

DOWN SYNDROME CONNECTION OF THE BAY AREA  
BOARD MEMBER APPLICATION  
**Committed To Inspiring Unlimited Potential Within Our Community**

NAME: \_\_\_\_\_

MAILING  
ADDRESS: \_\_\_\_\_

BEST NUMBER TO BE REACHED: Please Circle: HOME CELL WORK

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

EMAIL  
ADDRESS: \_\_\_\_\_

WORK  
ADDRESS: \_\_\_\_\_

SUMMARIZE YOUR EXPERIENCE AND/OR INTEREST IN THE ORGANIZATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU OR ARE YOU ON ANY CURRENT BOARDS AS A DIRECTOR? YES NO  
IF YES, WHICH ORGANIZATIONS AND TIME PERIOD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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		
Board Development		
Fundraising		
Financial Management and Control		
Information Technology		
Special Events		
Communication, Public and Media Relations		
Program Planning and Evaluation		
Public Speaking		
Writing or Journalism		
Any other skills ( list below)		

WHAT DO YOU HOPE TO GAIN FROM A BOARD POSITION? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

PLEASE EMAIL COMPLETED APPLICATION TO TERESE GHILARDUCCI, BOARD  
PRESIDENT AT [teresemarieg@comcast.net](mailto:teresemarieg@comcast.net) OR PRINT AND MAIL TO THE  
DOWN SYNDROME CONNECTION  
ATTN: TERESE  
101- J TOWN AND COUNTRY DRIVE  
DANVILLE, CA 94526

ANY QUESTIONS CAN BE DIRECTED TO TERESE AT (925) 872-5858 AND MORE  
INFORMATION ABOUT OUR ORGANIZATION CAN BE FOUND AT  
[www.dsconnection.org](http://www.dsconnection.org).

APPLICANT  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please note that if accepted you are agreeing to attend the monthly Board Meetings,  
which are held the third Tuesday of each 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. 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 and understand the terms of the above Duties and Responsibilities as well as the DSCBA bylaws.

---

Signature

---

Date

---

Term Dates