

Creating a Board Member

Market: Federal/State/Local

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

Home	Contacts 🗸	Messages 🗸	Outreach 🗸	Services 🗸	Library 🗸	Events 🗸	Boards 🔨
Find Boards or Members		New	Utilitie	25			
All Boards		Board Membersh	nip My Bo	ard Member Lists			
All Members and Applicants		Board	Codes				
Current Members		Seal	Renor	ts			

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 Toi	m Quorum	2						Action 📀	
General	Board Services	Reviews	Messages	Log						
	Board and Seat					Member Characteristics				
Board:	Fairfax County Se	Fairfax County Schools Boards				¥	Occupation:	Principal for Fairfax HS		
Seat:	Seat 2 vacant	Seat 2 vacant			Ŧ	1	Political Party:		. +	
Apppointed By:	Agency	Agency				¥	Race/Ethnicity:		· +	
Appointment Type:					¥	+	Disabled:	Unknown	v	
	Appointment Status						Gender:		· +	
Status:						+	Marital Status:		• +	
Term Begins:	1/1/2021				ī		Notes:			
Term Ends:	1/2/2022	At P	leasure					Qualifications and Background Check		
Application Received	12/3/2021						Recommendation			
Appointed On:							Notes:			
Confirmed On:		Swo	rn In				Qualifications:			
Executive Order #:							Background Type:		+	
Departed On:							Assigned To:		w	
Reason for Departure	e:				×	+	Assigned On:			
							Due By:			
	Other						Completed On:			
Attachments +	Attachments +						Background Status:		. +	
					<u>s</u> a	ve	Cancel Jround Notes:			

5. Click Save.