

## **Board of Directors Candidate Packet**

### **Purpose**

The purpose of this packet is to provide information in a written form that a prospective board candidate can review, question and consider as he/she makes the decision to make the commitment to join the MADSS Board of Directors. 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.

### **Candidate Selection**

The Board encourages all interested individuals to apply for the Board even though individuals are often brought to the attention of the nominating committee due to a personal knowledge of an individual already actively participating with MADSS or through a personal connection in the community. We recommend that interested individuals contact a board member and ask questions about board service.

Not all applicants are accepted for board membership and none are accepted immediately. When the nominating committee makes its recommendations for board candidates it does so based on the candidate's ability to further MADSS' mission through board leadership and governance. This decision by the nominating committee is due to a determination that a potential candidate would provide a valuable expertise/resource to MADSS and/or the board, and that inclusion on the board rounds out representation of the various dimensions of MADSS.

Prospective board members need to be visionary and global thinkers assessing the needs of ALL individuals affected by Down syndrome in Columbia, Dane, Dodge, Green, Iowa, Jefferson, Richland, Rock and Sauk counties. Candidates will be notified of their status within seven days following the board vote.

### **Application Process**

1. **Recruitment:** Recruitment occurs either on an ongoing basis or by general appeal where interested individuals can be nominated by other members or self-nominate.
2. **Information Gathering:** Interested individuals find additional general information on the MADSS website ([www.madss.org](http://www.madss.org)), including an application.
3. **Preliminary Contact:** Contact is made between an appointed board member and the applicant regarding their submission and in order to answer any questions the applicant has about the board.
4. **Submission and Vetting:** Completed applications for board membership are reviewed and determine which applicants to make candidates for board membership and to advance in the process.

5. **Preliminary Meeting:** Candidates may need to attend a preliminary interview with an appointed member of the board or a nomination committee.
6. **Nomination and Voting:** Appointed board member or the nominating committee make a recommendation to the board on a slate of candidates based on the board's and the organization's need. Candidates then meet with the full board and may be invited to observe a meeting. The full board finally votes to accept or deny each candidate.

### **Board Meetings**

Currently, the Board of Directors meets the third Mondays of January, March, May, July, September and November from 6:15 p.m.-7:45 p.m. Board members are required to attend at least 2/3 of the board meetings and the annual meeting, annual retreat and major fundraising events.

### **Director Responsibilities Checklists**

MADSS understands that potential board members have many personal and professional commitments. The checklist below is not exhaustive but provides an example of a board member's time commitment. The goal of MADSS' board officers and staff is to keep Board members apprised of MADSS 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 MADSS related business.

If you have any questions about this checklist please contact the Board President for further clarification.

All members of the board are asked to make the commitments described on the next page.

Check each item and then sign to confirm your ability to make these commitments.

### Checklist of Personal Commitments

- Attend a new board member orientation.
- Sign and adhere to the document **Board of Directors Code of Conduct** (see attached).
- Adhere to the document **Conflict of Interest Policy** (see attached).
- Attend at least two-thirds of all board meetings.
- Attend the board's annual meeting, annual retreat, and annual major events.
- Participate in board work and discussions, volunteer for assignments, accept assignments, prepare for board business, and be responsive to organization-related communications.
- Build a professional and collegial working relationship with other board members, organizational staff and volunteers.
- Serve as an ambassador for the organization within and beyond the MADSS community.
- Contribute financially to the organization, by personal gifts and/or materially assisting with fundraising efforts.
- Be knowledgeable of the location and maintain access to MADSS documents that pertain to their specific board assignments.
- When selected for officer and/or committee responsibilities, fulfill those responsibilities.
- Serve as a "highly informed volunteer" for MADSS activities at the direction of the Executive Director, when able.

### Checklist of Responsibilities of the MADSS' Board

- Serve as the organization's link to individuals with Down syndrome in our community. We view these individuals as MADSS' "Moral Owners".
- Assure MADSS achieves appropriate results and avoids unacceptable situations.
- Establish and monitor policies that set MADSS' priorities, determine the organization's positions on relevant issues, and set appropriate limits and controls on the Executive Director, the board's officers, and the board.
- Through the Executive Director and the board's officers, implement the established policies describe above.
- Hire, evaluate and monitor the Executive Director.

I have reviewed the responsibilities above and feel that I can make the commitment required to join the board of directors for MADSS.

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Signature

Date

Complete the personal information form below.

**Personal Information**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Professional Information**

Organization's Name: \_\_\_\_\_ Your Title/Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
May we contact you at work? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Where would you like MADSS email sent: \_\_\_\_\_ Home \_\_\_\_\_ Work

MADSS reserves the right to complete a criminal background check on any board or volunteer applicants.

**Background**

Please attach additional pages if necessary.

**What is your motivation for wanting to join MADSS' board?**

**Please list your strengths, knowledge, and experience you would bring to the board. Specifically, how will you leverage your background to help you lead as described by the checklists of personal and board commitments and responsibilities?**

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

**Are you willing and interested in presenting publicly for and about MADSS?**

**References**

Please list three references we can contact to learn more about you. Please provide their name, phone number, email address and relationship.

Reference 1:

Reference 2:

Reference 3:

I verify that that the information I provided in the Personal, Professional, Background and Reference sections above are accurate to the best of my knowledge.

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Signature

Date

**Media Release**

I, \_\_\_\_\_, hereby authorize the Madison Area Down Syndrome Society to use my name and or photograph in promotional materials and in the media if I am selected as a board member.

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Signature

Date

**Assurances**

I verify that I have read, I understand and will adhere by MADSS' Board of Directors Code of Conduct, Board and Volunteer Conduct, Conflict of Interest and Whistleblower policies.

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Signature

Date