

# New Committer Setup

When a contributor has been with REEF community for a while and is ready to move to the next level: committer. There is a [nice guide to that process on the Apache Community Site](#), these are our own additions and notes on that for the REEF project:

## TODO for existing committers

1. When a contributor is ready to become a committer, please send a [DISCUSS] email to private@ to get the discussion started.
2. Once the discussion has come to a conclusion, send a [VOTE] email to the private@ list to get the vote started. Leave 72h for people to vote.

## TODO for new committer

1. Choose a preferred user name to be used with [@apache.org](#)
2. Submit an Individual Contributor License Agreement as described at <http://www.apache.org/licenses/#clas>
3. Once you're notified that ICLA has been filed, confirm this to project PMC so that they can proceed with account creation
4. Follow the instructions in the "Welcome to the Apache Software Foundation (ASF)!" email you'll get after account creation to set password and (if needed) forwarding email address
5. Update your git config to use [@apache.org](#) as user.email instead of previously used
6. Add yourself to the list of committers at <http://reef.apache.org/team.html> (as described at [Updating the website for a new release](#); see <https://github.com/apache/reef/pull/365> for example)
7. Subscribe to private mailing list used for discussions of new committers, project graduation etc.
8. (optional) Subscribe to get notifications about new pull requests by watching repository <https://github.com/apache/reef>