



Nomination Form Instructions
Positions available for 2017 elections
EXECUTIVE VICE PRESIDENT, VICE PRESIDENT, SECRETARY

Eligibility:

- ❖ Nominees must be regular members in good standing of the Association for one year with a record of at least 50% attendance at the Florida State Foster/Adoptive Parent Association quarterly membership meetings.
- ❖ Served on a FSFAPA committee for one year and/or served on their local Association board for a period of one year; and have no spouse currently serving on the Board of Directors.
- ❖ Furthermore, they will provide a letter of recommendation from their local Association Board of Directors.
- ❖ In case of a sole nominee, he/she can be elected by acclamation by the Board of Directors.

Format:

- ❖ Name of nominee, contact information
- ❖ Name of person doing the nominating
- ❖ Reason for, nominating this person.
- ❖ See attached page.

What to Include:

- ❖ Within 30 days of accepting the nomination the candidate must present to the nomination chair a letter from their agency stating they are a licensed foster or adoptive parent in good standing with their agency and are of high moral conduct. This letter will be required each time a candidate is nominated.
- ❖ A personal Bio.

Deadline:

- ❖ **Nominations are made to the Nominations Chair at the quarterly general membership meeting of the Association prior to the quarterly meeting in June. At this meeting nominations may also be made from the floor.**



Nomination Form

EXECUTIVE PRESIDENT NOMINEE

Nominated By:

Phone Number:

Email Address:

Phone Number:

Email Address:

**EMAIL NOMINATIONS TO:
Thomas Croom**

Email: tmcroom@gofoster.org

Reason for nominating this person as Executive Vice President of FSFAPA:



Nomination Form

SECRETARY NOMINEE

Nominated By:

Phone Number:

Phone Number:

Email Address:

Email Address:

**EMAIL NOMINATIONS TO:
Thomas Croom**

Email: tmcroom@gofoster.org

Reason for nominating this person as Secretary of FSFAPA:



Nomination Form

VICE PRESIDENT NOMINEE

Nominated By:

Phone Number:

Phone Number:

Email Address:

Email Address:

**EMAIL NOMINATIONS TO:
Thomas Croom**

Email: tmcroom@gofoster.org

Reason for nominating this person as Vice President of FSFAPA:



Duties of the Executive Vice President

1. To assume the duties of the President in the absence of the President.
2. To chair the President's Council and report to the Board and the general membership the progress of the council.
3. To perform such other duties as provided by these Bylaws or as are commonly assigned to the Vice President.
4. Coordinate and oversee the activities of the Regional Vice Presidents.
5. As requested, to assist in the development and growth of local associations.
6. Co-sign on checks, drafts, notes, and other payments of monies that are authorized by the Board of Directors, when necessary.
7. Upon request help organize events around Advocacy Day in Tallahassee; Social Work month -- locally; Child Abuse Prevention month -- locally; Foster Care Month – locally; Adoption Month -- locally; and other events as deemed necessary.
8. Attend all quarterly and general membership meetings of the Board as well as participate in all scheduled conference calls unless excused by the President.

Duties of the Vice President

1. To perform such duties as provided by these Bylaws or as are commonly assigned to the office of the Director of Programs.
2. Upon request help organize events around Advocacy Day in Tallahassee; Social Work month -- locally; Child Abuse Prevention month -- locally; Foster Care Month – locally; Adoption Month -- locally; and other events as deemed necessary.
3. Responsible for overseeing the following programs: Adoption, Advocacy, Awareness, F.A.S.T., Independent Living, Kinship Care and Website.
4. Attend all quarterly and general membership meetings of the Board as well as participate in all scheduled conference calls unless excused by the President.



Duties of the Secretary

1. Perform duties as provided by these Bylaws or as are commonly assigned to the office of the Secretary.
2. To record the minutes at all FSFAPA meetings, including Executive Board, General Membership meetings and telephone conferences. Minutes should include:
 - a. Call to order, with time, date, location, and by whom.
 - b. List of Board Members who are present and/or absent.
 - c. Record present Ex-officio and anyone present by invitation.
 - d. Approval of minutes of last meeting.
 - e. Receive and record Officers' Reports: President, Officers, Standing Committees and Ad Hoc Committees
 - f. Old Business
 - g. New Business
3. Draft minutes will be completed within ten (10) working days of any meeting and will be available for review by all Board members. Final minutes will be voted on at the next meeting. To distribute via email the minutes of the previous meetings to the Board of Directors as directed by the Executive Board and to those who the President might designate. Such minutes shall comply with the Revised Edition of Robert's Rules of Order.
4. To maintain current, accurate copies of all organizational documents such as: Minutes, Bylaws and Policy and Procedures Manual.
5. To file reports, noting their dates of presentation and their disposition.
6. To maintain and call the roll.
7. To keep records of all newsletters published.
8. To keep record of Thank You notes sent out for donations and to record winners of special awards.
9. Keep a record of all official correspondences on behalf of FSFAPA sent and received.
10. Send an email of the time and place of each meeting to each member of the Board at least thirty (30) days prior to the date of a Board meeting.
11. Email meeting notices and agendas to the webmaster at least thirty (30) days prior to the general membership meeting.
12. Responsible for maintaining, monitoring, and evaluating the Policy & Procedures Manual.
13. Maintain an updated email address list of all board members.
14. Upon request help organize events around Advocacy Day in Tallahassee; Social Work month -- locally; Child Abuse Prevention month -- locally; Foster Care Month -- locally; Adoption Month -- locally; and other events as deemed necessary.
15. Responsible for publication of the newsletter, Membership, Parliamentary procedure, Bylaws and electronic communications.
16. Attend all quarterly and general membership meetings of the Board as well as participate in all scheduled conference calls unless excused by the President.