

Dear Potential Board Member,

We are thrilled to learn of your interest in joining our board! Prior to joining the San Diego HDSA Chapter Board, all potential members must be reviewed and voted upon by the current Board Membership. We ask that you complete the attached application and return it as instructed. In addition, you will need to complete the Volunteer Code of Conduct and Conflict of Interest forms and submit them with your application.

When completing these materials, you are encouraged to share with us anything unique to you that you can bring to the Board. It is our intention to build a board membership that is committed to improving the lives of HD families. In order to do this, we need a broad representation of skill sets, interests, and passion for the cause. Please be honest with us about your connection to HD (or lack of connection) and allow us to understand why you are interested in helping.

We are a respectful and dedicated group, committed to considering all opinions and viewpoints. We encourage new thoughts and diverse contributions. We look forward to reviewing your application.

--The San Diego HDSA Chapter Board

A complete application will include:

- Board of Directors Application (3 pages)
 - Optional CV or Resume
- Volunteer Code of Conduct Form
- Conflict of Interest Form

Because we meet monthly, please allow 1-2 months for us to respond to your application.



Huntington's Disease
Society of America



Board Member Application

(Please e-mail your completed application to:
Mindy Schroeder, HDSA San Diego Chapter at
mindy.schroeder@gmail.com)

Date _____

NAME: First Middle Last

Address 1

Address 2

Phone E-mail

Employer Name (if applicable):

Title

Address 1

Address 2

Work Phone Work E-mail

Preferred method of contact Work Residence

Please check any role in which you would be interested in serving (click on title to see Job Description):

- General Chapter Committee Membership
- Chapter Secretary
- Chapter Treasurer
- Chapter Vice President
- Chapter President

List boards and committees that you serve on, or have served on business, civic, community, fraternal, political, professional, recreational, religious, social). In lieu of listing service below, you may attach a recent CV or Resume:

Organization	Role/Title	Dates of Service

Describe how you would contribute your talent and skills to **HDSA**:

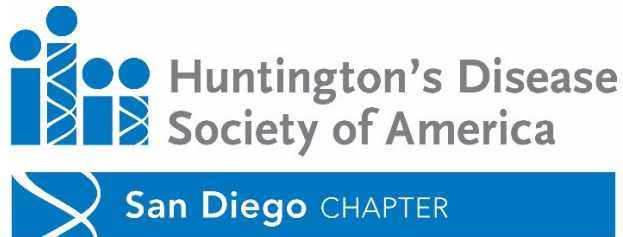
Skills, experience and interests (Please check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Finance, accounting | <input type="checkbox"/> Personnel, human resources | <input type="checkbox"/> Administration, management |
| <input type="checkbox"/> Nonprofit experience | <input type="checkbox"/> Community service | <input type="checkbox"/> Policy development |
| <input type="checkbox"/> Program evaluation | <input type="checkbox"/> PR/communications | <input type="checkbox"/> Education, instruction |
| <input type="checkbox"/> Special events | <input type="checkbox"/> Grant writing | <input type="checkbox"/> Fundraising/Development |
| <input type="checkbox"/> Outreach, advocacy | <input type="checkbox"/> Social Media, Marketing, SEO | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Other (please describe) | | |

If you are personally impacted by HD or have a relationship with anyone personally impacted by HD, please share what you are comfortable sharing here:

Please tell us anything else you'd like to share.

Thank you very much for applying. A member of the board will contact you soon!



Chapter Board of Directors – Job Description

General Function: The Chapter Board of Directors is the governing body of the Chapter responsible for ensuring that all Chapter activities are conducted in accordance with the HDSA Strategic Plan, Chapter Agreement, Plan of Work, and HDSA policies and procedures. The Chapter Board is led by an Executive Committee consisting of the President, Vice President, Secretary and Treasurer. All additional members will serve one least one committee (suggestions below).

Term of Service: *Two Years – may be re-elected two times (in any board position) for a total of 6 years of service.*

Duties and Responsibilities:

- Attend and Participate in Board meetings and/or calls.
- Review and Approve Chapter Agreement, Performance Standards, Plan of Work and Budget.
- Serve on at least one committee.
- Act as a mentor to new Board members.
- Elect a slate of officers
- Fill committee roles
- Participate in Chapter fundraising events, secure corporate support, and apply for local grants to help provide for outreach and educational resources for the community.
- Make a personal financial commitment to your Chapter.
- Partner with National Field Committee and Staff.
- Recruit and engage new Board and Committee members.
- Be an HDSA ambassador in the community.
- Promote the use of the HDSA Connect for finding tools to help with volunteer work.
- Ensure Financials are submitted timely for reporting.
- Signors on Chapter bank account (President, Vice President, Treasurer)
- Participate in Regional calls and share call updates with Chapter Committee members.



