

# Board Position Management

## How do I add a board position?

To add a Board Position, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Board of Directors under the Organization Management heading.
3. Scroll down to the Board Positions heading.
4. Click on the green Add Board Position button.

### Board Positions

ADD BOARD POSITION

#### Name

President



1st Vice President



2nd Vice President



5. Name your new board position.
6. Click on the green Add button. If you no longer want to add a new board position, click on the gray Cancel button.

Board Position Name \*

ADD CANCEL

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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