



Nomination Process 2022

Responsibilities of all members of the Board of Directors

Policy Statement:

- ❖ Attend all meetings, face to face or conference call of the Board unless previously excused by the President.
- ❖ Participate in the planning, facilitation and implementation of all events supported by Florida FAPA.
- ❖ The Board of Directors is empowered to act for the organization as a whole.
- ❖ The Board cannot delegate its decision-making authority to a portion of the membership.
- ❖ Each member of the Executive Board will be delegated specific duties to oversee and support.
- ❖ Interprets and enforces the provisions of the bylaws as well as the Policy and Procedure Manual.
- ❖ Promote by attitude and action, needed to bring about changes and improvements in the child welfare system of care.
- ❖ Provide a vehicle for communication between Florida FAPA members, the Community Based Care agencies, Department of Children and Families and other partners in the system of care in Florida.
- ❖ Act as an information center and research body regarding matters of resources, finances, education and legislation for our members and partners statewide.

New board members participate in orientation and training, so they can represent and govern the organization. Training sessions shall be held at least annually.

A Board leadership manual shall be provided to new board members and updated annually for the full board.

At a minimum, the manual and orientation shall include the following:

- Articles of Incorporation
- Bylaws
- Policy Manual
- Annual Budget
- Annual Calendar
- Organizational Chart
- Roster of Volunteer Leaders and Staff
- Recent Minutes



Nomination Form Instructions

Positions available for 2022 Elections

PRESIDENT, EXTERNAL VICE PRESIDENT and TREASURER

Eligible:

- ❖ Nominations are made to the Nominations Chair prior to the June quarterly general membership meeting of Florida FAPA. At this meeting nominations may also be made from the floor. Once the meeting is adjourned, nominations are closed.
- ❖ For the nominations to be accepted, the nominees must be Partner members of Florida FAPA for one year with a record of at least 50% attendance at Florida FAPA's quarterly membership meetings, have served on a Florida FAPA committee for one year and/or served on their local association board for a period of one year; and have no member of the same household currently serving on the Board of Directors.
- ❖ Must be a Partner member and dues paid by January 1st in order to be nominated. If the nominee is elected to the office of Florida FAPA President, they may not be president of any other local FAPA at the start of their term.
- ❖ Within 30 days of accepting the nomination the candidate must present to the nomination chair a letter of recommendation from the CBC, copy of current foster care license or final judgment of permanency.
- ❖ 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 (you may nominate yourself)
- ❖ Reason for nominating this person.

What to Include:

- ❖ Within 30 days of accepting the nomination the candidate must present 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 biography.

Deadline:

- ❖ Nominations are made to the Nominations Chair prior to the June quarterly general membership virtual meeting of Florida FAPA. At this meeting nominations may also be made from the floor. Once the meeting is adjourned, nominations are closed.



Nomination Form

Nomination for: President External Vice President Treasurer

(One form per nomination and position)

Nominee Name: _____ **Date:** _____

Phone Number: _____

Email Address: _____

Nominated By:

Print Name(s)

Signature(s) **REQUIRED**

Note: Any members may nominate themselves for a position. Anyone may be nominated for more than one office.

Reason for nominating this person:

Return To:

Christina Morris, Nominations Chair via email at secretary@floridafapa.org OR mailed to:
Florida FAPA o P.O. Box 261584 o Tampa, FL 33685



DUTIES OF THE PRESIDENT, EXTERNAL VICE PRESIDENT & TREASURER

Duties of the President:

- ✓ Preside at all regular, special or called meetings of the Board, Executive Committee and the general membership
- ✓ To be responsible for the general management/supervision of the affairs and operation of the Association.
- ✓ To appoint the chairperson of all committees and present them to the Board of Directors for approval by vote and to serve as an ex officio member of those committees.
- ✓ To cast the deciding vote in the event of any tied issues.
- ✓ To officially and publicly represent the Association.
- ✓ To perform such other duties as provided by these Bylaws or as commonly assigned to the office of President.
- ✓ To sign contracts of obligations authorized by the Board of Directors.
- ✓ Along with the Treasurer, and one other Board member, the President will co- sign on checks, drafts, notes, and other payments of monies that are authorized by the Board of Directors.
- ✓ To maintain order and decorum, to respond to parliamentary inquiries, points of order and to maintain impartiality at all meetings.
- ✓ Must not comment on motions during the course of debates unless he/she first vacates the chair of President. He/she may respond to factual questions without vacating the chair. If he/she vacates the chair, he/she should not return to it until membership has disposed of the main motion.

Duties of the External Vice President:

- ✓ Chair the President's Council and report to the board.
- ✓ As requested, assist in the development and growth of local associations.
- ✓ Coordinate and oversee the duties of Ambassadors of Legislation, Advocacy, Support, Social Media, and Training.
- ✓ May oversee a CBC, DCF region and local FAPA contact. If assigned, they will establish a relationship with DCF Regional Administration, CBC CEO and FAPA Board at least monthly.

Duties of the Treasurer:

- ✓ Collect and safeguard all funds of Florida FAPA.
- ✓ Dispense funds as authorized by Executive Board.
- ✓ To be bonded. Florida FAPA and the insurance company will provide the bonding.
- ✓ Keep accurate records of all financial transactions and report to the membership at each quarterly meeting with a print out.
- ✓ Prepare annual report to be audited by the Executive Board prior to the first meeting of the calendar year and to be presented to the membership at the first general membership quarterly meeting of the calendar year.
- ✓ To maintain funds in a bank account that operates state wide.
- ✓ Sign/co-sign checks, drafts notes and orders for payments which have been authorized by the President and Internal VP.
- ✓ May oversee a CBC, DCF region and local FAPA contact. If assigned they will establish a relationship with DCF regional Administration, CBC CEO and FAPA board at least monthly
- ✓ To perform other duties as provided by these Bylaws or as are commonly assigned to the office of Treasurer.
- ✓ To sign and execute contracts in the name of the Association, authorized by the Board of Directors.
- ✓ To prepare a report and mail to the State of Florida as required for contract monies on or before the 15th day of each month. If the 15th should fall on a Saturday or Sunday the report must be prepared and mailed before that date. The DCF financial report is due quarterly on the 15th of the month after the end of the quarter.