Chapter President - Job Description

General Function: The Chapter President is the top volunteer officer of the Chapter, providing leadership to ensure that all Chapter activities are conducted in accordance with the HDSA Strategic Plan, Chapter Agreement, Plan of Work, Performance Standards, and HDSA policies and procedures.

Term of Service: *Two years – may be re-elected an additional year.*

Duties and Responsibilities:

- Provide leadership for the Chapter Board of Directors through individual actions and involvement.
- Review the Chapter Agreement with the entire Chapter Board and sign, along with Treasurer, as a representative of the Chapter.
- Ensure the Chapter prepares an annual Plan of Work and Budget in conjunction with the Regional Staff Team that is approved by the Chapter Board of Directors and submitted to the National Office by established deadlines.
- Preside at the Chapter Board of Directors meetings, directing the meetings in such a manner as to allow the Board to effectively manage the Chapter.
- Provide Board members with information and relevant data on matters coming before the Board for action prior to meetings.
- Fill Committee roles and work to ensure that all committees are functioning effectively and working towards established goals. Chapter President is a member of all committees.
- Participate in Chapter fundraising events, secure corporate support, and apply for local grants to help provide for outreach and educational resources for the community.
- Represent the Chapter at HDSA meetings, such as Annual Convention, Leadership Day trainings, and other meetings.
- Serve as official HDSA spokesperson in local community, representing HDSA in a professional manner at all times.
- Work alongside all Executive Committee members to accomplish tasks of vacant positions.
- Ensure Board consists of a minimum of eight members.
- Establish a succession plan for Chapter leadership.
- Partner with National Field Committee and Staff.
- Participate in Regional conference calls.
- Promote the use of the HDSA Connect for finding tools to help with volunteer work.
- Sign on Chapter bank account.
- Participate in Regional calls and share call updates with Chapter Committee members.



Chapter Vice President - Job Description

General Function: The Chapter Vice President shall serve in the President's absence as the top volunteer officer of the Chapter, and assist the Chapter President in providing leadership to ensure that all Chapter activities are conducted in accordance with the HDSA Strategic Plan, Chapter Agreement, Plan of Work, Performance Standards, and HDSA policies and procedures.

Term of Service: *Two years – may be re-elected an additional year.*

Duties and Responsibilities:

- In the absence of the Chapter President, preside at the meetings of the Board of Directors (see Chapter President Job Description).
- Ensure the Chapter prepares an annual Plan of Work and supporting Budget that is approved by the Chapter Board of Directors and submitted to the National Office by the established deadlines.
- Ensures the Chapter is meeting the requirements of the HDSA Chapter Agreement, Plan of Work, and Budget.
- Work with Chapter President to insure that all committees are functioning effectively and working towards established goals.
- Participate in Chapter fundraising events, secure corporate support, and apply for local grants to help provide for outreach and educational resources for the community.
- In absence of Chapter President, represents Chapter at HDSA meetings such as Annual Convention, Leadership Conference and other meetings.
- Work alongside all Executive Committee members to accomplish tasks of vacant positions.
- Partner with National Field Committee and Staff.
- Promote the use of the HDSA Connect for finding tools to help with volunteer work.
- Signors on Chapter bank account.
- Participate in Regional calls and share call updates with Chapter Committee members.

The Chapter Vice President will generally serve as Chapter President at the conclusion of the Chapter President's term.



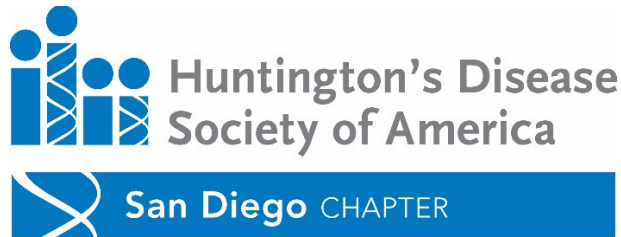
Chapter Treasurer - Job Description

General Function: The Chapter Treasurer is the top volunteer financial officer of the Chapter, and shall ensure that the Chapter's finances are maintained, managed and conducted in accordance with the HDSA Strategic Plan, Chapter Agreement, Plan of Work, Performance Standards, HDSA policies and procedures, and federal and state law.

