



Board of Directors Recruitment Packet

Peer Support Coalition of Florida, Inc.
1200 SR 434, Suite 202
Longwood, FL 32750
www.peersupportfl.org



Mission Statement

To advance peer support in Florida

Why the Peer Support Coalition of Florida, Inc. (PSCFL)?

Here at PSCFL, we are passionate about **peer support** because through **peer support**, we have the opportunity to role model our own recovery and offer hope and a sense of belonging within the community to those seeking recovery for themselves. Through self-help and mutual support, **peer support** facilitates personal growth, wellness promotion, and recovery while honoring one's strengths, needs, and personal choices.

Who We Are

PSCFL is a peer-run nonprofit organization led by peers in recovery dedicated to advancing peer support in Florida and nationally, alongside other peers, peer specialists, family members and friends of peers, government leaders, employers, and community partners who also believe in peer support and recovery.

Our Values

We believe in **Empowerment** for all peers to solve their own mental health challenges.

We embrace **Diversity** because we understand and honor cultural differences.

We embrace **Leadership** for fostering peers to be effective change agents.

We encourage **Networking** because it is an important step in building relationships.

We believe in **Peer Support** because there is power in connecting with one another.

We promote **Recovery** as an essential part of a peer's ability to fulfill his or her potential.

We believe in **Advocacy** because our lived experiences make us experts on the changes that affect us.

What We Do

To advance peer support in Florida and nationally, we are committed to strengthening and supporting peer workforce development, promoting the full integration of peer and recovery-oriented services, and and system transformation. Services we provide include:

- Peer & Recovery Education (WRAP, HOH, eCPR)
- Technical Assistance (Organizations, Peer Networks)
- CRPS Career Center
- Resources (CRPS, Employers, State, Local Government)
- Advocacy Opportunities for Peers & Family
- And Much More!

Since 2016, we have **trained thousands of individuals**, **provided CEU's to CRPSs**, **shared hundreds of CRPS employment opportunities**, and **promoted peer support and recovery to thousands** at statewide events.

We have a lot more to accomplish and we need your help to continue our mission! Join our growing membership of **thousands of individuals**, today and lend your experience to advancing peer support in Florida and across the nation.

For more information on PSCFL, visit our website:

www.peersupportfl.org

BYLAWS OF PEER SUPPORT COALITION OF FLORIDA, INC.

Table of Contents

ARTICLE I – NAME AND PURPOSE 2

 Section 1 – Name: 2

 Section 2 – Purpose: 2

 Section 3 -- Nonprofit Status and Exempt Activities Limitation: 2

ARTICLE II – BOARD OF DIRECTORS 2

 Section 1 – Board Role, Size, Consumer-Driven Status, and Compensation: 2

 Section 2 – Terms:..... 3

 Section 3 – Meetings and Notices:..... 3

 Section 4 – Board Elections and Nomination Process: 3

 Section 5 – Election Procedures:..... 4

 Section 6 – Quorum and Voting:..... 4

 Section 7 – Officers and Duties:..... 4

 Section 8 – Resignation, Termination, and Absences:..... 4

 Section 9 – Special meetings:..... 5

ARTICLE III - COMMITTEES 5

 Section 1 – Committee Formation:..... 5

 Section 2 – Executive Committee: 5

ARTICLE IV – DIRECTOR AND STAFF 5

 Section 1 – Executive Director: 5

ARTICLE V – CONFLICT OF INTEREST POLICY 6

 Section 1—Conflict of Interest:..... 6

Article VI: FINANCIAL OVERSIGHT 6

 Section 1—Financial Oversight Policy:..... 6

ARTICLE VII: OPERATIONS POLICY 6

 Section 1—Operations Policy: 6

ARTICLE VIII – AMENDMENTS 6

 Section 1 – Amendments:..... 6

Peer Support Coalition of Florida, Inc.

Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1 – Name:

The name of the organization shall be Peer Support Coalition of Florida, herein referred to as “PSCFL”.

Section 2 – Purpose:

Mission: Advancing peer support in Florida.

Priorities, strategies, goals, programs and services and all other initiatives and operations will be determined according to the context of the day.

Section 3 -- Nonprofit Status and Exempt Activities Limitation:

a) Nonprofit Legal Status. PSCFL is a nonprofit public benefit organization, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no Director, Officer, employee, Member, or representative of PSCFL shall take any action or carry on any activity by or on behalf of PSCFL not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of PSCFL shall inure to the benefit or be distributable to any Director, Officer, Member, or other private person, except that PSCFL shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

c) Distribution Upon Dissolution. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any assets not disposed of shall be disposed of by the District Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II – BOARD OF DIRECTORS

Section 1 – Board Role, Size, Consumer-Driven Status, and Compensation:

PSCFL shall have a Board of Directors that is responsible for overall policy and direction of the organization, and delegates responsibility for day-to-day operations to the staff and committees. Each Board member shall aspire to fulfill the Board Member Job Description that the organization maintains and updates. The Board shall have no less than 5 members and no more than 15 members. At least 51%

of Board members must have significant or comparable lived experience or be current or previous consumers of mental health services. Board members may receive reasonable expense reimbursements, but shall not be compensated for their service as Board members; however, given the unique nature of the organization and its peer-driven status, Board members may be compensated for performing duties on behalf of the organization as long as the duties cannot be performed by staff, and the Board has voted to approve such compensation while the Board member receiving such compensation has abstained from such vote.

