

**FLORIDA CROWN WORKFORCE BOARD, INC.  
POLICY**

**POLICY TITLE: Board Governance Policy**

**POLICY NUMBER: ADM-012-08**

**DATE EFFECTIVE: March 13, 2008**

**DATE REVIEWED: July 20, 2010**

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**APPLICATION**

Florida Crown Workforce Board, Inc. and its Board of Directors.

**PURPOSE**

This policy outlines the processes for Board member nominations, Board appointments, approvals and training, and responsibilities and duties as Board members.

**POLICY**

**I. Board Composition and the Appointment Process**

It is the policy of FCWB that in accordance with the requirements of Section 117 of WIA the minimum FCWB membership shall number twenty-five (25).

The Consortium shall appoint thirteen (13) business members, three (3) each from Dixie, Gilchrist and Union counties and four (4) from Columbia County, for fixed terms who may serve thereafter until their successors are appointed. Terms of FCWB members shall be one-third for one (1) year, one-third for two (2) years and one-third for three (3) years. Columbia County's fourth seat shall be for a one (1) year term. Any vacancy in the membership of FCWB shall be filled in the same manner as the original appointment. Any member of FCWB may be removed for cause in accordance with procedures established by FCWB. If a county does not fill a vacancy within three (3) months, FCWB shall notify the Consortium who may fill such vacancy from any of the member counties for a one (1) year term at which time the vacancy shall revert back to the eligible county.

A majority of FCWB shall be representative of the private sector who shall be owners of businesses, chief executives, or operating officers of businesses or professional organizations, and other business executives or employers with optimum policymaking or hiring authority.

The chairman of FCWB shall be a representative of the private sector and shall be selected by the membership of FCWB.

The private sector representatives on FCWB shall be selected in the following manner: Nominations for the private sector seats shall be submitted to the Consortium by local business organizations including local Chambers of Commerce, merchants associations, professional organizations, area business associations, etc., with an informational copy sent to FCWB. The nominated member must be compliant with WIA.

The importance of minority and gender representation shall be considered when appointments are made to any committee established by the RWB. Members may be dual hatted wherever appropriate; i.e., a business member who is prominent in a community-based organization or one that is prominent in a regional economic development organization may also be counted as a community based representative or economic development representative, respectively.

Twelve (12) board members are specified in WIA. The following members are not nominated by the four (4) respective County Commissions but are seated as specified in WIA:

- Designated representative of the regional community college;
- A Public Superintendent of Gilchrist, Columbia, Dixie or Union County on a two year rotational basis;
- An economic development representative nominated by the primary economic development agency of any of the four counties;
- Vocational Rehabilitation representative nominated by the Dept. of Education or other rehabilitation agency;
- Children and Families representative nominated by Florida Department of Children and Families, Sub-district encompassing Columbia, Dixie, Gilchrist, and Union Counties;
- Private School representative nominated by the inter-state or local private, post-secondary organization as outlined in WIA;
- Representative nominated by the Senior Community Service Employment Program or other activity receiving funding under The Senior Community Service Employment Act;
- Representatives of organized labor (3) as appointed by their respective labor organizations;
- Community/faith-based/Veterans organizations; and
- Former customer.

## **II. Board Member Orientation and Training:**

Orientation and new Board member training will take place in October of each year or earlier, as required. Training will be provided on the following topics:

New Board members will be provided with the following documentation to assist them, copies of which are attached hereto:

1. Do's and Don'ts of Board Membership;
2. Fiduciary Responsibilities;
3. Basics of Effective Board Service;
4. Legal Responsibilities of Non-Profit Boards;
5. Statement of Personal Commitment;
6. Board Member's Job Description;
7. Board Member Code of Ethics;
8. Board's Responsibility to Raise Money;

**ACTION:**

FCWB and its Board of Directors will adhere to this policy.

Approved: [John Chastain](#)  
John Chastain, Executive Director