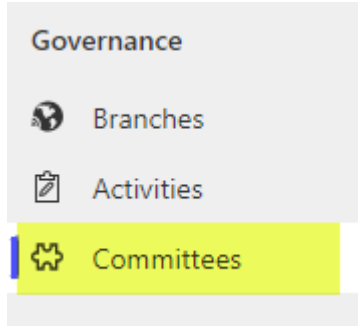
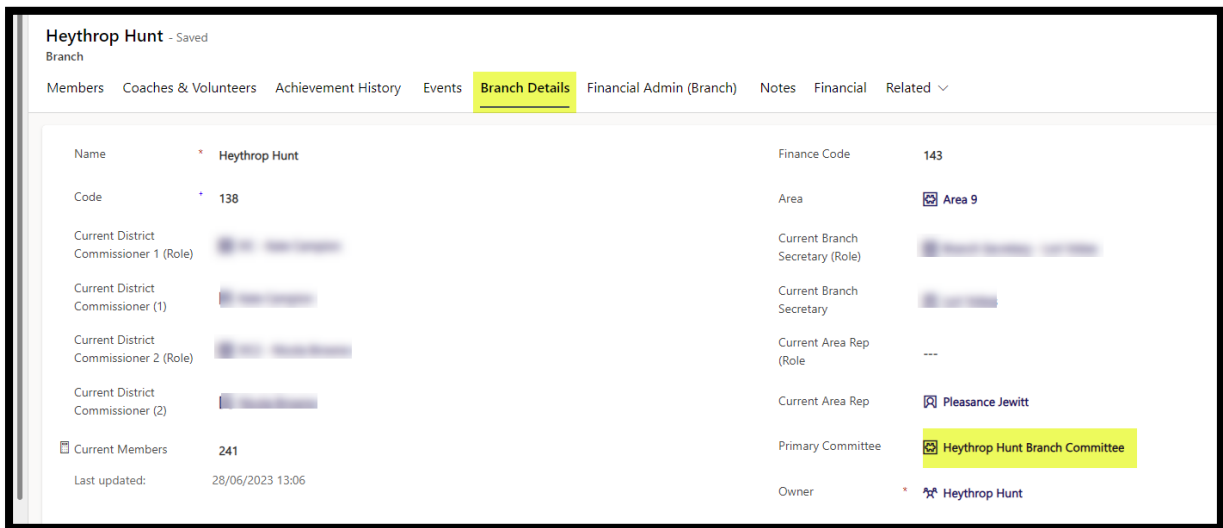


Updating Branch committees in Pelham

Each Branch now has a committee created, and where known, the DC, Secretary, Treasurer, Safeguarding and H&S officers have been added. The link to the Committee can be found on the Left hand menu:



OR on the Branch Details tab:

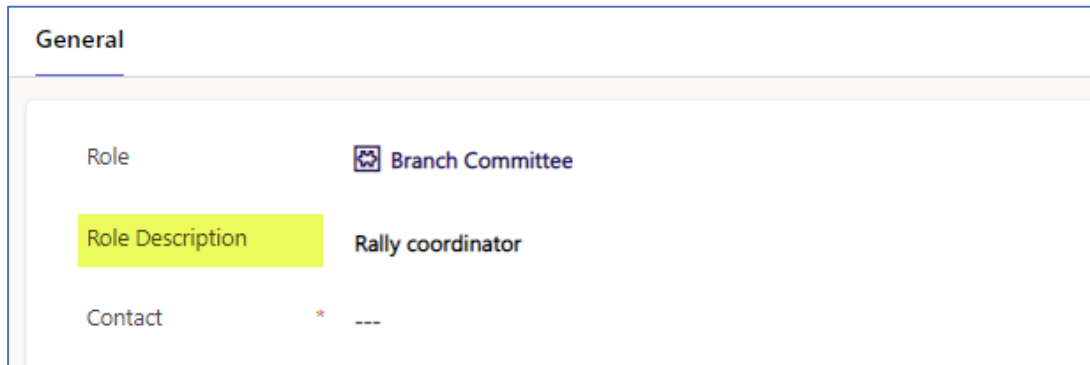


On the committee page below, roles have been added where already known on Pelham and their DBS, Safeguarding, First Aid expiry dates shown, where applicable:


Atherstone Hunt Branch Committee - Saved									
Committee Members									
Current Committee Members (Related)									
First Name (Contact)	Last Name (Contact)	Email (Contact)	Email Address	Role	Start Date	Criminal Record Check Expi...	Safeguarding Expiry Date (...)	First Aid Expiry Date (Conta...	
	lchi			Branch Safeguarding	01/01/2022	18/07/2025	13/06/2024	19/01/2025	
				Branch DC	09/07/2017	25/01/2025		18/01/2025	
				Branch Treasurer					
	ley			Branch Secretary		04/05/2024			
			JK	Branch H&S		03/07/2024	18/08/2023	10/11/2022	

To add the rest of your committee members, please select **+New contact role** and add as “Branch Committee” role. If your committee member does not already exist on Pelham you will need to add their Contact details first, just as you would a new Coach. For details, see the Pelham user guide.

Add the contact role as you would for any other volunteer and they will then be added to the Committee. This MUST be done from within the Committee page. There is a free text Role Description field for you to add the reason the Volunteer is on the committee:



General

Role  Branch Committee

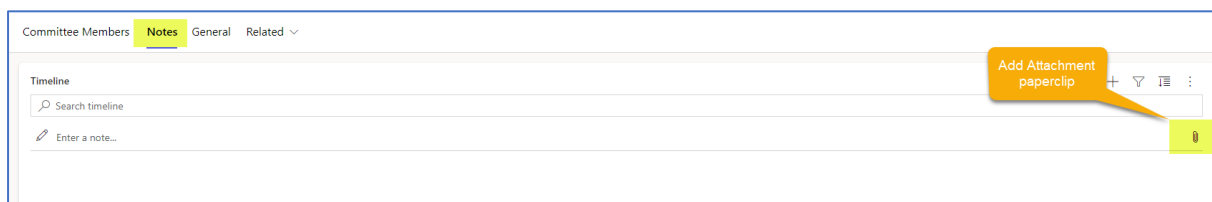
Role Description **Rally coordinator**

Contact * ---

It is strongly advised that all committee members have DBS and Safeguarding in place and these should be recorded in Pelham.

Declaration Forms and Committee Documents

You can also add committee agendas and minutes (Confidential info included in minutes can't be uploaded) in the Notes section of the Committee page:



Committee Members **Notes** General Related ▾

Timeline

Search timeline

Enter a note...

Add Attachment paperclip