
Series:	Governance	COA: GOV 5.02
Procedure Name:	Election of Officers	
Procedure Number:	GOV 019	
Revision #/Date:		
Effective Date:	12/8/2011	
Applicable to:	Officers of the Board of Directors of Brevard Family Partnership	

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

References:

BFP GOV Policies: GOV 006, GOV009 and GOV 011

POLICY: The Brevard Family Partnership 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 will be elected through a predetermined criteria established by the Board and governed by the Board Recruitment Subcommittee. 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 attend 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 adhoc meetings such as DCF Secretary meetings with Board Chairs.
- A willingness to provide coverage in the absence of other officers to fulfill those responsibilities.
- Available to participate on the monthly Brevard Family Partnership Board Chair calls if necessary.
- Lead and govern according to Board policies.
- Abide by Carver governance process.
- Participate in Board subcommittee work.
- Become informed about the policies and programs of Brevard Family Partnership.
- To the extent possible participate in fundraising activities and special events sponsored by Brevard Family Partnership.
- Act as an informed advocate of Brevard Family Partnership.

Officer Identification Process:

Annually, in advance of the Annual Business Meeting, the Board Recruitment Subcommittee members will convene to 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 BFP at the Annual meeting.

The Board Recruitment Subcommittee will present the members whose terms are concluded at the Annual meeting.

In advance of the Annual meeting, the Board Recruitment Subcommittee will review the remaining 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 the Vice Chair and ultimately Chair roles when these become vacant. When in these officer positions, the current officer has the right of first refusal for the next officer position. And if the officer cannot or is unwilling to assume the next officer position, the officer should inform the subcommittee and/or Chair as soon as possible. Then the subcommittee will propose alternate officers or members of the board to be considered or nominated and approved by the board"

Those members under consideration for Board officer positions will be contacted by the Board Liaison or CEO 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 by the Board Recruitment Subcommittee 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.

The Board officers will serve as the Executive Committee of the Board.

**AS APPROVED BY THE BOARD OF
DIRECTORS:**



MR. WILLIAM RYDER
Chair

Signature Date: 12/8/11

**BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:**



DR. PATRICIA NELLIUS
Chief Executive Officer

Signature Date: 12/8/11