

Leon County Research and Development Authority

North Florida Innovation Labs Oversight Committee

Committee Charter

Purposes

The purposes of the North Florida Innovation Labs (“NFIL”) Oversight Committee (“the Committee”) are to:

1. Exercise the authority of the Board to provide oversight of the design and construction of the NFIL Incubator (“the Development”);
2. Authorize any contracts, solicitations, or other documents such as permit applications, Owner’s Affidavits, regulatory filings, etc., necessary to complete the Development. Contracts authorized in writing by the Committee Chair shall be executed by the Board Chair.
3. Oversee and direct staff involved in completing the Development.
4. Authorize the payment of invoices for the Development.
5. Delegate to staff any of the committee’s authority it finds necessary for the efficient and effective completion of the Development while maintaining appropriate controls.

Authority

The Board of Governors explicitly delegates to the Committee the appropriate authority necessary to accomplish the purposes defined above. The Committee shall be limited to the proper expenditure of funds within the approved project budget, as well as conditions set forth in the Development’s related funding partner agreement(s).

Composition

The Committee shall consist of at least three members, but no more than five, with all being a member of the Board of Governors. Non-board members may NOT serve on the Committee, but non-board members may serve in an advisory capacity. The Board Chair shall appoint its members and the Committee Chair from among members serving on the committee. The Board Chair may fill any vacancies on the Committee as may be needed from time to time.

Meetings

The Committee shall meet upon call of the Committee Chair as circumstances require. Meeting agendas will be prepared in advance, along with appropriate briefing materials. Minutes will be prepared for approval. Meetings will be conducted in accordance with provisions of Florida’s Sunshine laws. Actions taken by the Committee shall be reported at the next meeting of the full Board of Governors.

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