How to set positions in groups

Ron M. - 2023-02-07 - Community Groups

You are able to add members into specific group positions. These positions can grant members administrative privileges over the group in order to perform specific changes.

Adding Members into Group Positions

1. Click **Groups** or the **People** icon on the left menu.
2. Click the **View** button for the group you would like to adjust.
3. Click **Settings** near the top right. This will display the group's settings page.
4. In the Group Positions section, click **Assign Position**.
5. The Assign Position pop-up will display with a few fields:
    - **Position** - Select the name of the position. Positions are created on the Officer Settings page.
    - **Is Group Admin** - Gives the member administrative privileges over the group. Eg. Add/remove members, add/remove documents, create/edit/delete events, send email, etc.
    - **Member** - Select the group member who will be assigned to the position.
6. Click **Save** when done.

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- How to manage group categories