



Chapter Board Documents

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Chapter Board Description

Parkinson's Foundation chapter boards provide a local organizational presence in their community. Chapter board members partner with chapter staff to advance our mission and raise critical funds to further the Parkinson's Foundation's strategic priorities.

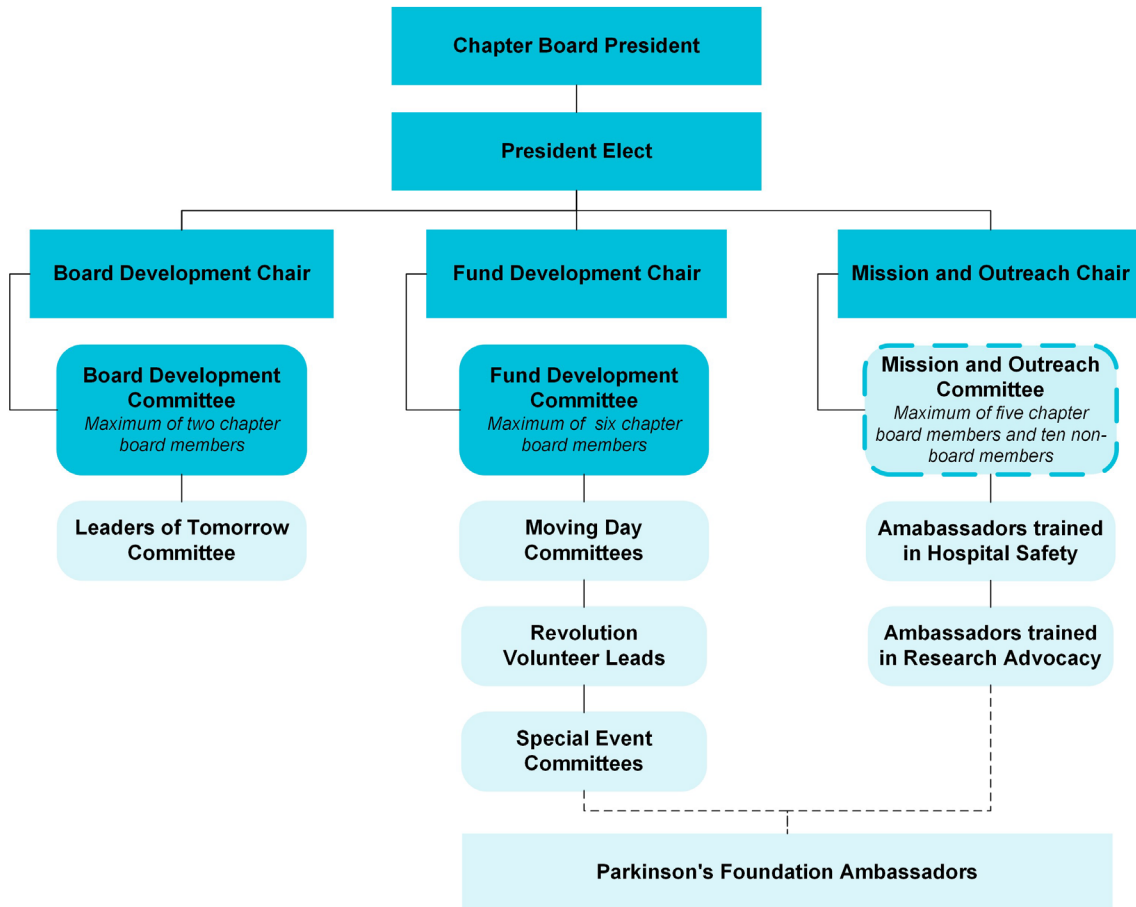
Chapter boards may be comprised of up to 18 volunteers, including five executive officers. Volunteers share their time, professional expertise, and resources while serving as ambassadors on behalf of the Parkinson's Foundation. These volunteers advise staff in the development of long-term and sustainable growth throughout their chapter.

