

OVERVIEW OF COMMITTEES

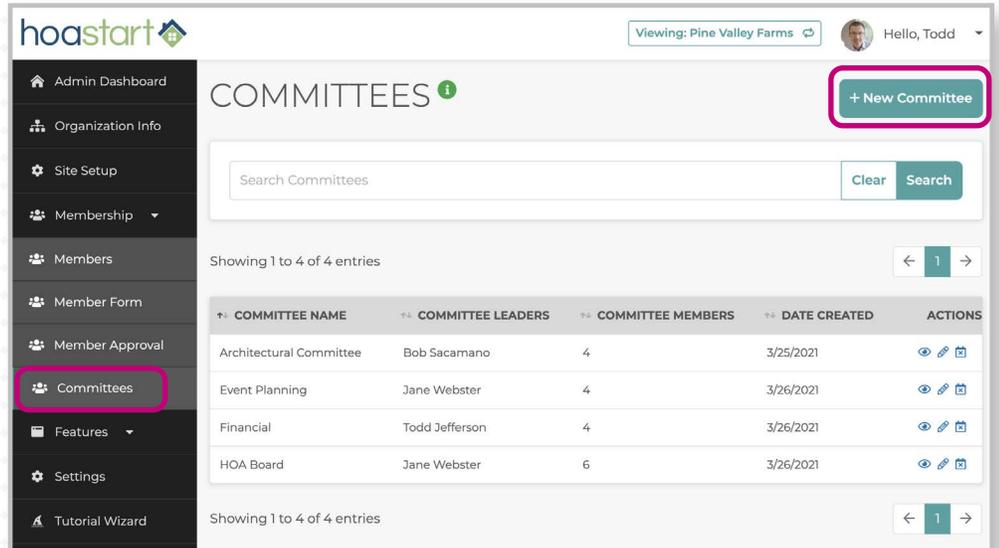
Committees are the lifeblood of organizational decision making. You can create individual committees to handle specific aspects of your community's affairs. The Committees feature was designed with custom options for allowing who and when different members can join. Here's how to set up a committee.

Click on the "Committees" tab listed under Membership in the Admin Panel. Next, click on the "+ New Committee" button which will open the Committee Creation window.

Each committee will need a name and brief description. You can accept committee members from outside your organization, restrict to community members only, or even designate specific committees within your membership using tags from the "Limited To" dropdown menu.

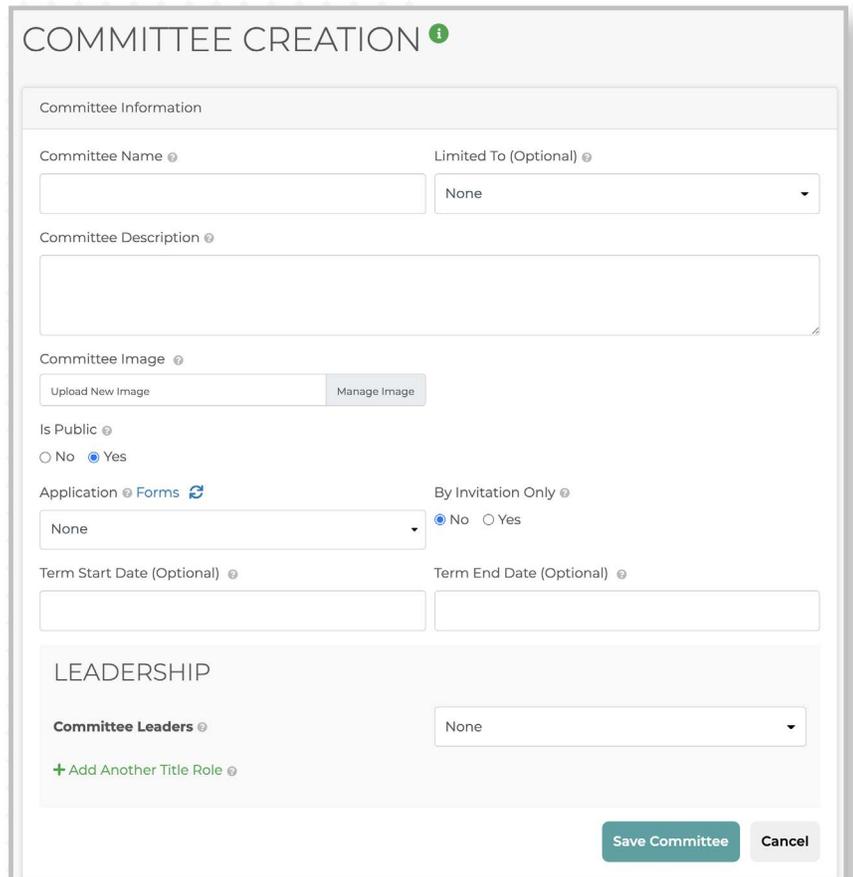
- ◆ **Once you have finished creating your committee, you will see the system automatically create a tag for it and apply it to the profile of each committee member and leaders. The tag will display an "*" asterisk before the name to differentiate it from the manually created Admin tags.**

