Working with Boards

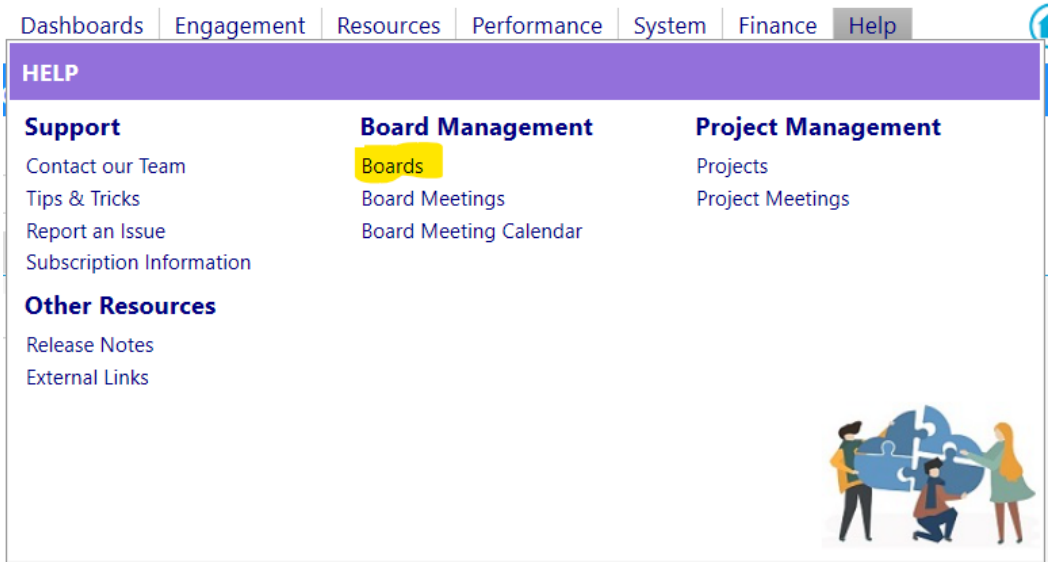
In the Board Management module, you will be able to create one or more Boards for your agency and assign Board members, documents, and notes. You can also set up committees and assign people to those…and then schedule Board and committee meetings, take notes, and track attendance. Multiple screens are involved. You can get started on the Help menu.

> *NOTE: In order to create a new Board for your Organization, the Organization must be created in the system and the person setting this up must have the appropriate security rights to access and make changes to Boards.*

For this document, we will assume your Organization has already been created and assigned in the system AND the appropriate Account Role has already been selected.

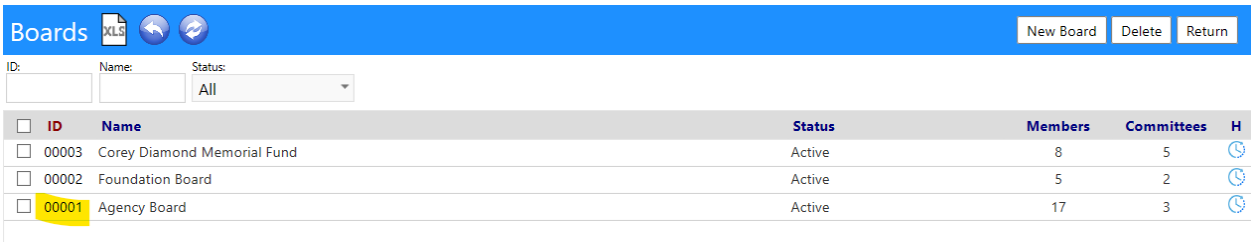
Create (or update) Boards

- Login to your **imPowr website.**
- Click on **Boards** in the Board Management section of the Help menu:

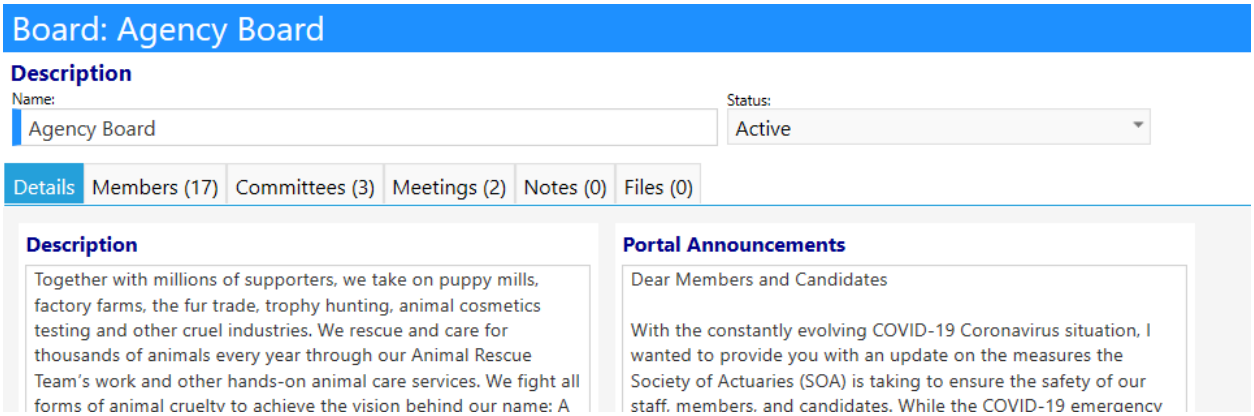


Update Existing Boards

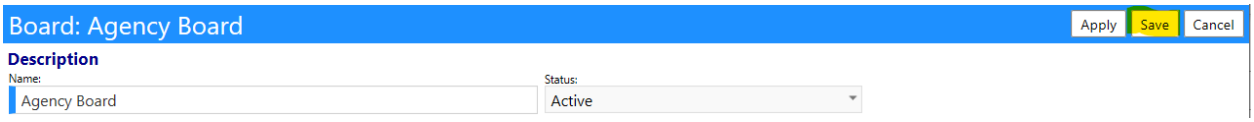
- Click on the Board **ID** in the Board List.



- Make the necessary changes to the Board **Description, Status, Members, or other tabs**, as required.

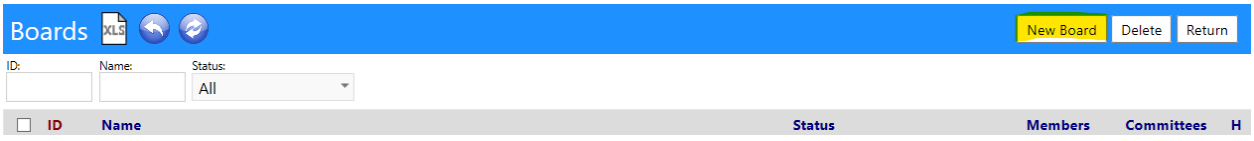


- Click on **Save** to keep your changes.

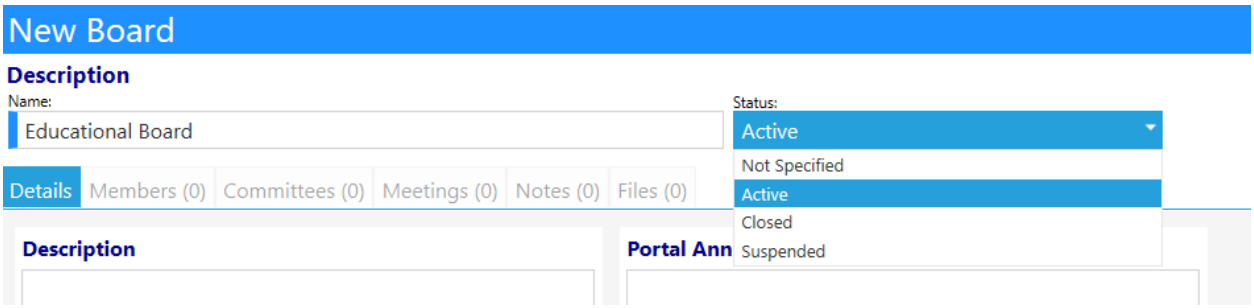


Add a Board

- Click on **New Board.**

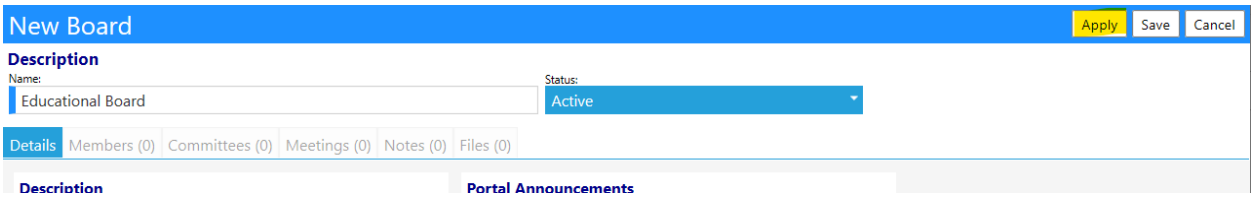


- Enter a Board **Name.**
- Select the Board **Status** from the drop-down list:

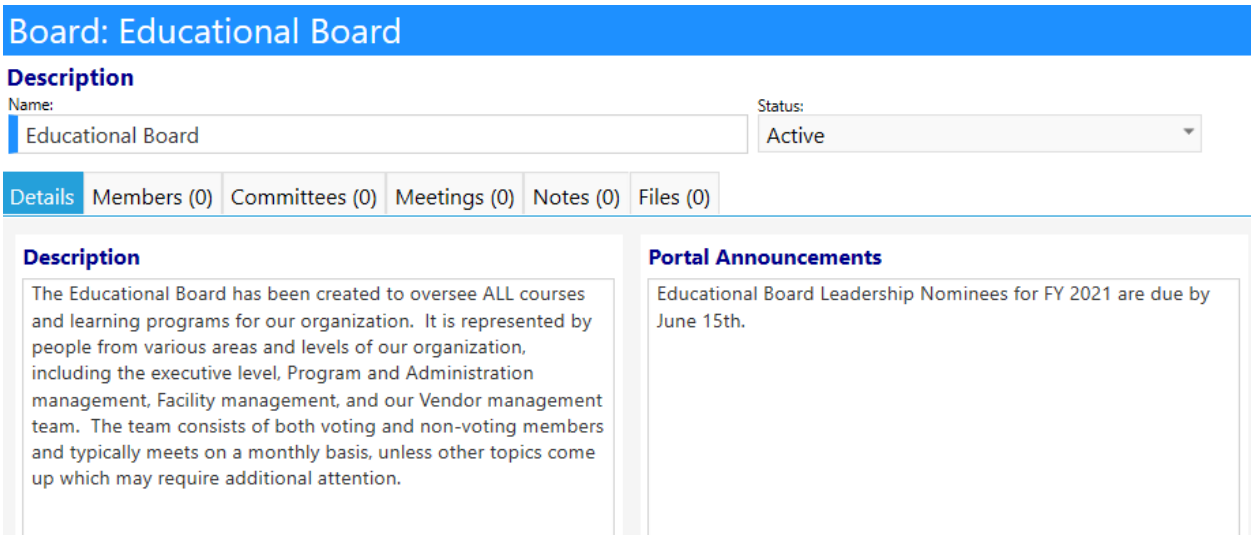


- Click on **Apply** to Save your entries and activate the other tabs.

Note: Clicking on Apply saves your entries but allows you to remain on the same page and activates the tabs, if there are any. Clicking on Save will save your entries but will exit you from the page.



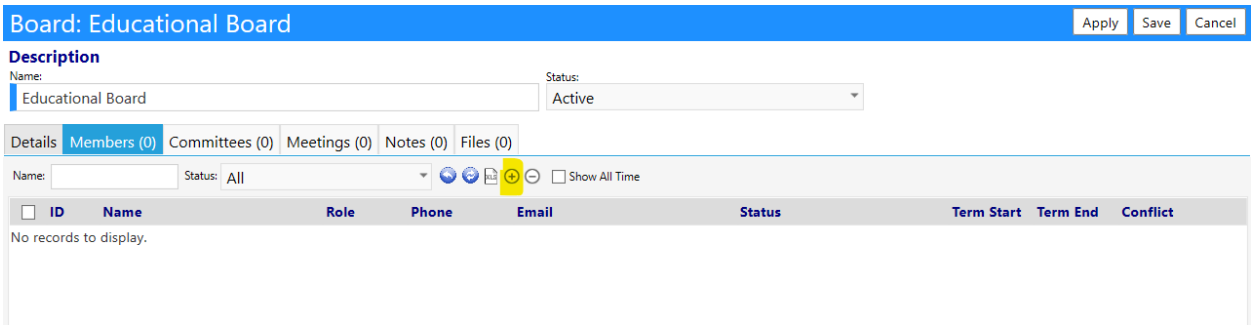
- Enter a **Description** of your organization (optional – NOTE: this will display in the portal).
- Enter any **Portal Announcements** (optional – NOTE: these will display in the portal).