Our goal is to form diverse chapter boards with committed members. The Parkinson's Foundation currently has chapter boards in 14 of our 18 chapters, including:

- California Chapter
- Carolinas Chapter
- Florida Chapter
- Georgia Chapter
- Great Lakes Chapter
- Gulf Coast Chapter
- Heartland Chapter
- Midwest Chapter
- Mid-Atlantic Chapter
- Minnesota & Dakotas Chapter
- New England
- New York Chapter
- Southwest Chapter
- South Central Chapter



Chapter Board Structure



Important Notes:

- Chapter boards may have a maximum of 18 members.
- Volunteer roles shaded in PF blue are exclusively for chapter board members and have a financial commitment.
- Mission and outreach committees may have a maximum of 16 members, including five chapter board members.
- The Leaders of Tomorrow Committee is optional



Chapter Board Manual

Parkinson's Foundation Mission and Vision

The mission of the Parkinson's Foundation is to make life better for people with Parkinson's by improving care and advancing research toward a cure. In everything we do, we build on the energy, experience and passion of our global Parkinson's community.

Parkinson's Foundation Structure

The Parkinson's Foundation is a 501(c)(3) corporation governed by a national Board of Directors, which has full governance and fiduciary responsibility, and managed by the Chief Executive Officer. Parkinson's Foundation chapters constitute an integral part of our national field network and are fundamental to our fundraising and outreach efforts. Chapter boards and staff possess no legal authority separate and apart from the Parkinson's Foundation.

Chapter Board Structure and Membership

Chapter board members share their time, professional expertise, and resources while serving as ambassadors on behalf of the Parkinson's Foundation. The chapter board works in collaboration with staff to implement tactics outlined in the Parkinson's Foundation's national strategic plan and establish volunteer committees to support those activities. Chapter boards have no governance, fiduciary or legal authority. Chapter boards adhere to the following terms:

- Chapter Board Members: The number of chapter board members shall be between eight and eighteen. Chapter boards should seek members who bring diverse talents and represent multiple constituencies. The corporate community should be represented on chapter boards. Members are elected for a three-year term and can be re-elected for one additional three-year term. After serving two consecutive terms (six years total), members are asked to take a one-year hiatus.
- Executive Officers: Chapter board executive officers are as follows: president, president-elect, board development committee chair, fund development committee chair, and mission and outreach committee chair. The president and president-elect shall serve a one-year term with eligibility for re-election for up to one additional one-year term subject to an annual review by the board development committee. Other executive officers shall serve a two-year term subject to an annual review by the board development committee with eligibility for re-election for up to one additional one-year term. At the end of

the president's final term, except upon a 2/3 vote of the board development committee, the president-elect shall be nominated to serve as the president.

- Committees: Chapter boards shall have three working committees, the board development committee, the fund development committee, and the mission and outreach committee.
 - a. Board Development Committee: The board development committee identifies, recruits, cultivates, and orients chapter board members and officers. Board development committees may have up to three members, including the board development committee chair. All members of the board development committee are members of the chapter board.
 - b. Fund Development Committee: The fund development committee supports local fundraising events and initiatives. Committee members partner with staff to secure financial partnerships and gifts that further Parkinson's Foundation strategic priorities. Development fund committees may have up to seven members, including the fund development committee chair. All members of the fund development committee are members of the chapter board.
 - c. Mission and Outreach Committee: The mission and outreach committee delivers educational programs and resources to meet community needs. Committee members partner with staff to raise awareness of Parkinson's Foundation resources. Mission and outreach committees may have up to sixteen members, including the mission and outreach committee chair, five volunteers from the chapter board and ten volunteers who are not on the chapter board.
- Meetings: Chapter boards shall have, at a minimum, one meeting per quarter with an option to have additional meetings as needed. Committees shall have, at a minimum, one meeting per quarter with an option to have additional meetings as needed.
- Elections: Chapter board member elections shall take place at the end of the annual term and executive officer elections shall take place at the beginning of the new term, aligning with the Parkinson's Foundation's fiscal year calendar (July 1 through June 30). The board development committee shall work with staff to nominate members to fill vacancies. A 2/3 vote is required with at least 75% of the chapter board in attendance (in-person or by phone) to elect a new member or executive officer. Nominations can take place on an as-needed basis if an unexpected vacancy occurs or if the board isn't at capacity at the beginning of a term. Final decisions on board elections are subject to approval by the Parkinson's Foundation.
- Removal: The Parkinson's Foundation reserves the right to end a volunteer relationship at any time. Chapter board members who do not adhere to Parkinson's Foundation policies or who fail to perform the duties outlined in the Chapter Board Member Agreement are subject to dismissal. A chapter board member may also be asked to resign if they:

