



# DSA | Los Angeles

Down Syndrome Association of Los Angeles, Inc.

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## Hello Potential DSALA Board Member!

**Do you want to make a difference and serve on a Board dedicated to helping children, teens, and adults with Down syndrome and their families?**

The Down Syndrome Association of Los Angeles (DSALA) offers a unique opportunity to help bridge the gap for families with special needs in our community who are in much need of resources, services and support. The Board seeks individuals able to creatively advise the DSALA staff regarding organizational fundraising, services, programs, procedures and policies.

## DSALA's Dedication

**What began as a small effort on behalf of a few children has changed the lives of thousands of children and adults with Down syndrome and their families.** As recently as 1975, parents of children with Down syndrome were receiving such poor or negative information about their children's future, that it was still common to place their children in an institution.

A group of 15 committed parents formed the DSALA to find ways to raise their children at home. The goal was to shift the focus from what was deemed negative about individuals with Down syndrome to focusing on what they could achieve.

## About Board Membership

**We support pre-natal diagnosis through all the milestones and into adult-hood.** The Board is comprised of individuals with a demonstrated interest in, or knowledge of, developmental disabilities. This includes, but is not limited to, individuals with legal, finance, management, public relations, funding and marketing skills.

Serving primarily the greater Los Angeles area for the past 43 years, the hard work of the DSALA staff is supported by the talents and skills of its Board. Successful decision-making requires the dynamic involvement and coordination by all who share the common vision of the organization.

The service and role of our Board Members have grown into even more importance given the recent transformation of the DSALA. Board Members serve a key role in helping to shape and create the infrastructure required to support this exciting new venture. As such, Board Members may be expected to adhere to additional guidelines and principles.

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serving families since 1975

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## DSALA Board Qualifications

### **A Board Member must be able to:**

- > Demonstrate an active interest in, or knowledge of, developmental disabilities.
- > Serve a minimum of a one-year term.
- > Attend monthly Board meetings (typically held the third Tuesday of each month), in addition to special events throughout the year.
- > Be punctual for all meetings and events.
- > Commit to the vision and intent of DSALA.
- > Review in-depth all policies, procedures, and documentation as implemented by DSALA.
- > Understand and support the core competencies, as well as future vision, of the organization.
- > Exhibit a deep understanding and compassion for the demographic we serve, and the gaps our organization aims to fill.
- > Possess personal qualities such as open mindedness, objectivity, competence, and dedication.
- > Remain fair, ethical, and show personal integrity at all times.
- > Work hard and be proactive about solving community problems and reaching organizational and program objectives.
- > Contribute new ideas in alignment with the values and directives of DSALA.
- > Become knowledgeable about the purpose, programs, and needs of the Board for making sound policy judgments.
- > Understand the fiscal responsibilities of a corporation and/or nonprofit.
- > Fulfill the duties of a Board Member or Director in good faith with diligence, care, and prudence.
- > Communicate and engage with fellow Board members in a courteous, respectful, and supportive manner.
- > Commit to the by-laws and other written policies as established by the DSALA.



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## Board Member Selection Process

**The first step in our selection process** for Board Membership involves completing our **New Board Member Application**. After careful review, if it is decided that the candidate meets the criteria for membership, we will pursue a Meet & Greet with our staff and existing members to ensure proper fit, culminating with an invitation to attend an upcoming Board Meeting for a formal introduction to the committee. Once welcomed to our Board, we will request that you supply a current bio and picture for posting on our website.

## Board Membership Readiness Self-Assessment

**The DSALA deeply values the contributions of our passionate and talented Board members.** As you consider your membership, please review the following guidelines to help assess your readiness with serving on our Board:

- > Review the details of your personal involvement (including the above sections on membership, qualifications, and selection) to ensure you are in alignment with our goals and objectives for this membership.
- > Be sure you have adequate time to sufficiently fulfill the duties inherent to this position.
- > Assess your personal skills, talents, and experience so that you can offer to serve on committees in areas where your strengths can be of value to the Board.
- > Be prompt for scheduled meetings. Regular attendance and attention will quickly increase your value to the Board.
- > Members of the Board are not paid, nor does it require payment to serve.
- > To give your best, please obtain the information necessary to fully understand the responsibilities of your position, as well as the mission of the organization.
- > As a volunteer, you should become familiar with the staff and their areas of responsibilities.
- > Information imparted publicly should reflect the decisions of the Board, as opposed to individual opinions and views.
- > All information shared with, for, and at the DSALA shall remain confidential.
- > If you feel you are not in alignment with the values or objectives of DSALA, please consider declining the invitation to serve.



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## New Board Member Application

**We appreciate your interest in joining our Board.** Please complete this application and email it to: [sandra@dsala.org](mailto:sandra@dsala.org) with subject line: Board Membership.

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

ZIP \_\_\_\_\_

Please let us know about your interest in the special needs community

Do you have a child or children with special needs?

No  Yes, Name(s) and age(s)

Optional: Are you a self-advocate?  No  Yes

Relevant experience, education, and employment (please attach a resume if relevant):

Why are you interested in the DSALA?

Area(s) of expertise/contribution you feel you can make:



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How many hours per week can you make available for Board service? \_\_\_\_\_

Please detail other volunteer commitments you are currently undertaking:

How did you learn of this opportunity?

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Do you have experience sitting on a governing board?  No  Yes

If so, please list any boards and committees that you serve on, or have served on:

ORGANIZATION

ROLE/TITLE

DATES OF SERVICE

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Please share your skills, experience and areas of interest (mark all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Finance/Accounting        | <input type="checkbox"/> Administration/Management | <input type="checkbox"/> Volunteer Management            |
| <input type="checkbox"/> Program Evaluation        | <input type="checkbox"/> Event Planning/Organizing | <input type="checkbox"/> Public Relations/Communications |
| <input type="checkbox"/> Grant Writing/Fundraising | <input type="checkbox"/> Outreach/Advocacy         | <input type="checkbox"/> Non-Profit Board                |
| <input type="checkbox"/> Legal                     | <input type="checkbox"/> Marketing                 | <input type="checkbox"/> Technology                      |

List any groups, organizations or businesses that you could serve as liaison on behalf of DSALA:

Is there anything else you would like to share with the Board?

thank you!

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