- Click on **Apply** to save your entries.

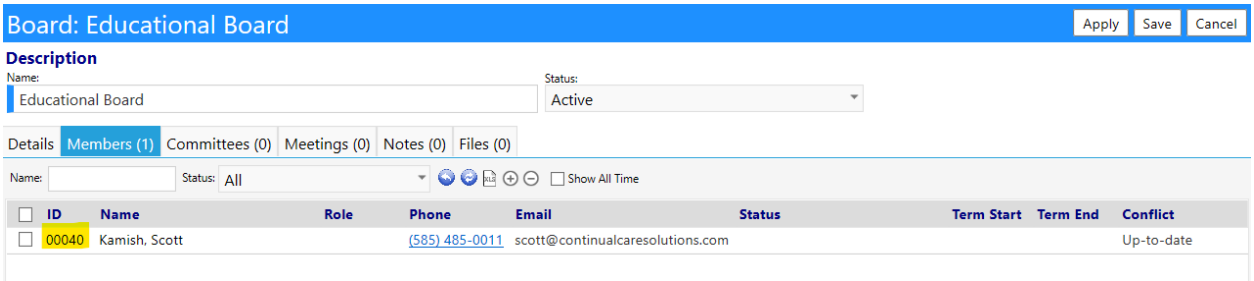
Add Board Members

- Select the **Members tab.**
- Click on the '**+**' sign to add a new member (or conversely, click in the checkbox to the left of the member ID and then click on '-' to remove an existing member):



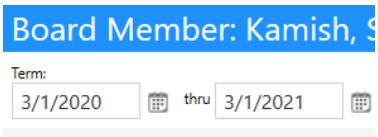
- **Choose Account** you wish to add as a member.

- Click on **Save.**
- Repeat for as many members you wish to add.
- Click on the new member's **ID** number.

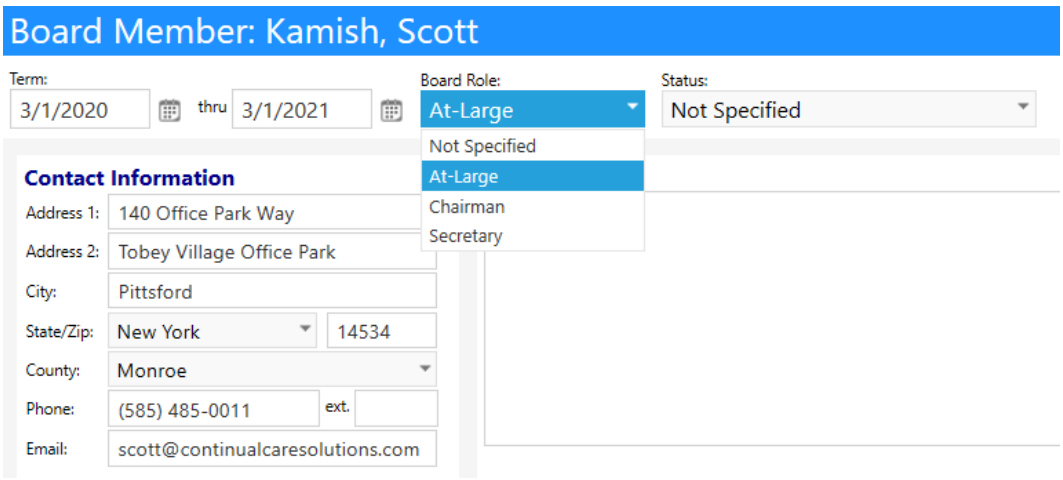


- Enter the **Term** of Service (start through end).

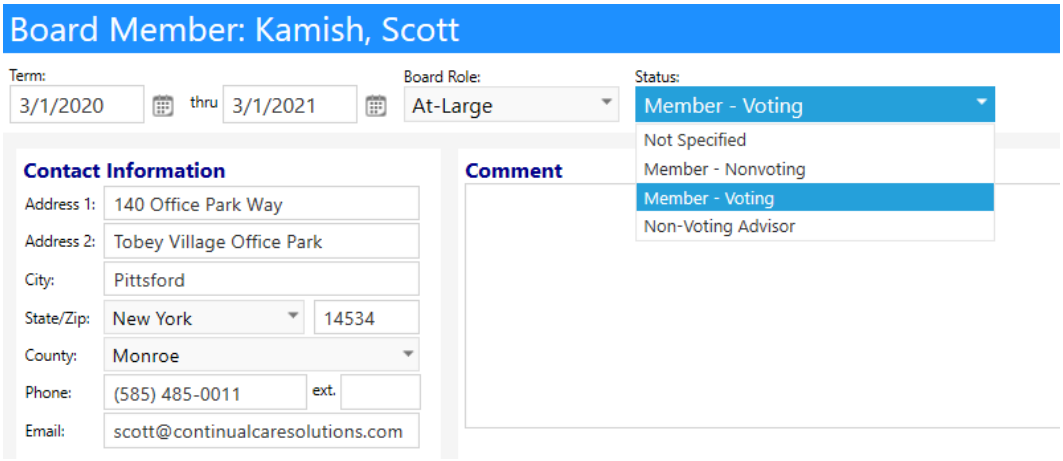
Note: Entering the Term End is Optional – this does not need to be filled in if the position is ongoing.



- Select the **Board Role** from the drop-down list.



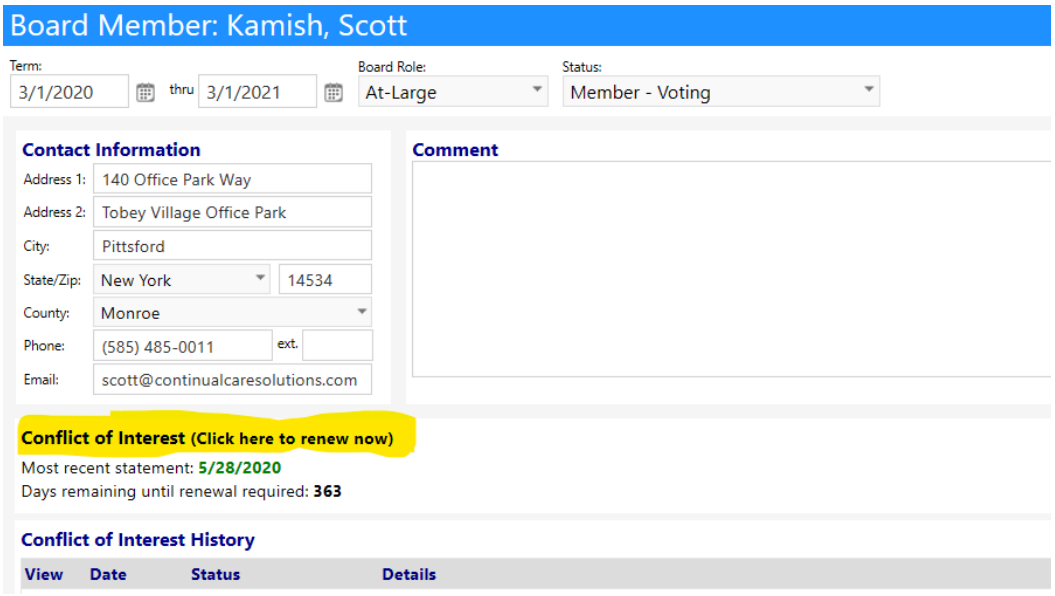
- Select the Member (Voting) **Status** from the drop-down list.



- Confirm the **Contact Information** is correct (this comes from the Account details screen: Enhancement > People > Client or Account).
- Enter any **Comment** about the board that you desire.
- Click on **Apply** to save your entries.

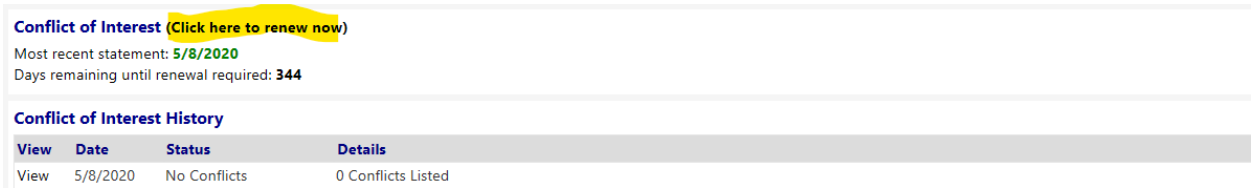
Note: Clicking on Apply saves your entries but allows you to remain on the same page. Clicking on Save will save your entries but will close the page.

Conflict of Interest

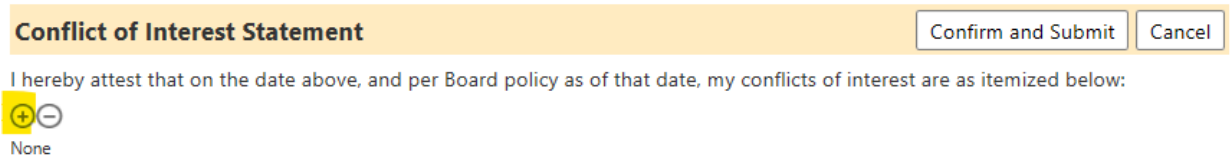


Note: Conflicts of Interest are based on a 1-year period of time. After a Board member attests to their conflicts of interest, they will not need to do this again until the following year.

- Click on **(Click here to renew now).**

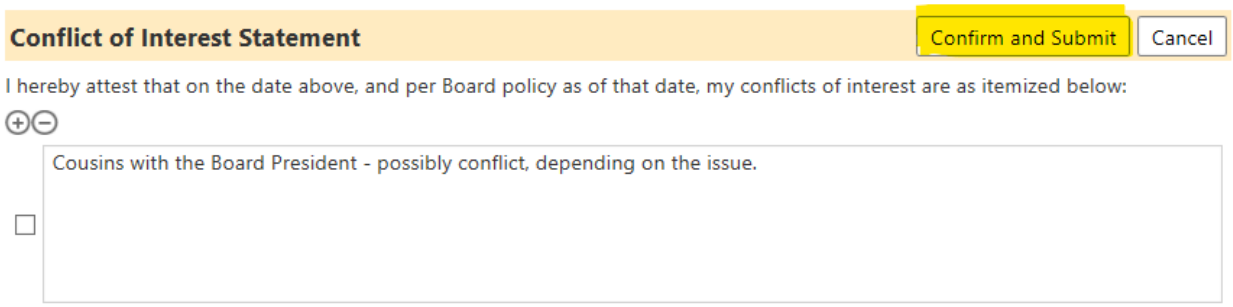


- Click on the '**+**' to add a new conflict (select it by clicking in the checkbox to the left of the conflict and click on the '-' to remove it).



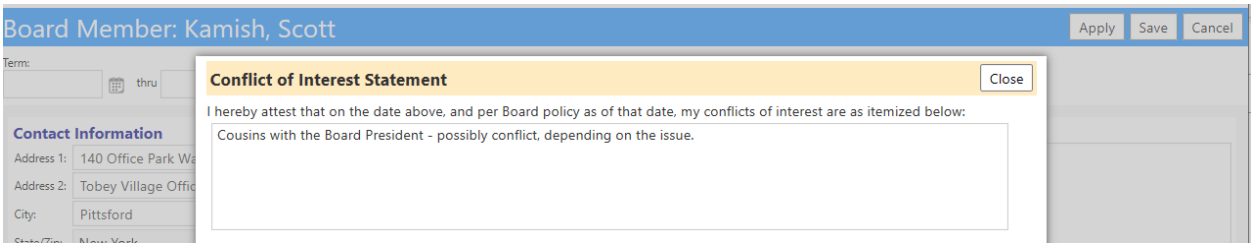
Note that the conflicts from the previous statement will load as a default.

- Enter your conflict and click on Confirm and Submit.

