



2692 Dewey Ave  
Rochester, NY 14616  
[www.tccrochester.org](http://www.tccrochester.org)  
Ph: (585)453-0533

## High Way Education, Inc Board Recruitment Policy

High Way Education, Inc, d/b/a Turkish Cultural Center Rochester (TCC), is a non-profit 501(c)(3) organization and its operating budget is comprised mostly of financial contributions, and donations. The following policies and guidelines govern qualifications and responsibilities of the board members.

### Recruitment

It is the responsibility of board members and employees to recruit and screen new members. Possible sources for candidates may be friends, acquaintances, and business connections. Candidates should be recruited that bring skills useful to the board, connections in the community, unyielding integrity, a belief in the mission, and should represent TCC in a favorable way in the community at all times. These members will be selected based on their ability to guide and oversee the organization to ensure it is always able to meet its goals.

### Responsibilities of the Board Members

- The specific duties of the board are outlined in the bylaws but the following expectations summarize the general responsibilities of a board member:
- A board member must be able to understand and articulate the mission of TCC.
- Ensure he or she understands his or her fiduciary duties and the standard of care that is required and seek clarity where required.
- Understand the operations, structure, bylaws, strategic plan and other issues necessary to act in the board's governance role.
- Acquire a good working knowledge of issues that face the board as well as other organizations in the community.
- Attend fundraising and other events periodically to represent the board and review the activities of TCC.
- Actively serve on one committee.
- If the member has limited board experience, they must attend training for board members available in the community.
- Recruit and hire the Executive Director as required



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## Attendance

Regularly participate in regular and special board meetings which may occur during normal business hours or weekends. **A member is allowed to miss no more than 2 meetings in 12 months. In the event that a member misses more than 2 meeting, they must meet face to face with the board President and one other member, or Vice President and another member if the President is the member in question. Excessive absences may result in dismissal from the board.**

In addition, a member is expected to attend the premier fundraiser as well as 2 other significant fundraisers throughout the year.

## Qualifications

Board candidates may be selected for skills and experience that are useful such as:

Governance

Strategic Planning

Financial Planning

Community Outreach or Networking

Education

Event Planning

Business Operations

Leadership

The board makeup should be designed to represent a diverse set of skills at all times. Others skills may be selected based on the needs of TCC at the time of recruitment. Terms for board members as well as the size of the board are defined in the bylaws.



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## Process

The following steps are suggested for the application process:

- 1) The candidate should submit the completed board application form to the Executive Director/Board President
- 2) All applications are reviewed by the ED along with the President or Vice President
- 3) If the candidate is viable, The Executive Director/Board President and a board member meet with the candidate at the facility to assess abilities and commitment and also explain the responsibilities of the member.
- 4) If the ED and board member agree, the candidate should be invited to the next meeting of the board. At the beginning of the meeting, the candidate will be offered the chance to explain their motivation for membership and why they believe they will enhance the board. The board members will ask questions of the candidate to ascertain their suitability.
- 5) The candidate will then be excused from the meeting either just during the vote or the rest of the evening at the discretion of the chair.
- 6) A vote on the candidate will normally occur as soon as the regular business of the meeting is opened. If more information is needed, the vote may be delayed.
- 7) The candidate will be informed of the decision at the first opportunity. If the candidate is accepted, they may attend the remainder of that meeting or be invited to the next regular meeting.
- 8) TCC will notify IRS regarding the change in governance body.