Section 2 – Terms:

Each Board member shall serve a two-year term and is eligible for re-election up to three consecutive terms. After three consecutive terms, a person may be eligible to serve on the Board after one year off the Board. The Board shall maintain a staggered structure among Board member terms, with half of Board members having their term expiring each year. The Board may vote to extend any Board member's length of service on a case by case basis.

Section 3 – Meetings and Notices:

The Board shall convene either in person or by conference call or a combination thereof at least quarterly. An Annual Meeting will take place once a year, the specific date, time and location of which will be determined by the board. Notice of Board meetings shall be sent to all Board members no later than 5 business days prior to the meeting.

Section 4 – Board Elections and Nomination Process:

At the Annual Meeting of the Board, new Directors shall be elected to replace those whose terms will expire at the end of the calendar year. At any time when the number of Board members is less than 5 the remaining Board members may elect new Board members to the Board to satisfy the required minimum number of Board members, and such Directors shall serve the remaining terms of the vacancy they have filled.

Board Nomination Process: Any Board member may recommend a person to be a candidate for a Board seat. All interested candidates must be represented by a sitting Board member. All interested candidates for a Board seat must apply according to the Board Candidate Application Process that is on record at the time.

Adding Board Members to the Board: At any time during the year, the Board of Directors can add Board members to the Board as long as an open Board position is available. The Board can make an invitation to join the Board to any person it chooses. People interested in being a Board candidate must fill out the Board member application. The Board then reviews the applications and determines the best candidate(s) to invite to become Board members based on the vision and strategic plan that the Board is pursuing. The Board then convenes a regular meeting and reviews the application(s) one more time, and then approves the candidate(s) by a majority vote. The candidate begins his or her Board member role immediately.

Section 5 – Election Procedures:

New Directors shall be elected by a majority of Directors present at such meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next calendar year.

Section 6 – Quorum and Voting:

A quorum is necessary for PSCFL to conduct business. A quorum exists when at least fifty percent of current Board members are in attendance in person or by proxy.

A simple majority vote will suffice for the organization to conduct business. If a vote needs to be conducted but a meeting cannot be held, the President may call for a vote via email, and votes cast via email will be the equivalent of a vote cast in person or via phone.

Section 7 – Officers and Duties:

There shall be four Officers of the Board, consisting of a President, Vice- President, Secretary, and Treasurer, together which comprise the Executive Committee.

Officers shall serve a two-year term and shall be elected by the Board during the Annual Meeting.

Officer positions shall be filled by an election process that the Board designs and is facilitated by the President to accommodate their needs during the Annual Meeting.

a) **The President** shall be a previous or current consumer of mental health services, or a person with significant or comparable lived experience. He or she shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-President, Secretary, Treasurer. In the absence of an Executive Director or other operational staff, the President shall manage the day-to- day activities of the organization.

b) **The Vice-President** shall be a previous or current consumer of mental health services, or a person with significant or comparable lived experience. He or she shall be directed to convene regularly scheduled Board meetings when the President is not in attendance. In the absence of an Executive Director or other operational staff, the Vice-President shall, as directed by the President, assist in managing the day-to- day activities.

c) **The Secretary** shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are organized, accessible, and up to date.

d) **The Treasurer** shall make a report of PSCFL's finances at each Board meeting. The Treasurer shall chair the fundraising and finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Section 8 – Resignation, Termination, and Absences:

Resignation from the Board must be in writing and received by the Secretary. Resignation of a director will become effective immediately or on the date specified in the resignation and a vacancy will be deemed to exist as of the effective date.

Any vacancy occurring in the board of directors, whether by resignation, removal, incapacity, death or otherwise, shall be filled by majority vote of the remaining directors. The new director elected to fill the vacancy will serve for the unexpired term of the predecessor in office unless otherwise provided by the board of directors.

A Board member with more than two unexcused absences from a Board meeting in a year may be removed from the Board by a majority vote of the Board. A Board member may be removed for any reason by a two-thirds vote of the remaining Directors.

Section 9 – Special meetings:

Special meetings of the Board shall be called upon request of the President, or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member at least 5 days in advance.

