

Paralyzed Veterans of America Central Florida Chapter

Governance

Authority

The Board of Directors is the governing body of the PVACF in every aspect. Actual authority is set forth in the National and Chapter Bylaws.

Composition

As specified in the Bylaws, the Board of Directors of PVACF shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President and a minimum of six (6) and a maximum of 10 (ten) directors.

Terms of Office

Officers of the Chapter shall serve in office a period of two (2) years. Directors shall serve three (3) year terms on an annual rotating basis.

Certification

As required by PVA National Headquarters, all officers and members of the Board of Directors are required to have their membership eligibility certified by the National Secretary prior to being sworn into the appropriate office. No person shall be accepted in nomination for any elected or appointed position without completion of membership certification.

In order to certify membership eligibility, the individual must submit to the Chapter Secretary copies of documentation verifying their medical condition, their military service (DD 214), and proof of citizenship. Once the Chapter Secretary has verified the proper documents have been submitted, the documentation shall be forwarded to the PVA National Secretary for certification.

All documentation concerning membership certification shall be handled with strictest confidence. Only the Chapter Secretary and Membership/Volunteer Coordinator shall have access to that documentation.

Responsibility

It is the responsibility of every member of the Board of Directors to attend all regular and special meetings. If they are unable to attend, they shall notify the President or the Secretary.

Generally, the Board of Directors responsibilities are to:

- Attend all regular and special meetings of the Board of Directors
- Establish policy
- Approve the hiring or termination of the Executive Director
- Approve the annual budget

Paralyzed Veterans of America Central Florida Chapter

Create and update a long-term strategic plan for the Chapter
Approve contracts as appropriate
Any person who accepts a position on the Board of Directors or with the Chapter as a Volunteer or staff must attend any mandatory training required by the Board of Directors.

Meetings

Meetings of the Board of Directors are to be held at least ten (10) times a year. Special meetings may be called as required and will be done in accordance with the Bylaws. The deadline for submitting items for the Agenda for all such monthly meetings is the 5th day of that month.

Job Descriptions

Individual jobs and responsibilities for board members are as follows:

President:

The President's primary responsibility is to lead the organization and to serve as the principal elected officer. The President's authority is granted by the Board of Directors. The President is a member of the board with voice and votes following the procedures outlined in Robert's Rules of Order, Newly Revised. Generally, he/she shall:

- Preside over meetings of the Board of Directors and the Executive Committee
- Prepare agendas for all meetings of the Board of Directors and the Executive Committee with the assistance of the Secretary and Executive Director
- Serve as an ex-officio member of all committees
- Work with the Executive Director to see that all directives of the board are carried out
- Coordinate the work of board members and committees of the board
- Call special meetings as the need arises
- Appoint committee members and others as required
- Maintain communications between board members and the Executive Director
- Facilitate the board's decision-making
- Maintain a positive working relationship with the Executive Director
- Act as official spokesperson for PVACF
- Work with the Executive Director on new board member orientation
- Oversee the search for a new Executive Director when the position is vacant
- Perform annual written evaluations of the Executive Director
- Foster a sense of team spirit on the board
- Will attend Executive Committee Meetings.
- Perform all other required and traditional functions in the office of President

Paralyzed Veterans of America Central Florida Chapter

Vice President:

The Vice President's main responsibility is to provide continuity of leadership in the absence of the President. To prepare for this role, he or she shall serve on the Executive Committee and shall serve as the coordinator of all Chapter programs. The Vice President acts only on the authority of the President and of the board. The Vice President is a member of the board with voice and voting privileges. Generally, the Vice President shall:

- Attend all board meetings
- Know the organization and the duties of the President
- Be prepared to perform the President's duties when required to do so
- Serve on the Executive Committee
- Work closely as a consultant and advisor to the President
- Develop and maintain rapport and a close working relationship with the Executive Director and the President
- Carry out special assignments from the board and the President
- Coordinate the Chapter's Hospital Programs
- Will investigate complaints against any member in violation of duties and obligations as per PVA's Administrative Guide.

