



## Board of Directors Nomination Packet

The FHSA Nominating Committee is currently recruiting qualified candidates for **one (1)** FHSA Board Director-At-Large seats to be filled by members from a Head Start/Early Head Start program in a Staff or Parent role or is a member of FHSA under the Individual or Corporate Friends level.

**Please Note:** Grantees, Programs, & Agencies are limited to **one representative** serving on the Board of Directors at any given time.

### Criteria for Director Positions:

- Selfless commitment to the mission for FHSA beyond personal gain, status, or affiliation.
- Ability to think clearly and creatively, analyze issues and problems, work collaboratively with people, and communicate respect for differing views.
- Honesty, sensitivity, responsibility, dependability, initiative, understanding, patience, community-building skills, and personal integrity.
- Association membership dues must be paid in full prior to installation each year.

### SUBMISSIONS, WITH ALL REQUIRED DOCUMENTS, MUST BE RECEIVED BY OCTOBER 09, 2023

Please ensure that you have reviewed all information in this Nominations Packet, including the Board of Directors Expectations and Responsibilities.

**Planning:** Plans for the organization's future by setting strategic direction through short- and long-term goals and monitoring the progress towards those goals.

**Governance:** Provides policy governance for the organization through bylaws, financial policies, investment management, and legal compliance.

**Budget Oversight:** Approve, monitor, and evaluate the organization's budgets and requests changes are made as necessary.

**Community Representation:** Represent the organization in the community and act as an advocate for the organization's mission and goals. Also, act as a liaison between the Board of Directors and the FHSA membership.

### FHSA Board Member Responsibilities:

- Regular attendance at all Board meetings and FHSA hosted events.

*The following is a breakdown of typical annual commitments in terms of time and money required of FHSA Board members and their agencies:*

### FHSA Leadership Training & Awards Luncheon

- \$350 registration fee includes luncheon plus overnight accommodations meals/transportation\*

#### FHSA Annual Conference

- \$500 Conference registration plus overnight accommodations, meals/transportation\*

#### FHSA Quarterly Board of Directors Meetings – Overnight accommodations, meals/transportation

- There will be at least two board meetings that will occur during our Leadership Training and Annual Conference
- The other two meetings will be determined in October 2023
- FHSA Strategic Planning is October 24-26, 2023

Knowledge about the structure, purpose, and goals of the Florida Head Start Association and the Head Start community and actively support those goals.

Actively participates on at least one Board Standing or Advisory Committee.

Stays informed about the committee and Board matters, prepares well for meetings, and reviews and comments on minutes and reports.

Gets to know other Board Members, Association members, and committee members in order to build a working relationship that contributes to consensus.

Actively gains knowledge and understanding of the role of a non-profit Board of Directors.

Provides adequate advance notice of inability to attend a Board Meeting per Bylaws and follows up with the Executive Director and/or Board President regarding missed meetings.

Actively gains knowledge and understanding of the role of a non-profit Board of Directors.

*\*Pricing is meant for budgeting purposes and may vary slightly due to unforeseen circumstances closer to the event.*

#### **Term of Office:**

Term of office for members of the Board of Directors shall be two (2) years with an option to serve an additional two (2) more years providing the eligibility criteria is still met during their entire term.

#### **Qualifications of FHSA Board Members:**

- Selfless commitment to the mission for FHSA beyond personal gain, status, or affiliation.
- Ability to think clearly and creatively, analyze issues and problems, work collaboratively with people, and communicate respect for differing views.
- Honesty, sensitivity, responsibility, dependability, initiative, understanding, patience, community-building skills, and personal integrity.
- Association membership dues must be paid in full prior to installation each year.

Questions? Contact Wanda Minick at [Wanda@FLHeadStart.org](mailto:Wanda@FLHeadStart.org) or call (850) 694-6477



## **BOARD OF DIRECTORS COMMITMENT FORM**

- Abide by the FHSA Board Code of Ethics and Antitrust Compliance policies;
- Accept the Bylaws and operating principles of the FHSA;
- Perform my duties as to honor the trust of the membership that elected me;
- Know my legal and fiduciary responsibilities for this organization and those of my fellow board members, and I will honor these responsibilities;
- Attend meetings of the Board, and acknowledge that this participation will be at my own expense;
- Review all information and materials sent to me in connection with Board business and to provide to the Board my best attention and judgment;
- Take an active part in reviewing, approving, and monitoring the budget, and actively supporting the revenue-generating activities to meet it;
- Know and oversee the implementation of policies and programs;
- Protect the interests of the association as determined by its Board, its mission, and prudent business practice;
- Protect the confidentiality of private or confidential information to which I become a party as a member of the Board;
- Refrain from using my position on the Board for my advantage or the advantage of any special interests inside or outside of the association;
- Respect the integrity and abilities of my fellow Board members.
- Strive to advance the unity and harmony of the Board, recognizing all actions, whether or not I agree, belong in one to the Board and not to individuals;
- Respect the integrity and abilities of the FHSA staff and partner with them to accomplish the FHSA goals;
- Attend the FHSA conferences, meetings, and activities;
- Work to develop new leadership and recommend potential Board members to the nominating committee;
- Be an advocate for the organization; promote it in ways appropriate to your profession and contacts;
- Actively work to recruit new and retain current members;
- Maintain my membership in good standing, and in addition to membership;
- Work to obtain various means of support for the FHSA, such as sponsorships, advertisers, exhibitors, and speakers;
- Perform such other duties as may be required by the membership or the Board of Directors;
- Perform such other duties as may be required by law, custom, parliamentary usage, or other rules of the Florida Head Start Association; and
- Resign from membership on the Board if I am or become unable to serve in accordance with the provisions of this commitment.

### **Commitment**

My signature below indicates that I have read this document and understand that non-performance of the above may result in my removal as an FHSA Board Member.

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**Name (Please Print)**

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**Signature**

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**Date**

## LETTER OF SUPPORT FOR STAFF & PARENT SEATS

The letter should be on the Agency's Letterhead and include language similar to the following paragraph. Additionally, the letter should include the signature of the Head Start Director. If the Agency Letterhead is not readily available, an email will be sufficient from the Head Start Director.

### ***Sample Language***

*The (insert name of HS agency) fully supports (insert name of Board Member) to attend the Florida Head Start Association Board Meetings, Committee Meetings other activities and trainings. Additionally, I agree the agency is responsible for all costs incurred to attend such meetings and functions.*