



Policy Holder: GTF	Number: GTFPP-01-02	Revised:
Responsible Party: Executive Director		Effective Date:

## BOARD OF DIRECTORS POLICY

The Gwinnett Tech Foundation, Inc. abides by the bylaws established in the area of the board of directors.

### **Number of Directors**

As outlined in the Gwinnett Tech Foundation, Inc. Bylaws, Section 2.01: The Board of Directors shall consist of not less than ten (10) nor more than twenty-five (25) members (hereinafter referred to as "Director"), the precise number to be fixed from time to time by resolution of the Board of Directors. In addition, the President of Gwinnett Technical College and the Executive Director or Interim Executive Director (if applicable) of the Gwinnett Tech Foundation shall serve as non-voting ex-officio members of the Board of Directors and the Gwinnett County Superintendent of Schools shall serve as an ex officio member of the Board of Directors. No more than twenty-five (25) percent of the members of the Board of Directors shall be comprised of staff members or employees of the Gwinnett Technical College. The Board shall consist of individuals aged 21 or over who are citizens or residents in the service area of Gwinnett Technical College; provided, however, that the Board, in its discretion, may waive the geographical requirement in furtherance of the goals of the Foundation.

### **Terms**

As outlined in the Gwinnett Tech Foundation, Inc. By Laws, Section 2.02: Directors of the Gwinnett Tech Foundation shall serve terms of three (3) years, with terms staggered so as to have no more than one-third of the Board members with terms expiring in the same year. Upon approval of the Board, Directors may serve two consecutive terms of three years each. No retiring Director shall be eligible for re-election upon having completed two consecutive full terms, except that any such retiring Director may again become eligible for re-election upon having completed a period of two years off the Board of Directors. The term year shall coincide with the Foundation's fiscal year (July 1 through June 30 of the following year).

### **Procedure**

New board members will complete a new board member packet that includes their board start date. These records will be used to determine the length of service for each board member. These

records will be kept during their service. Information from these board documents will be shared with Donor Relations to create a new record for the board member in the Foundation's database, Raiser's Edge.