



## **Chapter Board of Directors Job Description**

### ***General Function***

The Board of Directors is the governing body of the Chapter and is responsible for ensuring that all Chapter activities are conducted in accordance with HDSA Performance Standards, Policies, and Operating Procedures for Chapters. The Board will support the work of HDSA and provide consistent mission-based leadership to Chapters & Affiliates.

### ***Major Duties and Responsibilities***

- Attend and participate in Board of Director meetings (6 meetings per year).
- Serve on at least one Chapter or event (educational, awareness or fundraising) committee.
- Be an ambassador of HDSA in your community.
- Attend and participate in HDSA fundraising, educational and awareness activities whenever possible to support event committee members and represent the MN Chapter.
- Review and approve the Chapter's Performance Standards and Budget annually.
- Ensure that the Chapter is in compliance with HDSA Performance Standards, Policies and Operating Procedures for Chapters.
- Recruit new Board members and fill Committee vacancies as needed.

### ***Term of Service***

Two years – may be re-elected twice.



## **Chapter Committees**

### **Fundraising Committee**

The Fundraising Committee shall work to establish a fundraising plan that incorporates HDSA Performance Standards, Policies and Operating Procedures. The committee will oversee all fundraising efforts on behalf of the Chapter and will lead community outreach efforts. The Committee shall work with existing event committees on ways to increase fundraising surpluses every year. The Committee is responsible for involvement of Chapter Board in fundraising activities and for monitoring all fundraising costs and revenues.

### **Family Service Committee**

The Family Service Chair is responsible for overseeing the HDSA Social Workers and ensuring that they are functioning effectively and working towards established goals, such as assisting individuals and families affected by HD and health care professionals by providing an optimum level of support through information and referrals to appropriate resources. The Chair will manage the Social Worker's schedules and pay.

The Family Service Chair also coordinates Family Service Discussion meetings to address the needs of the local HD community, which are then brought to the attention of the Chapter Board. The Family Service Committee is open to the public and may consist of caregivers, clinicians and individuals touched by HD. With the exception of the Family Service Chair, members of the Family Service Committee are not required (but are encouraged) to serve on the MN Chapter Board.

### **Grant Committee**

The Grant Committee is responsible for providing institutional support for seeking external funding that serves the values, interests and mission of HDSA. The Committee shall research and cultivate new local grant opportunities and is responsible for completing and submitting 1 applicable grants per month, after approval by the Regional Director. The Committee shall review past grant successes and failures and develop a plan of work for each coming year in regards to obtaining external funding, to be shared with and approved by the Board.

### **Media Relations Committee**

The Media Relations Committee is responsible for ensuring the development and maintenance of collaborative working relationships with press and publicity in the community. The committee shall cultivate and maintain strong, professional relationships with press and media colleagues.

The committee must communicate HDSA's mission and local fundraising efforts concisely and effectively and must consistently create press releases and public service announcements for the Chapter's fundraising, advocacy and awareness efforts.

### **Volunteer Recruitment Committee**

The Volunteer Recruitment Committee shall work to support current volunteers in fundraising efforts and cultivate new relationships with active participants in fundraising events. The Committee shall work with the Fundraising Committee to develop new volunteer opportunities and the Media Relations committee to publicize and promote these opportunities.

### **Advocacy Committee**

The Advocacy Committee shall work to increase political awareness of HD and HDSA by involving legislative figures in Chapter plans and goals. The Committee shall develop a simple, effective message that can be communicated consistently to decision makers. The Committee shall be aware of and promote the value and public benefits of HDSA's National advocacy efforts, and shall work to consistently cultivate local relationships. The Advocacy Committee is responsible for meeting with local legislation during Huntington's disease awareness month in May.

### **Web Management Committee**

The Web Management Committee shall work to update and maintain the local Chapter or Affiliate website, consistently including and updating all fundraising, educational events and sponsorship opportunities. The Web Management Committee is also responsible for working with the Chapter Secretary to send out email communications to various committees and event participants.



## **Chapter President Job Description**

### ***General Function***

The Chapter President is the Chief Volunteer of the Chapter, providing leadership to ensure that all Chapter activities are conducted in accordance with HDSA Performance Standards, Policies, and Operating Procedures for Chapters. The Chapter President works hand in hand with HDSA Regional Staff to ensure ongoing and effective communication.