ARTICLE III - COMMITTEES

Section 1 – Committee Formation:

The Board may create committees as needed. The Board President appoints all committee chairs, and the chair must be a Board member.

Section 2 – Executive Committee:

The Officers serve as the members of the Executive committee. Except for the power to amend the articles of incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors and is subject to the direction and control of the full Board.

The Executive Committee shall operate according to a set of policies adopted by the Board.

ARTICLE IV – DIRECTOR AND STAFF

Section 1 – Executive Director:

The Executive Director is hired or otherwise secured by the Board. The Executive Director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Executive Director can sign contracts upon approval from the Board. The Executive Director will attend Board meetings but is not a voting member of the Board, report on the progress of the organization, answer questions of the Board members and carry out the duties described in the job description. The Board can designate other duties as needed.

ARTICLE V – CONFLICT OF INTEREST POLICY

Section 1—Conflict of Interest:

The Board shall adopt and periodically review a conflict of interest policy to protect the organization's interest when it is contemplating any transaction or arrangement which may benefit any Director, Officer, employee, or member of a Committee with Board-delegated powers.

ARTICLE VI: FINANCIAL OVERSIGHT

Section 1—Financial Oversight Policy:

The organization shall develop and maintain a policy that sets forth the financial parameters that will govern the organization. This policy will be reviewed each Annual Meeting.

ARTICLE VII: OPERATIONS POLICY

Section 1—Operations Policy:

The organization shall maintain a list of policies to govern the operations of the organization and shall review these policies at least once per year to ensure that they provide adequate guidance and oversight of the operations of the organization.

ARTICLE VIII – AMENDMENTS

Section 1 – Amendments:

These Bylaws may be amended when necessary by a majority vote of the Board of Directors. Proposed amendments must be submitted to the Secretary for distribution with the meeting notice for the meeting at which the vote will be taken.



PEER SUPPORT COALITION OF FLORIDA, INC. BOARD EXPECTATIONS

Board Roles and Responsibilities

1. Determine the organization's mission and purpose - A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the board's responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.
2. Select the executive - Boards must reach consensus on the chief executive's job description and undertake a careful search process to find the most qualified individual for the position.
3. Support the executive and review his or her performance - The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization. The chief executive, in partnership with the board, should decide upon a periodic evaluation of the chief executive's performance.
4. Ensure effective organizational planning - As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
5. Ensure adequate resources - One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive and development staff, if any, to raise funds from the community.
6. Manage resources effectively - The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.
7. Determine, monitor, and strengthen the organization's programs and services - The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.
8. Enhance the organization's public standing - An organization's primary link to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
9. Ensure legal and ethical integrity and maintain accountability - The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid financial internal controls, personnel policies, grievance procedures, and a clear delegation to the chief executive



of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies and adhere to provisions of the organization's bylaws and articles of incorporation.

10. Recruit and orient new board members and assess board performance - All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved.

Legal Responsibilities Of Nonprofit Boards

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

Duty of Care

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member must avoid conflicts of interest and can never use information obtained as a member for personal gain but must act in the best interests of the organization.

Duty of Obedience

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.



Responsibilities of the Individual Members of the Board

- ✓ Understand and support the mission of the organization.
- ✓ Understand and follow the organization's policies, including conflict of interest and confidentiality policies.
- ✓ Be informed about the organization's services, policies, and programs.
- ✓ Follow trends and important developments related to this organization.
- ✓ Assist with fund-raising and give a personally significant annual gift to the organization.
- ✓ Assist the board in carrying out its fiduciary responsibilities, such as reviewing and understanding the organization's financial statements.
- ✓ Review agenda and supporting materials prior to board and committee meetings.
- ✓ Serve on committees and offer to take on special assignments.
- ✓ Attend all board and committee meetings and functions, such as special events. The board meets at a minimum quarterly and more frequently as needed.
- ✓ Have a respectful and supportive working relationship with the chief executive.
- ✓ Follow policies and procedures regarding Board member communication and interaction with staff.
- ✓ Respect channels of communication. Refrain from making special requests of the staff.
- ✓ Act as a good-will ambassador to the organization.
- ✓ Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- ✓ Contribute to making board service a satisfying and rewarding experience for self and for peers.

No individual board member or officer has the authority to act on behalf of the Board of Directors in any matter concerning the organization or in any manner in regard to any staff member unless given the authority by the entire board.

Personal Characteristics of an Effective Board Member

- ✓ Ability to listen, analyze, think clearly and creatively, work well with individual people and groups.
- ✓ Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- ✓ Willingness to develop certain skills if you do not already possess them, such as to cultivate and solicit funds; cultivate and recruit board members and other volunteers; read and understand financial statements; and learn more about the substantive program area of the organization.
- ✓ Possess honesty, sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach, community-building skills; personal integrity; a developed sense of values; concern for your nonprofit's development; a sense of humor.