



**2018 DSA of Delaware Board of Directors Nominations**

The nominations committee is accepting nominations for the election of the DSA of DE Board of Directors being held on April 21, 2018. The office of Vice President shall be limited to parents of individuals with Down syndrome; all other open positions shall be open to any interested persons. At-Large Directors will assist the president as needed and serve as chair of one or more committees. Committee Chairs are determined at the first board meeting after elections. Board meetings are held once per month, normally the first Monday of the month. Committee meetings will be held at the discretion of the Committee Chair. **All positions are a two year commitment. All nominees must agree to and sign the Board Member Responsibilities Agreement that follows.**

If you are interested in running for a board position please check the appropriate position you are interested in and complete requested information. New members of the board are strongly encouraged to join as an at-large director prior to running for an executive position.

- Vice President
- Treasurer
- At-Large Director (X positions open)
- Self Advocate member

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

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

If related to someone with DS:

Relationship \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Bio: This will appear on the ballot and will be used in the "About Us" section of the website to introduce our board members to website visitors.

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*Send requested information via email to [info@dsadelaware.org](mailto:info@dsadelaware.org) or mail to PO Box 747, Middletown DE 19709.*

**Availability**

Please indicate your ability to attend/participate in the following:

- |  |                  |
|--|------------------|
| <input type="checkbox"/> Board Meetings 1st Monday monthly 6:00pm-9:00pm     | 48 hours/year    |
| <input type="checkbox"/> Committee Meetings as scheduled by committee chairs | 1-2 hours/month  |
| <input type="checkbox"/> Strategic Planning (reviewed/conducted annually)    | 6-8 hours /year  |
| <input type="checkbox"/> Attend DSA of DE -sponsored events                  | 20-30 hours/year |

**Background**

**Please state your motivation for becoming involved with DSA of DE:**

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

(Please include any areas of expertise such as financial management, marketing/public relations, special program focus like education, health, public policy), technology, law, administration/management, etc)

**Committee Preference**

**Please contact President for more detailed descriptions if needed to make selection (additional task forces may be assigned throughout the year.)**

- |  |  |
|--|--|
| <input type="checkbox"/> Buddy Walk          | <input type="checkbox"/> Run for the Buds    |
| <input type="checkbox"/> AI duPont Clinic    | <input type="checkbox"/> Finance/Investment  |
| <input type="checkbox"/> Outreach Committee  | <input type="checkbox"/> Government/Advocacy |
| <input type="checkbox"/> Social Events       | <input type="checkbox"/> Teens/Adults        |
| <input type="checkbox"/> Education Committee | <input type="checkbox"/> Website/IT          |
| <input type="checkbox"/> Other: _____        |  |

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## **Summary of DSA of DE Board of Directors**

### **Four Executive Officers:**

- **President:** Serves as the official representative and is responsible for the overall operation of the organization and its strategic plan. Serve on or chair one or more committees.
- **Vice President:** Presides in the absence of the president. Communicates to membership local, national, medical and legislative issues pertinent to our organization. Serve on or chair one or more committees.
- **Secretary:** Responsible for correspondences, mailings. Assists in maintaining membership database. Serve on or chair one or more committees.
- **Treasurer:** Receive and disburse funds. Maintain financial records. Prepare monthly report. Prepare a year-end financial report. Serve on or chair one or more committees.

**2 Self-Advocates:** Each will assist the president and serve on a committee

**Up to 10 At-Large Directors:** Assist the president as needed and serve as chair of one or more committees. One director position is reserved for a representative from our southern connections

\*\*All terms are two years (Secretary is mid-term, so only one year this round), with the positions of Vice-President and Treasurer elected in even years, and Secretary and the President elected in odd years. In any given year, one self-advocate and half of the At-Large Directors shall be elected. The offices of President and Vice-President and Outreach Committee Chair shall be limited to parents of individuals with Down syndrome; all other offices and positions shall be open to any interested persons

