



Down Syndrome Connection of the Bay Area
Empower - Inspire - Support

Board Member Application

Instructions: Please fill out the following application, save and email to Jessica Graham at jessica@jessicakgraham.com or print and mail to: The Down Syndrome Connection, Attn: Jessica Graham, 101-J Town and Country Drive, Danville, CA 94526. Any questions can be directed to Jessica at the above email address or (510) 209-4375. Please review our website at www.dscba.org for more information about the organization.

Name: _____

Mailing Address: _____

Email Address: _____

Home Phone Number: _____

Cell Phone Number: _____

Work Phone Number: _____

Best Number to be Reached:

Home Cell Work

Employer: _____

Title: _____

Type of Business: _____

Work Address: _____

Summarize your experience and/or interest in the organization:

Please list boards and committees on which you currently serve or have served in the past:
(Business, nonprofit, civic, professional, social, etc.)

What skills and knowledge are you willing to bring to our board?

Please indicate your experience in the following areas.

Areas	Very Experienced	Some Experience
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>
Board Development	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>
Financial Management and Control	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	<input type="checkbox"/>
Special Events	<input type="checkbox"/>	<input type="checkbox"/>
Communication, Public and Media Relations	<input type="checkbox"/>	<input type="checkbox"/>
Program Planning and Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking	<input type="checkbox"/>	<input type="checkbox"/>
Writing or Journalism	<input type="checkbox"/>	<input type="checkbox"/>
Nonprofit experience	<input type="checkbox"/>	<input type="checkbox"/>
Other Skills (List Below)		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

What do you hope to gain from a board position?

How do you feel the DSCBA would benefit from your involvement on the board?

Please list two references that we may contact in relation to your interest in becoming a board member or attach a letter from a current board member.

Name: _____

Phone Number: _____

Relationship: _____

Name: _____

Phone Number: _____

Relationship: _____

Applicant Signature: _____

Date: _____

Please note that if accepted you are agreeing to attend bimonthly Board Meetings, which are held the last Thursday of every other month, and you will also agree to sign the Board Member Duties and Responsibilities page which are included for you to read.

Thank you for considering lending your expertise to our organization. We will contact you shortly to discuss the application further.

FOR BOARD USE ONLY:

Application reviewed by:

Date:

Comments:

Approved Declined Withdrawn

BOARD MEMBER DUTIES AND RESPONSIBILITIES

1. Determine mission and purpose. It is the Board's responsibility to create and review a statement of mission and purpose that articulates the DSCBA's goals, means and primary constituents served.
2. Raise funds for the DSCBA. Board members are responsible for raising \$2,000 annually, either directly or indirectly. Actively participate in all fundraising events and committees, work with Grant Manager on new sources of funds, network to find contacts for funds and personally give back to the organization in whatever way possible.
3. Select the Executive Director. The Board must reach consensus on the Executive Director's responsibilities and undertake a careful search to find the most qualified individual for the position.
4. Support and evaluate the Executive Director. The Board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of the DSCBA.
5. Ensure effective planning. The Board must actively participate in an overall planning process and assist in implementing and the monitoring the plan's goals.
6. Monitor and strengthen programs and services. The Board's responsibility is to determine which programs are consistent with the DSCBA's mission and monitor their effectiveness.
7. Protect assets and provide proper financial oversight. The Board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. Build a competent board. All Boards have the responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance. Attendance at meetings is mandatory as well as attendance at the Annual Board Retreat and Annual Membership Meeting.
9. Ensure legal and ethical integrity. The Board is ultimately responsible for adherence to legal standards and ethical norms.
10. Enhance the DSCBA's public standing. The Board should clearly articulate the mission, accomplishments and goals to the public and garner support from the community.

If accepted as a board member or officer of the DSCBA I agree to:

Duty of Care

Each Board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the DSCBA.

Duty of Loyalty

The duty of loyalty is a standard of faithfulness: a Board member must give undivided allegiance when making decisions affecting the DSCBA. This means that a Board member can never use information obtained as a member for personal gain, but must act in the best interests of the DSCBA.

Duty of Obedience

The duty of obedience requires Board members to be faithful to the DSCBA's mission. They are not permitted to act in a way that is inconsistent with the central goals of the DSCBA. A basis for this rule lies in the public's trust that the DSCBA will manage donated funds to fulfill the DSCBA's mission.

Once accepted as a Board member, I agree that I have read, understand and agree to follow the terms of the above Duties and Responsibilities as well as the DSCBA bylaws.

Signature: _____

Date: _____

Term Dates: _____