

New Board Member Selection Policy

The Friends of the Carrollwood Cultural Center (FCCC) is committed to a Board of Directors that represents the highest standards of integrity, leadership and service, and reflects the Center's commitment to deliver diverse, high quality cultural experiences to all of Hillsborough County. Every Board member is vital for supporting and advancing the mission of the Center. The FCCC welcomes all Board applicants who wish to contribute to the Center's success.

As needed, the Board will broadcast a request for new Board members to the community at large. The Board encourages interested parties to submit applications at any time.

Nomination Committee

All applications will be reviewed by the FCCC Nomination Committee. The Nomination Committee consists of the FCCC Board President as chairperson, two Board members, and three non-Board FCCC members appointed to 3 year non-consecutive terms.

Application Process

Application packages are available on the Center's website, from the Board President and at the Center's front desk. The package consists of 1) Board Application form, 2) Commitment to Service form, 3) Articles of Incorporation, 4) Bylaws of FCCC, 5) Agreement between Hillsborough County and the FCCC for the Management & Operation of the CCC, and 6) Summary of the Florida Sunshine Law. These items are included so that applicants can familiarize themselves with the rules and legal framework within which the FCCC operates.

Applicants should submit a completed Application, resume or CV and signed Commitment to Service to Carrollwood Cultural Center, 4537 Lowell Road, Tampa, 33618, ATTN Board President.

Review Process

The review process for each applicant is as follows:

1. The Nomination Committee will determine if the candidate should be interviewed.
2. The interview will be conducted by three people: one Committee Board member, one Committee non-Board FCCC member and the Executive Director. After the interview date is set, the Executive Director will send an email notice to the Nomination Committee and full Board, inviting anyone who wishes to attend as an observer.
3. If the interview is favorable, the Nomination Committee will check references.
4. The Nomination Committee will review the application, interview and references, and vote on submission to the full Board. A majority of those present will constitute approval.
5. The Committee will provide an approved candidate's information to the full Board at least 24 hours before the next Board meeting. If elected, the person will begin serving immediately.

As with all FCCC Committees, the Nomination Committee shall abide by Florida's Sunshine Law with regard to notice, taking of minutes and discussion.

Board Application

Please complete this application to become a member of the Friends of the Carrollwood Cultural Center (FCCC) Board of Directors. Use additional pages if needed.

Submit the completed Board Application form, with your resume or CV and the signed Commitment to Service form, to Carrollwood Cultural Center, 4537 Lowell Road, Tampa, 33618, ATTN Board President.

Applicant Information

Name:		
Home address:		
Home Phone:	Cell:	
Email:	Fax:	
Employer name		
and address:		
Work phone:	Ext.:	Work Cell:
Work email:	Work Fax:	
Tell us why you want to be a Board member of the FCCC:		

Summary of Skills and Experience

What skills and knowledge will you bring to the Board? Please indicate your expertise in the following areas:

	Area	Very experienced	Some experience	Little or no experience
1	Arts and cultural programs, events			
2	Arts and cultural knowledge, experience			
3	Board membership			
4	Board/executive/staff relationships			
5	Community service			
6	Education			
7	Event planning			
8	Financial management and control			
9	Fundraising for nonprofits			
10	Human resources management			
11	Information technology			
12	Marketing, public/media relations			
13	Organizational development			
14	Program planning and evaluation			
15	Public speaking			
16	Strategic planning			
17	Writing			
18	<i>Other:</i>			

For each area where you checked “Very experienced” or “Some experience”, please provide details.

Additional Information

If you have Board or volunteer experience not described above, provide details.

Please add anything else you would like us to know about you.

References

Please list names and contact information of three people whom we may contact to verify the details above.

Resume or Curriculum Vitae (CV)

Please attach your resume or CV to this application.

Before submitting your application, we ask you to read the following four documents:

1. Articles of Incorporation
2. Bylaws of FCCC
3. Agreement Between Hillsborough County and the FCCC for the Management & Operation of the CCC
4. Summary of the Florida Sunshine Law

Print your name: _____

Signature: _____ Date: _____

Thank you for your interest in becoming a member of the Center’s Board of Directors. We will notify you after we have reviewed your application.

Commitment to Service

I, _____, if elected as a member of the Board of Directors of the Friends of Carrollwood Cultural Center (FCCC), agree to the following:

- To actively support and further the mission of the Center as set forth in the Agreement between Hillsborough County and the FCCC for the Management & Operation of the CCC.
- To conduct all business according to the tenets of the Florida Sunshine Law.
- To actively work toward the development and execution of programs, marketing and fundraising.
- To take responsibility for the financial well-being of the Center.
- To donate a minimum of \$250 annually to the Center and to maintain my FCCC membership in good standing.
- To set a standard of community leadership.
- To advocate for the Center in order to maximize positive community response.
- To expand the Center's partnerships and presence in the community.
- To attend and support Center programs and events.
- To work respectfully and collegially with Board members, staff and the public.
- To contribute my expertise and talents to the Center.
- To honor confidentiality and exercise discretion.
- To demonstrate, invest in and build leadership.
- To prepare for and attend Board and committee meetings.
- To serve on at least one committee.
- To honor the diversity of the communities we serve.

I have read:

- Articles of Incorporation
- Bylaws of Friends of Carrollwood Cultural Center
- The Agreement between Hillsborough County and the FCCC for the Management & Operation of the CCC
- Summary of Sunshine Laws

If you are elected as a Board member, you will be given a Center email ID.

- I agree to use the Center email ID for all Board and committee communications.

I wish to begin exercising the duties of Director as contained in the Bylaws Article 2. I will maintain current membership in the FCCC and familiarity with Center policies. I am over 21 and a resident of Hillsborough County.

Signature: _____ Date: _____