- A. Fail to attend (in person or by phone) at least 75% of regularly scheduled chapter board meetings in any given fiscal year
- B. Fail to comply with the Parkinson's Foundation Conflict of Interest Policy, are convicted of or plead guilty or no contest to a crime or misdemeanor found by the national Board of Directors or local chapter board to be a significant criminal act or one that might reflect unfavorably upon the Parkinson's Foundation
- C. Engage in any activity or conduct that reflects negatively upon the Parkinson's Foundation

Chapter Board Expectations & Requirements

Chapter boards are expected to develop and nurture strategic partnerships and relationships that will enhance and advance the Parkinson's Foundation's mission throughout the local community. Chapter board members should maintain a strong presence in the community and raise funds in accordance with established national priorities for the long-term growth and sustainability of the local community and the Parkinson's Foundation. Chapter board members are expected to:

- Support Our Mission: Commit to increasing awareness and support of the Parkinson's Foundation's mission and vision.
- Attend Meetings: Be an active, contributing member of the chapter board, including attendance at 75% of the regularly scheduled meetings throughout the fiscal year.
- Work on a Committee: Serve as an active member of at least one of the chapter board committees.
- Contribute and Fundraise: Make an annual minimum financial contribution of \$2,500 or commit to raising at least \$2,500 to support chapter fundraising events and programs.
- Attend Events: Participate in at least one local fundraising event.
- Represent the Foundation: Always conduct yourself in an appropriate and ethical manner when representing the Parkinson's Foundation.
- Agreements: Annually sign a Conflict of Interest Policy and a Chapter Board Agreement.
- Authority: Executive officers, members and volunteers do not have any authority to sign, co-sign, or approve contracts. All contracts involving employees, vendors, consultants, rental, venues, real estate, etc. must be signed by the Chief Financial Officer of the Parkinson's Foundation or their designee.



Chapter Board Agreement

At the Parkinson's Foundation, we make life better for people with Parkinson's disease by improving care and advancing research toward a cure. In everything we do, we build on the energy, experience and passion of the Parkinson's community.

The Foundation relies on the expertise and guidance of volunteers to fulfill its mission. Chapter boards work in collaboration with staff to implement strategies outlined in the Foundation's national strategic plan and establish volunteer committees to support those activities. As volunteer leaders, chapter board members share their wisdom, time, professional expertise, networks and financial resources. Chapter boards have no governance, fiduciary or legal authority.

Role of chapter board members:

- Commit to increasing awareness and support of the Foundation's mission and vision
- Serve for a three-year term, with the option to serve an additional three-year term –after serving two consecutive terms (six years total), chapter board members are asked to take a one-year hiatus
- Be an active, contributing member of the chapter board, including attendance at seventy-five percent of the regularly scheduled meetings
- Serve as an active member of one of the chapter board committees
- Give or raise an annual financial contribution of at least \$2,500 to support the chapter's fundraising events and programs
- Participate in at least one local fundraising event
- Always conduct yourself in an appropriate and ethical manner when representing the Parkinson's Foundation
- Annually sign a Conflict of Interest Policy provided by the Foundation

Responsibilities of the Parkinson's Foundation:

- Provide chapter board members with national and local information about the Parkinson's Foundation and its mission as an organization including new initiatives
- Offer a chapter board orientation and additional specialized training for specific committees
- Provide staff support to manage the day-to-day operations of the local market, define specific tasks to be accomplished and provide timelines with deadlines for tasks to be accomplished
- Share specific job descriptions detailing the chapter board member duties and responsibilities

By my signature I declare that I have read, understand and agree with all terms of the Parkinson's Foundation Chapter Board Agreement and the Chapter Board Manual and will strive to fulfill all terms therein.

