



New Board of Directors Selection Process

The process of identifying, evaluating, and recommending candidates for service on the Valencia College Foundation (VCF) Board of Directors includes three phases: recruit and nomination, review and vetting, and recommendation and final approval.

Recruitment and Nomination

Each year, the foundation staff will review the current Board of Directors to determine anticipated vacancies or term completions, assess composition, community connections, and professional expertise, identify alignment with the Foundation's mission and Valencia College's priorities, and highlight areas where additional representation may strengthen the board.

These findings will be shared with the Governance Committee for review and refinement, then presented to the Board of Directors.

Existing Directors will be asked to consider individuals within their personal and professional networks who can contribute to the mission, vision, and values of Valencia College and who possess the experience, perspective, and commitment necessary to fulfill the roles and responsibilities of a VCF Board Director.

On an annual basis, the foundation staff will initiate a call for nominations, via a submission of a form. Nominations may be submitted by:

- Current and past foundation board members
- The Valencia College President and Executive Leadership team
- The Executive Director of the Foundation

Self-nominations are also accepted.

Review and Vetting

The Executive Director, in consultation with the Governance Committee Chair, Board Chair, and College President, will evaluate each nominee's potential contribution to the Board based on expressed needs and alignment with institutional and Foundation priorities. Together, they will develop a vetted list of candidates for initial conversations, which will be shared with the Governance Committee.

The Executive Director or President and Governance Chair (or designee) will meet individually with vetted candidates to:

- Discuss the mission and priorities of Valencia College and the Foundation.
- Review board member roles and expectations.
- Assess the candidate's interest, commitment, and alignment.

Individuals who express interest in joining the Board will complete a brief Interest Form capturing pertinent information, describing the expectations of Board service, and affirming their understanding of the legal and fiduciary responsibilities of directors. Candidates will also be asked to submit a resume and any supporting documentation relevant for consideration.

Recommendation and Final Approval

Following these meetings, the Executive Director, College President, Governance Committee Chair, and Board Chair will discuss insights from each candidate conversation and develop an endorsed slate of recommended nominees.

The Governance Committee will review all materials and recommendations and vote to advance a final slate for consideration by the Board of Directors. New members will be elected by majority vote in accordance with the Valencia College Foundation Bylaws.



New Board of Directors Onboarding Plan

The onboarding experience is designed to welcome new Foundation Board Directors into the Valencia College community. It helps you connect with the College's mission and priorities, understand your role as a board member, and feel prepared to serve as an informed and engaged ambassador for our students and the Foundation. Upon completion of onboarding, new directors will:

- Understand how Valencia College's mission, vision, and values guide the Foundation's work and priorities.
- Be able to describe the Foundation's mission, structure, and how philanthropy fuels student success.
- Know what's expected of Foundation Board Directors and how their role supports the College's and Foundation's goals.
- Have clarity about fiduciary responsibilities of Foundation Board Directors and the key regulations that shape the governance of nonprofit entities and direct support organizations of Florida College System institutions.
- Feel prepared to serve as an informed, engaged ambassador for Valencia College and its students.

Onboarding Components

To achieve these outcomes, the onboarding experience involves three primary components: orientation meeting, campus tour and an immersive experience, and a Valencia College Ambassador Training.

Orientation Meeting

Each new Board Director begins their onboarding experience with an orientation session facilitated by the Executive Director of the Foundation. This meeting provides a comprehensive introduction to Valencia College and the Foundation, helping directors understand how their service advances the mission and priorities of both organizations.

During this session, participants will:

- Learn about the mission, vision, and values of Valencia College and how they guide the Foundation's work.
- Explore the Foundation's mission, structure, and governance model.
- Discuss roles, responsibilities, and expectations of board service.
- Review the fiduciary duties of care, loyalty, and obedience.
- Receive an overview of the regulatory and compliance requirements that govern the Foundation as a 501(c)(3) organization.
- Complete required administrative and compliance steps to finalize their onboarding process.



Campus Tour and Immersive Experience

As part of onboarding, each new director will have the opportunity to visit one Valencia College campus and participate in an immersive experience that demonstrates the College's programs and services. The visit is

designed to bring the mission to life—allowing directors to see firsthand how faculty and staff create learning environments that transform students' lives and strengthen the community.

During this experience, directors will:

- Tour a Valencia College campus or Accelerated Skills Training Center to observe the learning environment in action.
- Engage with programs, services, and facilities that illustrate the College's impact on student success and workforce development.
- Meet faculty, staff, and students whose stories reflect the College's mission and values.
- Gain a deeper understanding of how the Foundation's support enhances learning opportunities and community outcomes.

Valencia College Ambassador Training

The final component of onboarding prepares directors to serve as informed, confident ambassadors for the College and Foundation.

The Valencia College Ambassador Training provides:

- An overview of key facts about the College and its students.
- The case for philanthropic support and how giving advances student success.
- A review of the Foundation's annual fundraising priorities and impact goals.
- Practical strategies for sharing Valencia's story and engaging potential supporters in the community.

By the end of the onboarding experience, new directors are ready to represent Valencia College with confidence, enthusiasm, and purpose—connecting their leadership and networks to opportunities that strengthen the Foundation's mission and the students it served.

New Board of Directors Selection and Onboarding

