

Brain Energy Support Team (BEST)

Governance Structure (updated 3/17/12)

The Brain Energy Support Team (BEST) has a two-tier governance structure consisting of the Board of Directors that is comprised of all members of the Board and an Executive Committee that is comprised of a subgroup of the overall Board of Directors. The general duties and expectations of the members of these groups are as follows:

Board of Directors

Bylaws – BEST is governed in accordance with its bylaws. All members of the Board of Directors are required to read, be familiar with, and adhere to the terms of the bylaws. The term of office for directors is staggered and outlined in the bylaws. A director may serve a shorter term by filling an unexpired seat vacated by another director.

Membership – BEST is a membership organization. Board Directors must be members of BEST and contribute at the level set forth in the bylaws.

Meeting Attendance – BEST conducts no less than 4 board meetings per year. Board directors are expected to attend all four meetings. Additional meetings are held as necessary. Notice of a meeting is given at least 14 days prior to the meeting.

Voting – Board directors must participate in elections and vote on budget and other policy matters. Each director has one vote.

Committee Participation – BEST currently has 3 standing committees:

- Board Development Committee
- Executive Committee
- Finance Committee

Professional Assistance – Board Directors are expected to provide professional support, perspective, and expertise (advice/council) to BEST as needed.

Conflict of Interest – If an issue arises that presents a conflict of interest for a Board Director they are expected to make the Board aware of the conflict and remove themselves from participating in any way on that issue.

Confidentiality – All BEST business is confidential. Public statements, correspondence, and media responses are under the domain of the Board President and the Executive Director.

Ambassadors – Board Directors are expected to be ambassadors of good will for BEST to

- Create relationships in the community on behalf of BEST
- Secure resources to ensure adequate financial funding is available for the successful functioning of the organization,
- Educate peers as to the good work of BEST
- Recommend/nominate potential board members

Financial Support – At this time BEST does not require a specified annual contribution amount from its Directors.

Event Participation – At this time Directors are not required to participate in events hosted by BEST. All Directors are, however, requested to participate in Events as their schedules allow.

Executive Committee

The Executive Committee is a subgroup of the Board of Directors consisting primarily of Officers and Committee Chairs. The Executive Committee members' responsibilities and duties include all of the requirements of the Board of Directors and the following additional responsibilities:

Attendance – Members of the Executive Committee will attend all regularly scheduled meetings and all special meetings that may be called.

Agency Oversight – The Executive Committee is responsible for the oversight of BEST finances and programs. The Executive Committee is responsible for ensuring that BEST organizational staff and board directors are in compliance with its legal requirements.

Leadership – Executive Committee members will Chair and be actively engaged in at least one standing committee.

Continuity of Governance – It is expected that members of the Executive Committee will maintain and groom directors as candidates for future Officers of BEST.