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Section:	Administration General	
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Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____ Board of Directors Initial: _____	
Distribution:	All employees of Family Focus, Inc. as well as all members of Executive Board	

PURPOSE

To establish guidelines and parameters for the selection of members of the Family Focus Board of Directors as well as to outline basic function of the Board of Directors and Board Officers.

GENERAL INFORMATION

Family Focus, Inc. shall have an Executive Board to oversee the Corporation. The purpose of the Corporation is to coordinate, supervise, oversee and administer family support to the families of Northwest Indiana and the surrounding communities.

In the event of a vacancy in the Board of Directors, the Board of Directors shall fill such vacancy and the officer so elected shall hold office until his successor is selected and qualified.

The entire management, control, and operation of all property, business, and prudential affairs of the Corporation shall rest and be exclusive in the Board of Directors of the Corporation, subject to the rights of the voting member under the Articles of Incorporation and the By-Laws of the Board of Directors.

POLICY & PROCEDURE

Family Focus, Inc. shall have an Executive Board which oversees the entire management, control, and operation of all property, business, and prudential affairs of the Corporation shall rest and be exclusive in the Board of Directors of the Corporation, subject to the rights of the voting member under the Articles of Incorporation and the By-Laws of the Board of Directors.

Board Criteria

Family Focus will have an Executive Board consisting of not more than twelve (12) members and not less than three (3) members who shall be selected by invitation.

Membership

Each member of the Board of Directors shall be recognized as a voting member unless said Board Member declares a conflict of interest. If any Board Member declares a conflict of interest, said Board Member shall abstain from voting on the item(s) presenting a conflict of interest.

Location of Meetings

All meetings of the Corporation (Family Focus) and its Board of Directors shall be held at the office of the Corporation, 660 Morthland Dr., Suite A, Valparaiso, IN. 46385.

Officers

The Board of Directors shall elect from among the directors the President, Vice-President, and Secretary/Treasurer to serve at the pleasure of the Board of Directors until their term of office ends and until their successors are duly elected and qualified. Terms of the Officers of the Board of Directors shall be staggered to ensure at least two officers at all times be knowledgeable of the business of the officers of the Board of Directors.

The President of the Board of Directors of the Corporation shall preside at all meetings of the Corporation and Board of Directors. He or she shall appoint the Chairpersons of all committees, with the approval of the Board, and supervise directly or indirectly their work, and shall perform the duties usually associated with the office of President. The Chair's term shall be two (2) years in length.

The Vice-President of the Board of Directors of the Corporation shall perform all duties incumbent upon the President during the absence or disability of the President and perform such other duties as the By-Laws may require or the Board of Directors may prescribe. The Vice Chair's term shall be two (2) years in length.

The Secretary/Treasurer shall assure that all accurate and adequate records of the proceedings of all meetings of the Board of Directors are maintained. He or she shall assure that appropriate giving and serving of notices is made as required by these By-Laws. He or she shall assure that reports on the financial operating performance of the Corporation are given to the Board, and shall perform such other duties and responsibilities as requested by the Board of Directors or as may be required by law, or the regulations of government bureaus, agencies or departments. The Secretary/Treasurer's term shall be two (2) years in length.

Terms of Officers

The length of the term for President of the Board of Directors shall be two (2) years and until their successor is duly elected and qualified.

The term of the Vice-President shall be two (2) years and until their successor is duly elected and qualified.

The term of the Secretary/Treasurer shall be one (2) years and until their successor is duly elected and qualified.

Qualifications

A majority of the Board of Directors at any time shall be citizens of the United States of America and of an area served by Family Focus, Inc. who have demonstrated interest in supportive services for families and/or who have expertise which would be beneficial to the effective governance of the Corporation. Directors should be chosen without regard to race, creed, color, sex, age, religious preference, national origin, physical or mental impairment or medical condition in full compliance with Federal, Indiana and local laws.