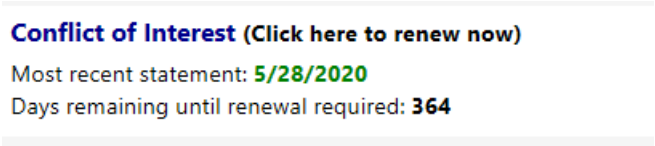


- If no conflict is entered, the system will identify that in the **History**… similarly, if there is an entered conflict, the system will identify that in the Conflict of Interest History.

- Click on **View** to see the specifics of the conflict:



- Reviewing the Conflict of Interest section, the most recent statement and the days remaining until another Conflict of Interest statement is required, is displayed:



If the date is in green, the statement is up to date If it is due for renewal in 1-30 days then it turns an orange yellow. If it is 0 day left or past due, it turns red.

For example,…. Assuming today is 5/12/2020…

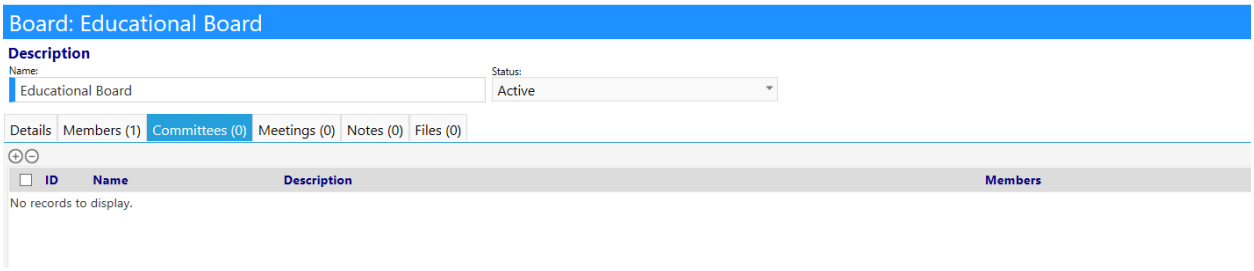
*If the most recent statement date is 5/28/2020, the renewal would be on 5/28/2021. Therefore, based on today's date, it would be more than 30 days before the most recent statement date… therefore, the color would be **green**. If the most recent statement date is 5/28/2019, the renewal would be on 5/28/2020. So, because the date is 5/12/2020, it would be less than 30 days before the most recent*

*statement date…and the color would be **orange**. If the most recent statement date is 4/20/2019, the renewal would be on 4/20/2020. So, because the date is 5/12/2020, it would be after from the most recent statement date…and the color would be **red**.*

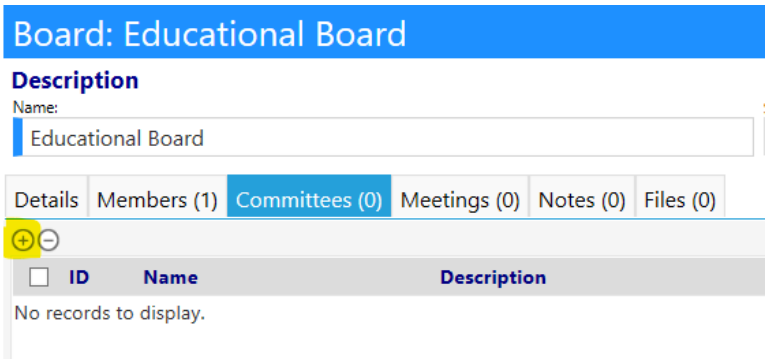
- Click on **Save** when you are completed with your entries.

Create Committees / Add Members

- Click on the **Committees** tab.

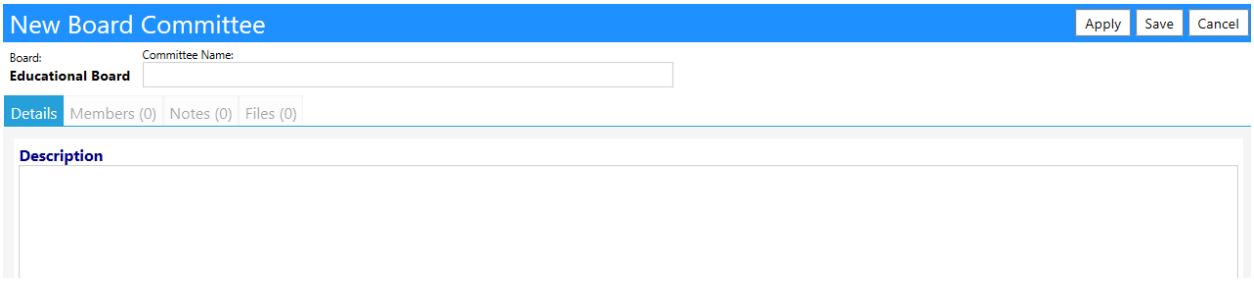


- Click on the '**+**' to add a new Committee (conversely, if one exists that you no longer want, check the box to the left of the committee ID, and click on the '-' to delete the committee).



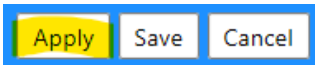
Enter Committee Details

- Enter the Committee **Name.**
- Enter a **Description** (optional).



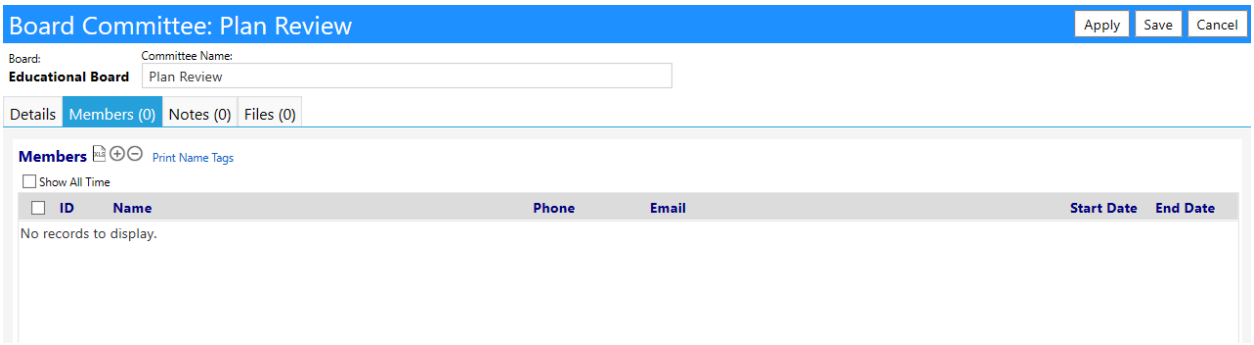
- Click on **Apply** to save your entries.

Note: Clicking on Apply saves your entries but allows you to remain on the same page – and activates tabs, if any. Clicking on Save will save your entries but will close the page.

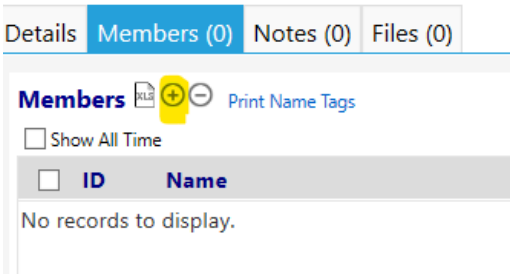


Add Committee Members

- Click on the Members tab.

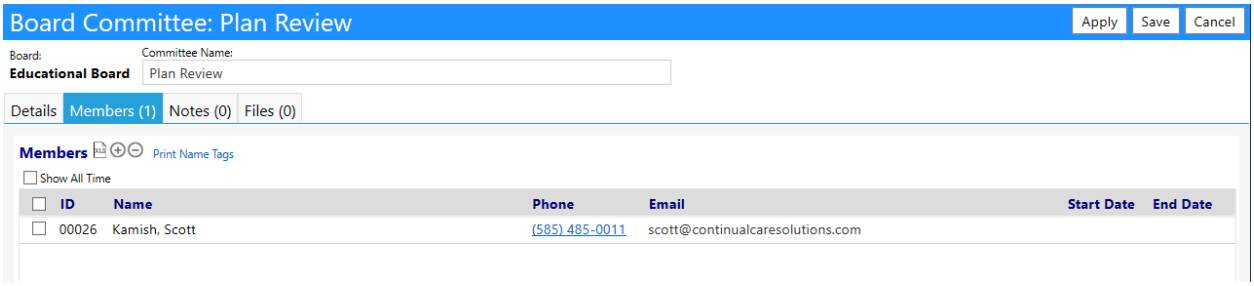


- Click on the '**+**' to Add a Member (conversely, check the box to the left of the Member ID and click on the '-' to remove an existing Member).



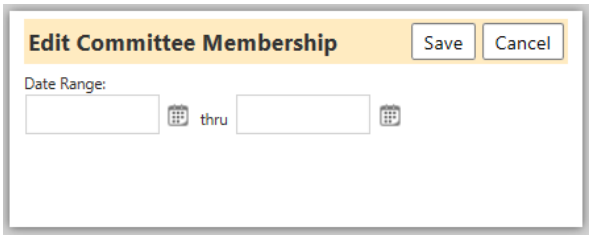
- Choose a Committee **Member** from the selection list.

Note: the only people who appear in the selection list are those who are members of the Board.

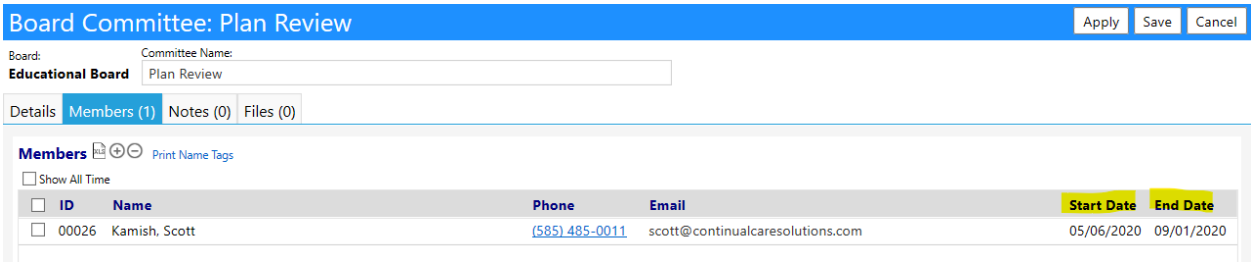


- Click on the Members **ID.**
- Enter their **Committee Membership** Term.

Note: Entering the Term End is Optional – this does not need to be filled in if the position is ongoing.



- These dates now appear as their **Start Date** and **End Date.**

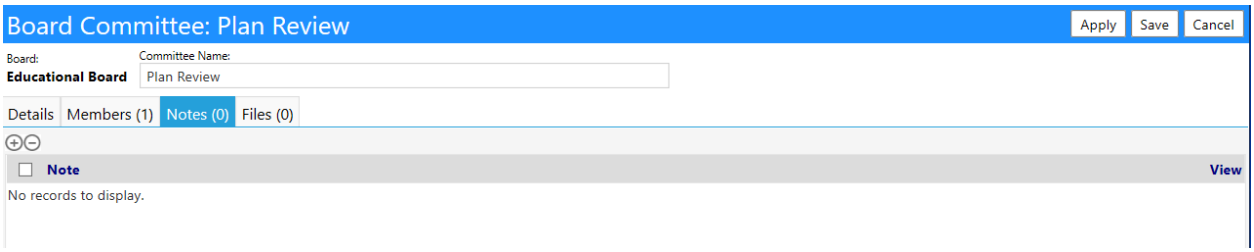


- Repeat for other Committee Members.
- Click on **Apply** to save your entries.

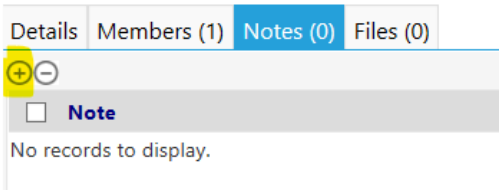
Note: Clicking on Apply saves your entries but allows you to remain on the same page – and activates tabs, if any. Clicking on Save will save your entries but will exit you from the page.

