



FACA

Florida Association for Community Action (FACA), Inc.

OFFICERS

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Agricultural & Labor
Program, Inc.
Winter Haven

Faith Pullen, *Vice Chair*
Hillsborough County FASD
Tampa

Barbara Mason-Gardiner
Treasurer
Treasure Coast CAB
Port St. Lucie

Gloria Boone, *NCRT*
Secretary
Lake County CAA, Inc.
Eustis

BOARD MEMBERS **AT-LARGE**

Douglas Brown
Community Action Program
Committee, Inc.
Pensacola

Cary Carreno
Hillsborough County CAB
Tampa

Tim Center, Esq.
Capital Area CAA
Tallahassee

Carl Herriott
Brevard County CAA
Viera

James H. Lowe, *CCAP*
Lake County CAA, Inc.
Eustis

Kran Riley
Orange County CAB
Orlando

Raynold Sam
Broward County CAA
Ft. Lauderdale

Executive Director

Wilma K. McKay, *NCRT*
Tallahassee

TO: FACA Member CAA Executive Directors
FROM: Wilma McKay, FACA Executive Director
SUBJECT: Membership Notification of FACA 2016 Board of Directors Election
DATE: April 4, 2016

Please accept this communication as the FACA Membership notice of the upcoming elections for the FACA 2016-2018 Board of Directors at the May 11, 2016 Annual Meeting in Orlando, Florida as well as the solicitation for said nominations.

According to Article V, Section 1 of the FACA Bylaws: *(Number and Qualifications)* The business affairs of the Association shall be governed by a board of directors composed of eleven (11) persons elected at large by the membership. Elections to the board of directors shall occur every other year at the annual meeting.

According to Article V, Section 3 of the FACA Bylaws: *(Election and Term of Office)* Each officer and member is elected to one two (2) year term and may be elected for one successive two (2) year term for the same office. Membership on the board of directors is unlimited.

According to Article III, Section 2 of FACA Bylaws: *(Voting)* Each member Community Action Agency in good standing (paid dues) shall have three (3) votes at the annual meeting of the Association as designated in writing on the member agency letterhead. Voting shall be cast and tabulated at all meetings as needed. Proxy voting is not allowed. In the case of a tie vote for any office, the nominating committee will duly notify the Board of the results. The nominating committee will proceed by contacting each member organization, in good standing, present at the annual meeting of the association, to authorize one (1) voter to cast one (1) vote on behalf of the Agency in a run-off election. The time, date, and location will be set by the Nominating Committee to ensure that the votes are counted and the results are published by the conference closing session.

As such, attached are the FACA 2016 Nomination and Election Procedures, Recruitment Information and Position Descriptions, and Nomination VITA Form documents which should be followed to submit nominations.

Please pay close attention to the deadlines and requirements to ensure that nominations can be certified for the official slate. Electronic submissions are preferred, however, hardcopy will be acceptable if received by the established deadline dates.

Prior to the election, the Association will be selecting three (3) volunteers (not on the current Board or on the 2016 Slate) from member agencies, to serve as tellers for the Election. If you have recommendations or would like to volunteer, please contact us via email or phone.

The Association sincerely appreciates your continued support and membership. We look forward to receiving your nominations and welcoming the new 2016-2018 FACA Board of Directors. If you have additional questions, please contact me at (850) 224-4774.

Attachments





FACA Florida Association for Community Action, Inc.

FACA 2016 Board of Directors Election Nomination VITA Form

Please Indicate Office Desired: (Chair, Vice Chair, Treasurer, Secretary, Member-at-Large)

Please complete this form, attach a copy of your Resume and submit by April 22, 2016 to be considered for the FACA 2016 Election Slate:

Chair, FACA Nominating Committee
Florida Association for Community Action, Inc.
325 John Knox Rd., Suite F-210
Tallahassee, Florida 32303
Fax: (850) 224-5762

Name: _____

Agency: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Years in Executive Director/CEO, Board or Management position: _____

Total Years of involvement in Community Action: _____

Positions held in state, regional or national Community Action related organizations:

Educational background/Certifications:

Professional & Community Involvement:



Florida Association for Community Action, Inc.

