

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 and appointees 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.

Governance Committee

All applicants and appointees will be reviewed by the FCCC Governance Committee. The Governance Committee consists of the Board President, two Board members, three non-Board FCCC members and the Executive Director. The Executive Director is non-voting.

Application Process

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

Forms are in the Application package, which is 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 and 2) Commitment to Service form. Additional items are required reading, to familiarize you with the rules and legal framework within which the FCCC operates: 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.

Review Process

The review process for each applicant or appointee is as follows:

1. The Governance Committee will determine if the person 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 Governance Committee and full Board, inviting anyone who wishes to attend as an observer.
3. If the interview is favorable, the Governance Committee will check references and a background check will be run.
4. The Governance Committee will review the application, interview and references, and vote on submission to the full Board. A majority of voting members present will constitute approval.
5. The Committee will provide an approved applicant or appointee's information to the full Board at least 24 hours before the next Board meeting. If elected, the person will begin serving immediately.

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.

Friends of the Carrollwood Cultural Center (FCCC): Commitment to Service

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 FCCC.
- To take responsibility for the financial well-being of the FCCC.
- To donate a minimum of \$250 annually to the FCCC, which includes membership.
- To bring in \$1000 annually in the form of donations, sponsorships, memberships or in-kind donations.
- To prepare for and attend at least ten (10) regular Board meetings per year unless the Board President has been notified of extenuating circumstances in advance.
- To serve on at least one Board committee and attend at least ten (10) committee meetings per year unless the Committee Chair has been notified of extenuating circumstances in advance.
- To attend and support programs and events.
- To actively work toward the development and execution of programs, marketing and fundraising.
- To serve as an ambassador to the community and to actively strive to expand the FCCC's partnerships.
- To demonstrate leadership and work respectfully and collegially with other Board members, staff and the public.
- To honor confidentiality and exercise discretion.
- To honor the diversity of the communities we serve.

I have read:

- Articles of Incorporation
- Bylaws of Friends of Carrollwood Cultural Center
- 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 and agree to:

- Conduct all business according to the tenets of the Florida Sunshine Law.
- Use the Center email ID for all Board and committee communications.
- Attend the New Board Member Orientation.
- Attend one accredited Board development seminar each year at my own expense.

I wish to begin exercising the duties of Director as contained in the Bylaws Article 2. I am over 21.

Signature: _____ Date: _____