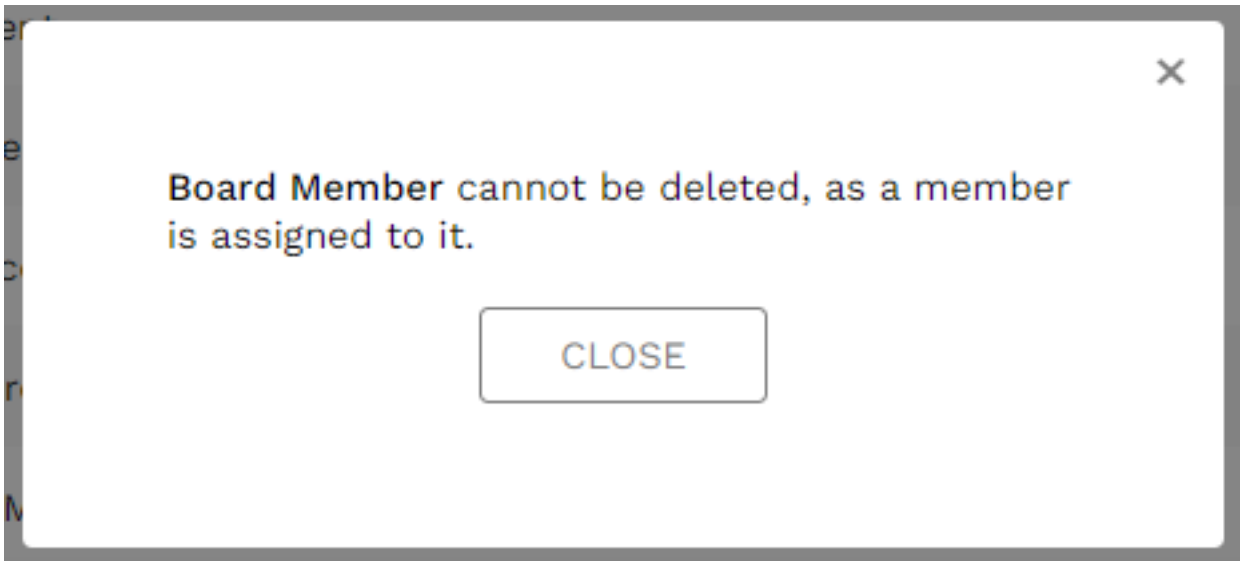
Board Position Management

How do I remove a board position?

To remove a Board Position, follow these steps:

1. Go to the Admin Tools tab at the top.

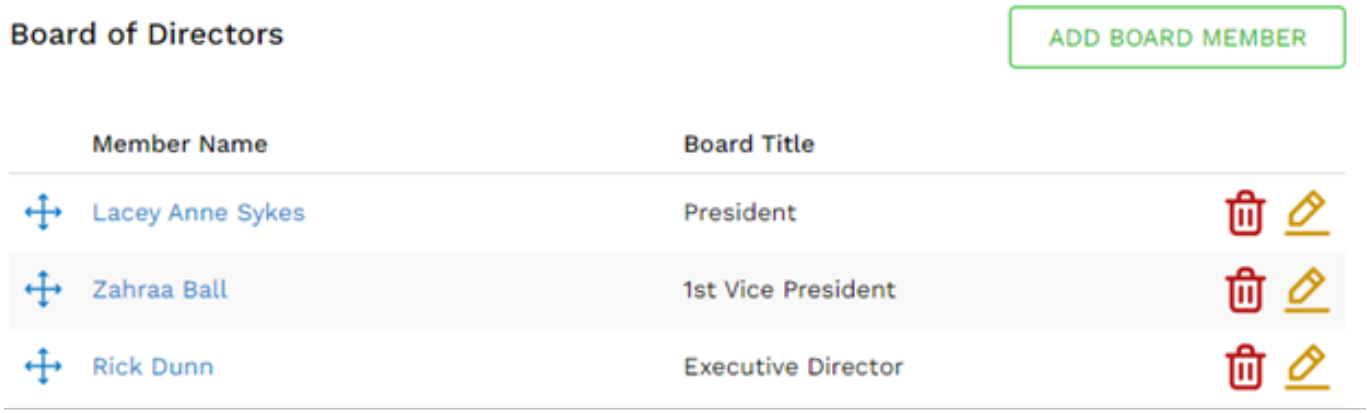
2. If the board position you'd like to delete already has a member assigned to it, you won't be able to delete the board position until you remove the member from the board position.



