Calling a committee meeting

Put the next committee meeting on the site, with the agenda. Everyone on the committee is told.

Where

Members admin → Committee & members, under **Committee meetings**.

Members

Tick **Let members see that it's happening** to show the date on the noticeboard, with who to speak to. Members never see the agenda.

Calling it

1. **Press Call a meeting**
   Then fill in the date and time, where (or a joining link if it's online) and the agenda, one item per line. Press **Call it**.

2. **Afterwards**
   The next meeting shows at the top of the card with **Edit** and **Cancel**. Past meetings move to **Meetings held**, where you file the minutes (guide S2).



1 date, 2 time, 3 where, 4 agenda, 5 let members see it, 6 Call it.

FoxFace Diving how-to guides, guide S1. 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.