Term of Service: *Two years – may be re-elected an additional year.*

Duties and Responsibilities:

- Ensure that monthly reports of deposits and expenditures are submitted to the National Office by the 10th of the following month.
- Ensure proper management of Chapter financial affairs and safeguards all funds received in accordance with the HDSA Accounting Policies and Procedures Manual.
- Serve as cosigner of the Chapter Agreement with Chapter President.
- Develop Chapter budget with other Chapter leaders.
- Ensure that the Chapter is meeting the requirements of the HDSA Chapter Agreement, Plan of Work, and Budget.
Keep full and accurate accounts of receipts and disbursements of all monies received by the Chapter.
- Ensure that the Chapter bank account is maintained according to HDSA Accounting Policies and Procedures Manual.
- Report and explain all Chapter financial information to the Chapter Board.
- Work alongside all Executive Committee members to accomplish tasks of vacant positions.
- Partner with National Field Committee and Staff.
- Promote the use of the HDSA Connect for finding tools to help with volunteer work.
- Signors on Chapter bank account.
- Participate in Regional calls and share call updates with Chapter Committee members.
- Monitor the Cost To Raise A Dollar (CTRAD) for events.



Chapter Secretary - Job Description

General Function: The Chapter Secretary shall serve as the recording officer and official record keeper of the Chapter, and will ensure that Chapter activities are conducted in accordance with the HDSA Strategic Plan, Chapter Agreement, Plan of Work, Performance Standards, and HDSA policies and procedures.

Term of Service: *Two years – may be re-elected an additional year.*

Duties and Responsibilities:

- Ensure the Chapter is meeting the requirements of the HDSA Chapter Agreement, Plan of Work, and Budget.
- Record all proceedings and actions of the Board of Directors.
- Send minutes and attendance records of all Board Meetings to members of the Board of Directors, Regional Staff and National Field Director.
- Maintain all official records and documents of the Chapter.
- Sign and certify all Board resolutions.
- Send notification of all regular and special Board meetings to members of the Board of Directors.
- Work with Executive Committee members after meetings to review content and format for minutes.
- Work with committee Chairpersons to establish written record keeping and reporting systems for each meeting.
- Oversee maintenance of Chapter mailing lists, including sending all changes, updates and deletions to HDSA National Office according to Chapter Agreement.
- Work alongside all Executive Committee members to accomplish tasks of vacant positions.
- Partner with National Field Committee and Staff.
- Promote the use of the HDSA Connect for finding tools to help with volunteer work.
- Participate in Regional calls and share call updates with Chapter Committee members.



HDSA Chapter and Affiliate Committee Descriptions

All Chapter and Affiliate committees shall work on delegated responsibilities separately, but will communicate with other committees to increase effectiveness and productivity. Each committee will identify a Chairperson, who will report directly to the Chapter President or Affiliate Chair. The Chapter President or Affiliate Chair is responsible for ensuring that all committees are functioning effectively and working towards established goals. Previous experience in these areas is not necessary to serve on these committees.

Volunteer Development Committee – The Volunteer Development Committee shall work to support current volunteers in fundraising efforts and cultivate new relationships to recruit additional volunteers for Chapter or Affiliate activities. The Committee shall work alongside all other standing and special committees to build relationships with volunteers and to publicize and promote local opportunities.

Fundraising Committee – The Fundraising Committee shall work to establish a fundraising plan that incorporates the HDSA Chapter or Affiliate Agreement, Approved Budget, and Plan of Work. The Committee shall work with existing event committees on ways to meet and exceed fundraising goals every year. The Committee is responsible for the involvement of all of the Chapter Board or Affiliate Committee in fundraising activities (i.e.: securing sponsorship, local grants, etc.) and for monitoring all fundraising revenues and expenses.

Community Service Committee – The Community Service Committee is responsible for managing the HDSA Chapter Social Worker (Chapters only), support groups, and educational events, ensuring these entities are working towards established goals. In addition, this Committee assists individuals and families affected by HD and health care professionals by providing an optimum level of support through information and referrals to appropriate resources. The Community Service Chair will manage the Social Worker's schedule and pay. **The Chair, along with the Social Worker, will fill out monthly reports and submit these to the Assistant Director of Community Services.* This committee helps to coordinate the local educational event to provide HD families, caregivers and healthcare professional with practical information about HD, as well as a forum to network with members of the community. The committee will apply for the HDSA Educational grant and adhere to grant guidelines.

Advocacy Committee – The Advocacy Committee shall work to increase political awareness of HD and HDSA by involving legislative figures in Chapter or Affiliate plans and goals. The Committee shall receive updated information from the HDSA Manager of Advocacy and Education and share effective messages that can be communicated consistently to decision makers. The Committee shall be aware of and promote the value and public benefits of HDSA's National advocacy efforts, and shall work to consistently cultivate local relationships. The Advocacy Committee is also responsible for meeting with local legislation and promoting Huntington's disease Awareness Month in May.



