

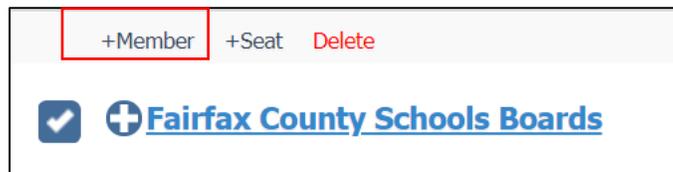
Creating a Board Member

Market: Federal/State/Local

1. Navigate to **Boards > Find Boards or Members > All Boards.**



2. In the list of boards, scroll to the row of the desired board. Click **+Member**



3. Enter the name of a contact. Click **Attach**.



4. Complete the information for the Board Member.

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="text"/> Other	Due By:	
Attachments+	Completed On:	
Save Cancel	Background Status:	

5. Click **Save**.