Print Chapter Board Member Full Name: _____

Signature: _____ Date: _____

PARKINSON'S FOUNDATION CONFLICT OF INTEREST POLICY

SECTION 1. PURPOSE:

The Parkinson's Foundation (PF) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS, as well as state regulatory and tax officials, view the operations of PF as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between PF and its board, officers, volunteers and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of PF honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of PF. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with PF or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure of a conflict within the organization should be made to the Vice President, Human Resources and Administration or Chief Financial Officer, or Chief Executive Officer (or if s/he is the one with the conflict, then to the Chairman of the Board), who shall bring the matter to the attention of the Executive Committee of the Board. Disclosure involving directors should be made to the Chairman of the Board (or if s/he is the one with the conflict, then to the Board Vice-Chair) who shall bring these matters to the Executive Committee of the Board.

The Executive Committee of the Board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to PF. The decision of the Executive Committee of the Board on these matters will rest in their sole discretion, and their concern must be the welfare of PF and the advancement of its purpose.

**PARKINSON'S FOUNDATION
CONFLICT OF INTEREST POLICY**

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE, VOLUNTEER OR BOARD MEMBER: (Please print)

2. CAPACITY:

- board of directors
- executive committee
- officer
- chapter board member
- committee member
- volunteer
- staff (position): _____

3. Have you or any of your affiliated persons provided services or property to PF in the past year?

YES NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

**PARKINSON'S FOUNDATION
CONFLICT OF INTEREST POLICY**

4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which PF was or is a party?

YES NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Were you or any of your affiliated persons indebted to pay money to PF at any time in the past year (other than travel advances or the like)?

_____ YES _____ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from PF or as a result of your relationship with PF, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to PF?

_____ YES _____ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

**PARKINSON'S FOUNDATION
CONFLICT OF INTEREST POLICY**

7. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving PF?

YES NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by PF's [board or a duly constituted committee thereof] in accordance with the terms and intent of PF's conflict of interest policy?

YES NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand PF's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify [designated officer or director] immediately.

Signature

Date



Chapter Board Online Templates

The following online templates are intended for chapter board member and executive officer elections, interviews, and performance reviews. The online templates were created using our organizational Microsoft Forms account, and responses are sent to Parkinson's Foundation staff members only. Chapter board members should partner with local staff to use templates and review responses.

These templates are an optional resource meant to streamline and organize documentation for regular chapter board activities. These forms do not replace any of the required documentation each chapter board member must complete (chapter board agreement, conflict of interest policy, and role description).

Chapter Board Templates:

- [1. Chapter Board Member Nomination Form](#)**
Current chapter board members should complete this form to nominate an individual to join the chapter board.
- [2. Chapter Board Member Application Form](#)**
Individuals interested in joining their local chapter board should complete this form.
- [3. Chapter Board Member Interview Form](#)**
To be completed by members of the board development committee and president and/or president-elect during prospective member interviews.
- [4. Chapter Board Member Personal Information](#)**
This form should be completed by new members. It collects biographical and contact information as well as professional and contact preference information.
- [5. Chapter Board Member Performance Review Form](#)**
To be completed by members of the board development committee and president and/or president-elect during annual member performance reviews.
- [6. Chapter Board Executive Officer Nomination Form](#)**
Current chapter board members should complete this form to nominate an individual for an executive officer position.
- [7. Mission and Outreach Committee Application](#)**
Individuals interested in joining their chapter's mission and outreach committee should complete this form.