Add Committee Notes

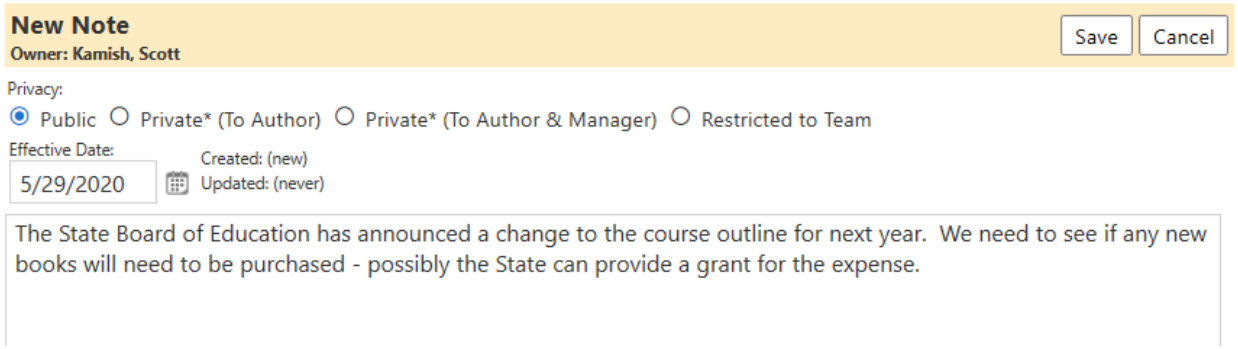
- Click on the **Notes** tab.



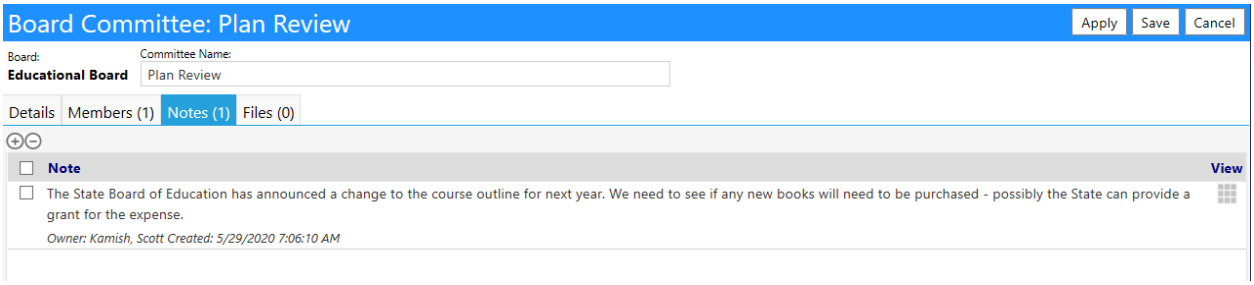
- Click on the '**+**' to Add a Note (conversely, check the box to the left of the Note ID and click on the '-' to remove an existing Note).



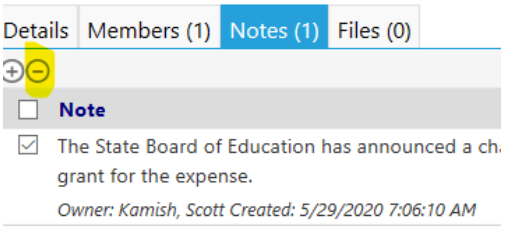
- Enter your **Note.**



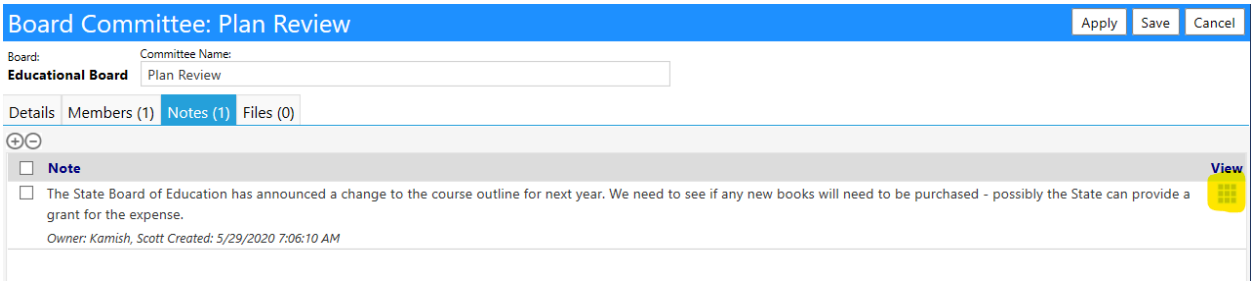
- Click on **Save.**
- Your newly added note will appear in the Note list.



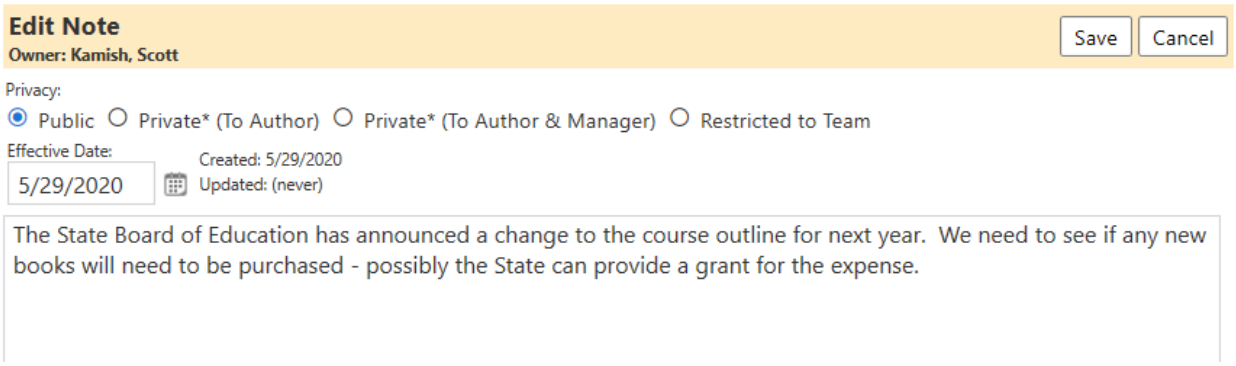
Note: If you want to delete the note, check the box to the left of the note and click on '-'.



- If you wish to edit the note, click on the **checkerboard** to the right of the note. This is the note's Edit button.

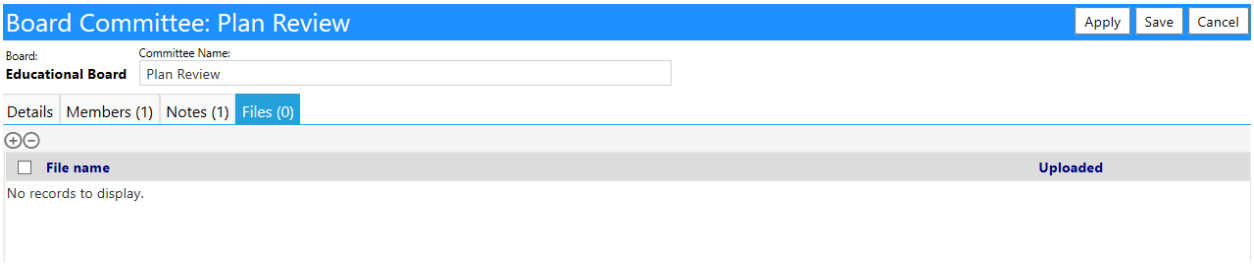


- Edit the **Note** as desired and click on **Save** once complete.

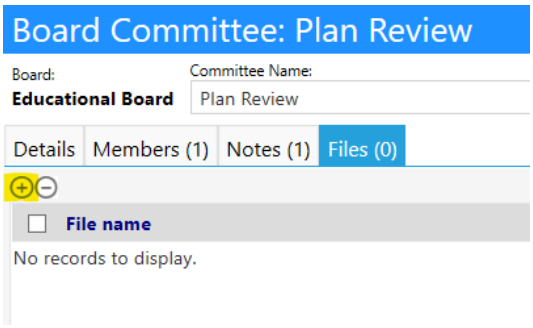


Add Committee Files

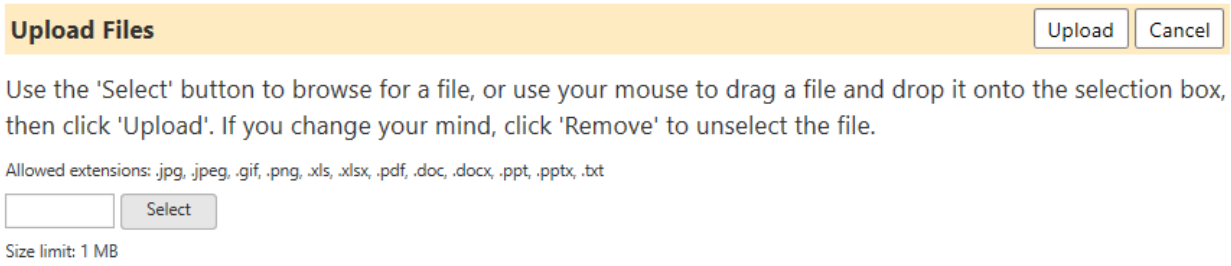
- Click on the **Files** tab.



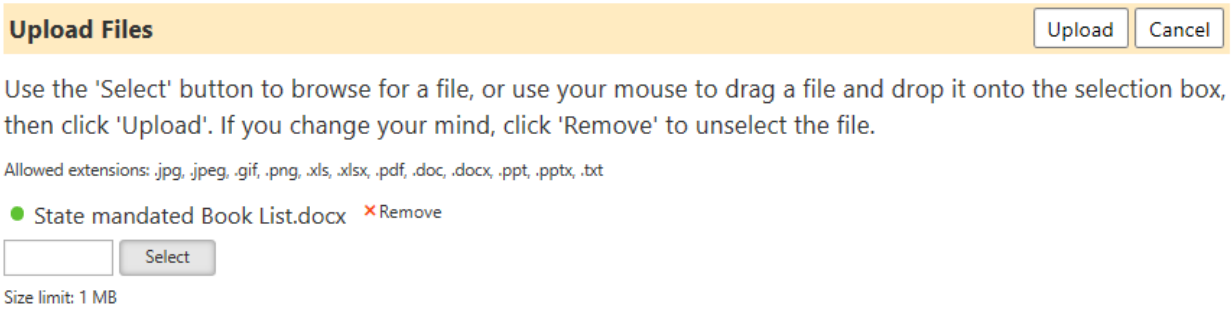
- Click on the '**+**' to Add a File (conversely, check the box to the left of the File ID and click on the '-' to remove an existing File).



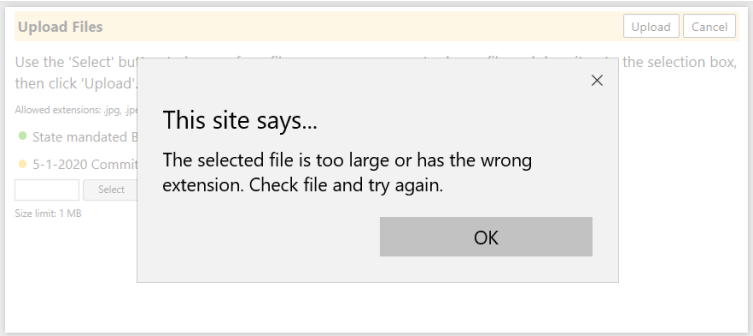
- Add your File by clicking on **Select** and picking a file from your computer.



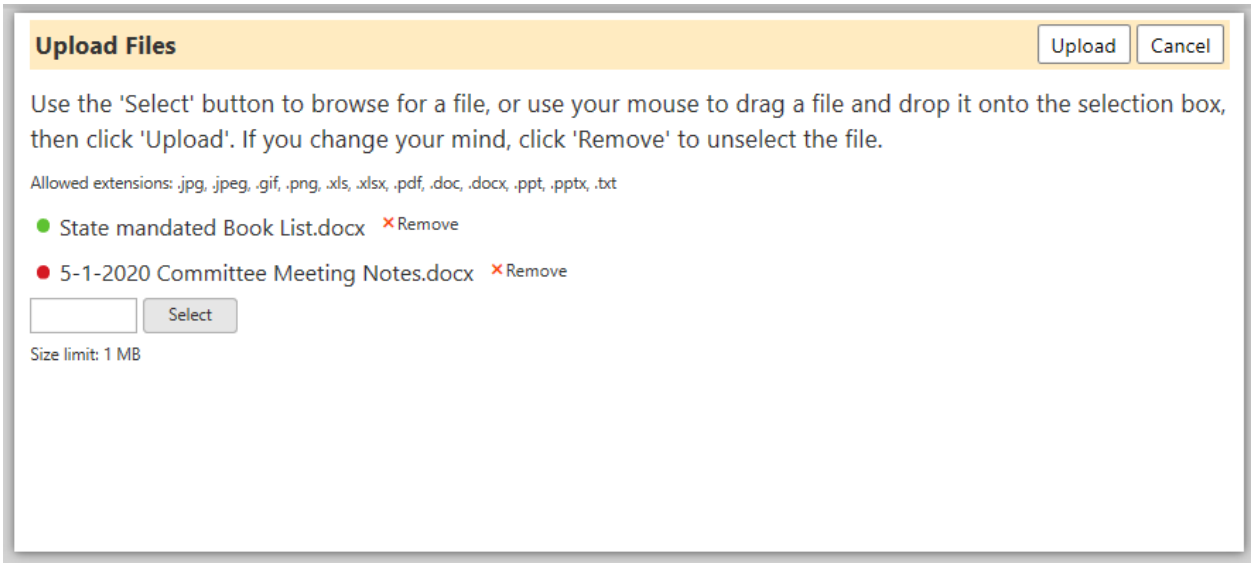
- If the file selection is acceptable, the name of the file will display with a green button to its left.



