



# Massachusetts Department of Elementary and Secondary Education

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## **Collaborative Directors' Use of Board Member Management System**

Each collaborative has one or more authorized system users with access to the [Board Member Management System](#) (BMMS). In order to ensure that new collaborative board members are provided with access to the collaborative board member training required by M.G.L. c. 40, §4E and 603 CMR 50.00, it is essential that collaborative directors (or their designees) keep the Board Member Management System up to date. If you encounter problems accessing the system, or if you need instructions about using the BMMS, please call 781-338-6526 and ask to speak with staff in the Office of Regional Governance, or email [CollaborativeTraining@doe.mass.edu](mailto:CollaborativeTraining@doe.mass.edu). Brief instructions are as follows:

### **New board members:**

When a member district appoints a new appointed representative to a collaborative board, the collaborative director or designee should take the following steps:

1. Click on "Individuals" tab. On the next screen, click on the gray "New" button.
2. On the next screen, enter the title, name, email address, date of appointment, date of first board meeting, district represented, and role (superintendent or school committee) of the new board member.
3. Set the new board member's status to "Active."
4. Save.

Note: Please remember to change the status of the former board member, as detailed below.

### **Board members who are no longer active:**

1. Click on "Individuals" tab. On the next screen, next to "View" select "All Board Members" in the drop down menu, and click "Go!"
2. On the "Board Members" screen, click on the name of the board member. On the "Individual Detail" screen, click on the gray "Edit" button, and change the status to "resigned/term expired," "removed for cause" or "temporary absence."
3. Enter the date of the status change.
4. Save.

Thank you for your cooperation in the implementation of the BMMS.