

Series: Board Governance COA: GOV 5.01  
CFOP:  
Policy Name: Auxiliary Board  
Policy Number: GOV003  
Revision #/Date: N/A  
Effective Date: 4/2006

Applicable to: Board of Directors and Executive Staff

---

**SUBJECT:** Auxiliary Board

**PURPOSE:** The purpose of this policy is to outline the protocol surrounding the recruitment and guidelines of auxiliary board members

**POLICY:**

In an effort to broaden community exposure and solicit support from local business constituents, CBCB will institute the establishment of an auxiliary board. The Auxiliary board will exist to increase public awareness and community ownership and to solicit and broaden our donor base, both monetarily and through service assignment.

The overall role of board governance is critical in the oversight and decision making of CBCB. Whereas, an advisory group via an Auxiliary Board can be a tremendous complement to the effectiveness of the official, or formal, board of directors as it works to carry out a specific, complex, major roles and initiatives under the direction of the CEO in accordance with the mission, vision and purpose of CBCB.

The CBCB auxiliary board will be a compilation of individuals who bring unique knowledge and skills, which complement the knowledge and existing skills of the formal board members and staff in order to more effectively manage the organization.

The Auxiliary Board will not have formal authority to govern the organization, that is, the auxiliary board cannot issue directives, which must be followed. Rather, the auxiliary board acts as service agents and subcommittee members to assist in the achievement of the objectives of the organization.

The Auxiliary Board, like formal boards of directors, should have a chair that drives organization and development of the advisory group. The Auxiliary Board chair will be the CEO who will serve as the point of contact between the advisory group and the formal board of directors. The Auxiliary Board will consist of 5-8 members.

**Implementation**

Auxiliary Board members will be solicited through a competitive process posted on the CBCB website and through personal contact made to appropriate parties identified by the Board members or CEO. A request for interest will be posted followed by the submission of an application, letter of interest and resume. Candidates will be screened, interviewed and presented

# Community Based Care of Brevard, Inc. Policy and Procedure Manual

---

to the Board for approval. Each candidate will be expected to participate minimally in (2) CBCB events per year, attend or chair a subcommittee and market CBCB within their business venues.

## Subcommittees

Subcommittees will be presented to and approved by the CBCB Board of Directors and will exist for the purpose of aligning with the strategic plan of CBCB and carrying out a specific function to achieve the goals set forth. Each subcommittee will utilize a work plan. The plan specifies goals for the committee, strategies to meet the goals and timelines for completion of the goals. The goals of the committee should be closely aligned with achieving the strategic goals determined during strategic planning. Essentially, the work plans specify the operational goals of the committee for the year.


## Recommended Subcommittees Include but are not limited to:

- Event Planning
- Philanthropy
- Marketing & Media
- Asset Development
- Policy and Legislation
- Professional Development and Training
- Other

Approved by the CBC of Brevard Board of Directors xx, xx, 2008

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

  
MR. WILLIAM RYDER  
Chair

  
DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer

Signature Date: 10-2-2008

Signature Date: 10-1-08