

# Family Partnerships of Central Florida

## POLICY

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<b>Series:</b>	<b>Board Governance</b>	<b>COA: GOV 3, GOV 7</b>
		<b>CFOP: NA</b>
<b>Procedure Name:</b>	Board Recruitment	
<b>Procedure Number:</b>	GOV006	
<b>Review Date:</b>	4/16/2024	
<b>Revision Date:</b>	7/27/2023	
<b>Effective Date:</b>	9/4/2008	
<b>Applicable to:</b>	Family Partnerships of Central Florida (FPoCF FOA) Governance and Advisory Board of Directors	

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**SUBJECT:** Recruitment of FPoCF Governance Board Members, The National Center for Innovation and Excellence, and Brevard Family Partnership Foundation Advisory Board of Directors.

**PURPOSE:** To define the process by which board members will be recruited for membership on the FPoCF Governance and Advisory Board of Directors, Family Partnerships of Central Florida acts in a judicious and transparent manner to recruit and retain board members whose expertise meets the needs of the organization and community. The selection process includes sensitivity to the demographics of the client population served. The FPoCF Governance Board of Directors selects Directors to serve on the Board Recruitment committee for a one (1) or two (2) year term. The Board Recruitment Committee consists of a Chair who will serve in this capacity for a two (2) year term and up to four (4) committee members with the President and Chief Executive Officer as an ex-officio member. The committee meets minimally semi-annually to manage the recruitment process of potential FPoCF Family of Agencies Governance and Advisory board member candidates.

Reference: GOV009 Board Member Role, GOV011 Governance Model, GOV019 Election of Officers

### POLICY:

The Board Recruitment Committee maintains an up-to-date list of potential board candidates, including the particular skills and experiences they can bring to the organization for consideration.

Members ensure the application and selection process is sensitive to the demographics of the community and represents the skill set required to promote diversity among the Family of Agencies Board of Directors.

Board members and executive staff members may submit the prospective board member Information document and/or a resume/CV to the President and Chief Executive Officer, for the initial information meeting.

Following the informational meeting with the candidate, the President and Chief Executive Officer will request the Board Liaison to move forward with the recruitment process.

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## Advisory Board Candidates

If deemed an appropriate fit, the candidate will be requested to review GOV009 Board Member Role, Board Member Job Description and Prospective Board Member Application. If candidate is in agreement, the candidate will complete the Prospective Board Member Application and Board Profile Worksheet.

The Board Liaison will present the candidate to the appropriate Advisory Board Chair for review. The Advisory Board Chair will conduct the second interview. If the Advisory Board Chair finds the candidate suitable, the candidate will be presented to the FPoCF Governance Board of Directors at the next following meeting.

## FPoCF Governance Board Candidates

If deemed an appropriate fit, the candidate will be requested to review GOV009 Board Member Role, Board Member Job Description and Prospective Board Member Application. If candidate is in agreement, the candidate will complete the Prospective Board Member Application and Board Profile Worksheet.

The individual proposing a board member candidate will attend a committee meeting to present the candidate to the members and to share information and/or personal experiences they may have with the candidate that would prove to be relevant to the committee.

The Board Recruitment Committee will review the prospective board member resume/CV, application, Board Profile Worksheet, and any relevant information pertaining to the potential candidate to ensure prospective board member candidates align with the governing body requirements as follows:

- a. governance expertise, including leadership ability and policy development skills
- b. relevant business experience
- c. financial expertise
- d. knowledge of consumer issues and trends
- e. familiarity with and access to community leaders, political representatives, and other relevant local organizations
- f. public recognition and respect; and commitment and ability to fundraise or to connect the organization with potential resources.

The prioritized candidates will be requested to meet with a designee appointed by the committee for a second informational meeting. The designated member will discuss the mission, vision and purpose of the organization and utilize this meeting to learn more about the candidate's interest and suitability for the Board. If a candidate is presented for consideration by a member of the committee, another member will conduct this informational meeting.

A recommendation on final candidates selected for consideration will be brought before the FPoCF Governance Board for approval at the following board meeting.

Any potential board member is subject to the submission of fingerprints for a national and state criminal background check in addition to a local county check. This information is communicated to the candidate prior to a final submission to the full board for approval. A potential candidate may be "approved" at a board meeting pending the successful outcomes of these background checks.

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New board members (those who have been elected) will be contacted by the President and Chief Executive Officer or Board Liaison, and receive a welcome letter signed by the Board Chair and President and Chief Executive Officer.

New board members will be scheduled for a new board member orientation with the President and Chief Executive Officer, the Board Recruitment Committee Chair and/or the Advisory Board Chair and the Board Liaison. New Board members will be oriented as follows:

- a. receive an orientation that addresses membership responsibilities and the organization's mission, history, goals, objectives, structure, methods of operation, and organization activities;
- b. introduced to key staff members; and
- c. tour the facilities and become familiar with day-to-day operations.

## Terms for Board Membership

A board member may be elected or appointed for a maximum of two three-year terms. Board members will join the board as members for an initial term of one (1), two (2) or three (3) years with the option to be elected and remain for another such term. The recommendation of the initial term is made by the Board Recruitment Committee or the Advisory Board Chair to ensure a staggered approach to board member terms.

Initial terms are identified when a new board member joins the board and then again, at the Annual Business Meeting. When officer elections are held, other terms are either extended or new terms assigned if a member is elected to an officer position.

Members whose terms are expired will rotate off the Board minimally for one (1) year and will be required to submit a new application to the Board Liaison, or President and Chief Executive Officer for consideration in the future as a new board member. However, the FPoCF Governance Board of Directors reserves the right with mutual consent of the board member upon the completion of six (6) years of service to authorize the board member to remain on the board for additional term of one (1) year. Terms may be waived by a vote of two-thirds of the full BFP FPoCF Governance Board of Directors.

Approved by the Brevard Family Partnership Governance Board of Directors on July 27, 2023

AS APPROVED BY THE BOARD OF DIRECTORS:



DANIEL P. RODGERS  
Board Chair

BY DIRECTION OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

Signature Date: 4/16/2024

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