



Martin County Interagency Coalition Board Recruitment Informational Profile

Martin County Interagency Coalition's (IAC) mission is to promote health and human services by providing a common meeting ground for Martin County Inter Agency Coalition members to network and share resources. We envision a collaborative group of IAC members working together to coordinate services and advocate for community needs.

The Board of Directors shall consist of the five elected officers and may include four or more at-large members elected from a single slate presented by the Nominating Committee and any floor nominations at the annual meeting. The term of office shall be one year. Each of the officers and at-large members shall have one vote on all issues to come before the Board of Directors.

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| Board Term | <ul style="list-style-type: none"> 1 year with ability to renew. President, 1st Vice President, and 2nd Vice President shall not serve in the same position for more than two consecutive years. |
| Time & Resource Requirements | <ul style="list-style-type: none"> 3-4 hours/month (includes Board Meeting, Membership Meetings) |
| Board Meetings | <ul style="list-style-type: none"> It is expected Board meeting attendance will be a priority and all Board meetings will be attended. When unable to attend, prior notice will be given to the Board Chair. BOD meetings are presently held at 10 AM the second Wednesday of each month. All meetings held at Children's Services Council in Stuart. |
| Membership Meetings | <ul style="list-style-type: none"> Stuart Membership meetings are held the second Wednesday of each month from 8:30 to 10:00 am at the Children's Services Council of Martin County. |
| Other Requirements | <ul style="list-style-type: none"> Actively participate in meeting goals and objectives. Introduce at least one person to the organization Actively support and advance the mission |
| Selection Process | <ul style="list-style-type: none"> Led by the Board President/ Nominating Committee. Board members identify prospects from the IAC membership. Board prospects are approached and provided this recruitment profile. If both parties agree to move forward the prospective board candidate is placed on a proposed election slate to the coalition membership. Election of Officers shall be held at the annual meeting in June. Vacancies will be filled by the president with the advice and consent of the Board of Directors with the exception of the office of president. Such vacancy will be filled subject to nomination by the Nominating Committee and vote of the Coalition membership. The annual meeting notice shall be posted on the Martin County Interagency Coalition website and e-mailed Coalition members in good standing at least ten (10) business days prior to the meeting date. |
| Board Orientation Training | <ul style="list-style-type: none"> TBD |
| BOARD OFFICERS | <p>The officers of the Coalition shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The term of office for each of the officers shall be one year. President, 1st Vice President, and 2nd Vice President shall not serve in the same position for more than two consecutive years. The duties of the officers will be those duties normally ascribed to those offices.</p> |



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| President | The president shall preside at all Board of Director meetings and Coalition meetings and have general supervision over the affairs of the Coalition and over the officers; shall sign all written contracts of the Coalition and shall perform all duties as are incident to the office. In case of the absence or disability of the President, the President’s duties shall be performed by the 1st Vice President. |
| First Vice President | The 1st Vice President prepares to assume the office of the board president and fills the office of board president should that office become vacant, and subsequently fills the office of president for a regular term as is entitled to the 1st Vice President. The 1st Vice President assists the board chair in the execution of his or her duties and provides a report at each board meeting of his or her activities since the previous board meeting. The 1st Vice President performs any other duties as assigned by the board chair. The 2 nd Vice President will assume this role if the 1 st Vice President is unable to do so. |
| Second Vice President | The 2 nd Vice President will assume this role if the 1 st Vice President is unable to do so. |
| Secretary | The secretary shall keep the records, minutes, maintain correspondence, and shall perform all such duties as are incident with his/her office. |
| Treasurer | The treasurer shall have custody of all money and securities of the corporation. The treasurer shall keep regular books of account and shall submit them together with all vouchers, receipts, records, and other papers to the Board of Directors for their examination and approval as often as they may require and shall perform all such duties that are incident to the office. The treasurer shall ensure that the Annual Report shall be filed timely with the Florida Department of State. The Treasurer shall also ensure that the IRS Form 990, which is due on the 15 th day of the fifth month at the end of the fiscal year, shall be filed timely. Dual signatures are required on checks in excess of an amount agreed upon by the Board of Directors. |
| BOARD COMMITTEES | Board Members are encouraged to serve on one board committee. Each Board committee Chair will set its own schedule and frequency of meetings, reporting outcomes at monthly Board meetings. |
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| Communications Committee | Maintain the general and Board of Director membership roster in partnership with the collection of dues by the treasurer. *Coordinate information to be included in newsletter, recruit newsletter editor, distribute newsletter and other information as relevant. *Promote Coalition newsworthy events to the media. *Send meeting notices to the general membership and Board of Directors. *Perform any other appropriate duties or functions requested and authorized by the Board of Directors. |
| Networking/Membership Committee | Actively seek, recruit and welcome new members and membership renewals *Encourage networking opportunities between Coalition members. *Develop and maintain orientation packet, e.g. bylaws, membership list, and so forth, and Coalition brochure.*Perform any other appropriate duties or functions requested and authorized by the Board of Directors. |
| Program/Professional Development Committee | Pursue programs to educate and encourage professional development of members on issues that affect our community. *Schedule presenters for meetings. *Greet, introduce, and thank presenters. *Control presentation time so that it does not exceed the time allocation and allows for closure at the end of the presentation, including questions. *Inform members of educational opportunities in the community. *Perform any other appropriate duties or functions requested and authorized by the Board of Directors. |
| Legislative Committee | Inform the membership on legislative issues that affect the Martin County community and its not-for-profit sector. *Enhance advocacy efforts *Contact legislators on local issues *Identify non-profit causes and make suggestions for collective causes *Keep membership informed of legislative issues relevant to non-profits. |