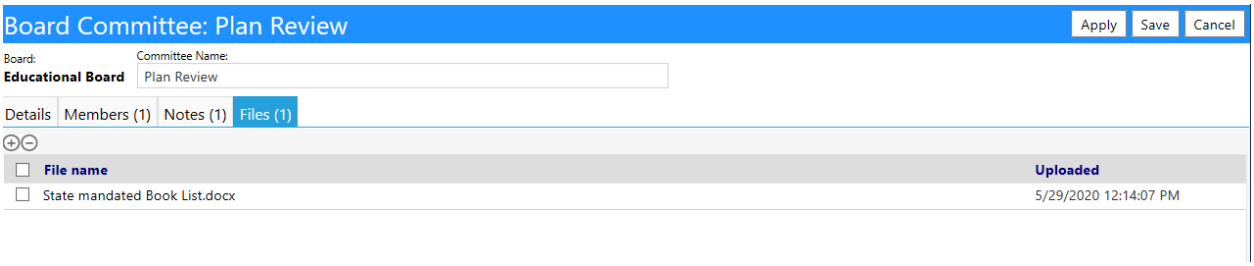
- If the file did not load properly, a red button will display.
- If the file is too large or is of a type not accepted for upload, a yellow button will display, and an alert box will inform you of the issue:



- When you click on OK, a red button will be displayed to the left of the file name.
- If you Click on Upload, only those files which have a green button will be added to your Committee files… Click on' X Remove' to remove that entry.



- Click on **Upload** to add the File to the Committee.
- Your newly added File will appear in the File list.

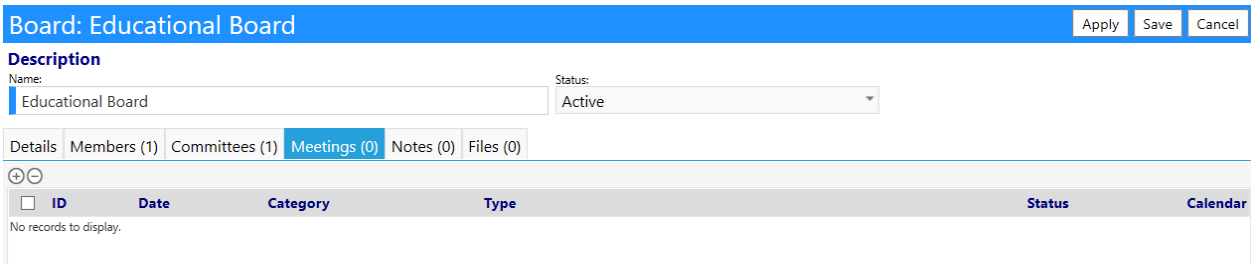


- Click on **Apply** or **Save** to save your Committee.

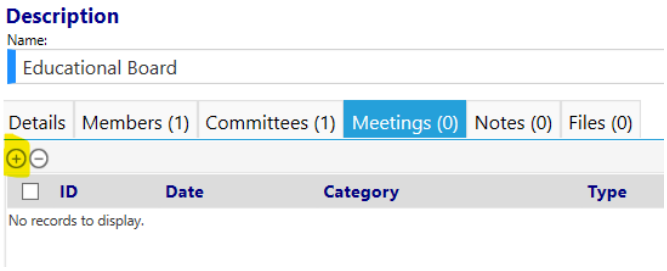
Note: Clicking on Apply saves your entries but allows you to remain on the same page. Clicking on Save will save your entries but will close the page.

Set up Board Meetings

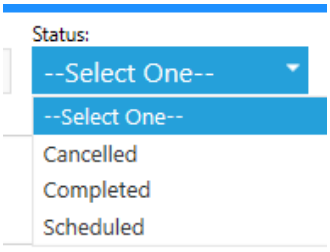
- Click on the Meetings tab.



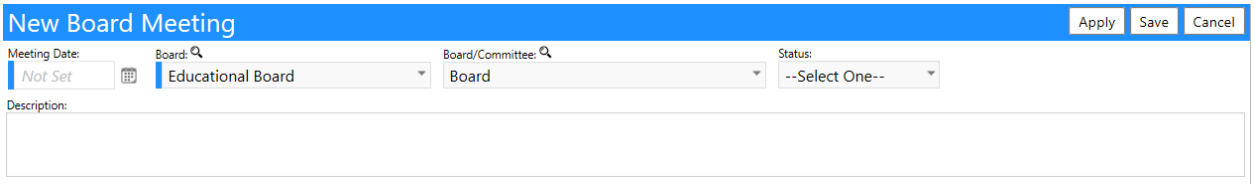
- Click on the '**+**' to Add a Meeting (conversely, check the box to the left of the Meeting ID and click on the '-' to remove an existing Meeting).



- Enter the **Meeting Date.**
- Select the **Board** from the drop-down list.
- Enter the **Board/Committee** from the drop-down list.
- Enter the meeting **Status** from the drop-down list.

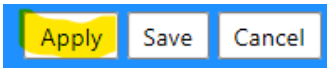


- Enter a **Description** for the meeting.



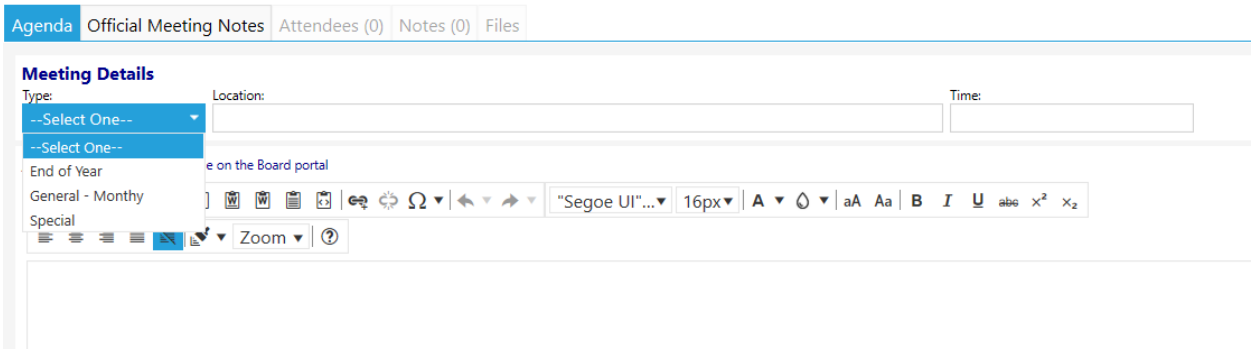
- Click on Apply to save your entries.

Note: Clicking on Apply saves your entries but allows you to remain on the same page. Clicking on Save will save your entries but will close the page.

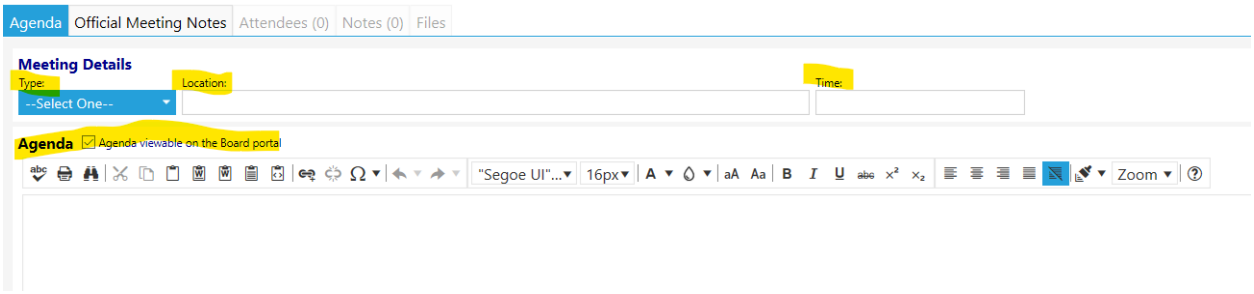


Set Meeting Agenda

- Enter the Meeting Details **Type** from the drop-down list .

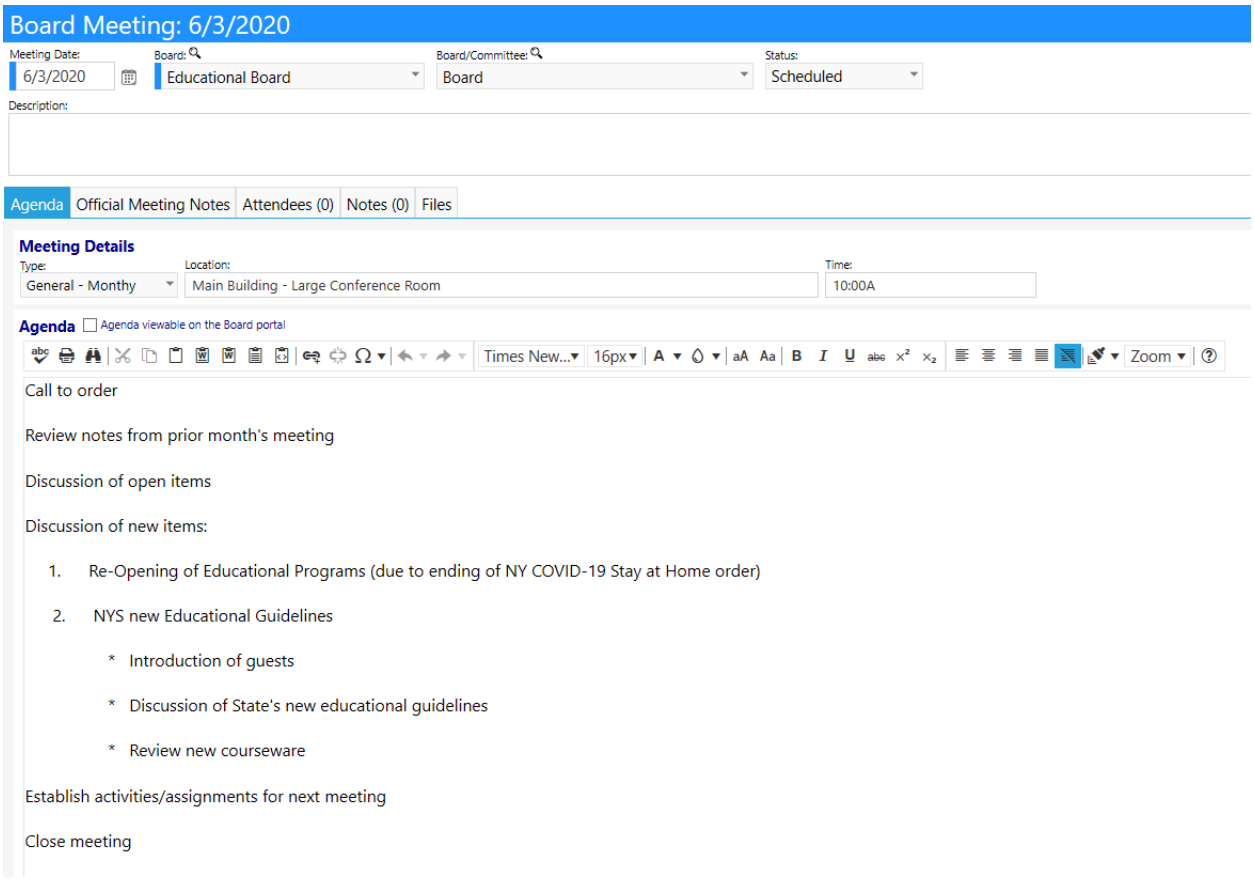


- Enter the **Location** of the meeting.
- Enter the **Time.**
- Enter the meeting **Agenda.**
- Check whether or not you wish the **Agenda viewable on the Board Portal.**



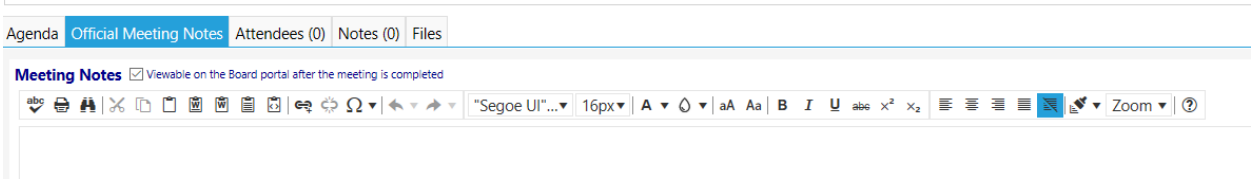
- Click on **Apply** to save your entries.