Add a committee image if you want to incorporate a visual that appears on your website. You also can require an application that uses a custom form. You can set an optional Term Start and End Date, defining how long the committee membership term will last. Finally, designate committee leaders and add other title roles if you want additional leadership. To finish the process, click on the "Save Committee" button.



The screenshot shows the 'COMMITTEES' page in the Hoastart Admin Panel. The left sidebar has the 'Committees' tab highlighted. The main content area shows a search bar and a table of committees. The table has the following data:

COMMITTEE NAME	COMMITTEE LEADERS	COMMITTEE MEMBERS	DATE CREATED	ACTIONS
Architectural Committee	Bob Sacamano	4	3/25/2021	[Eye] [Edit] [Trash]
Event Planning	Jane Webster	4	3/26/2021	[Eye] [Edit] [Trash]
Financial	Todd Jefferson	4	3/26/2021	[Eye] [Edit] [Trash]
HOA Board	Jane Webster	6	3/26/2021	[Eye] [Edit] [Trash]



The screenshot shows the 'COMMITTEE CREATION' form. The form is divided into sections: Committee Information, Leadership, and buttons for Save Committee and Cancel.

Committee Information

- Committee Name: [Text Field]
- Limited To (Optional): [Dropdown Menu, None selected]
- Committee Description: [Text Area]
- Committee Image: [Upload New Image] [Manage Image]
- Is Public: No Yes
- Application: [Dropdown Menu, None selected] Forms
- By Invitation Only: No Yes
- Term Start Date (Optional): [Text Field]
- Term End Date (Optional): [Text Field]

LEADERSHIP

- Committee Leaders: [Dropdown Menu, None selected]
- + Add Another Title Role

Buttons: Save Committee, Cancel

OVERVIEW OF COMMITTEES - CONTINUED

To review a newly created committee's information, click on the eyeball icon listed under the Actions column from the Committees page. In this view you can click on tabs near the top of the window to see current, pending, and rejected members. You also can remove, approve, or reject members from this tabbed view. From this screen, you can also manually add new members by clicking on the "+ Add Member" button. To edit committee information from this screen, click on the "Edit Committee" button.

For community members to access available committee and review details, you'll need to set up a Committees page on the public side of your website so members can join by clicking on the "Apply" button. If you need more information about adding a new template page to your site, visit the [Help Desk](#) on that topic for a more in-depth view.



HOA BOARD

Viewing: Pine Valley Farms Hello, Todd

+ Add Member Edit Committee

Members Pending Rejected

Search All Search Members Clear Search

MEMBER	ROLE	JOINED	ACTIONS
Bob Sacamano bobsacamanotester@gmail.com	Member	3/26/2021	Remove

Cedar Falls San Antonio, TX

Todd's Profile | My Dashboard | Log Off
(23) 458-7890 | admin@cedarfalls-community.com

Home Calendar Newsfeed Documents About Members More Information

Join a Committee

You, our homeowners, create and run our committees. Please see information on the various committees below.
Apply to join directly from this page, or if you just have questions and suggestions, feel free to contact any of the current members.

My Committees

- Board
You are a member of this committee
- Oktoberfest Celebration
You are a member of this committee

showing 6 of 6 committees

Search Committees Clear

Architectural Committee Apply

Responsibility comes from the association's bylaws or CC&Rs. Members of the architectural committee are responsible for maintaining the aesthetic and structural integrity of the association and enforcing the CC&Rs.

Committee Leaders: Ulrich Powers
[view all members](#)

If you have any further questions about the Committees features, please visit support.hoastart.com where you can open a support ticket.