

## Board Member Registration App (app)

The purpose of this app is to allow Board Members (BM) register, update and maintain their contact / certification information

### Board Member

1. BM goes to BoardMember.EmpowerLA.org and is presented with a page to either Registers or Login
  - a. Register
    - i. The BM will create a Username and Password
    - ii. The BM will provide all the personal information including:
      - First Name
      - Middle Name
      - Last Name
      - Date of Birth
      - Private Phone Number
      - Public Phone Number
      - Private Email Address
      - Public Email Address
      - Residential Address
      - Mailing Address (if different from mailing address)
    - iii. The BM will input the following information regarding their Neighborhood Council (NC)
      - NC Name
      - Executive Office
      - Board Seat
      - If they were Appointed or Elected to their seat
      - Appointed / Elected Date
      - They will mark if they are the:
        - a. Treasurer or the NC
        - b. 2<sup>nd</sup> Signatory of the NC
        - c. Cardholder for the NC
    - iv. The BM will also have a chance to enter his/her Certifications
      - Code of Conduct
        - a. Date of completion
        - b. Upload Certificate of completion
      - Funding Training
        - a. Date of completion
        - b. Upload Certificate of completion
      - Ethics
        - a. Date of completion
        - b. Upload Certificate of completion
  - b. Login
    - i. BM can login with their existing Username and Password and can edit or update:
      - Personal Information \*
      - NC information \*
      - Certifications \*

\*there will be a notification sent out staff to approve the requested changes

2. BM can also access the required trainings through this portal as well
  - a. Code of Conduct. (<http://empowerla.org/code-of-conduct/>)
    - i. Read text on a page
    - ii. Sign an affidavit confirming that they have read the Code of Conduct
  - b. Funding (<https://www.youtube.com/watch?v=GtE4gFXBAI0>)
    - i. BM will watch a 20 minute or 60 minute video
    - ii. Sign an affidavit confirming that they have watched the video
  - c. Ethics (<http://localethics.fppc.ca.gov/login.aspx>)
    - i. This will redirect to a state page, where BM has to create a username and password and complete the two-hour training, after which they will have to download the provided PDF and upload it to the portal.