Note: Clicking on Apply saves your entries but allows you to remain on the same page and activates tabs, if any. Clicking on Save will save your entries but will close the page.

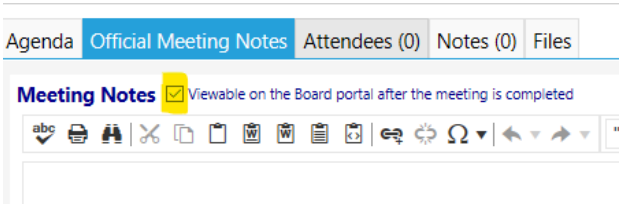


Enter Official Meeting Notes

- Click on the Official Meeting Notes tab.



- This is the section where you would enter **Meeting Notes** captured from your meeting.
- Select whether you want these notes **Viewable on the Board Portal after the meeting is completed** by clicking in the checkbox.

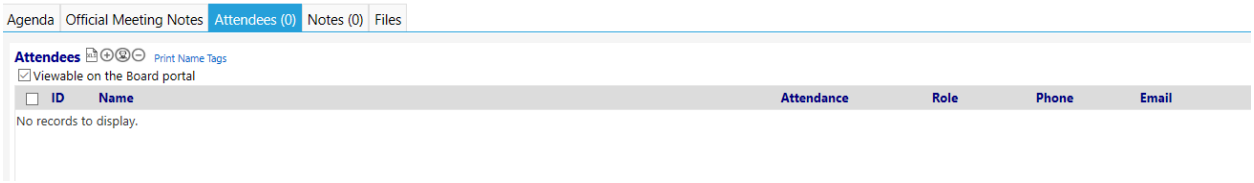


- Click on **Apply** to save your entries.

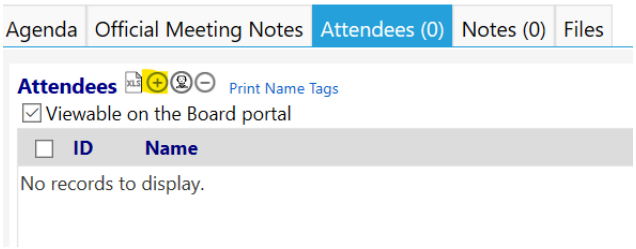
Note: Clicking on Apply saves your entries but allows you to remain on the same page. Clicking on Save will save your entries but will close the page.

Add Meeting Attendees

- Click on the **Attendees** tab.



- Click on the '**+**' to Add an Attendee (conversely, check the box to the left of the Attendee ID and click on the '-' to remove an existing Attendee).



- **Select** an Account from the list of names.
- **Save** your selection.

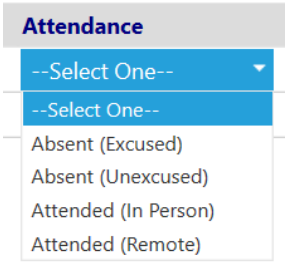
Note: The Meeting Attendees list consists of Board Members Only. To add someone who is not a Board Member, add them as a Guest.

- Click on the to add a Guest to the meeting.

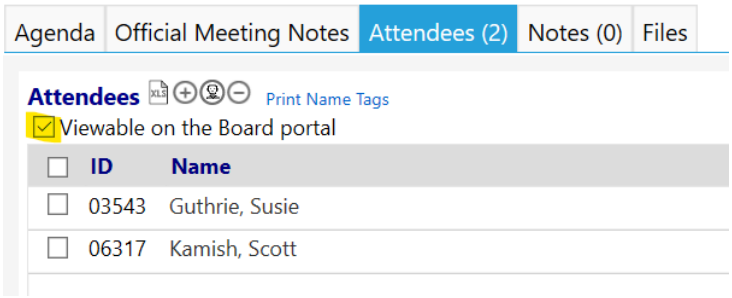
  .

  Note: Guests must be set up in the system as a Client, Client Family, Family Account, Staff Member, or Individual Account before they can be selected as a guest.

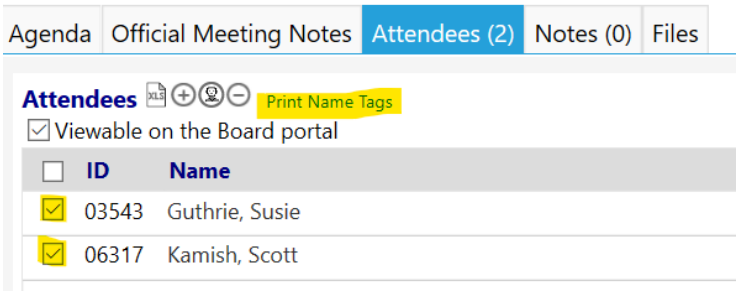
- During or following the meeting, the person taking notes may select the Attendee's meeting attendance from the drop-down list of attendance.

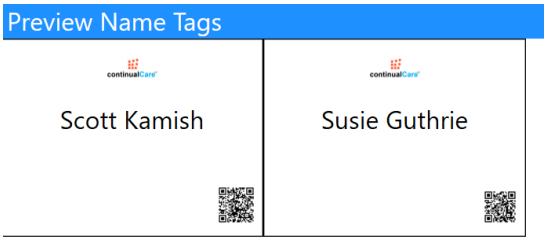


- Select whether you want the list of Attendees **Viewable on the Board Portal** by clicking in the checkbox.



Note: to print name tags for meeting attendees, check the boxes to the left of the Attendee IDs and click on Print Name Tags. You will be provided with the option to size the name tag labels and preview them before printing.



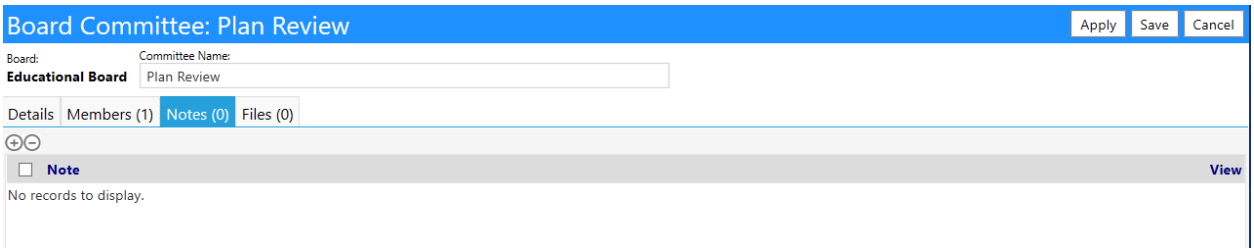


- Click on **Apply** to save your entries.

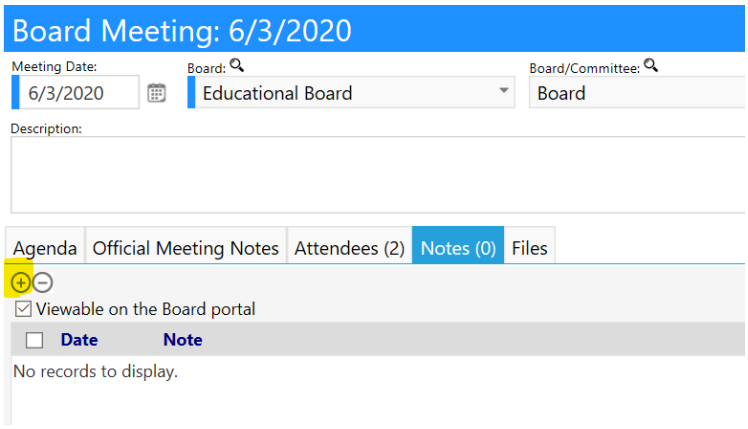
Note: Clicking on Apply saves your entries but allows you to remain on the same page. Clicking on Save will save your entries but will close the page.

Add Meeting Notes

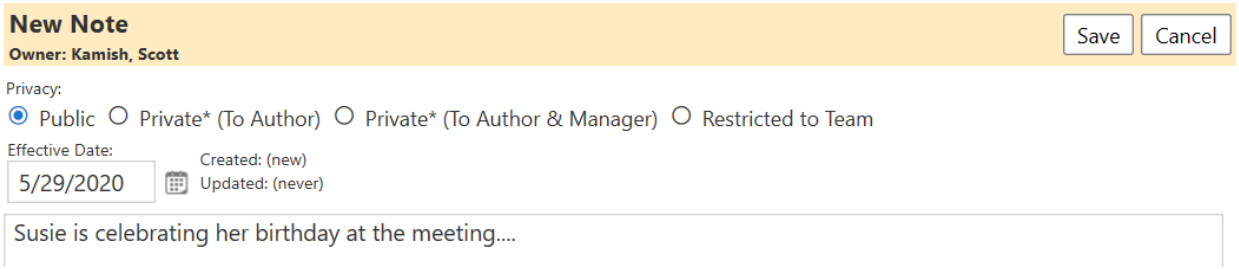
- Click on the **Notes** tab.



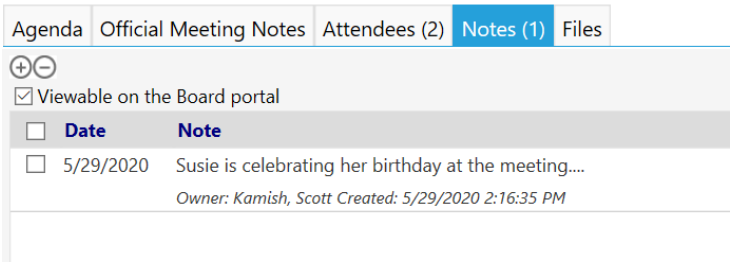
- Click on the '**+**' to Add a Note (conversely, check the box to the left of the Note ID and click on the '-' to remove an existing Note).



- Enter your **Note.**

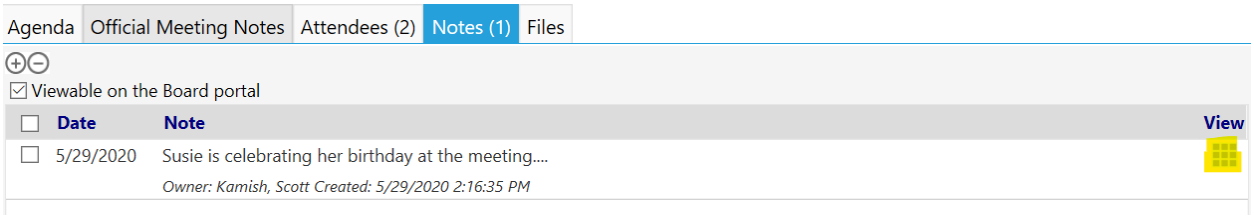


- Click on **Save.**
- Your newly added note will appear in the Note list.



Note: If you want to delete the note, check the box to the left of the note and click on '-'.

