



BOARD PORTAL FAQ

Q: Why have a board portal?

A: The board portal allows board members to access all the documents they need without having to scroll through their email, dig through papers, or wonder about which staff person to contact. Board members can learn more about the organization between board meetings and read about what other committees are doing. The portal is also a platform for keeping board members up to date with any upcoming events for Dwelling Place.

Q: How do I access the board portal?

A: 1. Go to dwellingplacegr.org/board, scroll to the bottom of the page, and click the blue link that says "Click here to log in to the board portal." You will be redirected to a password-protected page.
2. Enter the board portal password (DPBoard2020!) and click "Enter." You will be redirected to the board portal.

Q: What should I do if I can't log in to the board portal?

A: First, double check that you have the right password, since it changes periodically and it's easy to mis-type. Then try clearing the cookies from your web browser and try again. If you're still having trouble, contact the Executive Assistant (Zoe Post) or the Marketing Coordinator (Latrishia Sosebee) with your concerns.

Q: What's on the board portal?

A: Overall, any documents that are essential to performing as a Dwelling Place Board Member are on the portal. This includes (but is not limited to):

- Board & Committee [Minutes](#)
- [Board Packet](#) & Supplemental Materials
- Board & Committee [Meetings Schedule](#)
- List of Board Members & [Contact Information](#)
- [Financial Information](#) like the latest audit and 990
- All items included in the Board Orientation Plan like the [Strategic Plan](#), Mentor Guidelines, [Articles of Incorporation](#), bylaws, and policies
- Links to Dwelling Place [promotional videos](#)

101 Sheldon Blvd. SE. Suite 2 · Grand Rapids, Michigan 49503
Ph (616) 454-0928 · Fax (616) 454-5249 · TDD: 800 649-3777 · www.dwellingplacegr.org



Q: How is the board portal organized?

A: The portal is divided into sections with headings to make navigation easier. Sections may have blue buttons to go directly to the document or an accordion-style menu. Simply click on the "+" sign next to the documents you'd like to see, and the list will expand to reveal all documents available.

Example: I want to read the minutes from the latest Governance Committee meeting.

1. Log into the board portal using the process described above.
2. Look under the heading "Board & Committee Minutes"
3. Click the "+" next to "Governance Committee" in the accordion.
4. Click the blue button that says "12.17.19 Governance Committee Approved Minutes"

Q: I think something should be on the board portal, but I don't see it there. What do I do?

A: The board portal is updated regularly, but it may take time for certain documents (like meeting minutes) to be uploaded to the portal. If a document is still missing after some time, or if you have an idea for something that should be added to the board portal, send the Executive Assistant (Zoe Post) an email at zpost@dwellingplacegr.org. She can upload documents to the portal and contact the board if necessary.

