



Board of Directors Nomination Packet
2017-2018

Thank you for your interest in being on the Volusia Building Industry Association's Board of Directors. This informative nomination packet exists to manage expectations; of yours as a director and the VBIA's expectations of board members.

A board term is two years. The attendance expectation is that board members will attend all board meetings. Bylaws state "an elected member of the Board of Directors shall hold such office until their successors have been duly qualified, except an elected member of the Board who shall be absent for three (3) meetings of the Board IN ONE TERM YEAR without an exemption shall be automatically resigned from their elected position on the Board."

Each board member is expected to serve on at least one of the following committees:

- Membership
- Government Affairs
- Work Force Development
- Major Non Dues Revenue Event

Board members are expected to support Association programs and events—As a board member you will represent the organization in the community and are a vital link in helping the business and construction community thrive. Board members are encouraged to support the Association through:

- a. Time – volunteer for events, attend programs
- b. Talent – committee work
- c. Financial – sponsorship, contributions- either by yourself, your firm or recruiting from non- board members,

Mission: The Volusia Building Industry Association (VBIA) is a not-for-profit professional trade association providing proactive leadership when representing, promoting and protecting the construction industry. We strive to monitor and influence governmental activities that affect the industry, to provide educational and marketing opportunities for member firms, and to encourage member professionalism.

Vision: The Volusia Building Industry Association is the largest most visible proactive trade organization in Volusia County providing for the economic well being of the construction and home building industry. We are the voice of the building industry. We provide the services that strengthen the industry. The association serves its members and the community through the employment of knowledgeable and professional staff housed in a modern efficient facility using state of the art technology.

Values: The values of The Volusia Building Industry Association are:

Accountability: Accepting responsibility for the consequences of our actions and decisions

Community: Acting for the benefit of the community and serving a greater good than ourselves.

Integrity: Keeping our promises, living by our values

Leadership: Inspiring and motivating others by the example we set

Respect: Treating others with dignity and listening with an open mind

Individual Board Member Responsibilities

1. Comply with legal standards:

a. Duty of Care

Duty of care is defined as “the amount of care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” In everyday terms, this means that a board member must exercise reasonable care when he or she makes a decision for the organization.

To meet the reasonable care standard, board members must take an active and informed role in decision-making. They should attend board meetings on a regular basis, and actively participate in them.

b. Duty of Loyalty

All directors owe a duty of loyalty to the organization. The duty of loyalty requires a board member to keep the best interests of the organization in mind at all times when making decisions on the behalf of the organization. A board member must never put personal priorities or opportunities ahead of the organization’s interests. To comply with the duty of loyalty, board members must act with the organization’s interests in mind, excluding personal bias.

c. Duty of Obedience

The duty of obedience requires board members to be faithful to the organization’s mission. Their actions must be consistent with the organization’s mission statement, Articles of Incorporation, bylaws and tax-exemption documentation. The organization’s central goals must guide all board decisions. In addition, board members must also comply with all applicable laws and regulations.

d. Duty of Confidentiality

The duty of confidentiality requires that individual board members keep all board discussions and decisions confidential until, if ever, the board determines it appropriate for the information to leave the boardroom.

2. Expectations of Board Members

- Stay informed about the organization’s mission, goals, policies and services.
- Actively participate in all board meetings, discussions and Association events
- Be well prepared for all board and committee meetings
- Be respectful and open to the potentially conflicting opinions and points-of-view of your fellow directors.

3. Board Member Responsibilities

While the ultimate authority of the organization is vested in its members, a board of directors is elected by the membership and holds legal responsibility for the functioning and direction of the organization. Each director shares the responsibility.

- **Read Bylaws And Charter**

The board is the policy-making body of the organization. Policy includes any formal statements such as internal and external operational procedures and legislative policy.

- **Internal, External And Legislative Policies**

The board sets membership investment schedules, raises necessary funds for sound operation, adopts budget, approves non-budgeted expenditures and assures necessary fiscal procedures.

- **Study Copy of Current Budget and Financial Statements, Etc.**

- **The Board serves in a liaison and general communications role between the Board and the general membership.**

- **Review Copies of Membership Newsletters and Publications.**

The board provides support to the officers in carrying out the publishing-related objectives.

- **Attend, financially support or solicit other non-board members to attend Galas, Special Events and educational sessions.**

- **Attend all scheduled Board of Directors meetings, General Membership Meetings, the Annual Holiday Party and Board Retreats** or give timely notice of an anticipated absence.

4. Understand that this commitment to the VBIA Board of Directors is for a term of two years if elected.

5. Board Positions on FHBA and /or NAHB REQUIREMENTS---Board members may volunteer to serve at the state or national level according to each of these organizations' bylaws. However, these appointments are made by the VBIA Board of Directors.

There are three (3) Board meetings a year for **the Florida Home Builders Association** (Tallahassee, Orlando and various Fall Board locations). To keep the designation of a VBIA state director, you must attend two (2) of these three meetings (with one attendance being the Fall Board) and be in attendance at these meetings for ten years to qualify for a Life Directorship at FHBA.

The National Association of Home Builders has two Board meetings a year. One of these meetings is held during the International Builders Show (IBS), the other is Fall Board and moves to various locations. You must attend these meetings for ten years to be considered for a Life Directorship as a National Director. You must attend one of these Board meetings, at a minimum, and advise 60 days in advance if unable to attend either meeting, to remain a VBIA appointed National Director. **Our local representation at these meetings is important to our VBIA Membership.**

I have read and agree to the responsibilities of a board member for the Volusia Building Industry Association and agree to abide by the responsibilities as stated above.

Signature

Date

Printed Name

Board of Directors Application Form

Name:	Cell Phone:
Home Address:	Zip:
Employer:	Email
Business Address	Office Phone

What Expertise or Skill would you contribute to our board? (Please check all that apply)

Financial Management	<input type="checkbox"/>	Marketing / PR	<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	Licensing Knowledge
Fundraising	<input type="checkbox"/>	Strategic Planning	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Code & Regulations Knowledge
Legal	<input type="checkbox"/>	Governance	<input type="checkbox"/>	Public Speaking	<input type="checkbox"/>	Mortgage or Title Ins.
Construction	<input type="checkbox"/>	Land Development	<input type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	Other (please specify on line below)

Other: _____

Please briefly list the reasons why you would be a good candidate for the Board of Directors.

If elected, what will your commitment be and what benefit will that be to the organization?

Please list your other volunteer and/or board commitments:

Please list your current VBIA involvement:

If an opening for the board is not available, would you be willing to serve on one of the following committees?

Membership		Sales & Marketing Committee		ACT High School Liaison Committee		Parade of Homes Working Committee
Government Affairs		Other Non-Dues Revenue Events		Ambassadors Welcome & Retention Club		Other, please contact me

Signature

Date

Printed Name

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