**Chapter User Roles**

**Chapter Admin**

The Admin role has access to all pages and actions at a chapter level and can perform all functions in the chapter’s accounting including financial transactions, merge records, changing settings, etc.

**Chapter Manager**

The Chapter Manager role has a high level of access, but can’t process financial transactions, refunds, or change settings.

**Chapter Team Member**

Team Member is the most basic and limited role in the system. By default, Team Members can create events, contacts, campaigns and view memberships.

Team Member is ideal for a committee member such as:

* A program committee member who needs access to event information for planning purposes
* A membership committee member who has been assigned certain people or companies to recruit for membership, renewal, etc.
* A marketing committee member who needs to input content for an email message to membership

**Chapter Team Worksheet**

Chapter Name:

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Member’s Volunteer Role** | **GlueUp Team Member Role** |
|  |  | Choose an item. |
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