

Working with Committees in BoardBook Premier

In this document we will go over creating and managing committees in the BoardBook Premier program. This document contains references to other documents and videos located on our support page. As always access the support page by clicking on the blue circle with the question mark (found at the top of the BoardBook page) and selecting 'BoardBook Help'.

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NOTE: While usually named Committees, Premier allows these 'units' to have whatever name is appropriate for your organization, these are sometimes called Committees, Commissions or Departments. Contact our support team if you would like your 'units' called something different than 'Committee / Committees'. For the purposes of this document, the terms Committee and Committees will be used.

Committee Fundamentals:

What is a Committee?

A committee is a group which can have and manage its own meetings. Users assigned to a committee may have permissions specifically within the committee that apply only within said committee. These permissions are separate from the user's permission in the overall account. This is covered in more detail later in this document.

What is a Permission Group?

Permission groups provide a way to allow or deny access to an attachment or online document to a group of users based on their membership in a Permission Group. This is done via the 'Set Committee Permissions' option seen when working with attachments or online documents.

How many can I have?

In general, most accounts will have 10. One way to think about units is to think about a garage. Imagine this as a 10-car garage. Now imagine that committees are cars and permission groups are pickups. You can quickly see that your garage can have any combination of cars or pickups as long as the total of 10 isn't exceeded. Any time you go to the Committee or Permission group pages you will receive a notification telling you how many units are in use, and how many are available, an example of this message is shown below:



You are using 3 of the 10 Committees and Permission Groups available at your current Tier.

Committee User Permissions

As previously mentioned, users assigned to a committee may have permissions specifically within the committee that apply only within said committee. These permissions are separate from the user's permission in the overall account. For example, a user with Agenda Manager permissions for the overall group will NOT be able to create a meeting for a committee unless they also have the Agenda Manager permission for that specific committee.

Committee Meeting Settings

The overall account has options under Settings which control how any committee meeting interacts with the public and the larger user group. Settings related to Committees are found in Settings under Committee Options and may be updated by someone with the Settings Manager permission.

Committee Options

"Units" are entities you can create under your Organization. They are often Committees, but can also be Cabinets, Agencies, Departments, and more.

If you want to change the default display name from "Unit" and/or "Units", singular and/or plural, please do so via the fields below.

'Unit' Entity Name (singular):

'Units' Entity Name (plural):

Who Should See Committee Meetings? (Based on the Meetings's Status, too.)

This value can be overridden for individual Meetings when creating or editing them.

NOTE: Whichever setting is chosen applies to ALL committees on the account. The public release settings under advanced settings on the Create / Edit Meeting screen can overrule these settings.

Everyone (Public Page Included, if enabled)

The release of meetings and meeting materials works the same as non-committee meetings with the meeting status controlling when the public and non-committee users can see the meetings and users' permission levels controlling access to materials.

Everyone on the Committee; On the Public Page as well if enabled

Meetings are released to committee members and to the public based on meeting status and user permission levels. Meetings are not available to non-committee members except via the public page if applicable.

Anyone with a Login; Not on the public page

The release of meetings and meeting materials works the same as non-committee meetings with the meeting status controlling when committee and non-committee users can see the meetings and user's permission levels controlling access to materials. Neither meetings, nor meeting materials are available to the public.


Everyone on the Committee; not on the public page

Meetings are released to committee members based on meeting status and user permission levels. Meetings are not available to non-committee members or the public.

Committee User Permissions

Users assigned to a Committee can be assigned permissions within the Committee. Remember that these permissions are separate from a users' permissions in the larger organization.

NOTE: To be assigned to a committee a person must have a user account. This means that any user belonging to a committee will have at a minimum the 'Anyone with a Login' permission regarding meetings and online documents for the 'Main Account'

Committee Permissions				
User	Voting Member	Agenda Manager	Minutes Manager	Meeting Leader
 Amy Adams	<input type="checkbox"/> Voting?	<input type="checkbox"/> Agendas?	<input type="checkbox"/> Minutes?	<input type="checkbox"/> Leader?

Nothing checked: A user added to a committee with no permission checked has the equivalent of 'Anyone with a Login' permissions within meetings for the committee.

Voting Member: A user added to a committee with 'Voting' permission checked has the equivalent of 'Voting Member' permission within meetings for the committee. This user's attendance, motions and votes can be recorded by a minutes manager.

Agenda Manager: A user added to a committee with 'Agendas' permission checked has the equivalent of 'Agenda Manager' permission within meetings for the committee.

Minutes Manager: A user added to a committee with 'Minutes' permission checked has the equivalent of 'Minutes Manager' permission within meetings for the committee.

Meeting Leader: A user added to a committee with 'Leader' permission checked has the equivalent of 'Meeting Leader' permission within meetings for the committee.

