Welcome to the Committee Management Web Tool. This web based tool allows you to create committee web pages internal to UCAR* that:

- Manage membership and report on attendance
- Manage access to the web pages using the UCAS password system
- Set up agendas for meetings
- Organize and attach presentations and supporting documentation
- Create and track Action Items
- Record major Decisions in a log
- Maintain a sortable/searchable archive of action items and decisions
- Generate word documents that include the agenda, action items and decisions for each meeting

*Currently this tool is available to internal committees only because access to the web pages is managed by the administrator using the UCAS password system. A later version will allow for access and password management for external people.

**Step 1: Request a Committee Page:**

On the Committee Management Web Tool main page at [https://www.ncar.ucar.edu/internal/agendas/](https://www.ncar.ucar.edu/internal/agendas/)

Click on: [Click here to request a Committee Page](https://www.ncar.ucar.edu/internal/agendas/)

In your email request, include the name of the committee and the name and email address of the first committee administrator.

David Vance will email you the URL to your committee and add your committee to the list of NCAR Committee using this tool at [https://www.ncar.ucar.edu/internal/agendas/](https://www.ncar.ucar.edu/internal/agendas/). This link is available to staff from the NCAR main page, under the For Staff option on the top nav bar, just click on NCAR Committees.
Administrator View:
General Administrator functions are the grey underlined words to the right of the committee title. Meeting specific functions are in the navy bar available after you select a general administration function such as manage meeting - then you can add/edit/delete members.
General Management Functions:

Create/Edit the Committee description – Click on “Edit” next to the Committee Title and use the word processing tool to enter and format the text. Click on Submit when finished.

Open the Committee Web Pages to All UCAS Password owners – Check the “Visible to all UCAS” box to allow all UCAR password owners to view the page. If this not selected, only members or administrators will be able to view the pages.

Manage members* – (all types must have a UCAS password)

Click on Manage Members next to the Committee Title and then click on “add member” next to the word Members in the navy bar

Enter first name, last name and ucar email address and indicate the member status (member and/or administrator).

<table>
<thead>
<tr>
<th>Status Type</th>
<th>Listed as Committee Member</th>
<th>Holds Web Page Administrator powers</th>
<th>Able to view Committee Web Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Administrator</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Both Member &amp; Admin.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Neither Member or Admin.</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
*Be sure to set up your members before setting up any meetings. When you set up a meeting, the list of current members at the moment the meeting is set up becomes part of the meeting record. If you add or delete members later, the tool will preserve the original history of the meeting so the changes will not be reflected in existing meetings. If you need to update a meeting record you must contact John for a database edit. If you expect membership to change frequently we recommend that you do not set up meetings out into the future but wait until the changes happen to your membership list so that the meeting record will be accurate.

Manage topics –
Topics are labels that help you to group and then sort/filter To Do Items and Decisions. Click on Manage topics to add (create), edit or delete topics. Click on submit when finished.

View All Action Items, All Decisions, All Committees or All Meetings
Click on any of these choices to see a comprehensive list!
Specific Meeting Functions:

To Create or Edit a Meeting:
Click on “add meeting” to create a new meeting. Click on “view all meetings” and then select an established meeting by clicking on the date or view and click on edit to make any changes. After naming and describing the meeting in the word processing tool, enter the location description in the Location field and click on submit.

Now you have many options for next steps:

1. Manage your expected and actual attendee list by clicking on “edit meeting/attendees”
2. Create an agenda by clicking on “add item” next to the Agenda title
3. Add an action item by clicking on “add item” next to the Action Items title
4. Record a meeting decision by clicking on “add item” next to the Decisions title
Create or Edit an Agenda:
Click on “add item” next to the Agenda title Enter, start and end times, a description and the name(s) of the Presenter(s) or Guest(s) if any and then click on Submit. Once an agenda item is created, click on edit or delete to change it.

Create or Edit an Action Item:
After creating a meeting, click on “add item” in the navy bar next to Action Items Enter (or create) a Topic, the Description, the Lead person(s), Target (completion) date, status (description – can leave blank if new) and then click on Submit. Once an action item is created, click on edit or delete to change it. Open Action Items will continue to roll forward and display in future meetings (even past the target date). To close an Action Item, describe the final status (completed, deleted, etc.) and check the “close” flag, the closed action item will continue to display for 30 days (to celebrate the close!) and then no longer display in the Open Action Item list. All Action Items (Open and Closed) will display in the All Action Items view. You can sort by any of the column headers.
Create or Edit a Decision:
After creating a meeting, click on “add item” in the navy bar next to Decisions
Enter (or create) a Topic, the Description and then click on Submit. Once a decision is created, click on edit or delete to change it. Decisions are tied to a specific meeting and will not roll forward. To view all of the decisions made by a committee, click on “view all decisions” in the general management functions.

Create a Word Document record of the meeting:
Click on “download this meeting” near the committee title to create a word document. The document will include the URL link to the meeting, the Committee title and description and all of the meeting’s agenda, action items and decisions. It is ready for you to edit, save and distribute. Note: This is a helpful way to communicate with folks who don’t have permission to access the web page.

Coming soon – the ability to create a word document of the Action Item and Decision archives!