Secretary:

The Secretary shall keep track of all board documents and records, shall ensure the accuracy and availability of meeting minutes, and keep the board informed on meeting dates and times. The Secretary is a member of the board with voice and voting privileges. Included in this position, duties and responsibilities, the Secretary shall:

- Attend all board meetings
- Ensure that board members are aware of meeting dates and times
- Maintain records of the board and ensure their safety
- Prepare and review meeting minutes for accuracy
- Keep a register of board member addresses and telephone numbers
- Assume the duties of the President in the absence of the President and Vice President
- When necessary, obtain information from records and minutes to help Board Members in the decision-making process
- Chair the Bylaws Committee
- Attend Executive Committee Meetings

Paralyzed Veterans of America Central Florida Chapter

Treasurer:

The role of the Treasurer is to ensure the financial integrity of the organization. This is accomplished primarily through a review of the independent audit performed by an accounting firm chosen by him/her with the assistance of the President and Executive Director. To help ensure the fiscal integrity of PVACF, the Treasurer shall provide oversight of its financial activities and ensure the accuracy of all financial records and reports. The Treasurer is a member of the board with voice and voting privileges. Additionally, the Treasurer shall:

- Attend all meetings of the Board of Directors
- Oversee preparation of the Annual Budget
- Review with the Executive Director, the selection and hiring of bookkeeping and Auditing firms as required
- Oversee staff's preparation of accurate data reports for the Board of Directors
- Review and authorize the final draft of the financials included in the Annual Report
- Chair the Finance, Budget, and the Investment Committees.
- Attend Executive Committee Meetings

Parliamentarian

The Board may choose a certified member to serve as the chapter parliamentarian. This position may be revoked by a simple majority vote of the Board.

National Director

Election of a three year Director to the National Board of Directors shall occur in the last month of the current Director's term.

The National Director must be a certified member in good standing of the chapter.

The chapter may, at its discretion, make the National Director an ex-officio member of the Board of Directors. The National Director must attend all meetings of the Board of Directors.

As National Director, he/she is allowed to make motions, but may not vote.

The National Director shall present a monthly written report on the activities and accomplishments of his/her office to the Board of Directors.

The Board of Directors and the National Director may jointly develop written policies and procedures to review pending National PVA issues and proposals.

The President and Board of Directors may present their input to the National Director prior to attending National meetings.

Individual Board Members:

Individual members of the board have the responsibility to:

Paralyzed Veterans of America Central Florida Chapter

- Be knowledgeable about the organization
- Attend all Board meetings
- Contribute to the discussions and decision-making process in all meetings
- Serve on at least one committee
- Serve as a representative of PVACF
- Assume board leadership roles when asked to do so
- Be responsible to be informed about all aspects of the Chapter and vote in the best interest of the Chapter

Committees of the Board

Committees are appointed to provide leadership and guidance in specialized areas that can be dealt with more effectively by a smaller group than the full board. Committees should meet only when there is business to accomplish. The President shall appoint committees on an "as required" basis.

There are two types of committees, "Standing Committees", and "Ad-Hoc Committees". Standing Committees are ongoing committees and are established by the Board of Directors. Appointments are subject to approval by that board. Ad-Hoc Committees are appointed on a more temporary basis, usually with a very specific mission or task. Once that specific task has been accomplished or completed, the ad-hoc committee is disbanded.

Executive Committee Composition

The Executive Committee of the Chapter shall consist of the President, Vice President, Secretary, and Treasurer. When one is on staff, the Executive Director shall be a member of the Executive Committee with all rights and privileges except a vote. The President may request that the National Director be voted onto the Executive Committee when he/she is not a member already.

Responsibilities

The Executive Committee may act in the name of the full board when it is not in session, or to deal with emergencies that require immediate attention.

Authority

While they may act in the name of the full board, the Executive Committee is not authorized to establish or change policy, which has been approved or established by the Board of Directors.

Reports

The Executive Committee is accountable to the Board of Directors and shall render a full written and verbal report to the board when action has been taken of any importance.

Paralyzed Veterans of America Central Florida Chapter

Meetings

The Executive Committee will have as many meetings as deemed necessary.

Elections

Chapter Election Policies and Procedures shall be those recorded in the Yellow Pages of the Paralyzed Veterans of America Chapter Administrative Manual using the FOR CHAPTERS TAKING NOMINATIONS AT A MEETING AND MAILING BALLOTS option.

Term:

The officers of PVACF shall serve a two-year term and the Board of Directors shall serve three year staggered terms.

Election Frequency

Officer elections shall be held every (2) two years; on the odd year and every year for board members.

Installation of elected officers and directors will be at the September BOD and shall take office the first of October.