**Important skills and talents you would bring to the Florida Association for
Community Action Board of Directors**

**If elected I will commit to Board Responsibilities as outlined for the following
areas: *(please check all that apply)***

- Planning**
- Operations**
- Organization**
- Audits**
- Leadership, Guidance & Oversight**
- Fundraising**

***I hereby certify that I am currently affiliated in an official capacity with a Florida
Community Action Agency which is a member in good standing of the Florida
Association for Community Action, Inc.***

Signed: _____ Date: _____



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Florida Association for Community Action (FACA), Inc.

FACA 2016 Nomination and Election Procedures

NOMINATIONS

The nominating committee will present the slate for the Board of Directors at the Business Meeting on Wednesday, May 11, 2016. It will include all nominations submitted for the officer and member at-large positions who are members of the Association in good standing.

Members will have the opportunity to present additional nominations from the floor.

All nominees will be allowed 2 minutes to present why members should vote for them.

VOTING

In keeping with Article III-Section 2 of the by-laws, each Community Action Agency in good standing (paid dues) shall have three (3) votes at the annual meeting of the Association as designated in writing on the member agency letterhead. Voting will take place on **Thursday, May 12, 2016**, from 9:00 am – 4:00 pm.

TELLERS

The Chairman of the Board shall appoint a tellers committee comprised of 3 persons to count the ballot votes. These persons shall not be on the present Board or on the slate. The Executive Director of the Association will assist the tellers committee.

RESULTS

The Executive Director of the Association shall read the teller's report prior to the start of the Awards Activity. The Chairman of the Board shall announce those persons elected.

INSTALLATION

2016-2018 Elected Board of Directors (Officers and Members-At-Large) will be installed at the closing plenary on Friday, May 13, 2016.



FACA

Florida Association for Community Action (FACA), Inc.

FACA Board of Directors Recruitment Information and Position Descriptions

Florida Association for Community Action (FACA), Inc.
325 John Knox Rd., Suite F210 Tallahassee, Florida 32311
850-224-4774 www.faca.org

About FACA

FACA is the nonprofit professional membership, advocacy and capacity development organization for the Florida Community Action Agency Network. The Florida Association for Community Action is a non-profit 501(c) 3 organization with its headquarters located in Tallahassee, Florida. The organization is governed by an eleven (11) member board of directors and managed by an Executive Director/CEO and currently one staff member.

FACA Vision Statement

Community Action Agencies in Florida are fiscally sound, programmatically excellent and fully meet the needs of all customers.

FACA Mission Statement

The mission of the Florida Association for Community Action, Inc. (FACA) is to serve Florida's network of Community Action Agencies by providing training, technical assistance, advocacy, and capacity building services as well as working with public and private organizations to assist with the reduction of poverty in Florida.

FACA Board of Directors Role and Responsibilities

Function:

As representatives of the membership of FACA, the Board of Directors is the primary force engaging FACA in the actualization of its opportunities for service and the fulfillment of its obligations to the membership, FACA as a single entity and to the community action network at large.

General Responsibilities:

1. Planning:

- ❖ Approves FACA's mission, vision and reviews FACA management's performance in achieving it. FACA management is defined as the Chair of the Board of Directors, and the Executive Director/CEO.
- ❖ Annually assesses the ever-changing environment of the Community Action sector (nationally, regionally and statewide) in which FACA functions and approves FACA's strategies in relation to it.
- ❖ Reviews and approves FACA's programs/projects plans and directions.

2. Organization

- ❖ Work with the Executive Director/CEO to create a strategic direction for FACA and to set short and long term goals.
- ❖ Assure that management continuity is properly provided.
- ❖ Approve appropriate compensation and benefit policies and practices.
- ❖ Identify candidates and determine the eligibility of candidates for the nomination of officers and directors as submitted by the Membership and approves the report as deemed appropriate.
- ❖ Actively participate at the Board meetings and on Committee assignments.
- ❖ Support sponsoring donor and Community Action Network advocacy events as designated by the Board.
- ❖ Financially support the organization through an annual board individual giving campaign.
- ❖ Identify potential funding sources and serve as an Ambassador in securing organizational funding.
- ❖ Annually evaluate the performance of the Executive Director/CEO and determining any bonus awards or increases in salary.
- ❖ Annually review the performance of the Board of Directors and take steps (including recommendation for its composition, organization, and responsibilities) to improve its performance.

