



Series:	Governance COA: GOV 2, GOV 5, GOV 6, ETHICS 2
Policy Name:	Election of Officers
Policy Number:	GOV BC1021
Revision #/Date:	11/2/2016
Reviewed Date:	04/14/2021
Effective Date:	01/09/2013
Applicable to:	Brevard C.A.R.E.S. Board of Directors

PURPOSE: This policy defines the process of Board Officer Nominations.

References: Brevard C.A.R.E.S. Board Governance GOV BC 1002, Board Member Role GOV BC 1012, Governance Model GOV BC 1002

POLICY: The Brevard C.A.R.E.S. Board of Directors is responsible for overseeing the mission, purpose and strategic direction of the organization. Its duties include participation in strategic planning, fiduciary oversight and making policy decisions. To achieve the end purposes of the Board, officers are elected through a predetermined criteria established and governed by the Board. This policy outlines the process for nominating and selecting Board Officers.

Members must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process. The Board also presents the organization's image to the community and solicits support in achieving the goals of the organization.

The following are criteria of Board Members for consideration as an Officer:

- Consistently attends regularly scheduled board meetings in accordance with the stated requirements determined by the Board of Directors.
- A willingness to serve on the executive committee of the Board.
- A minimum of six months of service on the Board of Directors.
- A willingness to attend ad hoc meetings as applicable,
- A willingness to provide coverage in the absence of other officers to fulfill those responsibilities.
- Lead and govern according to Board policies.
- Abide by Carver governance process.
- Participate in Board subcommittee work as necessary.
- Become informed about the policies and programs of Brevard C.A.R.E.S.
- To the extent possible participate in fundraising activities and special events sponsored by Brevard C.A.R.E.S.
- Act as an informed advocate of Brevard C.A.R.E.S.

Officer Identification Process:

Annually, in advance of the Annual Meeting, the Board members will review the term limits of Board members.

Members whose terms are up will be informed in writing prior to the Annual Meeting and will be recognized for their contributions and service to Brevard C.A.R.E.S. at the Annual Meeting.

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In advance of the Annual Meeting, Board members will review the remaining qualified members in accordance with the predetermined criteria (noted above) for consideration of nomination to an officer role.

It is the intent that as members are identified, approved and accept officer positions on the Board that there will be a continuity of knowledge and service to sustain the board as new members join and others leave the board.

To that end, in a succession planning approach, it is intended that those who serve in the Treasurer position will ordinarily be nominated to move to the Vice Chair position when it becomes vacant. And if the officer cannot or is unwilling to assume the next officer position, the officer should inform the Executive Director as soon as possible.

Those members under consideration for Board officer positions will be contacted by the Executive Director to ascertain their availability, willingness and interest in serving. During these conversations the continuity of officer service will be discussed among other responsibilities to ensure there is clear understanding of the initial and subsequent roles to be considered.

Once screened and determined available and willing to serve, the proposed slate of officers will be presented to the Board at the Annual Meeting.

The proposed slate of officers will be provided to the full Board seven (7) days in advance of the Annual Meeting.

Approved by the Brevard C.A.R.E.S. Board of Directors April 14,2021

AS APPROVED BY THE BOARD OF DIRECTORS:



Dan Rodgers
Board Chair

Signature Date: 04/14/2021

BY DIRECTION OF THE EXECUTIVE DIRECTOR:



Kathryn Parker
Executive Director

Signature Date: 04/14/2021