### **Summary of Committees**

***Website and IT Committee*** – Website Management, Membership Data Base, Updating website content, E-news

***Parent Education Committee*** - Plan and Implement Monthly Parent Education Meetings (Example of Topics: Nutrition, DS Clinic, Potty Training, Behavior Strategies, etc.), Arrange for name tags, signage and promotional materials at all events. Plan and implement other Education Workshops. Maintain a Lending Library and comprehensive resource information

***Social Events Committee*** - Plan and schedule Annual DSA of Delaware Events (Easter Egg Hunt, Children's Holiday Party, Adult Holiday Party, Blue/Gold Tailgate Party, Summer Pool Party or Beach Bash, Fall Hayride and Bonfire. Work with Teen and Adult Chair on combined events. Plan any other Special Social Event Gatherings (examples: Young Academy Cooking Social, Train Ride and Picnic, Play date at Can DO! Playground, etc.,) Send out Event details to Public Relations Committee for Newsletters and Website.

***Teen and Adult Committee*** – Plan social and educational events appropriate to the teen and adult population and their families. Coordinate with Social Events Committee on combined events. Send out Event details to Public Relations Committee for Newsletters and Website.

***Fundraising Committee*** – Facilitate all DSA Fundraising events (examples: Buddy Walk, Golf Fundraiser, etc.)

***Outreach Committee*** - Create and gather materials for New Parent Information Packets, Contact new families to arrange meeting and delivery of packet, Contact Social Workers at all area hospitals to introduce DSA and offer information packets, Liaison at A.I. DuPont Hospital Down Syndrome Clinic - currently held the 2<sup>nd</sup> and 4th Tuesday of every month, Create and update New Member spreadsheet monthly.

***Volunteer Committee*** – Obtain Volunteers to cover all DSA of DE Events as needed, Update our information on VolunteerMatch.com for upcoming events, Contact Local Community organizations to utilize their membership for Volunteering. (Examples: The Rotary Club, Lions Club, Moose Lodge, Sorority and Fraternities, etc.)

***Professional Education Committee*** - Formulate and implement a strategy for the education of best practices for teachers, therapists, medical professionals, and others who work with individuals with DS.

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## **Board Member Responsibilities**

*The DSA of Delaware understands that Board Members have many personal and professional responsibilities. The list below is not exhaustive but should serve as a good example of the commitment required to serve on the DSA of Delaware Board of Directors. Along with our people, our reputation is one of the DSA of Delaware's most valuable assets. It takes years to build a strong reputation, and each of us must do our part to protect it every day. This includes understanding the types of activities that may expose our organization to reputational risk. Members of our Board of Directors are especially responsible for ensuring that their actions do not compromise the reputation of our organization. These actions include, but are not limited to comments on social media sites and other internet portals. Reputation risk oversight is the obligation of the Governance Committee and the Executive Board of Directors.*

### **General Duties**

- Serve as chair of one or more committees
  - Submit and adhere to a budget for the committee.
  - Recruit committee members and hold committee meetings.
- Attendance at monthly board meetings is mandatory.
  - Full Board meetings are held on the first Monday of each month from 6:00 – 9:00, usually at conference room at AI DuPont hospital. In the event that the first Monday is a holiday, the meeting will take place on the second Monday or as scheduled by the president.
  - Be an active meeting participant - contribute information and express a point of view, based on your experience and knowledge.
  - Board members should not discuss the confidential proceedings of the board outside of the board meeting.
  - If you are unable to attend please contact the president in advance.
- Volunteer in some capacity for the Buddy Walk and Run for the Buds Fundraising events.
- Be an active participant in our social and educational events and monthly parent meetings.
- Represent the DSA of Delaware at events hosted by other organizations.
- Act as an ambassador of DSA OF DE to continually enhance our public image.
- Speak on behalf of the DSA OF DE to lay audiences.
- Respond to e-mails in a timely fashion.
- Board members will not use part of the organization for their personal advantage or that of their family or friends.

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**I have reviewed the responsibilities above and agree to make the commitment required to be a member of the Board of Directors of the Down Syndrome Association of Delaware.**

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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