



DOWN SYNDROME GUILD
OF DALLAS

Board Member Responsibilities

As Board members of the Down Syndrome Guild of Dallas, it is important that members be active constituents in the governance of this organization on a regular basis. Because each Board member's opinion and insight is valued by this organization, it is imperative that all Board members be present at all Board meetings and as many DSG events as possible. The DSG understands that Board members have many personal and professional responsibilities. The list below identifies the commitment required to serve on the DSG Board of Directors.

General Duties and Rules of Conduct

- A Board member is elected by the Board to a term of 3 years or the remaining term of a departing Board member. This is limited to no more than 2 consecutive terms unless otherwise determined by the DSG Board of Directors.
- Interest in and support for the vision, mission, and core values of the DSG.
- Accept and respond to emails regarding Board/committee business (approximately 1.5 hours/month).
- Make a donation (no set level) to the DSG's annual appeal campaign.
- Actively participate in fund raising by:
 - Asking friends, associates, and colleagues to support the DSG
 - Providing names of potential donors and sponsors for event invitation lists
 - Sponsor or volunteer at the major events, including the Buddy Walk®

Avoid actions or relationships that might conflict or appear to conflict with your responsibilities or the interests of the DSG. Disclosure is required for any position as an officer, committee member, or director of any other community organization. Please note that such activities are subject to ongoing review, so you need to periodically update the Executive Committee on your involvement with other organizations.

Meetings

- Review and become as well-informed as possible regarding all items on the agenda for meetings.
- Contribute information and express a point of view, based on your experience and knowledge while respecting the opinions and confidentiality of others.
- Board materials are distributed electronically to Board members and are for the exclusive use of the Board.
- Full Board meets on the second Monday of the following months: June, August, October, December, April, and May from 7:00-9:00 pm at the DSG office in Richardson unless otherwise determined by the Board.
- Please note that attendance is subject to ongoing review by the Executive Committee. Any board member that misses more than **two** Board meetings within a term year, regardless of the circumstance, is subject to review and possible removal from the Board.
- Board Planning Session is held on a Saturday from 9:00 am – 12:00 pm every February.
- Sit on at least one committee - meetings are scheduled by the chairman (approximately 1-2 hours/month).

Events

- Additionally, if a Board member fails to attend at least **two** of the below DSG events in any term year, then that member will be subject to review and possible removal from the Board:

SPRING Educational Series (<i>scheduled 4+ times per year</i>)	Parents' Night Out
New Parent Meeting (<i>scheduled 3 times per year</i>)	Buddy Walk®
Grupo de Familias Unidas (<i>scheduled 3 times per year</i>)	Family Picnic
- Act as ambassador for the DSG and the DSG Board in the community.
- Occasionally Board members may be asked to represent the DSG at events hosted by other organizations. In instances where the employee or director characterizes themselves as a representative or as acting on behalf of the DSG in their external activity, pre-approval from the Executive Committee is required.

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 Guild of Dallas.

Signature: _____ Date: _____



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Board of Directors Application

Name: _____

Home Phone: _____

Email Address: _____

Cell Phone: _____

Address: _____

City/State/Zip: _____

Occupation: _____

Are you a self-advocate with Down syndrome?

yes no

Do you have a family member with Down syndrome?

yes no

Name: _____

Relationship: _____

Age: _____

Please describe the education, experience, and/or skills which will enable you to add value to the Board: _____

On what other Boards have you served? *(not required for selection)* _____

What charitable or community activities have you been part of? *(not required for selection)* _____

What, if any, conflicts could prevent you from regularly attending Board meetings? _____

Please describe your interest in serving on the DSG Board? _____

Please write a brief statement on what the Down Syndrome Guild's mission and vision mean to you. _____

Please provide two references:

Name: _____

Relationship: _____

Phone: _____

Name: _____

Relationship: _____

Phone: _____

The mission of the Down Syndrome Guild of Dallas is to provide accurate and current information, resources, and support for people with Down syndrome, their families and the community. Our vision is people with Down syndrome – valued and included.

Updated 3.2022