


| | | | |
|---|--|--|-------------------|
|  | | Executive Committee Charter | CSF-BOD-03 |
| Position Title: | Executive Committee of the Board of Directors (Executive Committee) | | |
| Adopted: | <i>May 7, 2014</i> | | |
| Effective: | <i>May 12, 2014</i> | | |

I. INTRODUCTION

CareerSource Florida, 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 state workforce policy and investment board charged with policy setting and oversight of the workforce system. CareerSource Florida is governed by an independent Board of Directors, appointed by the Governor and legislative leaders and/or statutorily designated, 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 state board give overall direction to the state’s workforce system. In addition, the state board takes actions and makes decisions on 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 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 CareerSource Florida, Inc. If this document is in conflict with federal or state statutes 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 board chair and at least six additional board members selected by the board chair, one of whom must be a representative of organized labor.

The Executive Committee shall have such authority as the state 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 board chair and shall serve for a period of time determined by the board chair. All committee members shall serve at the pleasure of the board chair.

The Governor may remove a member of the board, the board chair or the designated person responsible for the operational and administrative functions of the state 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 without an approved excuse results in automatic removal. The board chair shall notify the Governor of such absences.

IV. COMPOSITION

The members of the Executive Committee report to the board chair and serve in this role at the pleasure of the board chair. Membership on the Executive Committee makes no presumption concerning future roles on the state board.

V. MEETINGS

The Executive Committee meets in person, by telephone or webinar at the request of the board chair.

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 perform duties as delegated by the board chair and/or directed by the state board.
- The Executive Committee shall address time-critical matters in cases in which 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:

Adrienne Johnston
President and CEO
Phone: (850) 792-5242
Email: ajohnston@careersourceflorida.com

VIII. REVISION INFORMATION (IF APPLICABLE)

| Date | Description of Revision |
|-------------|---|
| 06/30/23 | Updated Language and Contact Information |
| 12/20/22 | Updated Language and Contact Information |
| 05/09/18 | Updated Roster and Primary Point of Contact |
| 05/12/14 | Approved by the Chairman |
| 05/07/14 | Version for Chairman's review and approval |