

Option 2 (Global Access) has now been fully implemented and tested.

What was implemented (Option 2)

1) Committee access in the Members Area

Committee Chairs can access the Committees section in the Members Area:

<https://pc4quality.org/category/committees/>

They can open all committee folders (Audit, Finance, Quality, etc.) and view the content inside.

2) Upload / edit / delete committee content (files)

Committee Chairs can create posts/resources, attach/upload files, edit, and delete committee content.

Content management is performed through WordPress Admin (Posts + Media), and the items appear in the appropriate committee folder(s) in the Members Area.

3) Safety restrictions (admins keep member management)

Committee Chairs do not have access to user/member administration (Users / plugins / settings).

Committee Chairs are blocked from editing non-committee posts (e.g., Blog/other categories). Attempts result in a "not allowed" message.

This matches the client's goal for Option 2: all chairs can manage files/content across all committee folders, while PC4 administrators (Kim and Suzanne) retain user management.

How to assign a user as a "Committee Chair"

To grant someone committee chair access:

1. Go to WP Admin → Users → All Users
2. Click Edit on the user
3. Set Role = Committee Chair
4. Click Update User

That's it — they will see the Committees area in Members Area, have access to wp-admin for content management, and be restricted away from Users/Settings/Plugins.

How committees/folders are managed

The "committee folders" are WordPress Categories — parent category: Committees, child categories: Audit Committee, Finance Committee, etc.

To manage the committee list:

1. Go to WP Admin → Posts → Categories
2. Create or edit categories under Committees
3. Ensure the Committee Chair role is allowed to access the category (via the category access settings currently used on the site)

To place a resource into a committee folder, when creating/editing a post, select the appropriate committee category in the Categories panel.