

# How to Manage Company Board Members

## Objectives

- Add the board members' information related to the company

## Steps

From the **Board Members** tab, you can keep track of the Board of Directors of the Company.

A new board member can be added through the **Actions** button.

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Board Members

Designation Date	Member Name	Member Type	Role	Permanent Representation	Until	Comment
2015-12-04	Robert Calvin	Contact	CCSO	Not Set		
2016-09-10	Fred Moris	Contact	Chairman	Not Set		
2018-12-12	Advanced Solutions	Company	Chairman	Not Set		

Actions

Add Board member

Add Filters

The required fields to be filled are: member's name, role, and designation date.

Select the name of a predefined company or person, and choose a role from a customizable list.

Board Members Form

Member Name\*

Contact

Start typing

Designation Date\*

YYYY-MM-DD

Hijri

Role\*

Choose Role

Permanent Representation

Not Set

Until

YYYY-MM-DD

Hijri

Comments

Save

Cancel

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!