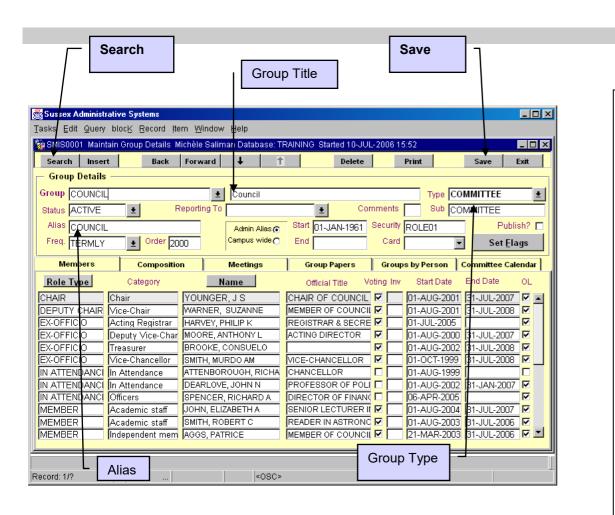
Management Information Systems

Help Desk Ext 8800

SMIS0001 - Committee Groups Maintenance





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.

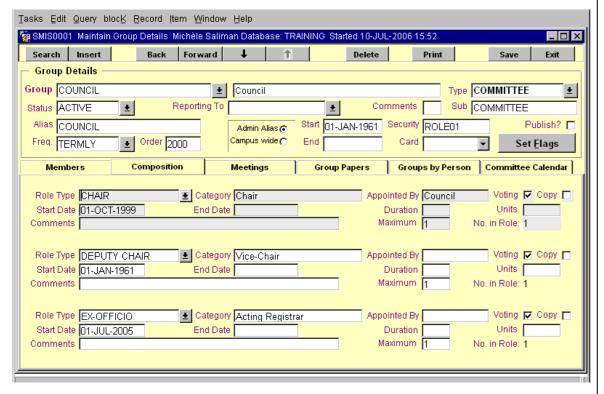
Searching for Groups

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
 - o 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



Members	Composition		Meetings	Group Papers	Groups	by Person	Committee Calendar
Date Of Meeting	Start	Finish	Location	ı	Reference	Comments	5
24-MAR-2000	14:00	17:00	BRAMBER HOUS	GE C/	161		
24-APR-2000	11:00	12:00	ARTS A A001				
01-JUL-2000	10:00	13:05	BRAMBER HOUS	GE C/	162	Special Me	eeting
07-JUL-2000	14:00	16:50	BRAMBER HOUS	GE C/	163		
02-NOV-2000	09:45	11:15	BRAMBER HOUS	GE C/	164	Special Me	eeting
20-DEC-2000	14:00	18:00	BRAMBER HOUS	GE C/	165	Wednesda	ıγ meeting
02-FEB-2001	17:30	17:45	BRAMBER HOUS	GE C/	166	Special me	eeting
23-MAR-2001	14:00	18:00	BRAMBER HOUS	GE 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
- o 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 <u>Save</u> button once you have enter the required information

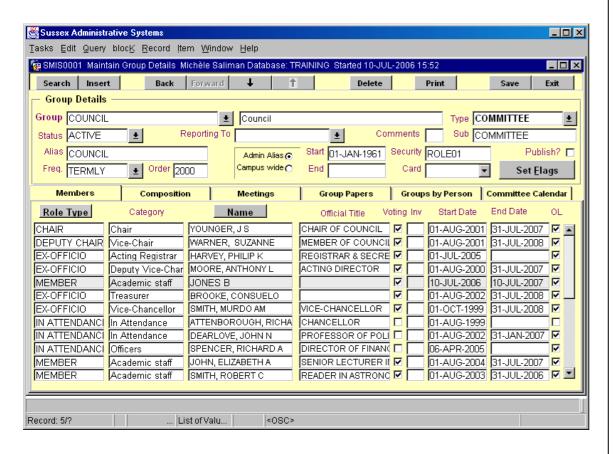
Creating the Composition

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