

# Board Position Management

## How do I edit a board position?

To edit 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 yellow pencil icon.

### Board Positions

ADD BOARD POSITION

#### Name

President



1st Vice President



2nd Vice President



5. Change the Board Position name.
6. Click on the green Update Board Position button.

## Edit Board Position

### Board Position Name \*

2nd Vice President

UPDATE BOARD POSITION

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.

Unique solution ID: #1023

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Last update: 2024-05-29 19:22