



CALL FOR BOARD MEMBERS!



Down Syndrome Association of Peel (DSAP) is looking for interested candidates to serve on our Board of Directors.

We are looking for visionary individuals from all backgrounds to contribute to our mission and implementation of our strategic plan. Elections of Directors to fill vacancies on the Board will take place at the Annual General Meeting (AGM), scheduled for March 26, 2019.

About DSAP:

DSAP is a grass roots not for profit organization that has been around for more than 20 years and is dedicated to raising awareness, networking and advocating around the issues and concerns that individuals and/or their families may face in their community. The lack of easily accessible information, the excessive strain on both time and resources, along with the emotional upheaval can be challenging. DSAP is here to provide support, networking and education.

Vision:

- To build a network for parents to discuss common topics
- To be a source of support for families
- To advocate and create awareness and educate others about Down Syndrome

- To see an increase in “intervention” type programs and support for those in need
- To help create a future where individuals with Down Syndrome can be fully included and contribute to society at large
- To be voice of people with Down Syndrome

General requirements:

- Commit to the vision and mission of the organization.
- Participate in the on-going development and implementation of the organization’s strategic plan.
- Attend all monthly Board meetings and the AGM.
- Work actively on at least two committees of the Board.
- Have strong communication skills and fluency in English.
- Have a strong understanding of the needs of the communities the organization serves.
- Integrity and commitment to represent the best interests of the organization.
- Adhere to the organization’s governance by-laws.

Eligibility requirement: To be eligible all applicants must be or become a member of DSAP since January 2017.

BOARD OF DIRECTOR POSITIONS THAT ARE OPEN

President:

- Serves as the chief volunteer of the organization and provides leadership to the Board of Directors
- Develops agendas and chairs meetings of the board of directors
- Recommends to the board which committees are to be established
- Seeks volunteers for committees and coordinates individual board member assignments
- Appoints the chairpersons of committees, in consultation with other board members
- Serves ex officio as a member of committees and attends their meetings when invited
- Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
- Helps guide and mediate board actions with respect to organizational priorities and governance concerns
- Monitors financial planning and financial reports
- Evaluates the performance and the effectiveness of the board members
- Annually evaluates the performance of the organization in achieving its mission and objectives
- Speaks to the media and represents the organization to the community
- Annually reviews matters of governance that relate to the board’s structure, role, and relationship

Vice-President:

- Acts as the President in his or her absence
- Reports to and works closely with the President to assist with his or her duties
- Assigned to a special area of responsibility such as membership, media, personnel, annual event, etc.
- Performs other duties as assigned by the President

Secretary:

- Maintains records of the board and ensures effective management of the organization's records
- Manages the minutes of board meetings
- Ensures minutes are distributed to members in a timely manner after each meeting

Treasurer:

- Manages the finances of the organization, including the board's review of and action related to, financial responsibilities
- Ensures appropriate financial reports are made available to the board
- Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial procedures and systems

Director:

- Plans and oversees the subcommittees
- Reports to the President
- Works with Subcommittee Chairs to develop and plan community workshops and events for assigned subcommittees
- Available to make home visits within the community when required
- Assigns work to subcommittee members
- Sets the agenda for and runs subcommittee meetings
- Works with applicable staff in achieving the objectives of the subcommittees
- Evaluates subcommittee effectiveness in reaching goals and objectives
- Report back to the Board of Directors on goals and objectives

OTHER POSITIONS THAT ARE OPEN

Subcommittee Chair: Education

- Reports to the Director
- Responsible for organizing and facilitating monthly member meetings to educate the community
- Responsible for gathering information regarding local school board initiatives and raising awareness
- Assist with home visits within the community

Subcommittee Chair: Social Events

- Reports to the Director
- Responsible for organizing and facilitating social events in the community, such as Christmas Party, Halloween Party, Summer Picnic, World Down Syndrome Day etc.

Subcommittee Chair: Advocacy and Awareness

- Reports to the Director
- Responsible for doing research on key influencers in the medical and political field
- Developing relationships/campaigns to reach out to people with the intent of advocacy and raising awareness
- Assisting with organizing and facilitating presentations to local schools and medical associations to raise awareness

If you are interested in serving as a Board Member, join us at our Annual General Meeting on March 26th when elections will be held.