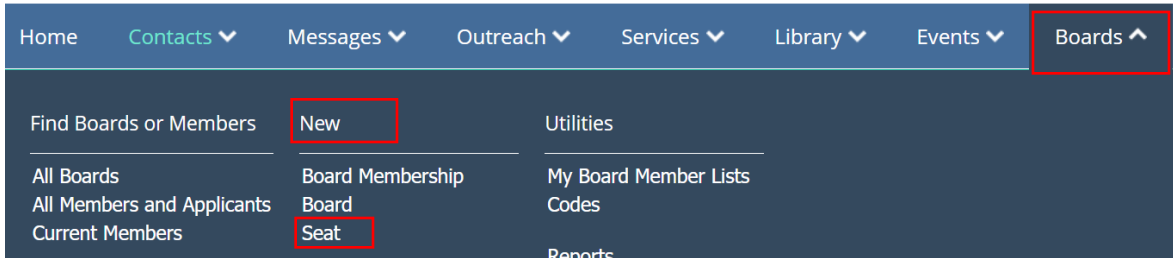


Creating a Board Seat

Market: Federal/State/Local

1. Navigate to **Boards > New > Seat**

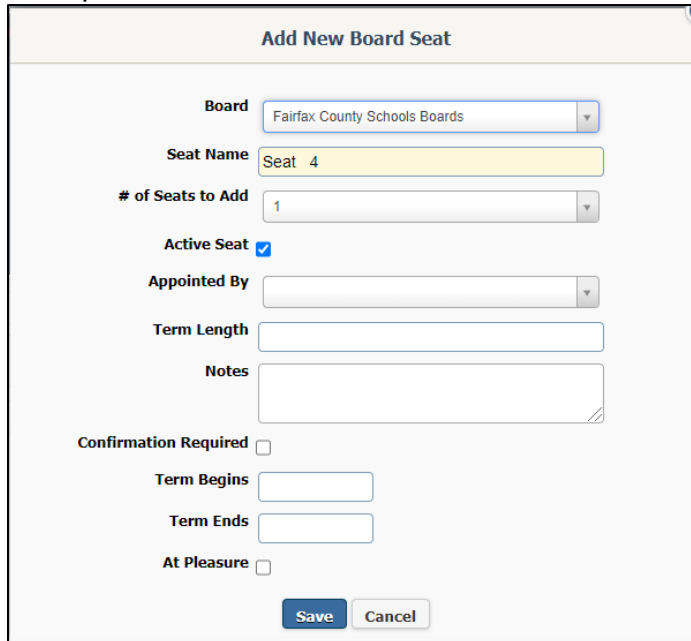


Home **Contacts** Messages Outreach Services Library Events **Boards**

Find Boards or Members **New** Utilities

All Boards Board Membership My Board Member Lists
All Members and Applicants Board Codes
Current Members **Seat** Reports

2. Complete the information for the Board Seat.



Add New Board Seat

Board

Seat Name

of Seats to Add

Active Seat ☒

Appointed By

Term Length

Notes

Confirmation Required ☐


Term Begins

Term Ends

At Pleasure ☐

Save Cancel

3. Click **Save**.

Board Member # 100014 Tom Quorum 

General Board Services Reviews Messages Log

Board and Seat

Board: Fairfax County Schools Boards

Seat: Seat 2 -- vacant

Appointed By: Agency

Appointment Type:

Appointment Status

Status:

Term Begins: 1/1/2021

Term Ends: 1/2/2022 ☐ At Pleasure

Application Received On: 12/3/2021

Appointed On:

Confirmed On: ☐ Sworn In

Executive Order #:

Departed On:

Reason for Departure:

Other

Attachments+

Member Characteristics

Occupation: Principal for Fairfax HS

Political Party:

Race/Ethnicity:

Disabled: Unknown

Gender:

Marital Status:

Notes:

Qualifications and Background Check

Recommendation Notes:

Qualifications:

Background Type:

Assigned To:

Assigned On:

Due By:

Completed On:

Background Status:

Background Notes:

Save Cancel

4. Click **Save**.