Chapter Board Elections Process

Chapter board member elections take place at the end of the Parkinson's Foundation's fiscal year, and executive officer elections take place at the beginning of the Parkinson's Foundation's fiscal year. Chapter board members and staff nominate individuals for general membership or executive officer positions. The board development committee reviews nominees and selects candidates to put forward for a vote by the entire chapter board. A 2/3 vote is required with at least 75% of the chapter board in attendance (in-person or by phone) to elect a new member or executive officer.

Nominations may take place on an as-needed basis if an unexpected vacancy occurs or if the board isn't at capacity at the beginning of a term. **Final decisions on board elections are subject to approval by the Parkinson's Foundation.**

Chapter Board Membership Election Steps:

1. Current chapter board members and staff nominate individuals for membership
2. The board development committee invites promising nominees to apply for membership and reviews all completed applications
3. The board development committee interviews top applicants and discusses interviews as a group
4. The board development committee selects final candidates for the entire chapter board's consideration
5. Chapter board members vote to confirm new members and the board development committee notifies applicants

Chapter Board Executive Officer Election Steps:

1. Following the annual review process, the board development committee notifies chapter board members of upcoming executive officer vacancies
2. Chapter board members and staff nominate current members for open positions
3. The board development committee reviews nominees and confirms who would like to be considered for the position
4. If there are multiple candidates, the board development committee will conduct interviews
5. The board development committee discusses candidates and selects final candidates for the entire chapter board to consider
6. Chapter board members vote to confirm executive officers



Chapter Board Member Performance Review

Chapter board member annual reviews take place at the end of the Parkinson's Foundation's fiscal year. The board development committee works with the president and/or president-elect and staff to review member performance.

Chapter Board Member Review:

1. The board development committee and president and/or president-elect will meet with the member to discuss their individual SMART volunteer goals and progress towards those goals
2. The board development committee determines if a member has completed mandatory membership requirements:
 - Donated or raised \$2,500 on behalf of the Parkinson's Foundation
 - Attended 75% of regular meetings
 - Served on a chapter board committee
3. If the member does not meet the minimum membership requirements, they must explain why and create a plan for improvement in the new fiscal year
4. The board development committee will complete the annual review form and share feedback with the member

Chapter Board Executive Officer Review:

1. The board development committee, president and/or president-elect, and staff will meet with the executive officer to discuss their individual SMART volunteer goals and progress towards those goals
2. The board development committee determines if an executive officer has completed mandatory membership requirements:
 - Donated or raised \$2,500 on behalf of the Parkinson's Foundation
 - Attended 75% of regular meetings
 - Served on a chapter board committee
3. If the executive officer does not meet the minimum membership requirements, they must explain why and create a plan for improvement in the new fiscal year
4. The board development committee will complete the annual review form and vote to determine if the executive officer is eligible to continue serving in their current role – a two thirds committee vote is required



Chapter Board Member

Parkinson's Foundation chapter boards provide a local organizational presence in their community. Chapter board members partner with staff to advance our mission and raise critical funds to further our strategic priorities. These volunteers advise staff in the development of long-term and sustainable growth throughout their chapter.

Volunteer Activities:

- Give or raise \$2,500 to support the chapter's events and programs annually
- Mentor volunteer leaders in the planning and execution of chapter events and programs
- Serve as an active member on a chapter board committee
- Engage personal and/or professional networks to raise awareness of the Parkinson's Foundation and our resources
- Recruit volunteers, community members, and businesses to support Parkinson's Foundation strategic initiatives
- Attend and support chapter fundraising events, including Moving Day and Parkinson's Revolution

Qualifications & Desired Skills:

- Passionate about helping people with Parkinson's live better
- Experience in fundraising, marketing, recruiting, or previous board governance
- Enjoys networking and is highly involved in their community
- Enjoys teamwork and collaboration as well as mentoring other volunteers
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- Three-year commitment
- Estimate volunteering four hours per month
- Attend 75% of regularly scheduled meetings

Expectations: Parkinson's Foundation staff will work with chapter board members to ensure they complete all necessary training, including volunteer orientation and online training courses. Volunteers will create individual goals to guide their volunteer efforts. Staff will provide access to any tools and information necessary for volunteer work.