3. Operations

- ❖ Review the results achieved by management as compared to FACA's mission, programs/projects plans, and FACA Strategic Plan as well as in comparison with those of similar organizations.
- ❖ Ascertain the financial structure of FACA is adequate for its current needs and the implementation of FACA Strategic Plan by approving FACA's annual budget.
- ❖ Provide candid and constructive criticism, advice and comments to the Chair, other members of the Board of Directors, and the Executive Director/CEO.
- ❖ Approve major actions of FACA, such as capital expenditures on all programs/projects over authorized limits or major changes in programs/projects, services, office location, etc.
- ❖ Review monthly and annual financial results for the organization and ensuring, through the oversight of the audit committee, that reports are accurate and in accordance with accepted accounting principles.
- ❖ Execute FACA's Standards of Excellence, to include organizational cultural competency, maintaining the highest standard of fiduciary duty and responsibility to the organization.

4. Audit

- ❖ Assure that the Board of Directors and its committees are adequately and currently informed through reports and other methods of the state of FACA.
- ❖ Assure that published reports properly reflect operating results and the financial condition of FACA.
- ❖ Conclude that management has established appropriate policies to define and identify conflicts of interest within the Board of Directors and throughout FACA, and is diligently overseeing the enforcement of these policies.

- ❖ Approve independent auditors.
- ❖ Review compliance with relevant material law affecting FACA.

Chair, FACA Board of Directors Description

As a partner to the Executive Director/CEO and other board members, the Board Chair will provide leadership to FACA as it transitions into a sustainable statewide 501(c) (3) organization. The Board Chair will support and sustain the work of FACA, and provide governance, leadership and strategic fundraising support.

Specific responsibilities include:

Leadership, governance, and oversight

- ❖ Being a trusted advisor to the Executive Director/CEO during the development and implementation of FACA's Strategic Plan
- ❖ Developing and managing relationships and communicating with: funders, partners, and other stakeholders
- ❖ As a board member, approving FACA's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- ❖ Reviewing outcomes and metrics created by FACA for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- ❖ Coordinating an annual performance evaluation of the Executive Director/CEO
- ❖ Assisting the Executive Director/CEO and Nominating Committee in recruiting board members
- ❖ Periodically consulting with board members on their roles and helping them assess their performance
- ❖ Planning, presiding over, and facilitating board and committee meetings; partnering with the Executive Director/CEO to ensure that board resolutions are carried out
- ❖ Acting as an ambassador for the organization
- ❖ Ensuring FACA's commitment to a diverse board and staff that reflects the Florida Community Action Network

Fundraising

- ❖ In collaboration with the Executive Director/CEO, generating substantial annual revenue and fostering FACA's overall financial health
- ❖ Personally treating FACA as a top philanthropic priority reflected in an annual financial gift
- ❖ Ensuring that 100 percent of FACA's board members make an annual contribution that is commensurate with their capacity
- ❖ Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts

Member, FACA Board Directors Description

The role of each Director is to serve a two-year term by leading, advising, and supporting the mission and needs of FACA. The Board will support the work of FACA and provide

mission-based leadership and strategic governance. While day-to-day operations are led by FACA's Executive Director/CEO, the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Specific Board Member responsibilities include:

Leadership, governance and oversight

- ❖ Serving as a trusted advisor to the Executive Director/CEO in the development and implementation of FACA's strategic plan
- ❖ Reviewing outcomes and metrics created by FACA for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- ❖ Approving FACA's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- ❖ Contributing to an annual performance evaluation of the CEO
- ❖ Assisting the CEO and board chair in identifying and recruiting other Board Members
- ❖ Partnering with the CEO and other board members to ensure that board resolutions are carried out
- ❖ Serving on committees or task forces and taking on special assignments
- ❖ Representing FACA to stakeholders; acting as an ambassador for the organization

Fundraising

- ❖ FACA Board Members will consider FACA a philanthropic priority and make annual gifts that reflect that priority. So that FACA can credibly solicit contributions from foundations, organizations, and individuals
- ❖ FACA expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