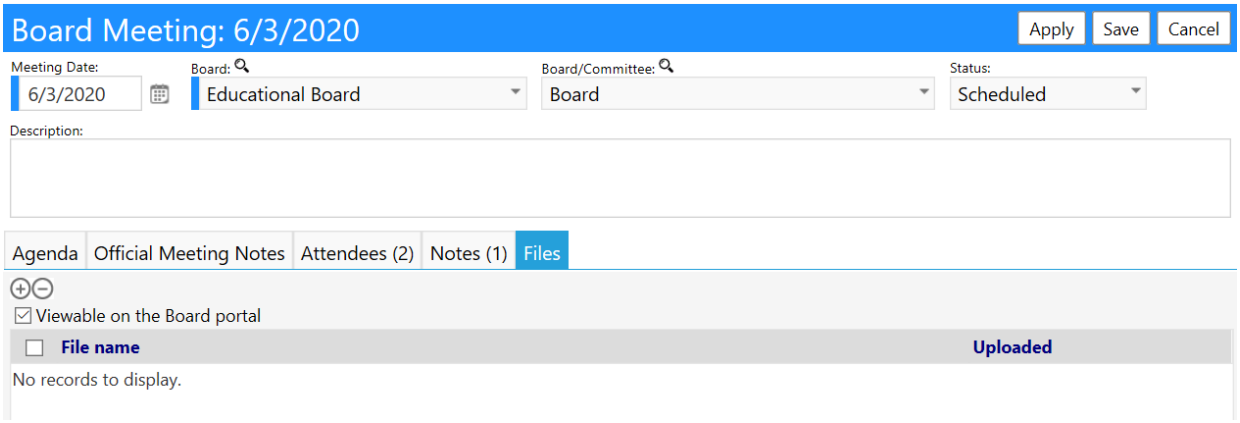
- Select whether you want the list of Attendees **Viewable on the Board Portal** by clicking in the checkbox.
- If you wish to edit the note, click on the **checkerboard** to the right of the note. This is the note's Edit button.



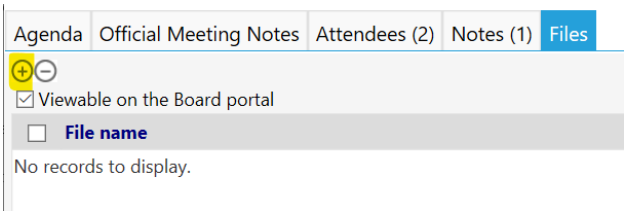
- Edit the **Note** as desired and click on **Save** once complete.

Add Meeting Files

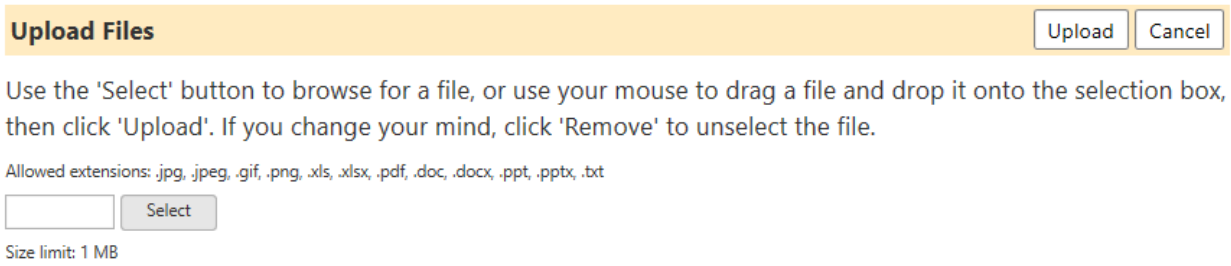
- Click on the **Files** tab.



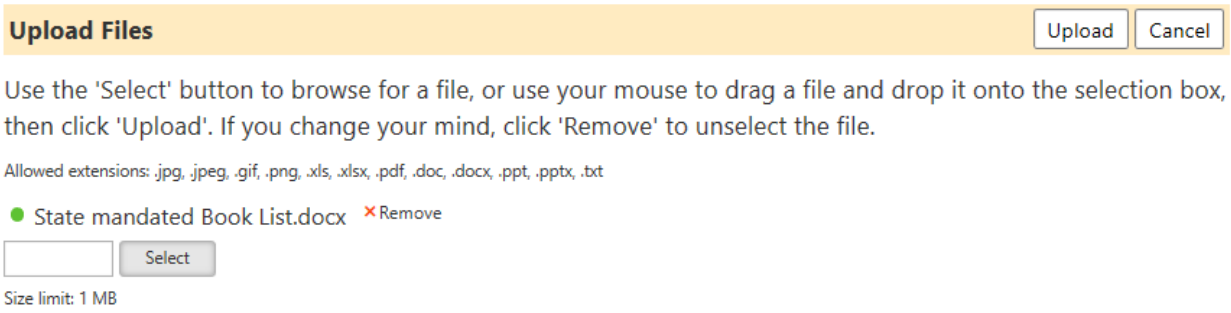
- Click on the '**+**' to Add a File (conversely, check the box to the left of the File ID and click on the '-' to remove an existing File).



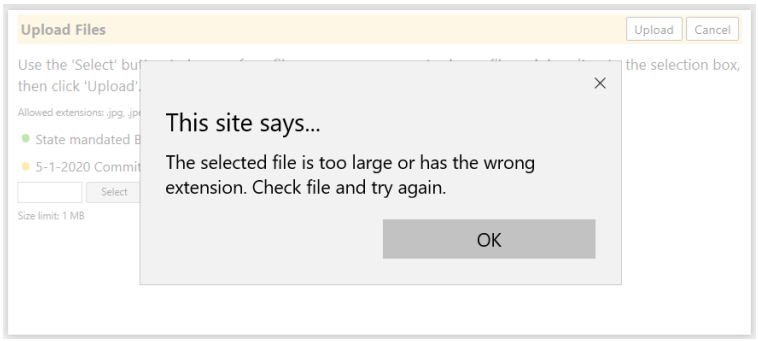
- Add your File by clicking on **Select** and picking a file from your computer.



- If the file selection is acceptable, the name of the file will display with a green button to its left.

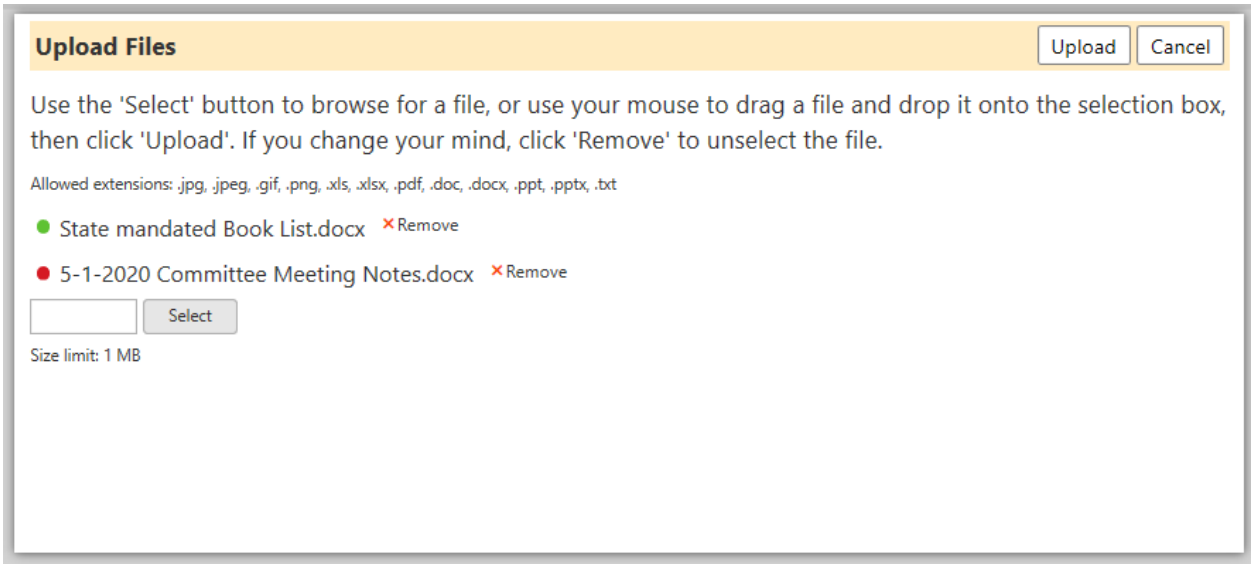


- If the file did not load properly, a red button will display.
- If the file is too large or is of a type not accepted for upload, a yellow button will display, and an alert box will inform you of the issue:

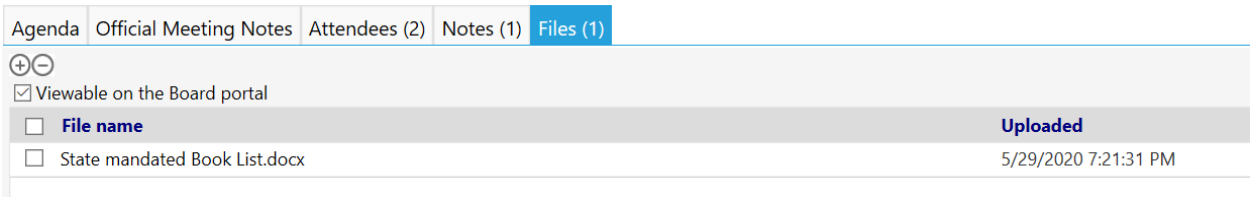


- When you click on **OK**, a red button will be displayed to the left of the file name.

- If you Click on Upload, only those files which have a green button will be added to your Committee files… Click on' X Remove' to remove that entry.



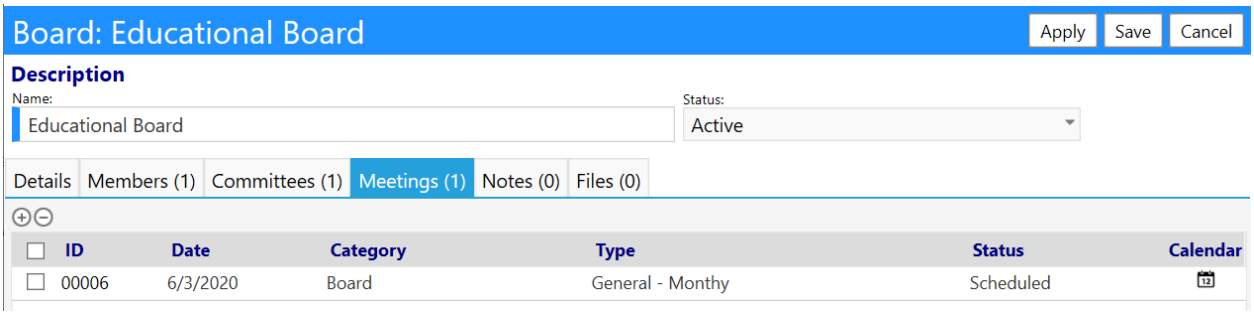
- Click on **Upload** to add the File to the Meeting.
- Your newly added File will appear in the File list.



- Click on **Apply** or **Save** to save your Files.

Note: Clicking on Apply saves your entries but allows you to remain on the same page. Clicking on Save will save your entries but will close the page.

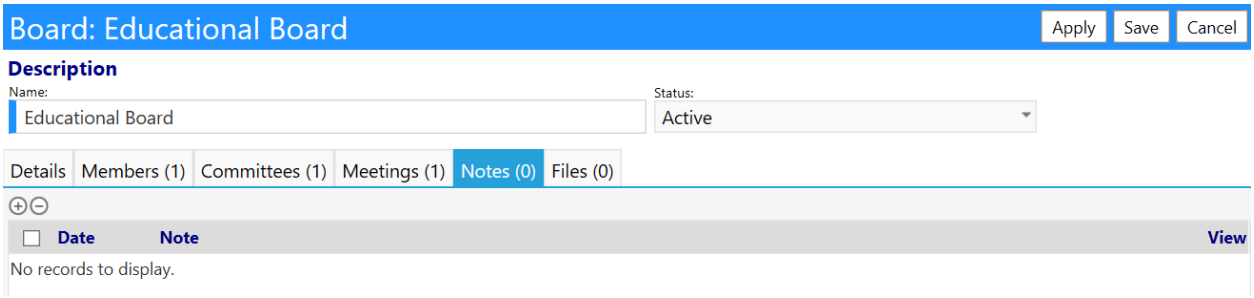
Your meeting will now appear in the Meetings list:



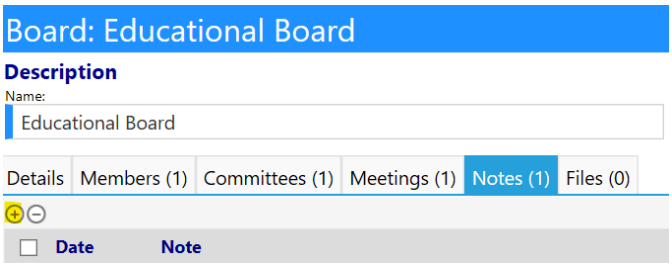
Attaching Board Notes

Board members can use the Notes tab as a place to store notes related to their board, separate from Committee or Meeting notes.

