Committee posts and who can use Members admin

A committee post is what opens Members admin. Give somebody a post and they're in; take it away and they're out.

Where

Members admin → Committee & members, the **club's committee posts** card. Holiday cover is on **Requests**.

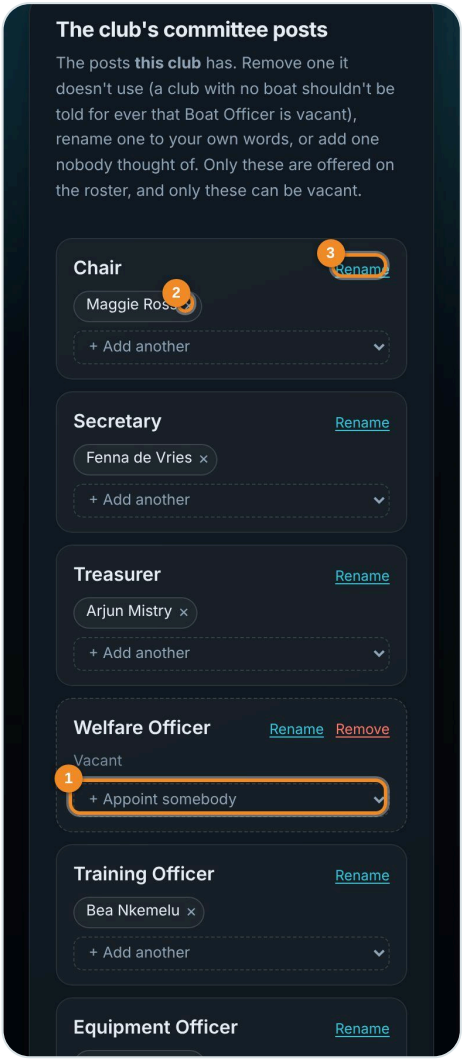
Your own posts

Remove a post the club doesn't use, rename one, or add one nobody thought of. Only these are offered on the roster.

Giving someone a post

1. **Use the committee posts card**
   Each post shows who holds it. Pick a name from **Appoint somebody** (or **Add another**) to put a person in the post, or press the **×** by their name to take them off. Their access to Members admin follows straight away.

2. **Vacant posts**
   Posts with nobody in them are listed underneath under **Nobody in them**. **Rename** a post to your club's own words; **Remove** one you don't use; **Add a post** for one that's missing.



1 appoint somebody, 2 take them off, 3 Rename.

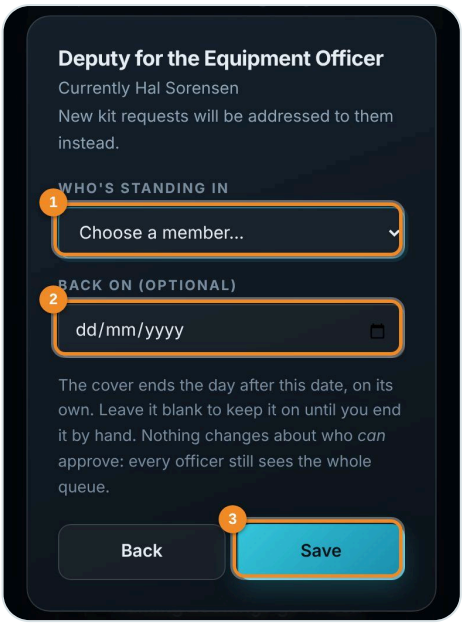
Which post gets the requests

1. **Who holds it**

   On **Requests**, under **Posts and holiday cover**, each kind of request says who it goes to: kit to the Equipment Officer, boat days to the Boat Manager, training bookings to the Training Officer. Press **Who holds it** to change the person.

2. **Going away: set a deputy**

   Press **Set a deputy**, choose who's standing in and, if you like, the date you're back. New requests go to them until then, and the cover ends by itself. Any officer can still decide anything in the queue.



1 who's standing in, 2 back on, 3 Save.

FoxFace Diving how-to guides, guide C4. Pictures are from Kelpline Divers, a made-up club; your club's site shows your own names and kit. Made by FoxFace. Version 2, October 2026.