

User Types

Super User

Highest user level. Full access to all portal materials and full administrative functionality.

Admin

Full administrative functionality of all portal materials, with the exception of managing the Govenda Subscription and assigning Super Users.

Committee Admin

A Standard User with limited administrative functionality over only the groups/committees the user has been assigned Admin rights for.

Standard User

No administrative functionality, can only access the Member portal.

Category	Ability	Super User	Admin	Committee Admin	Standard User
Users	View Users Page	●	●		
	Create/Manage Super Users	●			
	Create/Manage Admins/Standard Users	●	●		
	Send new User invitations to join Govenda	●	●		
Users	View Committees Page*	●	●	●	
	View All Committees	●	●		
	Create New Committee/Group	●	●		
	Manage Existing Committee/Group*	●	●	●	
Meetings	View Meetings Page	●	●	●	
	View all Meetings, regardless of Committee/Invitation	●	●		
	Create/Publish Meetings*	●	●	●	
	Ability to invite any User in Govenda to a meeting	●	●		
Agenda	View/Edit All Agendas, regardless of Committee/Invitation	●	●		
	Create/Publish Agendas*	●	●	●	
	Create/Manage Agenda Votes*	●	●	●	

USER TYPE Permissions

Category	Ability	Super User	Admin	Committee Admin	Standard User
Minutes	View/Edit All Minutes, regardless of Committee/Invitation	●	●		
	Create/Publish Minutes*	●	●	●	
	Request eSignatures on Minutes	●	●	●	
Documents	View all Folders/Files	●	●		
	Create/Manage Folders and Files*	●	●	●	
Financials	View all Financial Documents	●	●		
	Upload/Manage Financial Documents*	●	●	●	
	Edit Permissions on Financial Documents, regardless of Committee access	●	●		
Surveys	View/Edit All Surveys (unless restricted)	●	●		
	Create/Manage Surveys*	●	●	●	
	Ability to restrict Admins from accessing a Survey	●	●	●	
	Cannot be restricted from accessing a Survey	●			
Votes	View/Edit All Votes (unless restricted)	●	●		
	Create/Manage Votes*	●	●	●	
	Ability to restrict Admins from accessing a Vote	●	●	●	
	Cannot be restricted from accessing a Vote	●			
Tasks	Create/Manage Tasks*	●	●	●	
eSignatures	Create/Manage eSignatures*	●	●	●	
News & Announcements	Create/Manage News & Announcements*	●	●	●	
Reports	View Attendance reporting for the organization	●	●		
	View Activity tracking/reporting for the organization	●	●		
Settings	Manage organization Admin and member portal settings	●	●		
	Manage the organization's Subscription with Govenda	●			

*Note: Committee Admins can only access/edit materials and features related to the committee/group they are assigned Admin rights to.