3. To remove the member from the board position, follow these steps:

a. Go to Board of Directors under the Organization Management heading.

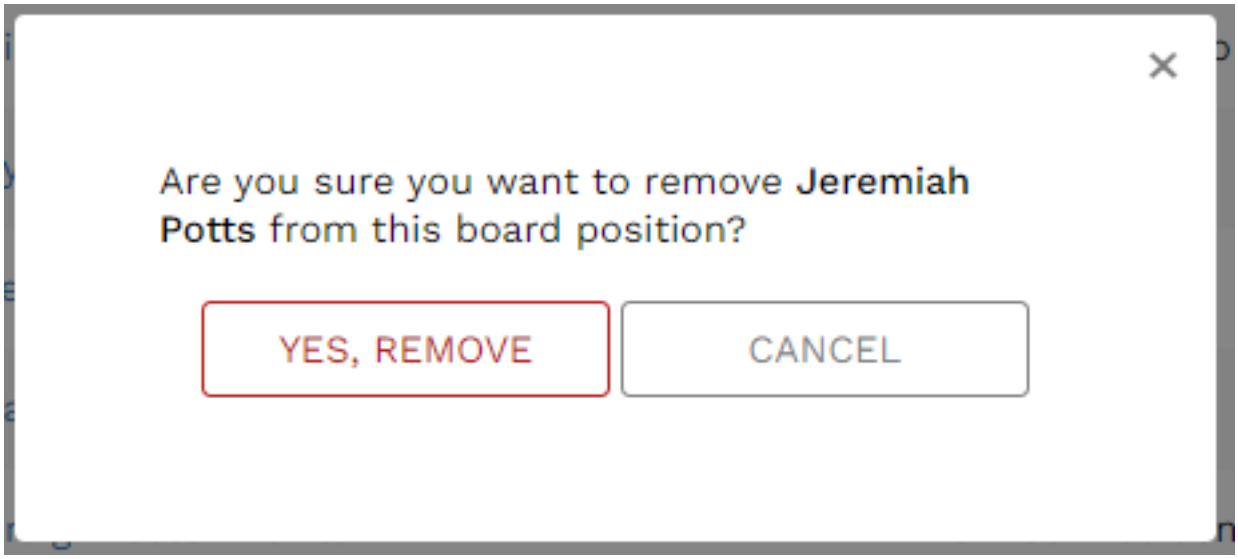
b. Remove the member from the board position you'd like to remove with the red trash bin icon.



