



You have been recommended as a potential candidate to serve on the Flower City Down Syndrome Network, Inc. The Board of Directors wants you to know that it is their opinion that you can provide valuable expertise to the Board. Our mission is driven by volunteer support and individuals with a passion for creating positive outcomes for people with Down syndrome.

We have compiled the enclosed materials to assist you in making a determination of your ability to serve on the Board. We have included a summary of the responsibilities of a director with a general outline of the time commitment involved. There is also a background form we request you complete and send back so the board can vote on your candidacy. Please complete the forms as soon as possible and return them to FCDSN at 2117 Buffalo Road, #132, Rochester, New York 14624 or scan and email to president@fcdsn.com.

We look forward to receiving your candidate packet and will keep you informed of your status during the nomination and selection process. The board will vote on all eligible candidates at our December meeting and you will be notified shortly thereafter if you have been selected to serve. We appreciate your support and consideration of a board position with the Flower City Down Syndrome Network. If you have any questions or need any additional information, please do not hesitate to call us at 585-568-7421.

Sincerely,

Brian C. Callahan
Board President

Mailing address to return packet to:

Flower City Down Syndrome Network
2117 Buffalo Road, #132
Rochester, New York 14624



Board of Directors Candidate Packet

Purpose

The purpose of this packet is to provide information in a written form which a prospective Board candidate can review, question and consider as he/she makes the decision to make the commitment to join the Board of the Flower City Down Syndrome Network. This is introductory in nature only. If the candidate is selected, additional information and documentation will be included at the time of formal Board orientation.

The following are the contents of the packet:

- ◆ Letter of introduction from Board President
- ◆ Responsibilities checklist and outline
- ◆ Candidate Profile
- ◆ Committee Descriptions

Initial Contact

The Board President/designee should make contact after the Board of Directors has determined that a potential candidate would provide a valuable expertise/resource to FCDSN and/or the Board. Once the initial contact has been made and a member of the Board of Directors has followed up with the candidate and determined a willingness to serve, the candidate is presented to the full Board for vote.

Candidate Selection

Usually individuals will be brought to the Board due to a personal knowledge of an individual already actively participating with FCDSN or through a personal connection in the community. The Board performs a careful analysis of the candidate, in order to assure a Board membership, which will have the ability to support meeting the mission through establishing policies, programming and fundraising. These individuals need to be visionary and global thinkers assessing the needs of all individuals affected by Down syndrome in the FCDSN's geographic service area. Candidates will be notified of their status shortly after the board votes.

Board Meetings

The Board of Directors meets the third Thursday of every month (excluding July) from 6:30 p.m.- 8:30 p.m. with committee meetings taking place at other times as is required. Board members are required to attend at least 8 board meetings each year.



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DIRECTOR RESPONSIBILITIES CHECKLIST

FCDSN understands that potential board members have many personal and professional commitments. The checklist below is not exhaustive but should serve as a good example of what a board member's time commitment will consist of. It is our goal to keep Board members apprized of FCDSN business in a timely and efficient manner and to not cause undue hardship on its directors' time. A potential board member can expect to spend about 4-6 hours per month on FCDSN related business. If you have any questions about this checklist please contact the Board President for further clarification.

All members of the Board of Directors are asked to make the following commitments.

PARTICIPATION, PLANNING & EVALUATION

- Attend a 2-hour Board Orientation
- Attend at least 8 monthly board meetings (3rd Thursday (excluding July) of each month 6:30 p.m.- 8:30 p.m.)
- Accept and respond to emails regarding board/committee business (1 hour per month)
- Sit on at least 1 subcommittee and attend meetings (1-2 hours per month, as scheduled by committee chairperson)
Please indicate your committee of choice below:
 - PUBLIC AWARENESS
 - PUBLIC EDUCATION

FISCAL MANAGEMENT & FUND RAISING

- Actively participate in fund raising by
 - Asking friends, associates, and colleagues to financially support FCDSN
 - Providing names for potential donors, sponsors, fund raising event invitation lists.

We recognize that there are some situations that prohibit Directors from directly soliciting funds, and that those Directors can assist in other ways. Please let us know if this is the case.

BOARD DEVELOPMENT

- When needed, seek out candidates for nomination to the board of directors, committee members, and volunteers.

COMMUNITY RELATIONS

- Act as an ambassador of FCDSN to continually enhance our public image.
- Speak on behalf of FCDSN to lay audiences.
- Attend FCDSN sponsored activities to interact with members and assist President if needed.
- Attend all local fund raising events

I have reviewed the responsibilities above and feel that I can make the commitment required to join the board of directors for the Flower City Down Syndrome Network.