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Chapter Board President

The chapter board president shall lead their fellow executive officers and work with staff to implement the Parkinson's Foundation strategic plan at the local level. The president represents the chapter board and Parkinson's Foundation publicly and may be granted other powers or perform additional duties assigned to them by the national board chairman.

Volunteer Responsibilities:

- Partners with staff to plan and execute a strategy to further our mission and expand our presence throughout the chapter and achieve local goals
- Directs chapter board and executive officer meeting agendas and leads meetings
- Coaches and supports chapter board members to achieve their volunteer goals
- Collaborates with the board development committee during chapter board member assessments
- Serves as a spokesperson for the Parkinson's Foundation to the press, public, legislative bodies, and related organizations
- Attends national chapter board leader meetings on a quarterly basis

Qualifications & Desired Skills:

- Executive level experience in management and leadership
- Strategic thinker who will elevate the Parkinson's Foundation's chapter presence
- Strong fundraising experience and personal and/or professional network
- Strong collaborator who will coach and support their peers to succeed
- Enjoys public speaking and is comfortable sharing their personal PD story
- Confident and positive attitude that encourages others
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- One-year term, eligible to serve one additional year pending annual review by the board development committee
- Estimate eight hours per month

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Chapter Board President – Elect

The chapter board president – elect supports the current president and staff in the implementation of the Parkinson's Foundation strategic plan at the local level. At the end of the chapter board president's term, except upon a majority vote of the board development committee, the president – elect will be nominated to serve as president.

Volunteer Responsibilities:

- In the absence of the chapter board president,
 - Directs chapter board and executive officer meeting agendas and leads meetings
 - Serves as a spokesperson for the Parkinson's Foundation to the press, public, legislative bodies, and related organizations
 - Attends national chapter board leaders meeting on a quarterly basis
- Ensures chapter board executive officers complete all necessary training, including volunteer orientation and online training courses
- Coaches and supports chapter board members to achieve their volunteer goals
- If the president resigns or is unable to continue to serve as president, the president – elect shall fill their vacancy

Qualifications & Desired Skills:

- Executive level experience in management and leadership
- Strategic thinker who will elevate the Parkinson's Foundation's chapter presence
- Strong fundraising experience and personal and/or professional network
- Strong collaborator who will coach and support their peers to succeed
- Enjoys public speaking and is comfortable sharing their personal PD story
- Confident and positive attitude that encourages others
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- One-year term, eligible to serve one additional year pending annual review by the board development committee
- Estimate eight hours per month

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Board Development Committee

The board development committee furthers our mission by identifying, recruiting, cultivating, and orienting chapter board members and officers. Board development committees may have up to three members, including the board development committee chair. All members of the board development committee must be members of the chapter board.

Committee Activities:

- Leads volunteer outreach efforts, including recruitment and cultivation of new chapter board members
- Reviews chapter board member nominees, interviews and recommends top candidates for a membership vote
- Supports chapter board member orientations and retreats
- Ensures chapter board members complete all required training, including volunteer orientation and online training courses
- Leads annual evaluation of chapter board members
- Nominates chapter board executive officers during annual elections

Qualifications & Desired Skills:

- Experience in recruitment, talent acquisition, human resources, or board governance
- Enjoys teamwork and collaboration
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- One-year commitment
- Estimate four hours per month

Expectations: Parkinson's Foundation staff will work with the board development committee to ensure members complete all necessary training, including volunteer orientation and online training courses. Volunteers will create individual goals to guide their volunteer efforts. Staff will provide access to any tools and information necessary for volunteer work.

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Board Development Committee Chair

The board development committee chair is responsible for leading committee volunteers in filling open board seats and presides over the nominating process for both board members and executive officers. The chair is a current chapter board member.