HDSA Chapter and Affiliate Committee Descriptions (Continued)

Communications/Web Content Committee/Social Media – The Communications/Web Content Committee is responsible for ensuring the development and maintenance of collaborative working relationships with press and publicity in the community and maintaining and updating the Chapter or Affiliate Website. The Committee must communicate the HDSA Mission and local fundraising efforts concisely and effectively. The Committee should consistently update press releases and public service announcements for the Chapter/Affiliate fundraising, advocacy and awareness efforts. The Committee is also responsible for updating and promoting HDSA events on all media platforms. All event, marketing, and PR materials must meet the HDSA Brand Manual guidelines. *In addition, all event materials must be submitted to the National Communications and Marketing Team at least 4 weeks prior to printing or distributing for final branding approval. The HDSA Brand Manual can be found on HDSA Connect.*

Team Hope Walk Committee – The Team Hope Walk Committee will work alongside the Regional Staff contact to build upon an existing or create a new Team Hope Walk in their community. The Team Hope Walk Program is HDSA's signature grassroots fundraising campaign. Since their inception in 2007, Team Hope Walks are held annually in over 100 different cities across the country and have raised over \$9 million for HDSA. By forming a Team Hope Walk Committee, you are able to divide the "to do tasks" for this event between committee volunteers which might include each volunteer being responsible for one sub-committee such as - engaging corporate sponsors, recruiting new participants, hosting wraparound events, event promotions, in-kind donations and volunteer recruitment.



Volunteer Code of Conduct

The Huntington's Disease Society of America (HDSA) in order to promote the best possible volunteer experience and protect the Society's interests, asks and expects volunteers to follow certain rules of conduct for all volunteers, donors, sponsors, and community members (collectively, "volunteers") when participating in Society functions. We ask that at all times, volunteers treat clients with kindness and integrity, as we work to support the mission of the Society.

I, as a volunteer, promise to:

1. Promote the Society Mission. The Huntington's Disease Society of America is a national, voluntary health organization dedicated to improving the lives of people with Huntington's disease and their families. (The Society's vision is a world free of Huntington's disease.)
2. Treat everyone equally regardless of ability, age, disability, gender, ethnic origin, pregnancy, race, religious beliefs, sexual orientation, or any category protected by applicable law. The Society is committed to the principals of equal opportunity, open community, and a harassment free environment in all of its activities. The Society expects each volunteer to abide by these principles.
3. The Society is committed to providing a welcoming environment, as well as an environment free from harassment based on ability, age, disability, gender, ethnic origin, pregnancy, race, religious beliefs, sexual orientation, or any category protected by applicable law. The Society strongly disapproves of and will not tolerate harassment of or by volunteers. Harassment may include verbal, physical or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance. Harassment may also include offensive sexual, racial, or ethnic slurs, jokes or other similar conduct.
4. The Society takes complaints of discrimination and harassment very seriously. While we encourage putting any such concerns in writing, if you are uncomfortable writing, there is no need to file a formal complaint or follow a specific chain of command. You may report your concerns verbally to any of the Society's Administration Department, Nancy Rhodes or Louise Vetter. **You may also report concerns anonymously to Navex. If a concern is reported, the Society will work to facilitate an appropriate resolution.** Every reported complaint of discrimination or harassment will be given its due attention, in a prompt and professional manner. Please see the Society's Whistleblower Policy for further details.
5. Serve the Society to the best of my ability.
6. Be a positive role model.
7. Be respectful and courteous in all matters related to the Society's business and functions.

I understand the above *Code of Conduct* and agree to abide by it.

Volunteer Name (Printed): _____

Volunteer Signature: _____ Date: _____



Conflict of Interest Form

Volunteer Name: _____

Date: _____

Chapter or Affiliate: _____

Individuals who volunteer to serve The Huntington's Disease Society of America (HDSA) as an officer or member of the Board of Trustees, Chapter Board of Directors, or in the capacity of a committee chair or co-chair, make decisions that may affect many interest areas. By accepting a leadership role in HDSA, an individual agrees to place the Society's interests above his/her own by disclosing any potential or perceived conflict or duality of interest that may arise during his/her term of office or service. Types of interest that should be disclosed include employment, membership of the Board of another national organization or association, advisory or consultative arrangements, stock ownership, grant/research support, and personal relationship with an individual, group or company which has potential influence or impact on deliberations or decisions.

By completing and signing a voluntary disclosure statement, officers, trustees, directors and committee chairs and co-chairs are agreeing to exercise due diligence pertaining to their involvement in specific issues before the Board of Trustees or any committee of the Society.

I declare that if I have any direct or indirect financial interest, or any personal, family, business or other relationship(s) that may conflict with my duties, responsibilities and exercise of independent judgment as an officer, trustee, director or representative of HDSA, or as a chair or co-chair of a committee, I shall voluntarily disclose that conflict of interest and abstain from comment, deliberation, vote or decision making on the question(s) in conflict.

- I am not aware of any potential conflict or duality of interest
- The following represent potential conflict or duality of interest

Company / Organization

Relationship

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: _____

Date: _____