



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

Board Member Application

Instructions: Please fill out the following application, and email to DSCBA's Executive Director at: info@dscba.org

Or print and mail completed form to:

The Down Syndrome Connection

Attn: Executive Director/DSCBA Board of Directors

101-J Town and Country Drive, Danville, CA 94526

Questions can be directed to DSCBA's Executive Director at the email address above. Please review our website at www.dscba.org for more information about our 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 DSCBA:

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 able and willing to bring to our board?

Please indicate your experience in the following areas.

Areas of experience:	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 will the DSCBA 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 must agree to attend bimonthly Board Meetings, held the last Thursday of every other month, and you must also agree to sign the Board Member Duties and Responsibilities page which is included below. Thank you for considering lending your expertise to our organization. We will contact you shortly.

FOR BOARD USE ONLY:

Application reviewed by:

Date:

Comments:

Approved

Declined

Withdrawn

BOARD MEMBER DUTIES AND RESPONSIBILITIES

1. Mission and purpose. It is the Board's responsibility to review the 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 Executive Director to procure 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, when applicable, undertake a careful search to find the most qualified individual for the Executive Director position.
4. Support and annually 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 Board planning. The Board must actively participate in an overall Board planning process and assist with implementing and monitoring the plan's goals.
6. Monitor and strengthen programs and services. The Board's responsibility is to determine programs are consistent with the DSCBA's mission and monitor their effectiveness.
7. Protect assets and provide proper financial oversight. The Board must approve the annual budget and ensure 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 an Annual Board Retreat (when applicable).
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 Board Duties and Responsibilities, as well as the DSCBA Board Bylaws, Board Non-Conflict of Interest, and DSCBA Board Confidentiality forms.

Signature:

Date:

Term Dates: