



TREASURE COAST MANATEE FOUNDATION

What you Need to Know about the Board of Directors of Treasure Coast Manatee Foundation (TCMF)

Purpose	This form provides you with basic information about what TCMF requires from its Board members. If you have doubts about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please advise us before submitting your name for consideration.
Term of Office	2 years. Elected by vote at next regular meeting or by electronic vote.
Fund Raising	Directors and board members are expected to attend fundraising events, and participate in annual and special campaigns.
Time Requirements	We require a time commitment of about 88 hours per year, or an average of 7 hours per month for board meetings, committee meetings, orientation sessions, and special events, including preparation time. We do most of our work in meetings. We cannot do a good job or meet deadlines without full participation from members.
Board Meetings	The full board meets monthly, usually on the fourth Tuesday of each month, from 5:15 pm to 6:30 pm. See below for meeting schedule. <i>If this schedule poses problems for you, please advise the membership committee.</i>
Committee Meetings	Committees meet at the pleasure of committee members in order to accomplish certain tasks by established deadlines. Attendance is essential for the committees to do their work.
Orientation Sessions	Orientation sessions will be held to introduce new board members to the Foundation's mission, values and goals. These meetings will be held on an 'as needed' basis.
Other Time Requirements	<u>Social Events:</u> We normally have at one or two social events per year where staff, friends of the organization and board members can interact. <u>Strategic Planning:</u> We will hold a special meeting next year to review and update our strategic plan. Next year, we will be reviewing our mission/vision/values statement and developing new outcome measures and performance indicators.
Selection Process	<ul style="list-style-type: none"> • Board members and Staff identify prospective board members. These are individuals who have demonstrated leadership and commitment to values shared by TCMF. • Prospects receive this information package. If interested, they are invited to attend a board meeting, orientation session, or other event. • If board and prospective member wish to proceed, prospect's name is placed on the slate for election by the membership at the next regular meeting. If the recruitment is to fill a vacancy of an officer position on the board, the candidate may be appointed by the Board to serve what remains of the term.
Approach to Governance	Briefly stated, we believe that the Board's role is to ensure that TCMF establishes and maintains the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Our meetings focus on planning, policy-making, and assessing our progress.

Our Mission and Goals

Mission: *The Treasure Coast Manatee Foundation, Inc. is a 501(c)(3) organization established to support and enhance environmental awareness, education, conservation, and stewardship of endangered species and natural resources fulfilling its mission through the Manatee Observation and Education Center.*

Goals: The Treasure Coast Manatee Foundation is looking to the future and preparing for full operational oversight of the Manatee Observation and Education Center. The Foundation commits fully to building and upholding positive, mutually beneficial relationships with the community, fellow environmental agencies, businesses and governmental agencies, contributing to continued economic growth for the area. Protection of the environment and wildlife is central to the continued quality of life in Fort Pierce and the Treasure Coast. The Treasure Coast manatee Foundation is committed to meet and exceed expectations as an effective partner to protect our natural resources.

Directors' Code of Behavior

Our board members ascribe to this code of behavior.
As a Board member of TCMF, I will

- be committed to the mission of TCMF
- act in a manner consistent with the mission and values of TCMF
- focus my efforts on the mission of TCMF and not on my personal goals
- accept responsibility and share power in order to work as a productive, cooperating member of the Board of Directors
- avoid conflicts of interest between my position as a board member and my personal and professional life.
- support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
- never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.
- keep confidential matters confidential.
- be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the Board
- ensure that discrimination is never practiced at TCMF
- act in a manner consistent with this Code of Ethics despite personal opinions, values or differences.
- attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to TCMF

<p>Fundraising Events</p> <p>Manatee Center 5K March 22, 2014</p> <p>Ft. Pierce Oyster Fest featuring the Great Coconut Float April 5, 2014</p>	<p>Regular board Meetings</p> <p>Normally held the fourth Tuesday of each month, 5:15 pm, at FPUA Admin Conference Room 206 S. 6th Street Fort Pierce, FL 34950</p> <table border="0"> <tr> <td>2013</td> <td>2014</td> </tr> <tr> <td>June 25</td> <td>January 28</td> </tr> <tr> <td>July 23</td> <td>February 25</td> </tr> <tr> <td>August 27</td> <td>March 25</td> </tr> <tr> <td>September 24</td> <td>April 22</td> </tr> <tr> <td>October 22</td> <td>May 27</td> </tr> <tr> <td>November 26</td> <td>June 24</td> </tr> <tr> <td>December 17</td> <td>July 22</td> </tr> <tr> <td></td> <td>August 26</td> </tr> <tr> <td></td> <td>September 23</td> </tr> <tr> <td></td> <td>October 28</td> </tr> <tr> <td></td> <td>November 25</td> </tr> <tr> <td></td> <td>December 16</td> </tr> </table>	2013	2014	June 25	January 28	July 23	February 25	August 27	March 25	September 24	April 22	October 22	May 27	November 26	June 24	December 17	July 22		August 26		September 23		October 28		November 25		December 16	<p>Annual General Meeting</p> <p>TBA</p> <p>Orientation</p> <p>As needed</p> <p>Committee Meetings</p> <p>(dates to be determined)</p> <ul style="list-style-type: none"> • Board Development • Personnel • Annual Meeting • Strategic Planning • Other 	<p>Board Evaluation</p> <p>Annually in July</p> <p>Social Events</p> <p>Holiday Party TBD</p> <p>Annual Appreciation Dinner April 11, 2014</p>
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