

Series: Board Governance COA: GOV 5.02  
CFOP:  
Policy Name: Board Recruitment  
Policy Number: GOV006  
Revision #/Date: N/A  
Effective Date: Sept 4, 2008  
Applicable to: 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 CBC of Brevard Board of Directors

**POLICY:** CBC of Brevard 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 community served. The CBC of Brevard Board of Directors will annually select Directors to serve on the recruitment committee. The recruitment committee will consist of a Chair and 2 committee members with the CEO as an ex-officio member. The recruitment committee will meet minimally biannually to manage the recruitment process of potential Board members.

**PROCEDURE:**

- The Recruitment committee 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 includes sensitivity to the demographics of the community and the skill set required by promoting diversity among the Board of Directors.
- Board recruitment details will be posted on the website outlining the criteria and application process to be employed.
- 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, their interest in joining the board to the Board of Directors.
- All board applicants being considered 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.
- The recruitment committee will prioritize the list of potential candidates and present to the Board for consideration.

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

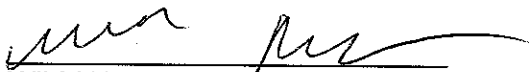
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- The recruitment committee will identify and determine if there are any potential conflicts of interest with the candidate.
- The recruitment committee will provide those determined as suitable candidates by the existing Board of Directors with an overview of the organization, relevant materials describing the organization's services, CEO 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 CEO, provided with the board calendar and scheduled to participate in a Board orientation.

Approved by the CBC of Brevard Board of Directors Sept. 4, 2008

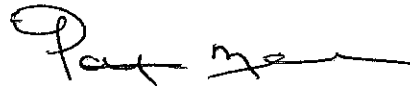
BY DIRECTION OF THE BOARD CHAIRMAN

CHIEF EXECUTIVE OFFICER:



WILLIAM RYDER  
Board Chair  
CBC of Brevard, Inc.

DATE: 10-2-2008



DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard Inc.

Date 10-3-08