



SPINA BIFIDA ASSOCIATION OF GREATER NEW ENGLAND

BOARD PROSPECTUS

ORGANIZATION:

Spina Bifida Association of Greater New England
219 E. Main St Suite 100B
Milford, MA 01757
888-479-1900 (phone) 508-482-5301 (fax)
www.SBAGreaterNE.org
EIN: 23-7305430

PURPOSE OF THE ORGANIZATION:

The Spina Bifida Association of Greater New England ("SBAGNE") is a non-profit corporation founded in 1971 by a group of concerned parents of children with Spina Bifida. An affiliate of the national Spina Bifida Association, SBAGNE is dedicated to building a better and brighter future for all those impacted by spina bifida. Our tools are education, support and advocacy.

BOARD MEMBER CANDIDATES:

Board members provide a valuable resource for SBAGNE. As a working board, it provides guidance and support for the organization's operations and management. We strive to have a diverse board and encourage minorities and individuals with disabilities to apply.

Ideally candidates will have the following qualifications:

- An understanding of and commitment to the spina bifida community.
- Strong interpersonal skills and personal qualities such as integrity, drive, and flexibility.
- One or more related functional skills such as marketing, public relations, financial development, health care expertise, organizational development, strategic planning and grant writing.

RESPONSIBILITIES:

- Attend Board Meetings: Board Members are expected to attend the two-hour quarterly meetings of the board and review meeting materials beforehand. The Board tends to hold an annual retreat in January or February of each year. This is a daylong event typically that occurs on a weekend.
- Participate on committees: each member of the Board will have a committee assignment. Committees generally meet 8-12 times per year for one hour. Committee meetings are often held via conference call.
- Exercise legal and fiduciary oversight, including quarterly review of Treasurer's report.
- Support financial development: support development and philanthropic efforts by identifying potential financial resources, and developing in-kind donations to the organization.
- Promote awareness of the SBAGNE mission and goals throughout the community.
- To be available for consultation and willing to use expertise at a level that will enhance the mission of SBAGNE.
- Attend and volunteer at SBAGNE fundraisers and chapter events, at least one per year.

Board Meetings are routinely held quarterly in February, May, August, and November of each calendar year.

Board of Directors and committee work that needs to be completed in between regular meetings is typically done via conference call or email. Estimated time commitment for directors is as follows: All Directors: 1-2 hours per month, 3-4 hours in months with a board meeting.

Additional Hours for officers:

Clerk: 1 hour

Treasurer: 3 - 4 hours

Vice Chair: 1 hour

Chair: 5-6 hours

Current committees are:

- Audit (for Chapters with revenues over \$200,000; chaired by a Board member),
- Development
- Executive Committee (chaired by the Board Chair),
- Finance (chaired by a Board member),
- Governance (chaired by a Board member),
- Marketing/Communications
- Programs

Audit Committee

The Audit Committee is responsible for reviewing SBAGNE's annual audit and assessing the suitability and effectiveness of its external auditor. This committee will select an independent audit firm to conduct an annual audit. The Audit Committee will meet with the external auditor to review and evaluate the annual audit and the consolidated audited financial reports. The Committee will discuss the report prepared by the auditors discussing any weakness in internal control and whether management has taken appropriate action on the recommendations of the auditor. The Committee will report all findings to the Board of Directors and ensure that the organization is meeting all requirements. The Audit Committee will also serve as the resource for the organization's Whistleblower Policy.

The Chair of the Finance Committee shall serve on the Audit Committee. All members of the Audit Committee shall be board members.

Development Committee

The Development Committee is responsible for working with the Executive Director to review all previous year fundraising activity and make recommendations for improvements for new fiscal year to provide a comprehensive and balanced fundraising portfolio. The Committee will review and revise the annual Sponsorship Opportunities. The Development Committee will analyze relationships with current and prospective major donors and funders, foundations, and corporations and will work with the Executive Director to develop individualized strategies to cultivate or strengthen those relationships.

The Chair of the Development Committee shall be a board member. The Chair of the Finance Committee shall serve on the Development Committee. Non-board member volunteers are encouraged to join the Development Committee.

Executive Committee

The Executive Committee is responsible for oversight and evaluation of staff, development of personnel policies, and ensuring the execution of Board decisions and policies. The Executive Committee shall make regular reports to the Board or as otherwise directed.

The Executive Committee shall consist of the Chair (who shall serve as Chair), Immediate Past Chair, Vice Chair, Treasurer, and Secretary.

Finance Committee

The Finance Committee is responsible for recommending to the board an annual budget for the organization based upon the recommendation of management; for reporting the financial performance of the corporation to the board at quarterly board meetings; for recommending policies designed to improve financial performance; for policies related to risk management activities; and for recommending investment strategies.

