How to Apply for a Board or Commission

A quick guide to using MatchBoard

Build your profile. Find your board. Apply to serve.

1. Create Your Profile

Your profile is required before you can apply.

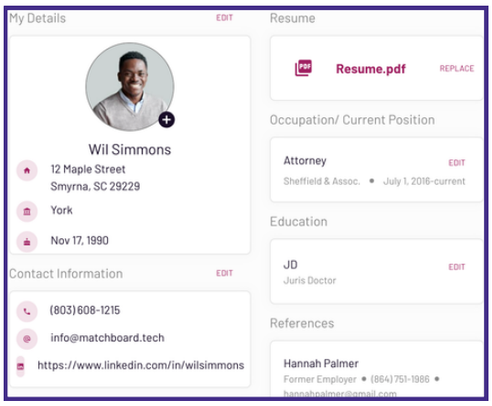
Click the profile icon in the upper-right corner and click **Edit** under **My Details**.

Be sure to complete:

- Address and contact information
- Professional experience
- Resume upload

You can also add a profile photo and references.

Your profile is saved and reusable. You only need to complete it once.

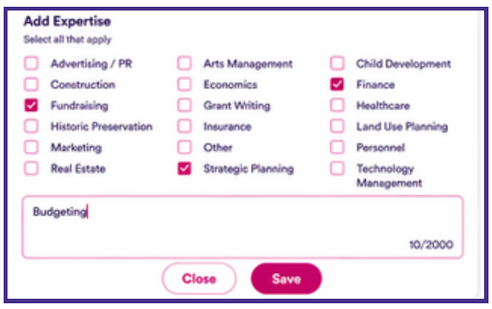


2. Add Your Interests, Expertise, & Experience

This helps match you with the right opportunities.

On the right-hand side of your profile, select **Edit** next to **Interests, Experience, and Expertise**.

Check the qualifications that match your skill set. You can also type in additional qualifications that aren't listed.



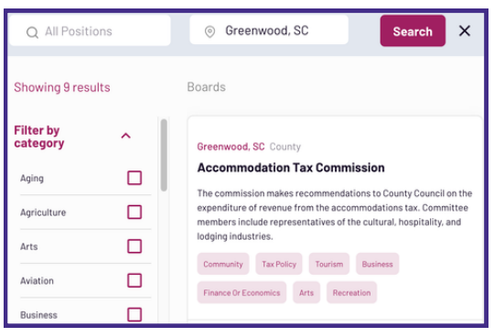
3. Search for Boards

Find opportunities in your area.

Click **Boards** in the top navigation bar.

- Search by location
- Filter by category or interest
- Browse available boards and commissions

Questions about the board? Select **Message Clerk** to contact the Clerk to Council.



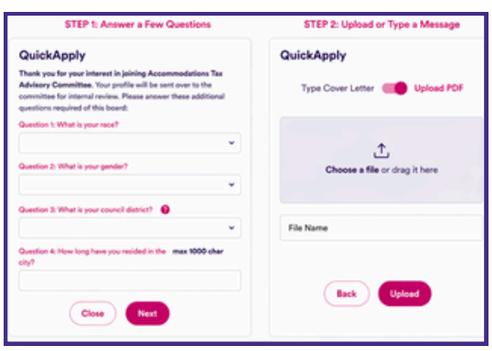
4. Submit Your Application

This is a separate step from building your profile.

When you find a board

1. Select the board
2. Click **Quick Apply**
3. Answer a few short questions
4. Upload a cover letter or write a brief message about why you want to be appointed.

Once submitted, your application is sent directly to the Clerk to Council for review.



Tip: After you apply, check on your application status by selecting **My Applications.**

Need Help? No matter where you are within MatchBoard, access help anytime by selecting the Help button in the bottom right-hand corner.

Help