Signature: _____ Date: _____



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Board of Director's Profile Packet

Personal Information

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Spouse's Name: _____

Children's Names/Ages: _____

Company Information

Name: _____ Title/Position: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

May we contact you at work? _____ Yes _____ No

Where would you like FCDSN mail sent: _____ Home _____ Work

Availability

Time Commitment

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

- ___ Board Meetings 3rd Thursday each month 6:30-8:30 p.m. 2 hours per month
- ___ Committee Meetings as scheduled by committee chairs 1-2 hours per month
- ___ Strategic Planning done annually 6-8 hours per year
- ___ Attend FCDSN sponsored events 10-20 hours per year



Background

Please state your motivation for becoming involved with FCDSN:

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

Please list any personal experience you have had with Down syndrome, if any:



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BASIC AREAS OF RESPONSIBILITY FOR DIRECTORS OF NON-PROFIT BOARDS

PLANNING & EVALUATION

- Determine mission, philosophy, purpose
- Develop organizational and program goals
- Evaluate performance of Executive Director
- Evaluate performance of Board

FINANCE

- Adopt policy for fiscal management
- Ensure adequate resources
- Adopt organizational budget
- Monitor management of resources
- Monitor management of property

HUMAN RESOURCES

- Develop Board membership
- Encourage volunteer involvement
- Maintain adequate staffing
- Adopt personnel policy

OPERATIONS

- Adopt policy on effective Board and staff management
- Assure adherence to all legal requirements
- Monitor organizational structure and program

COMMUNITY RELATIONS

- Ensure client/consumer needs are met
- Enhance public image of organization
- Market organization, programs and services
- Assure cooperative action throughout community

I have read and understand the above responsibilities and feel that I can serve on the Board of Directors for the Flower City Down Syndrome.

Signature: _____ Date: _____



Committee Descriptions

Education Committee Description

- Promote the Flower City Down Syndrome Network's mission, vision, and values through an effective program of public awareness and education to individuals, families, agencies, organizations, professionals, educational systems and legislative bodies.
- Assist in identification of educational needs for members, providers, and legislators.
- Perform advocacy activities to include individual, family, local, state and federal government relations.

Chair

- Coordinate committee activities.
- Identify members who will provide expertise and vision to the committee.
- Develop meeting agenda one week prior to meeting, consulting with Executive Director.
- Provide report to Board of Directors on committee projects, goals, and outcomes.

Advocacy

- Coordinate advocacy effort through government relations.
- Provide articles for FCDSN newsletter
- Keep abreast of issues affecting individuals with Down syndrome, prepare mailings as necessary
- Develop advocate mailing list and coordinate any calls for support or nonsupport of legislation.

Professional Conference

- Assist Executive Director in implementing professional conference.

Public Awareness Description

Roles and Responsibilities

Purpose:

- Increase awareness about Down syndrome and the Flower City Down Syndrome Network
- Foster positive attitudes regarding Down syndrome and promote the acceptance and inclusion of all people with Down syndrome.

Responsibilities:

Chair:

Coordinate committee meetings and activities



- Identify members who will provide expertise and vision to the committee
- Develop agenda for committee meetings
- Provide report to Board of Directors on committee projects, goals, and outcomes

Connections- Provide assistance with the creation, layout, gathering articles, editing and printing of Connections newsletter.

- Assist in soliciting articles for the newsletter
 - Proof read and edit content with Executive Director
 - Assist with desk top publishing of articles including assuring software complies with printer needs and with ability to place newsletter on the web site
 - Assist with developing a template for the newsletter which will facilitate “branding” for the organization
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- **Down syndrome Awareness Month (October)-** Coordinate activities to enhance public awareness in conjunction with Down syndrome Awareness month. Activities may include displays, distributing materials related to Down syndrome.
 - **Public Relations/Marketing-** Identify and implement marketing plan to enhance public awareness regarding Down syndrome and the FCDSN and its many programs and opportunities.
 - **Legislation-** Contact legislators as needed to inform them of important issues, bills, and laws affecting individuals with Down syndrome
 - **Information Fairs-** Attend information fairs in the community to present information about FCDSN
 - **Volunteers**
 - Identify volunteer needs.
 - Assist in recruiting volunteers.
 - Implement a yearly volunteer training.
 - Develop a plan for recognizing volunteers.