



DSASG Board of Directors Roles and Responsibilities

Overview

The Down Syndrome Association of South Georgia is governed by a board of directors which is composed of Officers and Directors, as stated in Article III, Section 1 of its bylaws.

Officers (President, Vice-President, Secretary, and Treasurer) of the BOD are elected by the general membership at an annual meeting held in January each year, as the position becomes available due to vacancy, resignation or term expiration. Officers serve 2 year terms and may be re-elected to a second term, but may not serve in the same office more than 4 consecutive years.

Directors are appointed by the Officers and oversee major activities (Family Support, Social, and Fundraising). Directors serve 2 year terms and may be re-appointed to a second term in the case that no replacement is available, but may not serve in the same office more than 4 consecutive years. Director positions include self-advocates and members at large, in accordance with the bylaws.

The Board meets in person or virtually at least six times a year.

Roles & Responsibilities

President

- Serve as the official representative and spokesperson for DSASG
- Direct and be responsible for the overall operation of the organization
- Call, set agenda, and preside over Board and other special meetings
- Designate committees and supervise their activities
- Serve as chair or member of one of the committees or subcommittees
- Work together with the Vice President to build website and fill any public relations or marketing duties, including social media, until a communication director position is created and filled
- Serve as a signer on the bank signature card & be responsible for a bank issued debit or credit card

Vice President

- Preside in the absence of the President
- Assist the President as requested
- Assume the office of the President, should vacancy occur, for unexpired term only
- Serve as chair or member of one of the committees or subcommittees
- Work together with the President to build website and fill any public relations or marketing duties, including social media, until the communication director position is created and filled
- Serve as a signer on the bank signature card

Treasurer

- Give a treasurer's report at each board meeting
 - Serve as a signer on the bank signature card & be responsible for the corresponding checkbook
 - Regularly inspect bank and PayPal statements for unusual or suspect activity
 - Receive and disburse funds with appropriate authorization according to bylaws
 - Maintain financial records and receipts for purchases using Quickbooks ●
- Prepare a year-end financial report
- Assist the President as requested
 - Serve as chair or member of one or more committees/subcommittees
 - Develop and enforce strong internal controls and financial management policies
 - Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns
 - Regularly assess risks and how such risks should be mitigated
 - Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner
 - Have the organization's financials audited whenever required or advisable

Secretary

- Record and maintain minutes of all Board and special meetings
- Serve as custodian of all documents (physical documents as needed, but everything should be stored on the DSASG shared Google Drive under the info@dsasouthga.org and maintain historical records of the Board and DSASG
- Assist the President as requested
- Draft all group correspondence as needed
- Maintains and updates membership database
- Serve as chair or member of one or more committees or subcommittees

Self Advocate & Member At Large

- Assist the President as requested
- Serve as chair or member of one or more committees/subcommittees
- Participate in meetings and provide input

Family Support Director

- Recruit members to serve on the family support committee
- Appoint committee members to serve as subcommittee chairpersons (new parent outreach, education, medical outreach, etc, listed below)
- Assist subcommittee chairs in planning, budgeting, and implementing plans to support families through resources, education, and social events
- Compile plans and budgets from subcommittees to present to Board of Directors for approval
- New parent resources - *subcommittee*
 - Coordinate & distribute prenatal diagnosis folders to OB offices
 - Literature from affiliated agencies, DSASG Brochure, personal note from a parent, contact information, etc
 - Bi-monthly new parent support meetings (virtual or in person)
 - Plan and facilitate
 - Coordinate & distribute welcome baskets
- Hispanic outreach - *subcommittee*
- Education - *subcommittee*
 - Bi-monthly workshops that cover topics such as Katie Beckett, IEPs, Transitioning into the workforce, Alzheimers and Down syndrome
 - Lending Library
- Sunshine Club - *subcommittee*
 - Plan activities such as sending birthday cards, yard greetings, etc
- Serve as a signer on the bank signature card & be responsible for a bank issued debit or credit card

Social Activities Director

- Create an annual event calendar, recruit event directors to plan and budget events
- Compile budgets for events to submit to Board of Directors for approval
- Events include but not limited to Heart Day, WDSO, Christmas Party, Moms Night Out, Friendsgiving, Sibling Social, Dads On The Grill, Hispanic Outreach Social, Preschool Social, Fall Social, Back to School Social, etc

Fundraising Director

- Develop and implement fundraising strategies which will support the goals, mission and budget of DSASG, including (but not limited to) fundraising event planning for the South Georgia Buddy Walk, management of third-party fundraising events, submission of grants, memorial acceptances, annual giving, and cultivation of corporate support and individual donations and sponsorships
- Establish and maintain long-term relationships with individuals, corporations, foundations, civic groups, schools, etc. that result in effective donor and volunteer bases.
- Partner positively and effectively with other local, state and national organizations that complement the mission of DSASG.
- Recruit DSASG members to serve on the committee and to organize subcommittees
- Direct committee members in planning and budgeting fundraising strategies and events
- Present event budgets to the Board of Directors for approval

Expectations of the Board as a Whole

The mission of Down Syndrome Association of South Georgia is to benefit the lives of individuals with Down syndrome and their families through support, education, public awareness and advocacy.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

1. determining the mission and purposes of the organization
2. strategic and organizational planning
3. ensuring strong fiduciary oversight and financial management
4. fundraising and resource development
5. approving and monitoring the organization's programs and services
6. enhancing the organization's public image
7. assessing its own performance as the governing body of the organization

Expectations of Individual Board Members

Each individual board member is expected to:

1. know the organization's mission, programs, and needs
2. faithfully read and understand the organization's financial statements
3. serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the

organization to advance its mission

4. leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
5. help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
6. prepare for, attend, and conscientiously participate in board meetings
7. participate fully in one or more committees
8. sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
9. maintain confidentiality about all internal matters of the organization

As a member of the Board of Directors, you have three primary legal duties:

Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will

Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).

Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; operates in accordance with IRS 501c3 Private Foundation requirements; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

If you accept the roles and responsibilities of your position on the Board of Directors, please see the attached Board of Directors contract.

Last updated:
August 2, 2020
October 15, 2020
September 5, 2022