



Boards & Commissions

Simplifying applications and appointments online

Did you know that the average clerk's office manages over 600 appointments across 50+ boards and commissions? That's a lot of records, applications, paper, and time. Boards & Commissions is an online tool for clerks and staff to easily manage government body appointments, vacancies, and applications.

For the first time, you can get an application designed specifically for meeting body appointment management. It goes beyond any other product with a deeper set of citizen application and appointment efficiency tools. The end result is significant time and cost savings for your staff and greater public awareness of the boards and commissions appointment process.



- Keep the public informed of active public bodies and membership online
- Allow community members to apply for boards through your website
- Create your own application forms
- Manage board rosters, appointments workflows, and vacancies
- Generate cost savings with a paperless strategy
- Syncs with other Granicus Legislative Management tools for easy administration

Managing the entire citizen appointment process

Moving the board and commission application process online not only cleans up the clutter of paper, it automatically organizes all of the applications and makes them searchable and sortable. Boards & Commissions also provides numerous tools for all the phases of the citizen appointment process.

1. Public notice of vacancy

With the Boards & Commissions application, all vacancies are displayed online. Promote the need to fill the open spot on your website and through social media with buttons and links to apply online.

2. Collection of applications

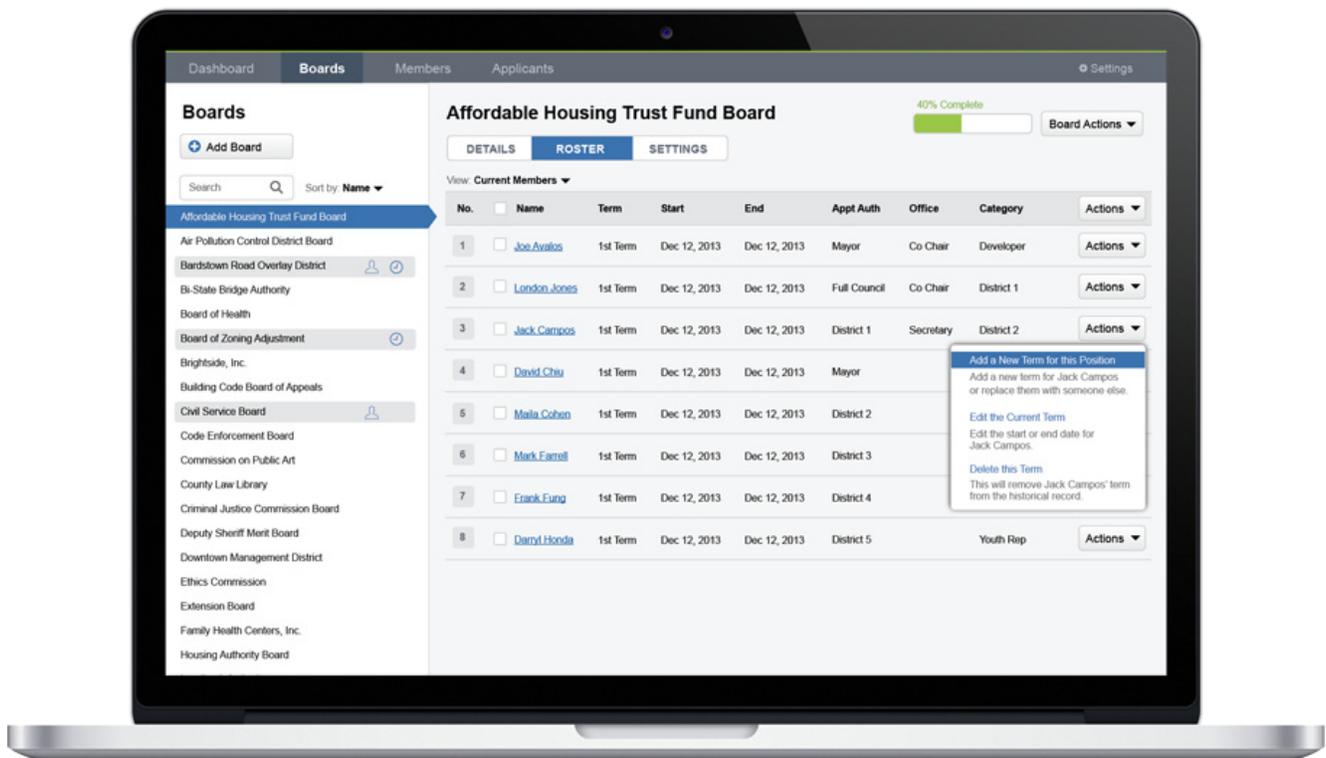
Use Boards & Commissions to build applications for vacancies. Applicants can apply online to multiple boards at anytime. Customize email templates to notify applicants of process statuses.

3. Qualifying & balancing candidates

While reviewing applications, check off important qualifiers such as residency or their oath of office. Search across all applications, filter by boards applied to, or demographics, such as ward, gender, ethnicity, or political leanings. View insightful graphs, searches, and filtering to quickly identify the best candidates.

4. Approving & appointing

Quickly find candidates, print out packets and send them to the approving body. Import agenda items into our Legislative Management Suite. Appointing members automatically sends out pre-identified packets such as orientation manuals or welcome letters.



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Feature List

- Online forms to apply for boards and commissions
- Public listing of board rosters, details and vacancies
- Custom form builder for citizen applications
- Board roster management dashboard & reporting
- Embedable buttons and widgets
- Citizen application search and filter tools
- Automated confirmation and notification emails with editable templates
- Integrates seamlessly with Granicus' Legislative Management toolset

Increasing public awareness of open positions online

When public board and commission rosters are available to see online, community members can find out the answers to simple questions, such as, 'What boards exist?', 'How can I get on that board?', or, 'Where can I find an open position so I can participate?'

This gives the public a better understanding of the inner workings of their community, and provides them with opportunities to participate.

Monitoring demographics and trends

The dashboard provides numerous ways to look at demographic makeups of boards, citizen applications, vacancy management, recruitment information, term tracking, and other statistics. The dashboard enables a more proactive workflow, visually representing real-time data of boards and commissions in one convenient location.