***Major responsibilities:**

- ❖ Organizational leadership and advisement
- ❖ Organization of the board of directors, officers, and committees
- ❖ Formulation and oversight of policies and procedures
- ❖ Financial management, including adoption and oversight of the annual budget
- ❖ Oversight of program planning and evaluation
- ❖ Personnel evaluation and staff development
- ❖ Review of organizational and programmatic reports
- ❖ Promotion of the organization
- ❖ Fundraising and outreach

*Members of the board share these responsibilities while acting in the interest of FACA. Each member is expected to make recommendations based on his or her experience and vantage point.

Expectations of Board Members:

- ❖ Help communicate and promote FACA mission and programs/projects to the CAA Network.
- ❖ Become familiar with FACA finances, budget, and financial/resource needs.
- ❖ Understand the policies and procedures of FACA.

- ❖ Financially support FACA in a manner commensurate with one's ability.
- ❖ Attending all quarterly Board meetings, prepared to further the success of FACA and to support FACA's mission statement and goals.
- ❖ Monitoring and mentoring standing committees as assigned and on an as needed basis providing advice, encouragement and voice for the committee to the Board.
- ❖ Responsible for identifying and nominating candidates to the Board Leadership for vacant board positions.
- ❖ Accepting special assignments designated by the Chair.
- ❖ Remaining current on the activities of FACA by following its publications (includes electronic, print and virtual), issues and interests.
- ❖ Remaining current on issues affecting the nonprofit sector as it relates to the mission of FACA, its members or community at large.
- ❖ Informing the Board and staying proactive in helping position FACA to support its members or to enhance its funding sources.
- ❖ Acting as a role model, change agent and professional exemplar.

TIME COMMITMENT

Each officer and member is elected to one two (2) year term and may be elected for one successive two (2) year term for the same office. Membership on the board of directors is unlimited.

June Closeout Meeting (Location TBA)
 September Board Meeting (Location TBA)
 December Board Meeting (Location TBA)
 March Board Meeting Tallahassee, Florida

Service on FACA's board of directors is without remuneration except for administrative support.

Qualifications

This is an extraordinary opportunity for individuals who are passionate about the success of the Florida Community Action Network and who have a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates for the Board of Directors will have the following qualifications:

- ❖ Extensive Community Action professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- ❖ Demonstrated success as a nonprofit board member or board chair
- ❖ Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit

- ❖ A commitment to and understanding of the community action network mission preferably based on experience
- ❖ Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- ❖ Excellent written and oral communication skills coupled with natural affinity for public speaking
- ❖ Personal qualities of integrity, credibility, and a passion for improving the lives of Florida's low-income citizens

REQUIREMENTS OF ALL CANDIDATES

The Florida Association for Community Action is seeking a diverse group of Community Action Network executives, professionals and board members who will bring access and influence to FACA. Each Director is expected to use his/her access and influence to support the growth and development of the organization. Each Director is expected to provide a list of potential clients or business prospects that may lead to potentially advantageous new business relationships for FACA. Candidates must have a strong commitment to Community Action in its broadest sense to make a difference in the lives of low-income people and their communities. Candidates must also be committed to supporting FACA in making its Board of Directors representative and inclusive of the entire community action network, including people of varied ethnicity, gender, gender identity, sexual orientation and physical abilities. Candidates must have innate leadership, management and interpersonal skills, patience and good humor, and must be able to participate in and sustain collaborative group efforts.

THE SELECTION PROCESS

Interested candidates should complete and submit Vitas to FACA Board Nominations Committee by the established deadline.

FACA Board Nominations Committee will review Vitas for eligibility and commitment. FACA Board Nominations Committee will make Slate recommendations to the full Board of Directors for approval.

The approved Slate will be presented to FACA Membership for Election at the Annual Meeting.

Candidates will be notified of the result immediately following this process.

OPPORTUNITY

This is an exceptional opportunity to foster the growth and development of a statewide nonprofit organization devoted to improving the management and governance capacity of Florida's Community Action Agencies in fulfilling their mission as a part of America's poverty fighting network.