



## **Information Packet for Prospective Members of the Board of Directors**

This packet contains three documents:

- A general description of the responsibilities of serving on the Board of Directors of the Fibrous Dysplasia Foundation (pp. 2-3)
- A list of particular backgrounds and skills that the Fibrous Dysplasia Foundation is particularly interested in adding to the Board of Directors in the near future (p. 4)
- An application form for individuals who would like to be considered to join the Board of Directors (pp. 5-7)

The Nominating Committee looks forward to receiving your application. You are welcome to distribute this packet to other parties you think may be qualified candidates. Questions can be directed to [amcbride@fibrousdysplasia.org](mailto:amcbride@fibrousdysplasia.org).

## Job Description - Member, Board of Directors

**General statement of duty:** The Board of Directors is responsible for the overall health and stability of the Fibrous Dysplasia Foundation. Each Director has the responsibility to understand the mission, programs, and operations of the organization, ensure resources are used appropriately for the benefit of the Fibrous Dysplasia Foundation, and to actively participate in the work of the Board.

### **As a body, the Board of Directors:**

- Understands the mission, programs and operations of the Fibrous Dysplasia Foundation, evaluates and strengthens programs and services for constituents, ensures goals are appropriate, resources are used wisely, and ultimately ensures that patients with fibrous dysplasia, McCune-Albright syndrome and cherubism are served.
- Ensures effective planning by actively participating in an overall planning process, and assisting in implementing and monitoring the plans goals.
- Reviews reports from staff and committees, and provides input as needed.
- Ensures financial resources are properly managed, and are adequate to support programs and activities. Reviews and approves the annual budget.
- Supports the development of a competent board and a healthy organizational structure by finding new Directors when needed, and periodically and comprehensively evaluating the performance of the Fibrous Dysplasia Foundation including the Board of Directors.
- Selects, supports and evaluates the Executive Director.
- Ensures legal and ethical integrity is maintained by the Fibrous Dysplasia Foundation.
- Ensures policies fully and accurately establish standards and principles for operations.
- Enhances the organization's public standing and generates support from the community by sharing accomplishments, plans, and goals with the public.

### **Specifically, each Director:**

- Fulfills operational responsibilities:
  - Understands the mission, services, policies, and programs of the Fibrous Dysplasia Foundation.
  - Remains informed about the operations of the Fibrous Dysplasia Foundation, proactively seeking information in cases where insufficient information has been distributed to fulfill the Directors fiscal, legal and moral responsibilities.
  - Understands and abides by non-disclosure, conflict-of-interest, sexual harassment, whistle blower, anti-discrimination, equal opportunity, social media policies of the Fibrous Dysplasia Foundation and any additional policies adopted during the course of that Director's terms.
  - Attends all board and committee meetings by teleconference, in no cases missing two consecutive meetings or more than 25% of meetings in a given year. Informs President

- o in advance of anticipated absences. Endeavors to attend board meetings in-person or via video meeting when those attendance options are available.
  - o Prior to board and committee meetings, reviews the agenda and supporting materials.
  - o Is attentive and responsive to emails, and comfortable working in a computer-based and collaborative online environment.
- Fulfills leadership responsibilities:
  - o Promotes and informs others about the Fibrous Dysplasia Foundation. Interprets and champions the work and values of the Fibrous Dysplasia Foundation to the public.
  - o Serves on at least one committee and offers to take on special assignments.
  - o Endeavors to identify possible nominees to the board who can make significant contributions to the work of the Board and the organization.
  - o Learns the decision-making processes of the Board of Directors, leverages said decision-making processes to actualize new directions, and acts in a way that is consistent with the decisions of the Board of Directors.
  - o Participates in annual evaluations of the organization, Board of Directors, and Executive Director.
  - o Works in good faith with staff and other Directors as partners towards achievement of the goals and mission of the Fibrous Dysplasia Foundation.
- Fulfills financial responsibilities:
  - o Assists in carrying out fiduciary responsibilities, including reviewing the organization's annual financial statements.
  - o Personally makes an annual financial contribution to the organization. The size of the contribution will be at a level meaningful to the Director.
  - o Uses their personal and professional networks on behalf of the organization's financial well-being annually by, at minimum, holding one fundraising event annually or participation in a letter writing campaign as part of the end-of-year campaign.
- Embodies certain personal characteristics:
  - o Has a personal interest and connection to patients with fibrous dysplasia, McCune-Albright syndrome.
  - o Ability to listen, analyze, think clearly and creatively, working well with people individually and in a group.
  - o Possesses honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for Fibrous Dysplasia Foundation's development, and the ability to maintain a sense of humor and collegial spirit.
  - o Develops and uses skills needed to advance the organization such as the ability to cultivate and solicit funds, recruit Directors and other volunteers, read and understand financial statements, and learn more about the program areas of the Fibrous Dysplasia Foundation.
  - o Has drive to succeed as a Director, and active willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way, and open doors in the FD/MAS and cherubism communities.

