

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

---



**Brevard  
C.A.R.E.S.**

**Series: Governance COA: GOV 6, ETH 3**

**Policy Name: Board Donations  
Policy Number: GOV BC 1010**

**Revision #/Date: (1)10/5/16 (2)11/2/2016**

**Reviewed Date: 11/11/2020**

**Effective Date: 03/06/2013**

**Applicable to: Brevard C.A.R.E.S. Board of Directors**

---

**SUBJECT: Donations by Board Members**

**PURPOSE:**

The purpose of this policy is to clarify (for current and potential new Board members) the financial and participatory expectations of holding a Brevard C.A.R.E.S. Board seat. In order to promote the mission, vision and purpose of Brevard C.A.R.E.S., Board participation is especially critical not only in relation to potential grant opportunities, but also in demonstrating support at community events. This governance policy sets the guidelines for member donations for the purpose of establishing Brevard C.A.R.E.S. credibility and to strengthen potential grant and funding solicitations. Members who are unable to donate as a result of regulations or guidelines that prohibit them from doing so will promote the vision and mission of the organization through attendance at events.

References: GOV BC1012 Board Member Role, GOV BC 1002 Board Governance,

**POLICY:**

## **Annual Contribution:**

Board members will contribute an annual donation in an amount that is deemed reasonable by the individual member. Members will represent the interests of Brevard C.A.R.E.S. across the community and among their individual colleagues; family and peer group and solicit contributions as the opportunity arises. When members successfully solicit a donation of either in kind or monetary form they will inform the Board Liaison to ensure a personal response is crafted. Annual board donations or annual pledges will be made at the Annual Board Meeting. Board donations are intended to demonstrate a member's commitment and support for the mission of Brevard C.A.R.E.S. The Executive Director will compile, aggregate and annual report the total amount donated by the Board members. Members will receive an acknowledgement and receipt from the Brevard C.A.R.E.S. Executive Director. This information will be used primarily for solicitation of funding through grants and related activities. It is understood that unless otherwise authorized by the Board, the contributions made by Board members are confidential.

**Events:**

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

---

To the extent possible, it is expected that Board members will attend a minimum of two (2) events on an annual basis. Other events which have a cost associated will be paid for by the Board members and guests unless otherwise determined by the Board of Directors and/or availability of funding. Board members are encouraged to attend events that do not carry a cover charge or ticket price where partners and community members participate.

It is anticipated that Board members will avail themselves of these opportunities to network on behalf of the agency and as an endorsement of the agencies mission, vision and purpose.

## Special Activities:

There may be special activities locally or out of town which have significant impact on the organization and its continued viability. These may be in the form of legislative sessions, annual Children's Week events, and public hearings sponsored by either the Department of Children and Families or the Florida Coalition for Children. These activities may require Board participation and active involvement to support Brevard C.A.R.E.S.

For these events, Board members are solicited to attend and demonstrate their ongoing support. They may also be asked to participate in panel discussions or to represent the interests of the organization to officials and legislators. When these events occur outside of Brevard County, or involve an entire day, Board members who attend will be reimbursed for allowable travel expenses in accordance with the DCF travel policy for all Brevard C.A.R.E.S. staff.

Approved by the Brevard C.A.R.E.S. Board of Directors November 11,2020

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE EXECUTIVE DIRECTOR:



Dan Rodgers  
Board Chair

Signature Date: 11/11/2020



Kathryn Parker  
Executive Director

Signature Date: 11/11/2020