A single user may have multiple permissions within a single or multiple Committees.

You can also manage an individual user's membership and permissions for committees by going to 'Users & Committees' / Manage all Users and then clicking the 'Edit' next to the users' name. Lower on this user information and permissions screen there is a 'Committees' section listing all committees and allowing you to check to indicate this user is a member as well as set committee permissions.

Committees				
Committee	Committee Permissions			
	Voting Member	Agenda Manager	Minutes Manager	Meeting Leader
<input checked="" type="checkbox"/> Facilities Committee	<input type="checkbox"/> Voting?	<input checked="" type="checkbox"/> Agendas?	<input type="checkbox"/> Minutes?	<input checked="" type="checkbox"/> Leader?
<input checked="" type="checkbox"/> Finance Committee	<input type="checkbox"/> Voting?	<input checked="" type="checkbox"/> Agendas?	<input checked="" type="checkbox"/> Minutes?	<input type="checkbox"/> Leader?

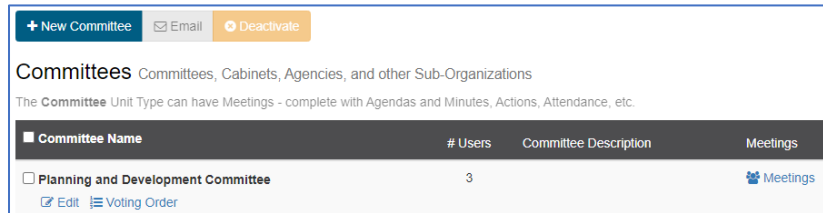
Setting up a Committee

Creating or updating committees can be done by a user with the Organizational Administrator role. Committee users can be added or updated by a user with the User Manager permission.

Adding or updating committees is done by going to 'Users & Committees' then choosing 'Committees'.
Note: This is sometimes labeled as 'Users & Units'.

Adding a new Committee

Click the blue '+New Committee' button.



Add a Name for your Committee.

You may add an optional description.

Before you can save your new committee, you must add at least one user.

Click on a user's name in the 'Choose Users' list. To add multiple users hold down 'Ctrl' and then click on each desired user.

Once one or more users have been added you can select the appropriate permission for your user(s).

Note: with no checks the users will have the 'Anyone with a Login' equivalent permission for the Committee.

Before saving the committee double check that you have assigned the Agenda (Agenda Manager) permission to at least one user who will be creating and managing meetings for the committee.

Updating an existing Committee

Click on the 'Edit' link below the committee name in order to update the committee name, add or update the description, or add or update users.

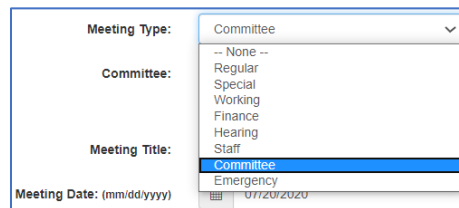
Working with Committee Meetings

Once you've setup one or more Committees you can begin to setup Committee Meetings.

Note: Remember, that to create or edit the meeting or agenda of a committee meeting a user must have the 'Agenda Manager' permission for that specific committee.

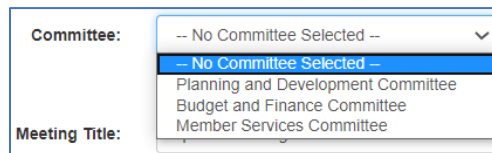
Create your meeting.

Set your meeting type to 'Committee Meeting'



A screenshot of a form showing the 'Meeting Type' dropdown menu. The dropdown is open, displaying options: -- None --, Regular, Special, Working, Finance, Hearing, Staff, **Committee** (highlighted), and Emergency. Below the dropdown, the 'Meeting Date' is shown as (mm/dd/yyyy) with a calendar icon and the date 07/20/2020.

Once the meeting type is set use the 'Committee' drop down to pick the specific Committee for the meeting. NOTE: Once you pick the 'Committee Meeting' type you must pick a specific Committee.

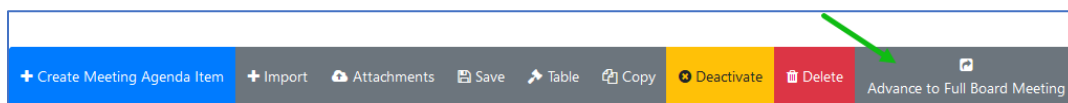


A screenshot of a form showing the 'Committee' dropdown menu. The dropdown is open, displaying options: -- No Committee Selected -- (highlighted), Planning and Development Committee, Budget and Finance Committee, and Member Services Committee. The 'Meeting Title' field is visible below the dropdown.

NOTE: If you do not see the committee listed that you wish to create a meeting for, double check that you have 'Agenda Manager' permissions for that specific committee.

