

Brevard C.A.R.E.S, Inc. Policy and Procedure Manual



Series: Board Governance COA: ETH 2 , ETH 5.03, GOV 2, GOV 5.02

Policy Name: Board Recruitment Policy
Policy Number: GOV BC 1003
Revision #/Date: (1) 04/17/2013, (2) 10/05/2016
Reviewed Date: 09/09/2020
Effective Date: 09/01/2010

Applicable to: Board of Directors

SUBJECT: Board Recruitment Policy

PURPOSE: To establish the Brevard C.A.R.E.S. Recruitment Policy for Board Members.

POLICY:

The purpose of the Board Recruitment Policy is to establish the recruitment, screening, and approval process for Brevard C.A.R.E.S Board Members. Brevard C.A.R.E.S. will act in a judicious and transparent manner to recruit and retain Board members whose expertise will meet the needs of the agency and community. The selection process will include sensitivity to the demographics of the client population served. The Brevard C.A.R.E.S. Board of Directors will select Directors to serve in this capacity for a one (1) year term and until such Director's successor shall have been elected and qualified or until such Director's earlier resignation, removal from office or death.

References: Brevard C.A.R.E.S. Bylaws, GOV BC 012 Board Member Role, GOV BC 1002 Board Governance, GOV BC 1021 Election of Officers

Introduction:

The nomination and selection of Board members is the prerogative of the members of Brevard C.A.R.E.S. through the election process. As such, given the responsibilities of the Board, there is need for the Board to have an appropriate mix of expertise and experience. This procedure shall facilitate the election of those members who best meet the needs of the Board.

Qualification: Board members must be eighteen (18) years of age or older. At least sixty percent (60%) of the directors shall be residents of the counties the Corporation serves. Board members shall be selected based on their ability to participate personally in the fundraising efforts of the agency as a donor, as a solicitor or as an enabler of substantial contributions, and/or based on their position as representatives of leadership of the business and philanthropic communities with appropriate diversity.

Purpose:

Board members provide adequate representation of a diversity of skills to provide the necessary breadth and depth of knowledge and experience to fulfill Board's responsibilities and objectives. The Board also strives for a composition which will appropriately represent the interests and the demographics of the various groups contained within the organization that includes a diversity of Brevard County's people. This policy shall attempt, using its network of contacts within and without the organization's membership, to identify appropriate individuals with needed skills and interests as potential Board members. When vacancies arise among the elected Board positions, such individuals should be encouraged to nominate for election. Areas of expertise considered for

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Board Members shall include: Administration/Management, Consumer Advocacy, Entrepreneurship, Financial Management, Fundraising, Government, Law, Marketing, Public Relations, Human Resources, Public Policy, Strategic Planning, Real Estate, Client Services, Special Program Focus and Technology.

The Board shall regularly assess its composition by reference to:

- a. Necessary areas of expertise;
- b. The ideal balance between experience and freshness;
- c. Desirable diversity in relevant areas and;
- d. Contributions from relevant stakeholders.

The Board shall identify areas where existing Board composition falls short of the ideal. The Board shall attempt to recruit from Board candidates who would fill those gaps and shall collect suggestions from members and shall draw up a list of suitable candidates for the Board. Where vacancies occur on the Board or its committees and working parties other than at the expiration of elected terms, appointments shall be made from the above mentioned pre constructed list of all potential Board candidates. Before each annual election (to be held in conjunction with the Annual Board Retreat in February) the Board shall review any potential nominations at the previous Board meeting.

PROCESS:

- A C.A.R.E.S. Board of Directors member is required to meet all prospective candidates first and provide an endorsement to the other C.A.R.E.S. Board of Directors members before proceeding to next steps.
- The Executive Director or designee will maintain an up-to-date list of potential board candidates, including the particular skills they can bring to the organization for consideration.
- Members will ensure the application and selection process is sensitive to the demographics of the community and the skill set required by promoting diversity among the Board of Directors.
- Board recruitment details may be posted on the website outlining the criteria and application process to be employed when soliciting new members.
- Board members may solicit interest from potential applicants who will be required to complete and submit their application packet to the recruitment committee for consideration and recommendation to the Board.
- The recruitment committee will screen prospective board applicant materials for suitability. The recruitment committee will review and present information about prospective members, including biographical information and their interest in joining the board to the Board of Directors.
- All board applicants will be subject to submission of fingerprints for a criminal background check prior to being recommended to the Board.
- Per any scheduling in the By-laws and/or after strategic planning, the Board of Directors will reference major strategic goals for the organization and identify the skills necessary to address areas of need and usefulness to the board.
- Board members will prioritize the list of potential candidates and present to the full Board for consideration.
- The recruitment committee will identify and determine if there are any potential conflicts of interest with the candidate.

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- The recruitment committee will provide those determined as suitable candidates by the existing Board of Directors with an overview of the organization, relevant materials describing the organization's services, Executive Director contact information and names of current board members whom they might contact with any questions.
- New Board members (those who have been elected) will be contacted by the Executive Director, provided with the board calendar and scheduled to participate in a Board orientation.

Additionally:

1. It shall be the responsibility of each member of the Board to explore among their networks the possibility of nominating for a position on the Board of the organization.
2. It shall be the responsibility of the Board Liaison to maintain a list of prospective candidates for the Board. This list shall be developed by the Board and all entries on this list shall be reported to the Board.
3. For any prospective new members, the Executive Director shall complete the Prospective Board Member Information Sheet, Board Candidate Rating Sheet and Board Profile Worksheet followed by an informal interview. The informal interview shall encompass (minimally) a discussion of the Brevard C.A.R.E.S. Mission and Vision statement and a synopsis of the Board Member General Job Description as well as the candidate's suitability and fitness to the position.
4. It shall be the responsibility of the Brevard C.A.R.E.S. Executive Director (ED) to make sure that the organization's purposes, policies and procedures are known to the new member if approved by presenting an "Orientation Binder". The ED will schedule a date and time prior to the attendance of the first Board meeting to provide this information to new members.
5. The Executive Director shall submit the resume of prospective member and any other relevant information.
6. On going, the Executive Director shall evaluate the profile of current member with regards to age, gender, race/ethnicity, resources, community connections, qualities, personal style, areas of expertise, number of years of experience and any other areas of identified need.
7. The Recruitment Process will be initiated if at any time Board membership falls short of 8 members.
8. The appointment of new members does not end the recruitment cycle. The Board must be aware of the next cycle of board vacancies and be prepared to enlist and help new skilled members into their roles.

Brevard C.A.R.E.S. Inc. interface with the Brevard Family Partnership Board:

The Brevard C.A.R.E.S. Inc. Board of Directors will nominate any prospective candidate. The Brevard C.A.R.E.S. Inc. Executive Director will then present any prospective Board member candidates to the Brevard Family Partnership Board of Directors for approval. Once approved by the BFP Board, the candidate will be presented to the Brevard C.A.R.E.S. Board of Directors for approval. Brevard C.A.R.E.S. Board Chair (by way of letter) will inform successful candidates of their election and thank other applicants whom were not selected for their interest.

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Approved by the Brevard C.A.R.E.S., Inc. Board of Directors September 9, 2020

AS APPROVED BY THE BOARD OF DIRECTORS:



DAN RODGERS
Board Chair

Signature Date: 09/09/2020

BY DIRECTION OF THE EXECUTIVE DIRECTOR:



KATHRYN PARKER
Executive Director

Signature Date: 09/09/2020