



# Governors

## Creating a Governing Body

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1. Click the **New** button to open the **Governing Body Details** page.

2. Enter **Basic Details** of the new governing body: **Body Name** is mandatory. Select **Establishment** from the drop-down. The **Is Active** check box defaults to selected. **Current Full Governors** and **Current Other Governors** are read-only. **Maximum Full Governors** is read-only and dependant on the selected establishment. The **Number of Bases** linked is read-only. **Reconstitution Date** can be selected.

3. Click the adjacent browse button to open the **Address Search** dialog.

4. Enter a partial **Postcode**, **Address Line** or both and click the **Search** button or press the enter key. Matching addresses are displayed in the **List of Addresses**.

5. Highlight the required address and click the **Select** button.

Address ID	Address	UPRN	OSAPR	Easting	Northing
171	12, Bridge Street, Turvey, Bedford, MK43 8EQ			483890	251490
172	15, Bridge Street, Turvey, Bedford, MK43 8EP			483890	251490
173	18, Bridge Street, Turvey, Bedford, MK43 8EP			483890	251490



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5. To link a base to the governing body, click the **Add** button to open the **Base Search**.

6. Enter search criteria and click the **Search** button. Matching bases are displayed in the **List of Bases**.

7. Highlight a base in the **List of Bases** and click the **Select** button.

If the base is already linked, the following message is displayed: *base name* is already linked to *governing body name*. Do you wish to link it to *governing body name* instead?

8. Click the **Save** button.



### Related Reference Guides:

- Primary Navigation
- Amend a Governing Body
- Create an Appointment
- Add a Committee
- Manage Meetings
- Edit Governor Details