



Area Agency on Aging of Pasco-Pinellas

Board Recruitment, Retention and Orientation Plan

As of April 1, 2024

The health and sustainability of the Area Agency on Aging of Pasco-Pinellas depends on the highly qualified and enthusiastic individuals who serve on the agency's Board of Directors. The agency's Board of Directors promotes the agency's mission, vision, and values.

Board member recruitment is important to ensure we find the right leaders whose passion and perspectives align with the agency's strategies, goals, and needs. The agency is dedicated to building a board of diverse individuals who represent different communities, work in a variety of industries, possess different skill sets, and can work together as the agency's governing body.

Board member recruitment is the responsibility of the Board's Nominating & Membership Committee ("Committee"). Each Board member and the Executive Director is responsible to help identify potential board members throughout the year.

1. During the year, recommendations for Board members will be made to the Committee and the Executive Director.
2. The Committee will request that prospective AAAPP Board candidates complete an application (see attached) and include a current bio.
3. If there are current or upcoming vacancies on the AAAPP Board of Directors, a meeting of the Committee will be held, and the applications reviewed.
4. The Committee will make recommendations to interview the candidate or move to recommend that the Board of Directors elect the candidate if the applicant is known to at least 2 board members. No interview will be deemed necessary in that case.
5. If an interview is held, the candidate will be asked a set of standard questions (see attached) by a current member of the Committee. The Executive Director will share information about the agency's mission, present a brief overview of programs, and share basic information about board terms and meetings, including sunshine and public records law.
6. After the interview is conducted, the Committee will hold another meeting and discuss endorsement by the Committee with recommendations made to the Board of Directors.
7. Depending on the recommendation of the Committee, a Board agenda item will be included on a regularly scheduled meeting of the Board of Directors to review the recommendations of the Committee. Applications and bios will be included as handouts.
8. Level 2 background screenings will be done for all incoming board members.

9. Following the Board meeting, an email will be sent to the applicant indicating the outcome of their application.
10. Elected Board members will have the benefit of an orientation that will include but not be limited to a review of the ByLaws, conflict of interest and photo policies, and overview of the agency's mission, vision, and values. The AAAPP has created and will update a power point presentation that will be used as part of the orientation process.
11. Each new board member will receive a binder of important and useful information prior to the orientation. This binder will be reviewed during the new board member orientation.
12. Orientations will be held in person or virtually. Ideally, new board members will meet as a group for their orientation.
13. A member of the Board will participate in the new Board member orientation.
14. New board members will be asked to sign a sign-in sheet as proof of attending a new board member orientation.
15. New board members will be able to complete the Conflict of Interest and Photo policies form as part of the orientation.
16. Members of the Board will take office at the next regularly scheduled meeting unless their term will begin after the term of a current member is set to expire, in which case their term will begin the month after that board member's term expires or they resign.
17. Terms of office will be 3 years with the option to renew for another 2 terms, not to exceed a total of 9 years.

As presented in draft form 04.01.2024