Chair Responsibilities:

- Partners with staff and executive officers to plan annual volunteer outreach efforts to cultivate a pipeline of prospective chapter board members
- Organizes board development committee meeting agendas and leads meetings
- Assists with new board development committee member recruitment and onboarding
- Ensures committee members complete all necessary training, including volunteer orientation and online training courses
- Supports committee members in the creation of their individual volunteer goals
- Performs other regular committee duties as outlined in the board development committee description

Qualifications & Desired Skills:

- Experience in recruitment, talent acquisition, human resources, or board governance
- Enjoys working with people and public speaking
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- Two-year term, may serve an additional year pending annual review by the chapter board president and/or president-elect and chapter board executive officers
- Estimate six hours per month

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Fund Development Committee

The fund development committee furthers our mission by supporting local fundraising events and initiatives. Members partner with staff to secure financial partnerships and gifts that further Parkinson's Foundation strategic priorities. Development fund committees may have up to seven members, including the fund development committee chair. All members of the fund development committee must be members of the chapter board.

Committee Activities:

- Supports Moving Day and special event committee recruitment and fundraising efforts
- Supports Parkinson's Revolution volunteer lead recruitment and fundraising efforts
- Advises chapter event committees, sharing personal expertise and guidance
- Introduces staff to individuals from their personal and/or professional network with an interest and capacity to make a major gift
- Partners with staff to develop a list of prospective corporate sponsors and major donors
- Works collaboratively with staff to cultivate, solicit, and steward prospective corporate sponsors and major donors

Qualifications & Desired Skills:

- Experience in fundraising, marketing, or public relations
- Strong personal and/or professional network they can approach for support
- Enjoys teamwork and collaboration
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- One-year commitment
- Estimate four hours per month

Expectations: Parkinson's Foundation staff will work with the fund development committee to ensure members complete all necessary training, including volunteer orientation and online training courses. Volunteers will create individual goals to guide their volunteer efforts. Staff will provide access to any tools and information necessary for volunteer work.

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Fund Development Committee Chair

The fund development committee chair is responsible for leading committee members to deliver fundraising programs and initiatives to support local community needs and funding priorities of the Foundation. The chair is a current chapter board member.

Chair Responsibilities:

- Partners with staff and executive officers to solicit corporate sponsorships and identifies major gift prospects
- Organizes fund development committee meeting agendas and leads meetings
- Assist with new fund development committee member recruitment and onboarding
- Ensures committee members complete all necessary training, including volunteer orientation and online training courses
- Supports committee members in the creation of their individual volunteer goals
- Performs other regular committee duties as outlined in the fund development committee description

Qualifications & Desired Skills:

- Experience in fundraising, marketing, or public relations
- Strong personal and/or professional network they can approach for support
- Enjoys working with people and public speaking
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- Two-year term, may serve an additional year pending annual review by the chapter board president and/or president-elect and the board development committee
- Estimate six hours per month

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Mission and Outreach Committee

The mission and outreach committee helps raise awareness of Parkinson's Foundation resources and initiatives. Members partner with staff to support the delivery of educational programs and outreach activities that make life better for people with Parkinson's and their loved ones. Mission and outreach committees may have up to 16 members, including the mission and outreach committee chair, five volunteers from the chapter board and ten volunteers who are not on the chapter board.

Committee Activities:

- In collaboration with staff, reaches out to support groups, healthcare professionals, and other PD related groups to support Foundation projects, including educational programs, research studies, and other priority initiatives
- Provides feedback about local community needs and helps plan local educational events
- Meets with Parkinson's Foundation Community Grant recipients
- Mentors Parkinson's Foundation Ambassadors, providing guidance and support when conducting community outreach and mission activities
- Participates in regular mission and outreach activities:
 - Tables on behalf of the Parkinson's Foundation at community events
 - Distributes Parkinson's Foundation resources and materials
 - Presents Parkinson's Foundation community presentations to local PD groups

Qualifications & Desired Skills:

- Experience working in community outreach and education
- Strong public speaking skills and is comfortable sharing their personal PD story
- Enjoys teamwork and collaboration
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- One-year commitment
- Estimate four hours per month

Expectations: Parkinson's Foundation staff will work with the mission and outreach committee to ensure members complete all necessary training, including volunteer orientation and online training courses. Volunteers will create individual goals to guide their volunteer efforts. Staff will provide access to any tools and information necessary for volunteer work.