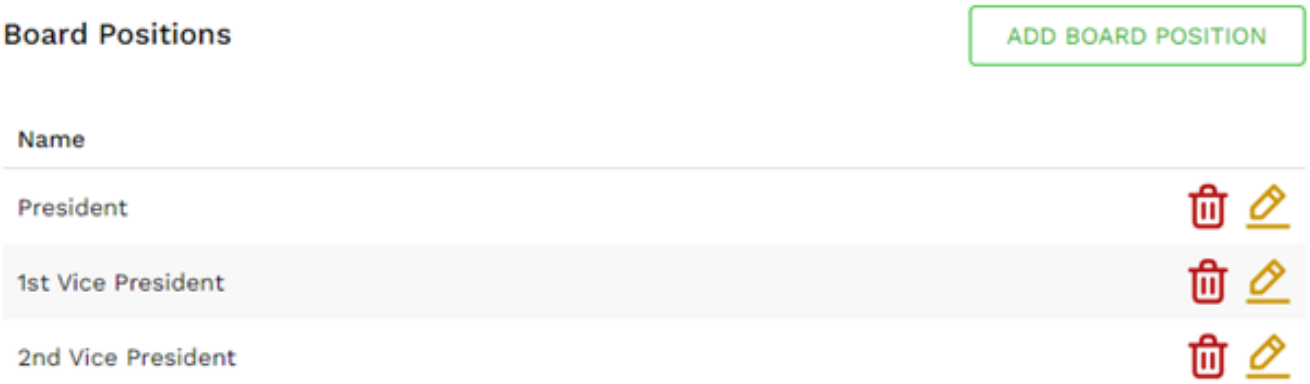
c. Click on the red Yes, Remove button. If you chose the wrong member to remove, click on the gray Cancel button and choose the correct member to remove from the board position.

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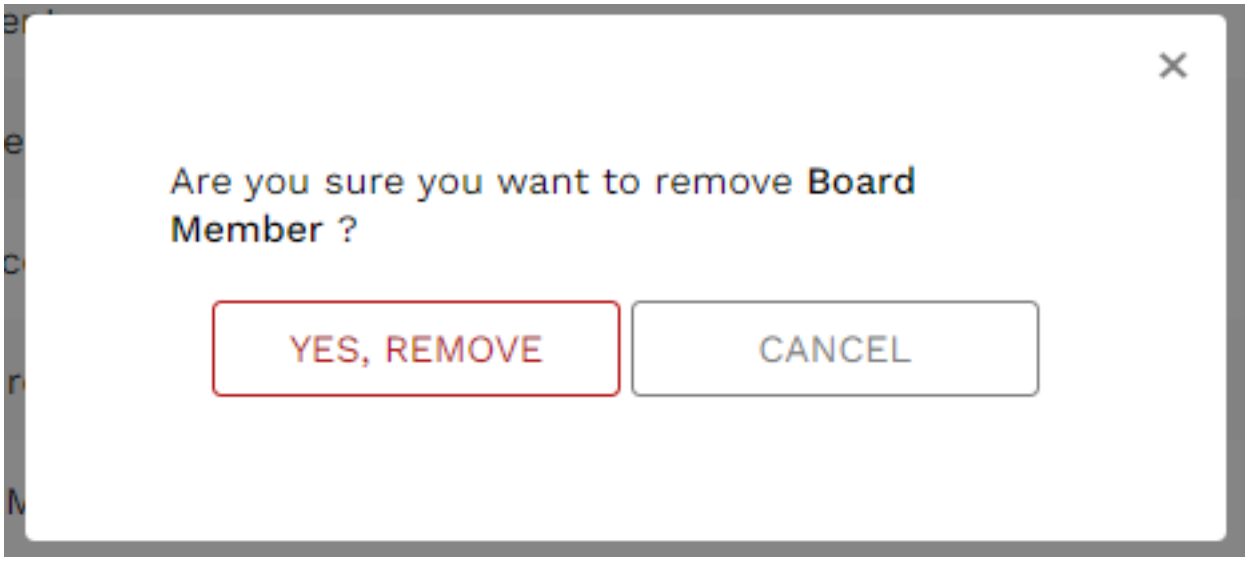
Board Position Management



4. Go to Organization Settings under the Organization Management heading.
5. Scroll down to the Board Positions heading.
6. Click on the red trash bin icon.



7. Click on the red Yes, Remove button. If you chose the wrong board position or no longer want to remove this board position, click on the gray Cancel button.



8. Once finished updating your association's Organization Settings, scroll up to the top and click on the

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blue Update Settings button.



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Unique solution ID: #1024
Author: n/a
Last update: 2024-05-29 19:22

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