

## POLICY

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<b>Series:</b>	<b>Board Governance</b>	<b>COA: ETH 2, ETH 5.03, GOV 2.04, GOV 7 CFOP: N/A</b>
<b>Procedure Name:</b>	Board Recruitment	
<b>Procedure Number:</b>	GOV006	
<b>Revision Date:</b>	03/25/2010, 12/8/2011, 01/23/2014, 8/25/2016, 3/8/2018, 3/9/2020	
<b>Review Date:</b>	N/A	
<b>Effective Date:</b>	9/4/2008	
<b>Applicable to:</b>	BFP Board of Directors	

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**SUBJECT:** Recruitment of Board Members

**PURPOSE:** To define the process by which Board Members will be recruited for membership on the Brevard Family Partnership Board of Directors

**POLICY:** Brevard Family Partnership 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 Brevard Family Partnership 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) subcommittee members with the CEO as an ex-officio member. The committee meets minimally semi-annually to manage the recruitment process of potential Board members.

Reference: GOV 009 Board Member Role, GOV 011 Governance Model, GOV 019 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 Board of Directors.

Board members and executive staff members may submit the Prospective Board Member Information document and/or a resume/CV to the Chief Executive Officer, any committee member or the Board Chair for consideration and review by the committee.

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 screen the Prospective Board Member information document or a resume/CV 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 an 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.

Following the informational meeting with the candidate, the committee designee will present the findings to the Board Liaison. If deemed an appropriate fit, the candidate will be requested to submit a Board Member Application.

A recommendation on final candidates selected for consideration will be brought before the full 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 a 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.

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

New board members will be scheduled for a new board member orientation with the CEO or 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

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 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 Recruitment Committee or Board Chair for consideration in the future as a new board member. However, the 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 terms of one (1) year.

Approved by the Brevard Family Partnership Board of Directors on April 23, 2020.

AS APPROVED BY THE BOARD OF  
DIRECTORS:



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BARBARA J. LOFTUS  
Board Chair

Signature Date: 4/23/2020

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:



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PHILIP J. SCARPELLI  
Chief Executive Officer

Signature Date: 4/23/2020