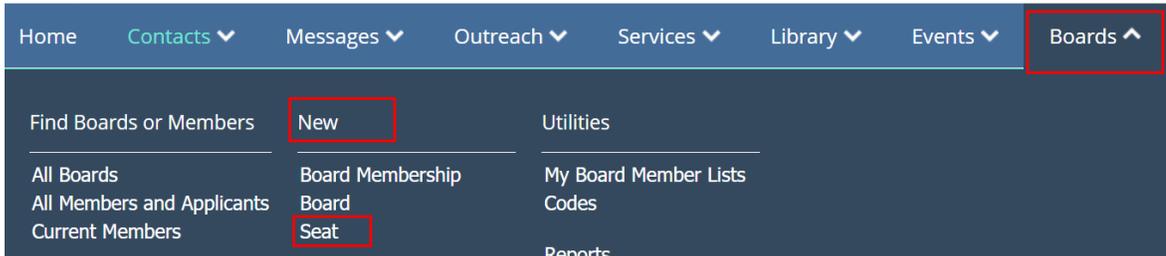


Creating a Board Seat

Market: Federal/State/Local

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

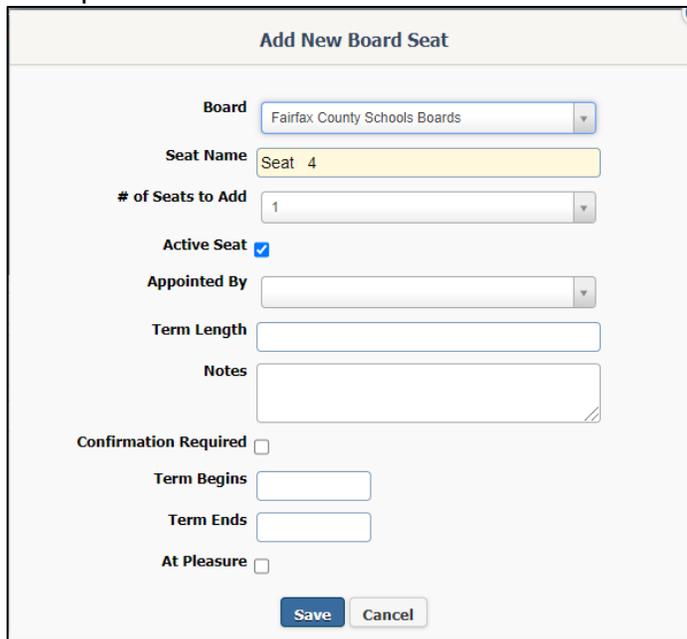


Home Contacts ▾ Messages ▾ Outreach ▾ Services ▾ Library ▾ Events ▾ **Boards ^**

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: Fairfax County Schools Boards

Seat Name: Seat 4

of Seats to Add: 1

Active Seat:

Appointed By: [Dropdown]

Term Length: [Text]

Notes: [Text Area]

Confirmation Required:

Term Begins: [Text]

Term Ends: [Text]

At Pleasure:

Save **Cancel**

3. Click **Save**.

Board Member # 100014 Tom Quorum  Action

General Board Services Reviews Messages Log

| Board and Seat | Member Characteristics | |
|---|---|--|
| Board: Fairfax County Schools Boards | Occupation: Principal for Fairfax HS | |
| Seat: Seat 2 -- vacant | Political Party: | |
| Appointed By: Agency | Race/Ethnicity: | |
| Appointment Type: | Disabled: Unknown | |
| Appointment Status | | |
| Status: | Gender: | |
| Term Begins: 1/1/2021 | Marital Status: | |
| Term Ends: 1/2/2022 <input type="checkbox"/> At Pleasure | Notes: | |
| Application Received On: 12/3/2021 | Qualifications and Background Check | |
| Appointed On: | Recommendation Notes: | |
| Confirmed On: <input type="checkbox"/> Sworn In | Qualifications: | |
| Executive Order #: | Background Type: | |
| Departed On: | Assigned To: | |
| Reason for Departure: | Assigned On: | |
| <input type="button" value="Other"/> | Due By: | |
| Attachments+ | Completed On: | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | Background Status: | |

4. Click **Save**.