



POLICY

Series: Board Governance **COA: GOV 3, GOV 7**
CFOP: NA

Procedure Name: Board Recruitment
Procedure Number: GOV006
Review Date: 5/14/2026
Revision Date: 5/28/2026
Effective Date: 9/4/2008

Applicable to: Family Partnerships of Central Florida (FPOCF) Board of Directors, Family Partnerships Foundation Board of Directors, and The National Center for Innovation and Excellence (NCFIE) Board of Directors

SUBJECT: Recruitment of FPOCF Board Directors, Family Partnerships Foundation Board of Directors and The National Center for Innovation and Excellence, Board of Directors.

PURPOSE: To define the process by which board directors will be recruited for membership on the FPOCF Board, Family Partnerships Foundation Board of Directors, and The NCFIE Board of Directors. Family Partnerships of Central Florida acts in a judicious and transparent manner to recruit and retain board directors whose expertise meets the needs of the organization and community. The selection process includes sensitivity to the demographics of the client population served. The FPOCF Board of Directors selects Directors to serve on the Board Recruitment committee for up to two (2) year term. The Board Recruitment Committee consists of a Chair who will serve in this capacity for (2) two year term and up to four (4) committee directors who will serve in this capacity for up to two (2) year term with the President and Chief Executive Officer as an ex-officio non-voting director. Term limits may be extended by the FPOCF Board of Directors The committee meets minimally semi-annually to manage the recruitment process of potential FPOCF Governance Board, Family Partnerships Foundation Board of Directors and NCFIE board director candidates.

Reference: GOV009 Board Director Role, GOV011 Governance Model, GOV019 Election of Officers

POLICY:

The Board Recruitment Committee maintains an up-to-date list of potential board candidates, including the particular skills and experiences they can bring to the organization for consideration.

Directors ensure the application and selection process is sensitive to the demographics of the community and represents the skill set required to promote diversity among FPOCF Board, Family Partnerships Foundation Board and The NCFIE Board.

Board directors and executive staff members may submit the prospective board director Information document and/or a resume/CV to the President and Chief Executive Officer and/or Board Liaison, for the initial information meeting.



Following the informational meeting with the candidate, the President and Chief Executive Officer will request the Board Liaison to move forward with the recruitment process.

NCFIE and Family Partnerships Foundation Subsidiary Board Candidates

If deemed an appropriate fit, the candidate will be requested to review GOV009 Board Director Role, Board Director Job Description and Prospective Board Director Application. If candidate is in agreement, the candidate will complete the Prospective Board Director Application and Board Profile Worksheet.

The Board Liaison will present the candidate to the appropriate subsidiary Board Chair for review. The subsidiary Board Chair will conduct the second interview. If the subsidiary Board Chair finds the candidate suitable, the candidate will be presented to the FPOCF Board of Directors at the next following meeting.

FPOCF Board Candidates

If deemed an appropriate fit, the candidate will be requested to review GOV009 Board Director Role, Board Director Job Description and Prospective Board Director Application. If candidate is in agreement, the candidate will complete the Prospective Board Director Application and Board Profile Worksheet.

The individual proposing a board director candidate will attend a Board Recruitment Committee meeting to present the candidate to the directors and to share information and/or personal experiences they may have with the candidate that would prove to be relevant to the committee.

The Board Recruitment Committee will review the prospective board director resume/CV, application, Board Profile Worksheet and any relevant information pertaining to the potential candidate to ensure prospective board director candidates align with the governing body requirements as follows:

- a. governance expertise, including leadership ability and policy development skills
- b. relevant business experience
- c. financial expertise
- d. knowledge of consumer issues and trends
- e. familiarity with and access to community leaders, political representatives, and other relevant local organizations
- f. public recognition and respect
- g. commitment and ability to fundraise or to connect the organization with potential resources and
- h. candidate agrees to serve on at least one Board Committee

The prioritized candidates will be requested to meet with a designee appointed by the committee for a second informational meeting. The designated director will discuss the mission, vision and purpose of the organization and utilize this meeting to learn more about the candidate's interest and suitability for the Board. If a candidate is presented for consideration by a director of the committee, another director will conduct this informational meeting.

A recommendation on final candidates selected for consideration will be brought before the FPOCF Board for approval at the following board meeting.

Any potential board director is subject to the submission of fingerprints for a national and state criminal background check in addition to a local county check to be paid by the organization. Additionally, the candidate information will be forwarded to the Director of Contracts and Compliance / Compliance Officer or



designee to be submitted for an Exclusion Screening to ensure the candidate does not appear in the national Medicaid exclusion list. This information is communicated to the candidate prior to a final submission to the full board for approval.

A potential candidate may be "approved" at a board meeting pending the successful outcomes of these background checks.

New board directors (those who have been elected) will be contacted by the President and Chief Executive Officer or Board Liaison, and receive a welcome letter signed by the Board Chair and President and Chief Executive Officer.

New board directors will be scheduled for a new board director orientation with the President and Chief Executive Officer, the FPOCF Board Chair, Board Recruitment Committee Chair and/or the Subsidiary Board Chair. New Board directors will be oriented as follows:

- a. receive an orientation that addresses directors responsibilities and the organization’s mission, history, goals, objectives, structure, methods of operation, and organization activities;
- b. introduced to key staff members; and
- c. tour the facilities and become familiar with day-to-day operations.

Terms for Board Directors

A board director may be elected or appointed for a two (2) year term. Board directors will join the board as directors for an initial two (2) year term, with the option to be elected and remain for another such term.

Initial term is identified when a new board director joins the board and then again, at the Annual Business Meeting. When officer elections are held, a new term is assigned if a director is elected to an officer position.

The FPOCF Board of Directors reserves the right with mutual consent of the board director upon the completion of two (2) years of service to authorize the board director to remain on the board for additional two (2) year term.

Approved by Family Partnerships of Central Florida Board of Directors on May 28, 2026.

AS APPROVED BY THE BOARD OF DIRECTORS:

ERIC AUSTIN
Board Chair

BY DIRECTION OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER:

PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

Signature Date: 6/4/2026

Signature Date: 6/4/2026