

## **RRVDSS Board Member Application Packet**

### **I. INTRODUCTION**

THANK YOU for your interest in serving on the Board of Directors for the Red River Valley Down Syndrome Society (RRVDSS).

The mission of the RRVDSS: to improve the lives of individuals with Down syndrome and other disabilities through support, education, awareness and advocacy.

The purpose of the RRVDSS: our programs and services are aimed to enrich the lives of those we serve as well as their families and friends.

The vision of the RRVDSS: we envision a society where all persons are valued for their individuality, respected for their contributing roles in the community and guaranteed the opportunities to choose their own direction in life.

If you have any questions or need any additional information, please contact Krissy Crites, Executive Director, by telephone at 903-517-8104 or by email at [kcrites@rrvdss.org](mailto:kcrites@rrvdss.org). Send signature pages via email to [kcrites@rrvdss.org](mailto:kcrites@rrvdss.org), via fax to 903-783-1922 or via mail to RRVDSS, P.O. Box 6455, Paris, TX 75461.

RRVDSS Governance Committee

## RRVDSS Board Member Application Packet

### II. BOARD MEMBER EXPECTATIONS AND RESPONSIBILITIES

**RRVDSS understands that potential board members have many personal and professional commitments. The items below are not an exhaustive list, but should serve as a good example of what a board member's responsibilities and time commitments will be. A potential board member can expect to spend about 4-8 hours per month on RRVDSS related business.**

#### *General Expectations*

1. Support the RRVDSS's mission, purpose, vision, goals, policies, and programs, while knowing its strengths and needs.
2. Suggest possible nominees to the Board who are men or women of achievement who can make significant contributions to the work of the Board and the progress of the RRVDSS.
3. Support and counsel the Executive Director and provide annual input to the President on the performance of the Executive Director. Be involved in the process of hiring an Executive Director as the need arises.
4. Serve for a four-year term with the option of submitting your name for a second four-year term.
5. Be available for electronic (email) and/or phone consultations.
6. Promote a positive image serving as an ambassador for the RRVDSS spreading the news about the good work the RRVDSS does.
7. Support a new Board member as a Board Mentor as requested by the President.

#### *Meetings*

1. Prepare for and participate in six Board meetings per year to the best of your ability. Notify the President or Executive Director if you cannot attend.
2. Serve on at least two committees.
3. Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the Board.
4. Maintain confidentiality of the board's executive sessions and speak officially for the Board only when authorized to do so, keeping in mind, however, that as a member of the RRVDSS board, you always represent the organization. Sign RRVDSS's confidentiality agreement.
5. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related issues are addressed.
6. Attendance at board and committee meetings is vital. Any Board member missing two or more board meetings may be replaced by the Board of Directors.

#### *Avoiding Conflicts*

1. Serve the Organization as a whole rather than any special interest group or constituency.
2. Avoid even the appearance of a conflict of interest that might embarrass the Board, and disclose any possible conflicts to the board in a timely fashion.
3. Sign RRVDSS's Conflict of Interest form annually.

***Fiduciary Responsibility***

1. Be responsible for the financial health of the association.
2. Exercise prudence with the board in the control and transfer of funds.
3. Faithfully read and understand the RRVDSS's financial statements and otherwise help the board fulfill its fiduciary responsibility.
4. Follow the Internal Control Policy, Finance Policy and Purchasing Policy.

***Development/Fundraising***

1. Make an annual gift to the RRVDSS according to personal means. (This includes direct monetary donations, memorials/honorariums, donations of services, donations of items for special events and/or fundraising activities (auctions/raffles, etc.) so that the RRVDSS Board maintains a 100% giving policy.
2. Support RRVDSS's Fundraising events that are so important to our organization:  
(choose at least two)

- \_\_\_\_\_ have a REACH Rally team
- \_\_\_\_\_ cultivate/steward event attendees
- \_\_\_\_\_ participate on event committees: RR / Conference / Gala
- \_\_\_\_\_ volunteer at event: RR / Conference / Gala
- \_\_\_\_\_ solicit sponsors RR / Conference / Gala
- \_\_\_\_\_ create a third party fundraiser to benefit the RRVDSS
- \_\_\_\_\_ provide or identify resources for RRVDSS events (groups of volunteers, food vendors, public relations/marketing, donations of prizes/gift baskets, photographer, sign companies, clothing manufacturer, event planning, etc.)
- \_\_\_\_\_ Other:

**III. Board Application Form**

**Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Work Information (if applicable):**

Employer: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

May we contact you at work? \_\_\_\_\_ Y \_\_\_\_\_ N

**Background:**

Please state your motivation for becoming involved with RRVDS:

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Please list your strengths, knowledge, and experience you would bring to the board:

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Please list any personal experience you have serving non-profit organizations in your community.

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**Please list three references we can contact to learn more about you:**

**Name:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Last Chance:** Please let us know anything else about you that we didn't ask about but need to know.

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By signing this application, you verify that you have read and understand the board member Expectations and Responsibilities Document and you feel you can meet these requirements.

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Candidate Signature

Date