The Treasurer shall be the Chair of the Finance Committee. Non-board member volunteers are encouraged to join the Finance Committee.

Governance Committee

The Governance Committee is responsible for Board membership and management. The Governance Committee is responsible for any and all policies related to the functions of the Board. The Governance Committee nominates candidates for election or appointment to the Board of Directors. Through an on-going process of identification and recruitment, the Committee identifies prospective candidates to be appointed or elected to the Board. The Committee develops criteria for the selection of candidates that reflect a diverse range of viewpoints, backgrounds, skills, geographic locations, experience and expertise and actively seeks qualified candidates for nomination and election to the Board in order to reflect such diversity. The Governance Committee develops and implements a Board orientation program, leadership development program, and performance standards for Board members.

The Chair of the Governance Committee shall be a board member. Non-board member volunteers are encouraged to join the Governance Committee.

Marketing and Communications Committee

The Marketing and Communications Committee is responsible for creating awareness of the programs, supports, and events that SBAGNE offers; for maintaining a consistent brand for the organization; and for ensuring effective and timely communication. Working with staff, the Marketing and Communications Committee will create marketing campaigns, promote events, create advertising materials, and ensure timely and comprehensive activity across social media platforms. The Marketing and Communications Committee will review and recommend improvements to the website.

The Chair of the Marketing and Communications shall be a board member, and there shall be representation on the Marketing and Communications Committee from the Development Committee and from the Program Committee. Non-board member volunteers are encouraged to join the Marketing and Communications Committee.

Program Committee

The Program Committee is responsible for annual review and enhancement of SBAGNE's signature programs, including Adult Groups, Bling/Best, the Regional Conference, Summer Picnics, and Holiday Parties. The Program Committee will be responsible for reviewing and proposing new programs to the Board of Directors.

The Chair of the Program Committee shall be a board member. Non-board member volunteers are encouraged to join the Program Committee.

PROGRAMS:

SBAGNE offers a variety of programs. Recent programs have included:

SBAGNE Connections:

- An adults' group (age 18 and up) that promotes social and educational events
- Educational and social programs for parents and children from birth through age 17, including BLIN'G and BEST
- Social Events including an annual summer picnic and holiday parties
- SBAGNE conference/education days with topics of relevance to the Spina Bifida community
- "Born to Be Amazing" Program for newborns
- Empowerment Program, providing financial assistance for an individual with Spina Bifida to assist with medical supplies not covered by another source
- Jean Driscoll Dream Big Award, provides \$1,000 award annually to honor the individual with Spina Bifida who best demonstrates the character and determination of the award's namesake
- SBAGNE quarterly newsletter
- Website www.SBAGreaterNE.org and active social media with Facebook and Twitter

SIZE & SCOPE OF THE ORGANIZATION:

Staff:

Jean Bertschmann, Executive Director
Email: JBertschmann@SBAGreaterNE.org

Pete Jablonski, Webmaster
Email: pjablonski@sbagreaterne.org

Laura Lambert - Operations Associate
Email - llambert@sbagreaterne.org

Sue FitzPatrick, Accountant
Email: sue@sosaccountingsolutions.com

2020 BOARD:

Officers:

Amy Bois, Chair
Jason Paynich, Vice Chair
Brendan Sullivan, Treasurer
John Wendell, Clerk

Directors:

Ashley Birch
Ginny Briggs
Robert Burke
Sarah Heywood
Dan Holleran
Linda Long-Bellil
Kristin Marquis
Amie Richards



SPINA BIFIDA ASSOCIATION OF GREATER NEW ENGLAND

BOARD APPLICATION

DEADLINE – FRIDAY, NOVEMBER 6, 2020 5:00 PM

Name: _____

Address: _____

Phone: _____ Email: _____

Why are you interested in serving on the Spina Bifida Association of Greater New England Board of Directors?

Previous Board experience or experience in a leadership role.

Provide a brief description of the attributes you believe would make you an effective board member.

Skills and Experience: Check all that apply

Marketing/Public Relations Financial Management/Accounting

Development/Fundraising Organizational Development

Strategic Planning Grant Writing

Health Care Human Resources

Advocacy/Disability Policy Corporate or Non-Profit Law

Other _____

Please indicate your relationship(s) to the Spina Bifida Community:

Individual living with Spina Bifida

Parent

Other family member

Healthcare Provider

Other Relationship to Spina Bifida: _____

No Relationship to Spina Bifida

Thank you for your interest!

Please send your completed application to Jean Bertschmann at

JBertschmann@SBAGreaterNE.org.