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Mission and Outreach Committee Chair

In collaboration with program staff, the mission and outreach committee chair is responsible for leading committee members who support the delivery of educational programs and raise awareness of Parkinson's Foundation resources to meet community needs. The committee chair must be a member of the local chapter board.

Chair Responsibilities:

- Works with Foundation staff to identify community needs and supports the delivery of programs in accordance with our strategic plan
- Organizes mission and outreach committee meeting agendas and leads meetings
- Assists Foundation staff with new committee member recruitment and onboarding
- Ensures committee members complete all necessary training, including volunteer orientation and online training courses
- Supports committee members in the creation of their individual volunteer goals
- Assists the fund development committee in promoting upcoming fundraising events
- Performs other regular committee duties as outlined in the mission and outreach committee description (distributes materials, gives presentations, etc.)

Qualifications & Desired Skills:

- Experience working in community outreach and education
- Experience working with focus populations preferred
- Strong public speaking skills and is comfortable sharing their personal PD story
- Enjoys working with people and coaching others
- Excited to raise awareness about Parkinson's Foundation resources

Commitment:

- Two-year term, may serve an additional year pending annual review by the chapter board president and/or president-elect and the board development committee
- Estimate six hours per month

Volunteer Agreement: I understand the role and duties outlined in this volunteer position description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature:



Leaders of Tomorrow Committee

The Leaders of Tomorrow Committee furthers our mission by hosting networking events connecting community members, groups, and prospective partners with the Parkinson's Foundation. Committees may have up to 10 members, including the committee chair. This committee is a great fit for individuals with a future interest in joining the chapter board, including professionals with a personal connection to Parkinson's or interest in philanthropy. Committee members will have the opportunity to meet like-minded individuals, be mentored by community leaders, and make a difference for people living with Parkinson's disease. To be eligible to join the committee, individuals must be under 40 years old.

Committee Activities:

- Hosts a minimum of one networking event each fiscal year to increase awareness of the Parkinson's Foundation in their chapter
- Hosts one Parkinson's Champions fundraiser each fiscal year to further our mission
- Attends local networking events to expand the reach of the Parkinson's Foundation
- Supports regular mission and outreach activities:
 - Tables on behalf of the Parkinson's Foundation at community events
 - Distributes Parkinson's Foundation resources and materials
 - Presents Parkinson's Foundation community presentations to local PD groups

Skills & Desired Qualities:

- Strong networking and interpersonal skills
- Experience organizing or hosting events
- Excellent verbal and written communication skills
- Passionate about raising awareness of the Parkinson's Foundation and our resources
- Able to attend quarterly committee meetings and participate in events
- Enjoys meeting new people and working on a team

Commitment:

- One-year commitment
- Estimate one hour per month

Expectations: Parkinson's Foundation staff will work with the Leaders of Tomorrow Committee to ensure members complete all necessary training, including volunteer orientation and online training courses. Volunteers will create individual goals to guide their volunteer efforts. Staff will provide access to any tools and information necessary for volunteer work.

Volunteer Agreement: I understand the role and duties outlined in this volunteer committee description and agree to complete these responsibilities to the best of my abilities. I will contact my staff partner should I have any questions regarding this volunteer position and agreement. This agreement is made effective as of _____ by and between the Parkinson's Foundation, Inc. and the undersigned volunteer and will continue until _____.

Volunteer Name:

Volunteer Signature:

Staff Signature: