

Board Position Management










How do I add a board member?

To add a board member, follow these steps:

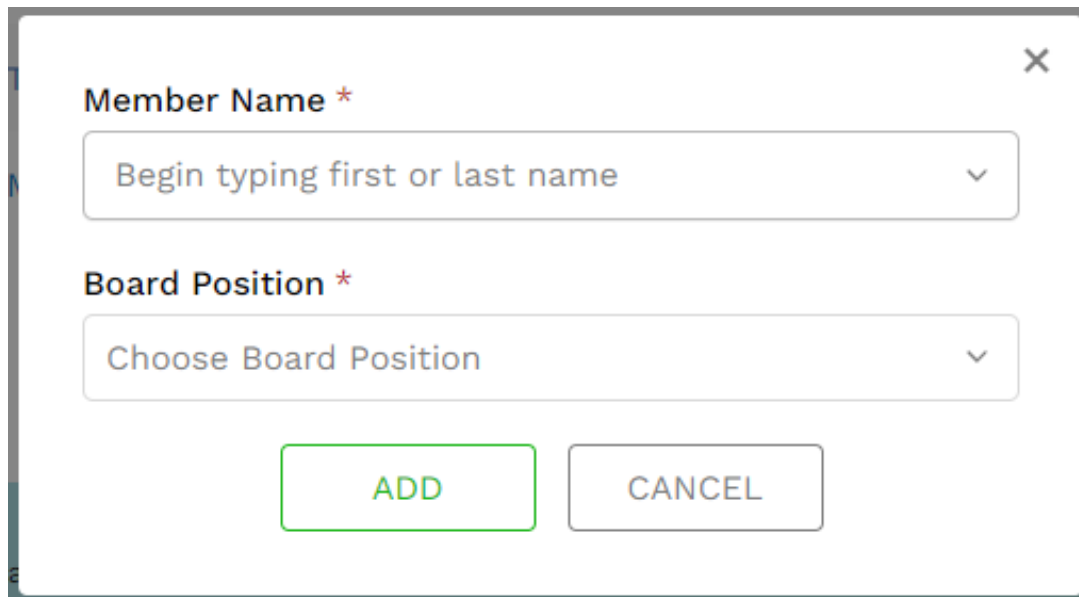
1. Go to the Admin Tools tab at the top.
2. Go to Board of Directors under the Organization Management heading.
3. Click on the green Add Board Member button.

Board of Directors

ADD BOARD MEMBER

Member Name	Board Title	
 Lacey Anne Sykes	President	 
 Zahraa Ball	1st Vice President	 
 Rick Dunn	Executive Director	 

4. Select a member from your organization either by typing in the member's first or last name or using the drop-down menu to select a member.
5. Select a board position with the drop-down menu - it will only show board positions that aren't already filled.
6. Click on the green Add button. If you no longer want to add a new board member, click on the gray Cancel button.



Member Name *

Begin typing first or last name

Board Position *

Choose Board Position

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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