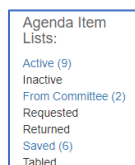
Forwarding a Committee Meeting Item to a Meeting of the Regular Board

While editing the agenda for a Committee Meeting a user with the Agenda Manager permission will have an action button specific to committee meetings. This 'Advance to Full Board Meeting' button appears in the same floating tool bar as Delete and Deactivate. The purpose of this is to allow a committee item to be forwarded to the regular board as information, or for consideration.



Click the check box next to any item(s) and or sub item(s) you wish to forward to a meeting of the regular board. Clicking on the 'Advance to Full Board Meeting' will take you to a settings screen where you can select any or all agenda item fields, or attachments to include in the forwarded copy.

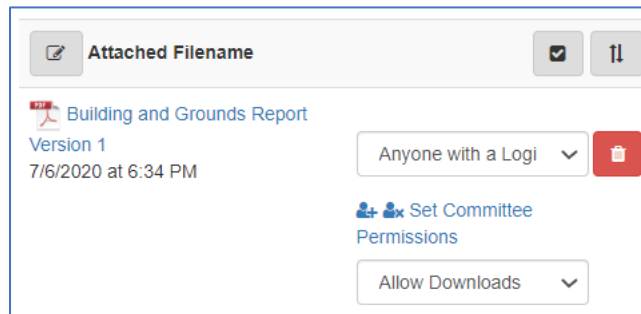
Once the item(s) have been forwarded they will appear in the 'From Committee' Agenda Item List when editing an agenda on a non-committee meeting.



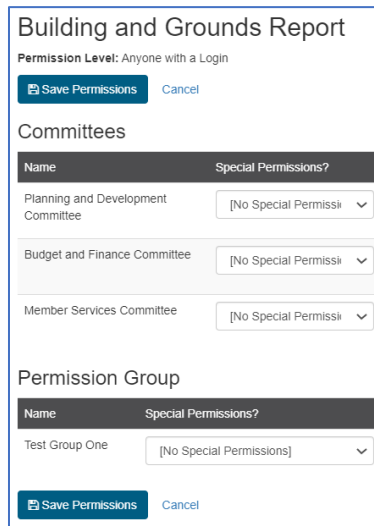
Managing file and attachment permissions outside of Committee Meetings

The access to documents and attachments can be expressly granted or denied to members of a Committee or Permission Group. For documents this can be done by a user who has the 'Document Manager' permission. For attachments this is done by a user with the 'Agenda Manager' permission.

Permissions related to both Committees and Permission Groups is managed using the 'Set Committee Permissions' tool. Whether working with documents or attachments this can be done when the files are added or this can be updated later. As seen below, wherever an attachment or file can be added or managed the 'Set Committee Permissions' option will appear:



Clicking this will open a sidebar where either Committee permissions, and or Permission Group permissions can be managed for the file.

A screenshot of the 'Set Committee Permissions' sidebar for the file 'Building and Grounds Report'. The title is 'Building and Grounds Report' and the 'Permission Level' is 'Anyone with a Login'. There are 'Save Permissions' and 'Cancel' buttons. The sidebar is divided into two sections: 'Committees' and 'Permission Group'. Each section has a table with columns for 'Name' and 'Special Permissions?'. Under 'Committees', there are three rows: 'Planning and Development Committee' with '[No Special Permissi...]', 'Budget and Finance Committee' with '[No Special Permissi...]', and 'Member Services Committee' with '[No Special Permissi...]. Under 'Permission Group', there is one row: 'Test Group One' with '[No Special Permissions]'. At the bottom, there are 'Save Permissions' and 'Cancel' buttons.

Choices include:

- No Special Permissions: The user's default permission level, rather than membership in a committee or permission group controls their access to files.
- Granted: The members of the committee or permission groups are granted access to the file regardless of the individual user's default permission level.
- Denied: The members of the committee or permission groups are denied access to the file regardless of the individual user's default permission level.

BoardBook features that work well with Committees

When working with committee meetings the ability to consistently set meeting settings that may differ from your full board meetings makes meeting templates particularly useful. Report templates can also be handy if you want your committee meeting agenda reports, minutes reports, or public notices to look different.

Meeting Templates can be setup or modified for a committee meeting by any user with the 'Agenda Manager' permission for that committee. Remember that meeting templates make the initial meeting settings, such as title, location, time, but can also set advanced options such as setting a specific report template to be used or controlling what access the public has to the overall meeting.

Report Templates can be setup or modified by any user with the 'Agenda Manager' permission for the overall account. A user who only has the Agenda Manager permission within a, or multiple committees but not the main group, does not have the ability to manage Report Templates.

Our support page has videos and documents for working with both meeting and report templates.