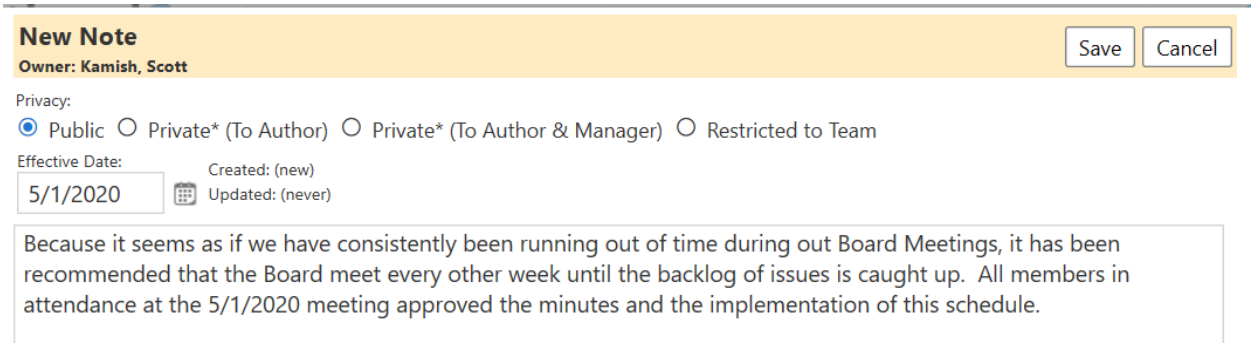
- Click on the **Notes** tab.



- Click on the '**+**' to Add a Note (conversely, check the box to the left of the Note ID and click on the '-' to remove an existing Note).



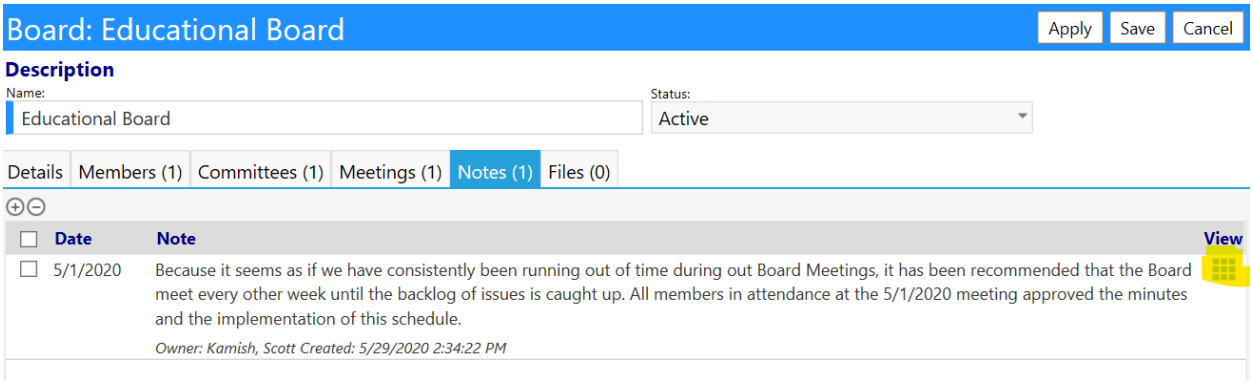
- Enter your **Note.**



- Click on **Save.**
- Your newly added note will appear in the Note list.

Note: If you want to delete the note, check the box to the left of the note and click on '-'.

- If you wish to edit the note, click on the **checkerboard** to the right of the note. This is the note's Edit button.

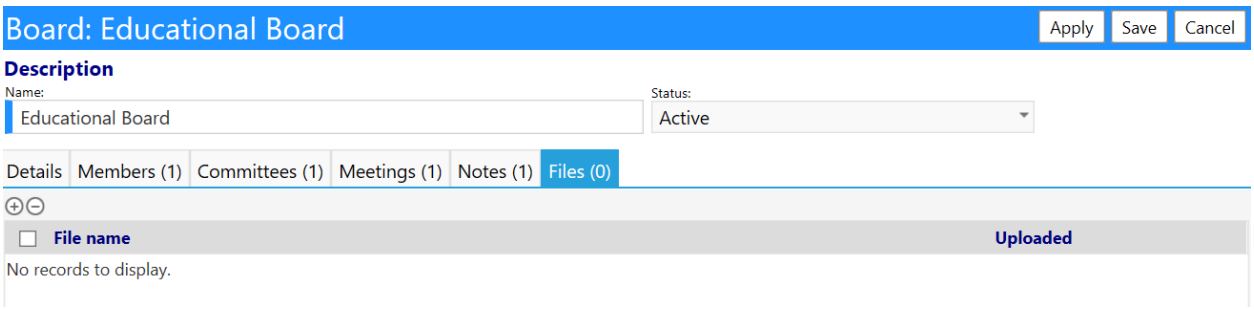


- Edit the **Note** as desired and click on **Save** once complete.

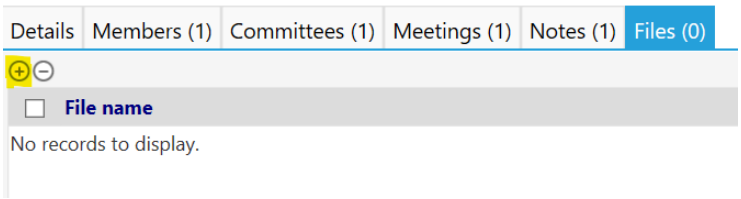
Attach Board Files

Board members can use the Files tab as a place to store files related to their board, separate from Committee or Meeting files.

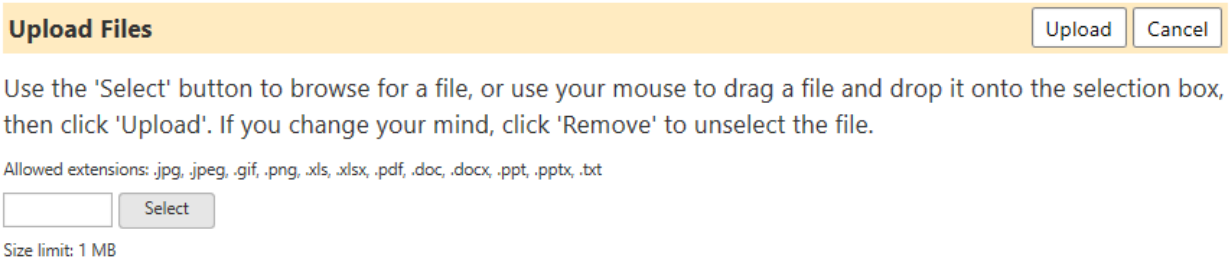
- Click on the **Files** tab.



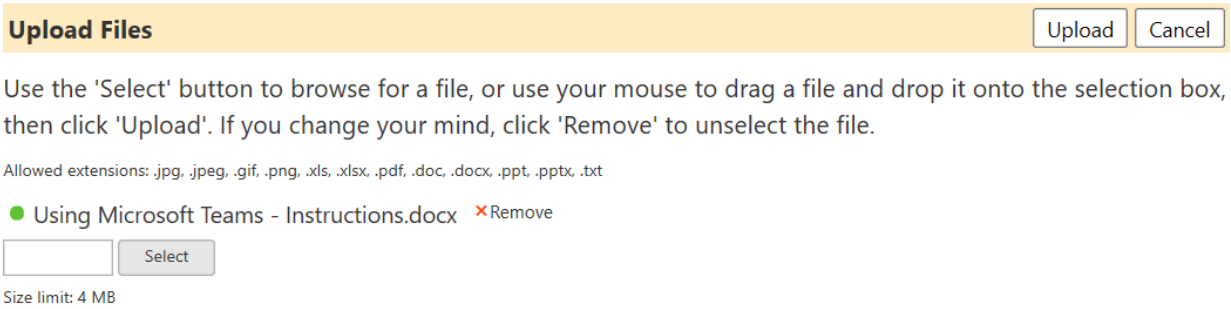
- Click on the '**+**' to Add a File (conversely, check the box to the left of the File ID and click on the '-' to remove an existing File).



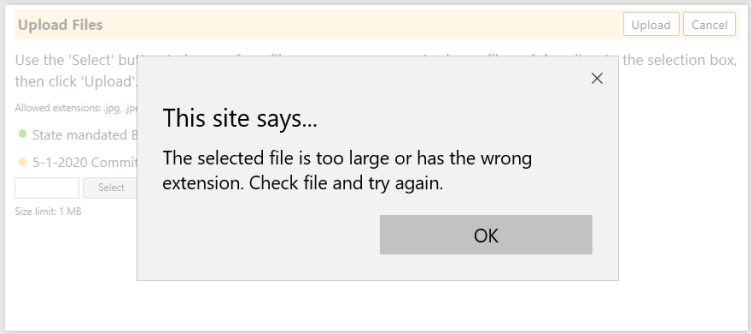
- Add your File by clicking on **Select** and picking a file from your computer.



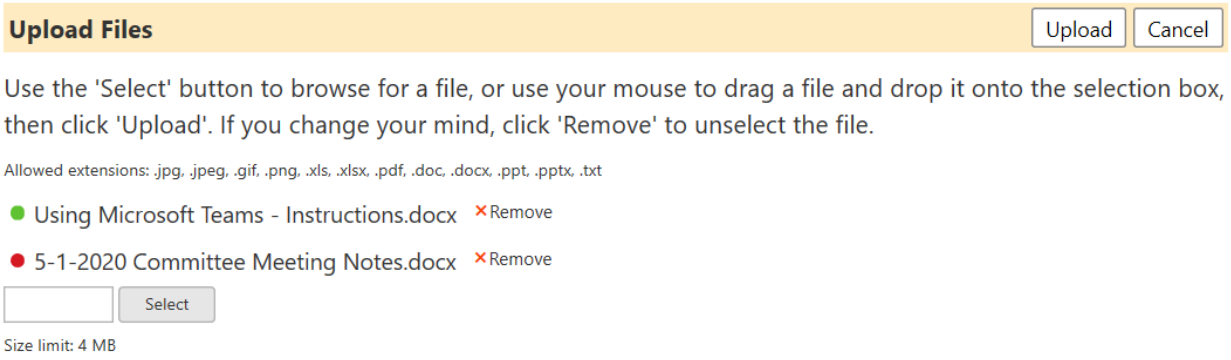
- If the file selection is acceptable, the name of the file will display with a green button to its left.



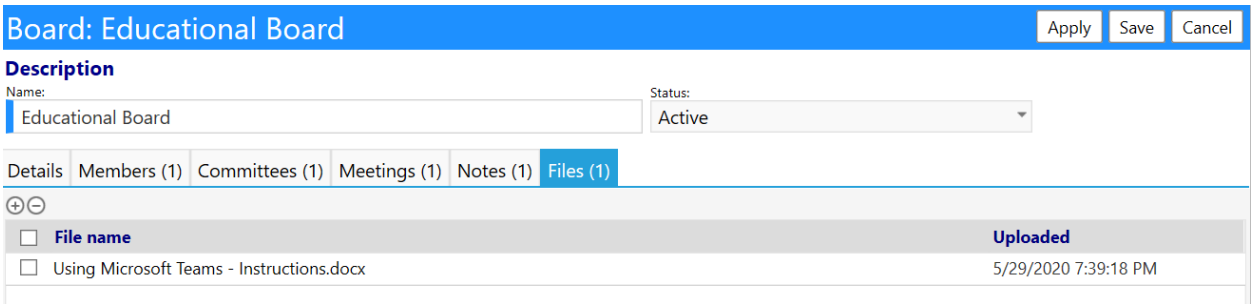
- If the file did not load properly, a red button will display.
- If the file is too large or is of a type not accepted for upload, a yellow button will display, and an alert box will inform you of the issue:



- When you click on **OK**, a red button will be displayed to the left of the file name.
- If you Click on **Upload**, only those files which have a green button will be added to your Committee files… Click on **X Remove** to remove that entry.



- Click on **Upload** to add the File to the Meeting.
- Your newly added File will appear in the Files list.



- Click on **Save** to save your Board and all of the entries you have made.