ACCT Member Portal
Updating Your Board
For: Professional Board Staff
Board Updates

- In this tutorial, you will learn how to make updates to your college and board’s roster.
- *Only presidents and professional board staff members will be able to access this information*
Board Updates

- You can update your roster from the hope page of the member portal by clicking on "Update Your Board Roster"
Board Updates

Advocacy
The Association of Community College Trustees strongly believes that civic action is an important part of working for community colleges. Please use the resources here to work with the ACCT Public Policy team to work for good education policy.

Trustee Education
Community college governing boards have an inherent and ongoing responsibility to their institutions, communities and students to actively build their competencies and to practice effective governance.

Quick Links
- Governing Board Survey
- View Your Committee Notes
- Update Your Board Roster

Welcome to the new ACCT Member Portal!
Board Updates

- You will be taken to a [age to choose your organization(s).
- Once you click on the organizations, you will be taken to the Organization Information page where you can add and edit your roster.
Board Updates
Please note that any information about your organization itself can only be changed by ACCT staff. If you have changes to your organization’s phone number, email, or primary contact, please contact ACCT at membershipupdates@acct.org.
Board Updates

- From the Organization Information page, you can
  - Add and edit board and staff members
  - Upload your organization’s logo or photo
Board Updates

- To edit an individual on your board, click “Edit Individual” next to the person you want to edit.
- To add an individual, click “+Add New” at the top of the roster.
Board Updates
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- If a **trustee or president** has left your board, click “Edit Relation” and choose “Former Trustee” or “Former President” and click “Save.”
  - Please note that the former trustee or president will still be listed on your roster but will not receive member-related communications from ACCT.

- If a **professional board staff member** has left your organization, choose “End Relation.”
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