

How to change a Committee Role

All committee roles can be allocated or updated in [ENgage](#) by an individual assigned with one of the three main committee roles, either: Secretary, Treasurer or Chairperson.

1. The Secretary, Chairperson or Treasurer will need to log into their ENgage account and access the club's **Organisation Profile**.
2. Once here, select **Committee Roles** from the menu on the left hand side.
3. To edit an existing role, select the circle to the left of the name currently assigned to the role and search for the relevant person. Once selected, click **Save**.
4. To allocate an unallocated role, click on **Not Allocated** and search for the relevant person. Once selected, click **Save**.

Note: The person being allocated a role must exist in the organisation's database. If they are not yet associated to the organisation (i.e. if they have never had a membership before), they will need to register or login and search for the organisation in their **Directory**, select it, click **Join**, followed by **Save**.

A user guide with more information on this can be found [here](#).