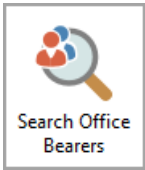


# Search Office Bearers

Last Modified on 09/06/2026 10:45 am AEST



The instructions in this article relate to **Search Office Bearers**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

**Search Office Bearers** is used to search Office Bearers and Committee Members across one building, multiple buildings, or all buildings in a portfolio.

This search assists with locating records by names, email addresses, phone numbers, office held, and other office bearer details. A report of Invoice Hub Approvers can also be produced, and results can be exported to Excel or produced as a PDF-style document.

## Searches

Many [search screens](#) use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

## Search Office Bearers | Security

To access Search Office Bearers, the user must have permission set to Allow for *Search Office Bearers* under the *Roll* category in *Security Setup*.

## Search Office Bearers | What it can report on

**Search Office Bearers** can report on Office Bearers and Committee Members using fields such as names, email addresses, phone numbers, office held, and other office bearer details.

This is useful when you need to find committee contact details, identify who holds a particular office, or produce a report of Invoice Hub Approvers for one building, multiple buildings, or across the portfolio.

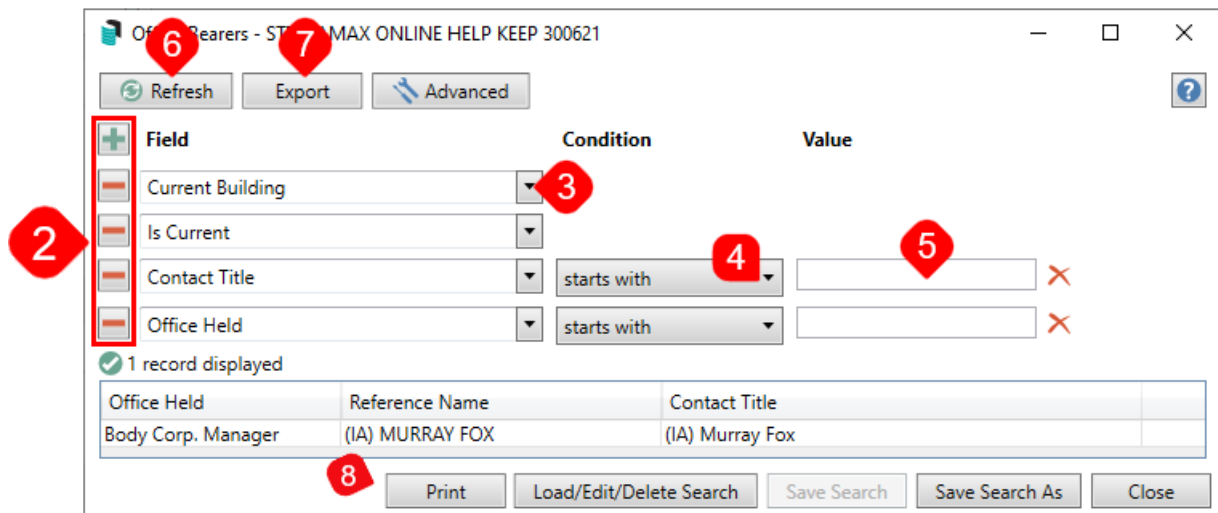
## Search Office Bearers | Recommended search examples

### Find an office bearer by name or contact details

This search can be used to locate an office bearer or committee member using details such as a name, email address, or phone number.

1. Search for or select **Search Office Bearers**.
2. Review the default fields that are selected for locating office bearers.

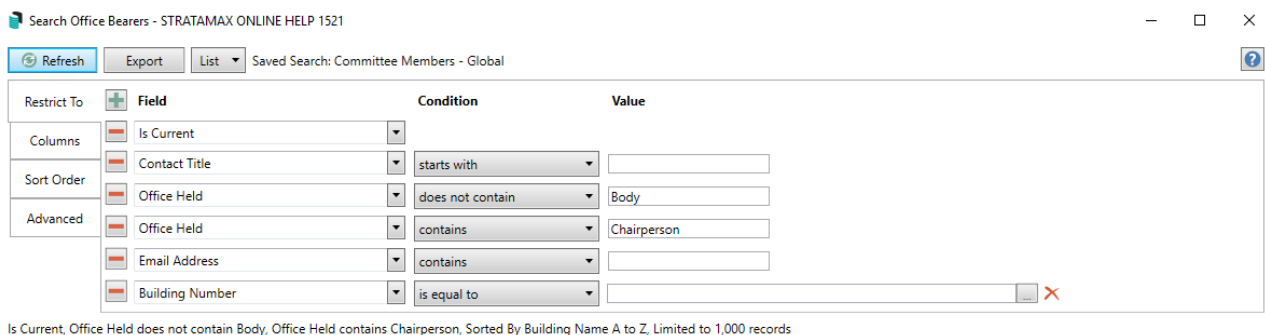
3. Add or remove a field as required.
4. Select the field you want to filter by, then set the required *Condition* and *Value*.
5. Click *Refresh* to load the results.



## Report on office bearers by office held

This search can assist with identifying office bearers who hold a particular office.

1. Search for or select **Search Office Bearers**.
2. Add the field for the office bearer detail you want to report on, such as *Office Held*.
3. Select the required *Condition* and *Value*.
4. Click *Refresh* to display the matching records.



## Produce a report of Invoice Hub Approvers

This search can be used to produce a report of Invoice Hub Approvers for a single building, multiple buildings, or all buildings in the portfolio.

1. Search for or select **Search Office Bearers**.
2. Set the required fields, conditions, and values to return the office bearer records you need. The *Restrict To* tab can include *Is Invoice Hub Approver* field, which can be set to Yes or No. The *Columns* can also include this field for display.
3. Click *Refresh* to load the results.

[Refresh](#) [Export](#) [List](#) Saved Search: Committee Members - Global

Restrict To	Field	Condition	Value
Columns	<input type="checkbox"/> Is Current		
Sort Order	<input type="checkbox"/> Contact Title	starts with	
Advanced	<input type="checkbox"/> Office Held	does not contain	Body
	<input type="checkbox"/> Office Held	contains	
	<input type="checkbox"/> Is Invoice Hub Approver	is equal to	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<input type="checkbox"/> Building Number	is equal to	<input type="text"/> <input type="button" value="..."/> <input type="button" value="X"/>

Is Current, Office Held does not contain Body, Is Invoice Hub Approver is Yes, Sorted By Building Name A to Z, Limited to 1,000 records