### ***Major Duties and Responsibilities***

- Serve as official HDSA spokesperson in the local community, representing the Society in a professional manner at all times.
- Provide leadership for the Chapter Board of Directors through his/her own actions and involvement.
- Chair and direct the meetings of the Board of Directors in such a manner as to allow the Board to effectively manage the Chapter.
- Provide Board members with information and relevant data on relevant matters before the Board for action prior to the meeting.
- Establish, cultivate and maintain local Corporate Partnerships.
- Work to ensure that all committees are functioning effectively and working towards established goals. May attend committee meetings as ex-officio member.
- Represent Chapter at HDSA meetings such as Annual Convention, Leadership Training and other meetings.
- Work with the National HDSA leadership as required.
- Maintain an open line of communication with the National Field Department and assigned NFC representative.
- Ensure that the Chapter prepares a budget that is approved by the Chapter Board of Directors and submitted to the National Office by the established deadlines for Trustee approval, and adheres to that budget throughout the fiscal year.
- Work closely with the Chapter Treasurer to monitor financial reports, planning, and execution and performance evaluation of the Chapter's responsibilities.

### ***Term of Service***

One year – may be re-elected twice.



## **Chapter Vice President Job Description**

### ***General Function***

The Chapter Vice-President shall serve in the President's absence as the top volunteer officer of the Chapter, and assist the Chapter President in providing leadership to ensure that all Chapter activities are conducted in accordance with HDSA Performance Standards, Policies, and Operating Procedures for the Chapters.

### ***Major Duties and Responsibilities***

- Provide leadership for the Chapter Board of Directors through his/her own actions and involvement.
- Work to ensure that all committees are functioning effectively and working towards established goals. May attend committee meetings as ex-officio member.
- Assume the role of the Family Service Committee Chairperson to ensure the Family Service Committee brings relevant community issues for the Chapter to discuss and address at Chapter Board meetings.
- Support (or may assume the role of) the Volunteer Recruitment Committee Chairperson to ensure event planners have the volunteers they need to execute events effectively.
- May represent Chapter at HDSA meetings such as Annual Convention, Leadership Training and other meetings.
- Serve as official HDSA spokesperson in the local community, representing the Society in a professional manner at all times.
- Work with the National HDSA leadership as required.
- Assist the Chapter President in monitoring financial reports, planning, and execution and performance evaluation of the Chapter's responsibilities.

### ***Term of Service***

One year – may be re-elected twice.



## **Chapter Secretary**

### **Job Description**

#### ***General Function***

The Chapter Secretary shall serve as the official record keeper for the Chapter and in the President's absence, as the Chief Volunteer Recording Officer of the Chapter.

#### ***Major Duties and Responsibilities***

- Record all proceedings and actions of the Board of Directors and takes meeting minutes.
- Maintain all official records and documents of the Chapter.
- Work with the presiding officer after meetings to review content and to format the minutes.
- Send notification of all regular and special board meetings to members of the Board of Directors and to the National Office.
- Send minutes of all Board Meetings to members of the Board of Directors and to the National Office.
- Work with Committee Chairs to gather updates on committees.
- Maintain Board roster (with member terms) and attendance records and regularly update the information with the National Office.
- If necessary, coordinate with Committee Chair to send out relevant correspondence to respective Chapter and event committee members.
- Oversee maintenance of Chapter mailing lists.
- Sign and certify all Board resolutions.

#### ***Term of Service***

One year – may be re-elected twice.



## **Chapter Treasurer**

### **Job Description**

#### ***General Function***

The Chapter Treasurer is the Chief Volunteer Financial Officer of the Chapter, and shall ensure that the Chapter's finances are maintained and managed in accordance with HDSA policy, and federal, state, and local law.

#### ***Major Duties and Responsibilities***

- Ensure proper management of Chapter budget, monitoring revenue and expenses. Ensure proper management of Chapter financial affairs and safeguards all funds received in accordance with practices and procedures established by the Huntington's Disease Society of America.
- Keep full and accurate accounts of donations, receipts and disbursements of all monies received by the Chapter.
- Process all chapter payables in a timely fashion.
- Work with event committees on creating an event budget to ensure fiscal responsibility. Report and explain all Chapter financial information to the Chapter Board.
- Ensure that all bank accounts for the Chapter are maintained according to HDSA policies. Ensure that monthly reports of deposits and expenditures are submitted to the National Office by the 10th of the following month.
- Work with National Office to monitor budget and coordinate fund transfers.
- Submit credit card donation transactions through appropriate regional online HDSA virtual terminal.
- Ensure budget revenue and expenses are on target.
- Read and be familiar with the Accounting handbook.

#### ***Term of Service***

One year – may be re-elected twice.