



## BOARD DIRECTOR POSITION DESCRIPTION & AGREEMENT 2018

As a member of the Board of Directors of the Vestibular Disorders Association (VeDA), I agree to:

1. Attend at least 75% of regular board meetings, which are each approximately one hour in duration. If I cannot attend I will notify the President prior to the board meeting. The board meets at least monthly, mostly via teleconference and once in Portland, Oregon, or other agreed upon location. I will be accessible for personal contact in between board meetings.
2. Provide leadership to board committees. Each board director is expected to serve as an active, ongoing member of at least one committee. This requires monthly meetings plus individual committee task completion time.
3. Commit time to developing financial resources for VeDA. This includes making an annual donation that is personally meaningful as well as supporting other fund development activities in a manner appropriate for board directors'. Board members may also be asked to pay for their own transportation to the annual Portland board meeting as an in-kind gift to VeDA
4. Participate in donor cultivation, which may include contacting donors by phone, personal visits, email and/or postal mail, identifying prospective donors, and participating in Balance Awareness Week and/or Steps 2 Balance fundraising.
5. Prepare in advance for decision-making and policy formation at board meetings. Board members take responsibility for self-education on the major issues before the board. This may include reviewing budgets, strategic planning, and high level personnel issues.
6. Responsibly review and act upon committee recommendations brought to the board for action.
7. Participate in the annual board self-review process and [record monthly volunteer hours](#) prior to each monthly board meeting.
8. Utilize personal and professional skills, relationships and knowledge for the advancement of VeDA.
9. Having read VeDA's conflict of interest policy I affirm that I will abide by it.
10. Communicate with the board president if I become unable to fulfill these obligations, and if together we are unable to resolve the barrier I will consider contributing to VeDA in an alternate capacity.

VESTIBULAR DISORDERS ASSOCIATION



My financial commitment and board member goals as a VeDA director for this 2018 fiscal year include (please initial):

- ☐ I will make a financial contribution of \$ \_\_\_\_\_ to be made on \_\_\_\_\_ (date) \_\_\_\_\_  
- or -
- ☐ I will make a financial contribution of \$ \_\_\_\_\_ each month. \_\_\_\_\_
- ☐ I will participate in Balance Awareness Week and/or Steps 2 Balance by creating a personal campaign page and setting a goal of \$ \_\_\_\_\_ in pledges, recruiting \_\_\_\_\_ additional people to participate, and other activities.
- ☐ I will participate on the following board committee:
- ☐ Balance Awareness Week
  - ☐ Communications/Marketing
  - ☐ Medical Advocacy
  - ☐ Support Group
  - ☐ Patient Education
  - ☐ Legislative Advocacy
  - ☐ Other \_\_\_\_\_
- ☐ I will actively engage in outreach to recruit new board and committee members. I will invite the following people to become involved in VeDA:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- ☐ I commit myself to the following special projects (list specific projects if possible; otherwise list projects you are interested in/think would be beneficial for VeDA):
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

I am aware that this board director position description is an expression of good faith and provides a common ground from which board directors can operate. Additional information on VeDA's mission, program and board responsibilities is contained in the board orientation materials and bylaws which I have read.

Board Director's Signature

Date

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