

		<b>Executive Committee Charter</b>	<b>CSF-BOD-03</b>
<b>Position Title:</b>	Executive Committee of the Board of Directors (Executive Committee)		
<b>Adopted:</b>	<i>May 12, 2014</i>		
<b>Effective:</b>	<i>May 12, 2014</i>		

## I. INTRODUCTION

Workforce Florida Incorporated d/b/a CareerSource Florida (Workforce Florida or the Corporation), according to Florida Statutes § 445.004(2), is the principal workforce policy organization for the state. State statute defines CareerSource Florida’s purpose as one of designing and implementing strategies that help Floridians enter, remain and advance in the workplace. CareerSource Florida’s objectives are to help people become more skilled and successful thus benefiting the individual, Florida businesses and the entire state, and to assist in developing the state’s business climate.

By law, CareerSource Florida is the statewide Workforce Investment Board charged with policy setting and oversight of the workforce system. CareerSource Florida is governed by an independent Board of Directors consisting of public and private sector representatives. CareerSource Florida reports to the Governor and, in its role, aligns and supports the Governor’s economic and workforce goals through the development of strategic workforce policies and plans.

The strategic workforce policies developed by the Board give overall direction to the state’s workforce system. In addition, the Board takes actions and makes decisions regarding workforce programs, ensures that there are sufficient and appropriate human and financial resources for CareerSource Florida to accomplish its work and ensures the health of the organization.

Individual members have no authority to control or direct the operations of Workforce Florida, Inc. (d/b/a CareerSource Florida) or the actions of its officers and employees, including the President.

## **II. AUTHORITY**

The Executive Committee operates under the authority and responsibilities specified in Florida Statute § 445 and the Bylaws of Workforce Florida, Inc. If this document is in conflict with federal or state statute or the Bylaws of the Corporation, those documents shall take precedence.

Florida Statute § 445 states that the Board of Directors of CareerSource Florida may establish an Executive Committee consisting of the Chairman of the Board and at least six additional Board Members selected by the Chairman, one of whom must be a representative of organized labor.

The Executive Committee shall have such authority as the Board delegates to it except that the Board of Directors may not delegate to the Executive Committee authority to take action that requires approval by a majority of the entire Board of Directors. As such, a majority of the entire Board is only required to adopt or amend the Bylaws of the Corporation.

The Executive Committee has no direct managerial, administrative, personnel or operational responsibilities relative to the day-to-day business of CareerSource Florida. Through Section 5.2(A) of the Bylaws, the Executive Committee, like the Board of Directors as a whole, has delegated the control of the direct day-to-day managerial, administrative, personnel or operations business of CareerSource Florida to the CareerSource Florida President.

## **III. TERM**

The members of the Executive Committee shall be appointed by the Chairman of the Board and shall serve for a period of time determined by the Chairman. All Committee members shall serve at the pleasure of the Chairman of the Board.

The Governor may remove a Member of the Board, the Chairman of the Board or the designated person responsible for the operational and administrative functions of the Board for cause. "Cause" includes, but is not limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, or lack of performance. In addition, absence from three consecutive Board meetings results in automatic removal. The Chairman shall notify the Governor of such absences.

## **IV. COMPOSITION**

The members of the Executive Committee report to the Chairman of the Board and serve in this role at the Chairman's pleasure. Membership on the Executive Committee makes no presumption concerning future roles on the Board.

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## V. MEETINGS

The Executive Committee meets monthly whether in person, by telephone or webinar, with no meeting during the month in which the regular quarterly meeting of the Board of Directors is held. Additional meetings, whether held in person or by telephone, may be conducted at the request of the Chairman.

## VI. RESPONSIBILITIES

The members of the Executive Committee are members of the Board of Directors and, as such, have all responsibilities of a member as specified in Florida Statutes § 445 and the Bylaws of the Corporation.

State statute and the Bylaws of the Corporation do not ascribe any specific responsibilities to the Executive Committee.

As such, the following responsibilities are specific to this position:

- The Executive Committee shall determine strategic priorities, provide board-level guidance and advice, and monitor progress and continued relevancy of strategic priorities
- The Executive Committee shall perform duties as delegated by the Chairman and/or directed by the Board.
- The Executive Committee shall address time-critical matters in cases where the entire Board cannot be convened in a timely manner.

## VII. EXECUTIVE COMMITTEE PRIMARY POINT OF CONTACT

In order to conduct its business and administer its affairs, the primary point of contact for the Executive Committee is:

Michelle Dennard  
President/CEO  
Phone: (850) 692-6887  
Email: [mdennard@careersourceflorida.com](mailto:mdennard@careersourceflorida.com)

## VIII. REVISION INFORMATION (IF APPLICABLE)

Date	Description of Revision
05/07/14	Version for Chairman's review and approval.
05/12/14	Approved by the Chairman
05/09/18	Updated Roster and Primary Point of Contact