

Document No.: PL-10-001.2		
Title: Membership and Sponsorship Policy		
		
Owner: Executive Director	Status: Reviewed 01/28/2026	
Original Issue Date: 8/26/2010	Expiration Date: Until further notice	Last Revision Date: 8/15/2019

To: All CSNF Staff

Purpose: This policy states the North Florida Workforce Development Board’s (NFWDB) position and guidelines on organizational memberships and event sponsorships.

Reference:

- FM-10-001 Membership and Sponsorship Approval Form

Background

Memberships and sponsorships give the NFWDB and its staff opportunities to network, partner, and collaborate with other organizations to best serve the community; therefore, it is necessary for the Board to establish policy and guidelines regarding the allocation of time and resources to such partnerships.

Content

Memberships

All memberships in organizations shall be in the name of NFWDB. The Executive Director shall be empowered to designate appropriate staff members to represent NFWDB at meetings and other events. Policy decisions, legislative matters and commitments for support and/or funding shall be the decision of the Executive Director or the Board in accordance with policy.

There shall be only one membership, unless additional memberships are approved by the Executive Director (i.e. SHRM membership).

Organizational memberships shall be limited to those whose mission aligns with NFWDB. These include such organizations as economic development organizations, chambers of commerce, industry associations and associations related to human resources, personnel, or training.

Membership in state and national organizations that are supportive of workforce development are also authorized. In such cases, membership shall be organizational, unless otherwise approved by the Executive Director.

Any organization considered for membership by NFWDB must provide a statement declaring what portion, if any, is used for lobbying purposes. The Board will not support any organization’s lobbying activities with state or federal grant funds but may pay such portion with unrestricted funds if such funds are available.

Sponsorships

All sponsorships must support organizations or events that are aligned with the mission of NFWDB. Event sponsorships of \$1,000 or under may be approved by the Executive Director. Sponsorships in excess of \$1,000 will be documented and presented to the Executive Committee for approval. Such sponsorships are to be documented using the approval form for sponsorships (FM-10-001), including complete justification that sponsoring an event is supportive of the NFWDB mission.

Action

Requests for memberships or sponsorships must be made using FM-10-001 Membership and Sponsorship Approval Form and submitted to the Executive Director for review and approval.

Timeline

This policy is effective until further notice. It should be reviewed following three years of issuance or at the discretion of the Board.

Signature



Mike Williams, WDB Chair

08/15/2019

Date



Diane Head, Executive Director

08/15/2019

Date

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