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## 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:
  - o **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.
  - $\circ~$  Member Select the group member who will be assigned to the position.
- 6. Click Save when done.

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- How to update group settings
- How to delete a group
- How to create a new group
- How to manage group categories