## Highly Desirable Backgrounds – 2020 Class

Looking ahead to January 2021, the Fibrous Dysplasia Foundation is particularly interested in adding Directors to the Foundation's Board of Directors who are able to bring particular skills and perspective to the organization. The Foundation also encourages motivated individuals who do not fit these descriptions to apply as well.

### **Individuals with the ability to help shape the Foundation's research programs**

- Budgeting, operating a business, banking, accounting, specifically knowledge of nonprofit accounting and GAAP principles to assume treasurer position on the executive committee.
- Working knowledge and appreciation of diverse types of research, including observational science, basic science, and randomly controlled trials.
- Ability to moderate discussions among the Foundation's advisory councils, to extract advice and insights.
- Adequate interpersonal skills to assist in growing the network of researchers participating in FD/MAS (and related diseases) research initiatives, such as councils, consortia, collaborations.
- Ability to help set policies that will be fair and foster respect for our organization from researchers and from donors.
- Personal connections to the FD/MAS community, through personal diagnosis, familial connection, or history of patient care.

### **Individuals with any of the following backgrounds**

- Multiple years of experience on a nonprofit board, ideally including significant experience leading or participating in strategic planning processes
- Human resources background, such as experience in benefits evaluation and selection, succession planning, recruiting, contracting and employee evaluation processes.
- Individuals who are currently practicing physicians, or are recently retired clinicians.
- Individuals who are highly motivated to improve the fundraising programs of the Foundation, through strategic advisement as well as through modeling leadership in fundraising.

The Fibrous Dysplasia Foundation does not discriminate on the basis of race, color, religion/creed, gender, age, national or ethnic origin, disability or personal appearance, marital status or family responsibility, sexual orientation, political affiliation, citizenship states or military status.

## Board Member Application Form

Date        /        /2020

Name

Street Address

City

State

Zip

Email Address

Phone Home (        )        -

Business (        )        -

Are you a medical professional?                      Yes                       No

Are you a person with FD/MAS?                      Yes                       No

Are you a family member of a person with FD/MAS?                      Yes                       No

If so, what is your relationship:

Please provide a short background:

Why would you like to be a board member of the FD Foundation?

What area of expertise will you contribute to the FD Foundation?

Are you now holding or have you previously held positions on other Boards of Directors? If so, which Boards and are there any potential conflicts that you foresee?

Other Volunteer experiences :

Meetings are held quarterly at a minimum and up to monthly on occasion via teleconference .

Will you be able to attend board meetings consistently?      Yes       No

If you are elected, will you serve to the best of your ability?      Yes       No

Which of the following committees are you interested in serving on?

Please rank 1 – 5 (most preferred – least preferred)

- \_\_\_ FD Foundation Conferences      (organizes biennial member conference)
- \_\_\_ Research Committee
- \_\_\_ Fundraising Committee
- \_\_\_ Marketing Committee
- \_\_\_ Nomination Committee
- \_\_\_ Executive Committee

Have you reviewed and are you committed to the responsibilities described in the job description of members of the Board of Directors?      Yes       No

Will you be able to fulfill the fundraising and financial commitment as described? Yes  No

Please explain any "no" answers:

Signature \_\_\_\_\_ Date     /     /2020

Nominated by \_\_\_\_\_ Date     /     /2020  
(self nomination is acceptable)

Nomination Committee recommendation Yes  No

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Board Approval Yes  No  Date     /     /2020

Board President \_\_\_\_\_ Date     /     /2020