



Governors

Copying an Appointment

Copying an Appointment

A governor appointment can be copied if it has an **End Date** and does not have an **End Reason of Disqualified**.

1. On the **Governing Body** page, select the **Composition** tab to display the posts and appointments for this governing body.
2. Select the required appointment and click the **Copy** button to display the **Appointment Details | New Appointment** dialog with the same details as the selected appointment.

Governor Type	Voting	Status	Name	Position	Start Date	End Date
Co-opted Business	Yes	Vacant			01/11/2002	
Headteacher	Yes	Vacant			25/10/2001	
LEA Appointed	Yes	Vacant			12/08/2006	
LEA Appointed	Yes	Vacant			01/11/2006	
Non-Voting Clerk	No	Vacant			15/08/2006	
Parent Governor	Yes	Vacant			09/10/2002	
Parent Governor	Yes	Vacant			13/11/2004	
Staff	Yes	Vacant				
Teacher	Yes	Vacant			01/09/2006	
Co-opted Business	Yes	Filled	Miss Rachel Stewart	Clerk	25/03/2013	24/03/2017
LEA Appointed	Yes	Filled	Mr Robert Burgess	Link Governor (Tr)	25/03/2013	24/03/2017

3. Change the details of the new appointment as required.
 - a. Click the browse button to select a new **Name** using **Person Search**.
 - b. Select a new **Start Date** and **End Date**.
 - c. Select a **Political Affiliation**.
 - d. Select an **Address Type** to automatically update **Address**.

4. Click the **Save** button.
If another appointment exists for this person and the **Start** and **End** dates overlap with the proposed new appointment, a message is displayed:

This Governor has other Appointment(s) at this Governing Body. Do you wish to continue to save?

Click the **OK** button to save the appointment details.

If the original appointment has positions assigned to it, the following message is displayed:

This Appointment has Position details associated. Click OK to copy the Appointment with Position details or Cancel to copy the Appointment without Position details.

Click the **OK** button or **Cancel** button, as required.

5. After copying an appointment, you can view the new appointment on the **Composition** tab by selecting **Future Appointments** or **All Appointments** from the **Appointment Selection** drop-down.

Governor Type	Voting	Status	Name	Position	Start Date	End Date
Co-opted Business	Yes	Filled	Miss Rachel Stewart	Clerk	25/03/2017	24/03/2021



Related Reference Guides:

- **Primary Navigation**
- **Create an Appointment**
- **End an Appointment**