

## 2022 COMPANIONS WEBSITE LAUNCH – CHEAT SHEET #7

### HOW TO LOOK UP OFFICERS, COMMITTEE MEMBERS, AND STAFF

1. **Login** through <https://schcCompanions.org>, **Companion Login** on the upper right menu.

### GOVERNING BOARD (ELECTED OFFICERS OF SCHC AS A WHOLE)

2. Scroll down the **Home** page to the 2<sup>nd</sup> row middle feature, **Our Leadership**.
3. Click on **See Leaders** button

Members of the Governing Board are pictured along with email addresses for the office.

### COMMITTEES AND OTHER LEADERS OF THE SCHC AS A WHOLE

2. Scroll down the Home page to the 2<sup>nd</sup> row middle feature, **Our Leadership**.
3. Click on **See Leaders** button
4. Scroll down below the Governing Board photos to *Current Officers and Committees*.

The current list is featured in the Box portal.

### CHAPTER LEADERSHIP (ASSOCIATE COMPANIONS-IN-CHARGE)

2. At the top of any page, on the main menu, hover over **PEOPLE**.
3. Click on **ACS-IN-C** in the drop-down menu.
4. Scroll down to *AC-in-C Directory*
5. Use the Box portal to access the current list.

### STAFF

2. At the top of any page, on the main menu, hover over **PEOPLE**.
3. Click **STAFF** in the drop-down menu.

A photo, contact information, and a short bio are provided for each staff member.

### Note:

All these groups are found on the PEOPLE menu.