

Managing the community board

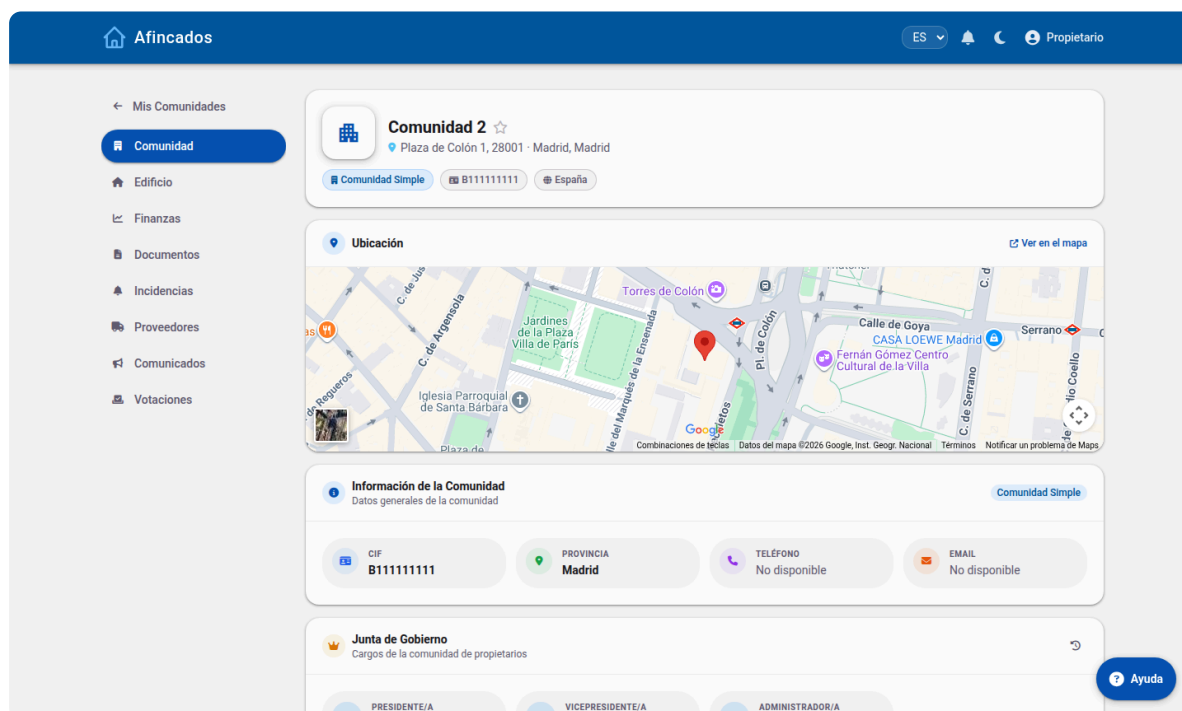
Appoint the president, vice-president and board members, and review the history of appointments.

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The **community board** holds the offices elected by the community. Beyond recording who holds each post, it also determines what each person can do inside the application: board members see the financial information and can act on incidents, meetings and minutes.



The «Board» block shows current positions and their history.

Available offices

- **President:** represents the community, calls the meetings and signs the minutes.
- **Vice-president:** stands in for the president when absent.
- **Board member:** supports the board and helps follow up on agreements.
- **Administrator:** the property manager, with full access to the management features.

Appointing or changing an office

1. Open the community and go to the **Board** tab.
2. Click **Edit board**.
3. Pick the **office** and, in the search box, the **person** who will hold it. Only users already registered in the community appear.
4. Enter the **start date** of the term, which normally matches the meeting where the appointment was approved.
5. Save.

When you assign an office, that person automatically receives the matching permissions: there is no need to change their role by hand.

Annual renewal

When the community renews its board, do not delete the previous holders: assign the new office with its start date and the application will close the previous term and store it in the history. That keeps a clear record of who was president at any given time, which is especially useful when reviewing old minutes.

Reviewing the history

From **Board history** you can see every office the community has had, along with its term. This is where you check who signed a particular set of minutes or who chaired the community in a past financial year.

Deleting an office

The **Delete** option should only be used when an appointment was entered by mistake, because it removes the record from the history. For a normal handover, appoint the successor rather than deleting the previous office.