JUL-2000	14:00	16:50	BRAMBER HOUSE	C/163	
02-NOV-2000	09:45	11:15	BRAMBER HOUSE	C/164	Special Meeting
20-DEC-2000	14:00	18:00	BRAMBER HOUSE	C/165	Wednesday meeting
02-FEB-2001	17:30	17:45	BRAMBER HOUSE	C/166	Special meeting
23-MAR-2001	14:00	18:00	BRAMBER HOUSE	C/167	
05-JUL-2001	14:30	18:00	BH-304	C/168	
28-SEP-2001	10:30	13:00	EH 019/20		
20-DEC-2001	10:30	13:00	BH-304	C/169	

- START DATE – Start date of the committee
- FREQ – Frequency of meeting (choose from the list)
- 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** button to select the correct room
- Click **Insert** to add new rows
- Click on the **Save** button once you have enter the required information

Sussex Administrative Systems

Tasks Edit Query block Record Item Window Help

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Search Insert Back Forward Delete Print Save Exit

Group Details

Group: COUNCIL Council Type: COMMITTEE

Status: ACTIVE Reporting To: Comments: Sub: COMMITTEE

Alias: COUNCIL Admin Alias: Start: 01-JAN-1961 Security: ROLED1 Publish?:

Freq: TERMLY Order: 2000 Campus wide: End: Card: Set Flags

Members Composition Meetings Group Papers Groups by Person Committee Calendar

Role Type	Category	Name	Official Title	Voting Inv	Start Date	End Date	OL
CHAIR	Chair	YOUNGER, J S	CHAIR OF COUNCIL	<input checked="" type="checkbox"/>	01-AUG-2001	31-JUL-2007	<input checked="" type="checkbox"/>
DEPUTY CHAIR	Vice-Chair	WARNER, SUZANNE	MEMBER OF COUNCIL	<input checked="" type="checkbox"/>	01-AUG-2001	31-JUL-2008	<input checked="" type="checkbox"/>
EX-OFFICIO	Acting Registrar	HARVEY, PHILIP K	REGISTRAR & SECRE	<input checked="" type="checkbox"/>	01-JUL-2005		<input checked="" type="checkbox"/>
EX-OFFICIO	Deputy Vice-Char	MOORE, ANTHONY L	ACTING DIRECTOR	<input checked="" type="checkbox"/>	01-AUG-2000	31-JUL-2007	<input checked="" type="checkbox"/>
MEMBER	Academic staff	JONES B		<input checked="" type="checkbox"/>	10-JUL-2006	10-JUL-2007	<input checked="" type="checkbox"/>
EX-OFFICIO	Treasurer	BROOKE, CONSUELO		<input checked="" type="checkbox"/>	01-AUG-2002	31-JUL-2008	<input checked="" type="checkbox"/>
EX-OFFICIO	Vice-Chancellor	SMITH, MURDO AM	VICE-CHANCELLOR	<input checked="" type="checkbox"/>	01-OCT-1999	31-JUL-2008	<input checked="" type="checkbox"/>
IN ATTENDANCE	In Attendance	ATTENBOROUGH, RICHARD	CHANCELLOR	<input type="checkbox"/>	01-AUG-1999		<input type="checkbox"/>
IN ATTENDANCE	In Attendance	DEARLOVE, JOHN N	PROFESSOR OF POLI	<input type="checkbox"/>	01-AUG-2002	31-JAN-2007	<input checked="" type="checkbox"/>
IN ATTENDANCE	Officers	SPENCER, RICHARD A	DIRECTOR OF FINANC	<input type="checkbox"/>	06-APR-2005		<input checked="" type="checkbox"/>
MEMBER	Academic staff	JOHN, ELIZABETH A	SENIOR LECTURER II	<input checked="" type="checkbox"/>	01-AUG-2004	31-JUL-2007	<input checked="" type="checkbox"/>
MEMBER	Academic staff	SMITH, ROBERT C	READER IN ASTRONC	<input checked="" type="checkbox"/>	01-AUG-2003	31-JUL-2006	<input checked="" type="checkbox"/>

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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