

Board of Directors Application Packet

Thank you for your interest in the Epilepsy Foundation of Connecticut's Board of Directors. We are looking for dedicated, hard working and enthusiastic board members to help carry out the mission of the Epilepsy Foundation of Connecticut. It is people like you who can help us grow and strengthen the organization and continue to broaden our base of programs and services to the people in Connecticut living with epilepsy. Since our Board of Directors has a limited number of open positions at any given time, and often may need a particular skill set for an open position, in the event you are not selected, we hope that you'll consider participating on one of our committees and become an engaged and active member of our community.

The process to become a board member is outlined below.

- Complete the three page application in its entirety
- Review the Board Roles & Responsibilities
- Participate in an in person interview with a member of the board development committee

Once the above is complete, your application will be presented to the entire Board either at our next in person board meeting or via email distribution.

Please send your completed application to:
Epilepsy Foundation of Connecticut
386 Main St. - Middletown, CT - 06457
or email info@epilepsyct.com

We look forward to learning more about you and your interest in helping people with epilepsy.

Thank you

Linda A. Wallace
Executive Director

Epilepsy Foundation of Connecticut Board of Directors Application

Please complete all sections in their entirety

PART I - GENERAL INFORMATION

Name _____
Last First Middle

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

PART II - EDUCATION

University/ College Graduated from: _____

Highest academic degree: _____

PART III - Professional Information

Current Employer: _____

City _____ State _____ Zip _____

Phone _____ Email (if appropriate to use) _____

Years on the job: _____ Present Title: _____

Please list position responsibilities. _____

3. Do you currently serve or have you served in the past, on any other boards or are you a member of any civic and/or professional organization? *(Please list name of organization and years served)* _____

4. Please list any other information you would like the board to know as your application is considered?

Signature: _____ Date: _____

Thank You!

Board of Directors Roles and Responsibilities

Commitment Letter

As a member of the Board of Directors, I agree to:

- Abide by the Bylaws and Articles of Incorporation of EFCT (to be updated in 2021)
- Ensure EFCT meets all legal and corporate requirements of the State of Connecticut.
- Attend all regular meetings of the board unless prior notice is given.
- Set the strategic direction for the Epilepsy Foundation of Connecticut.
- Serve on at least one committee of the Board.
- Actively participate in the discussions at all EFCT meetings.
- Actively participate in the special events that occur yearly by purchasing tickets, recruiting attendees, donating auction items, providing in-kind services, etc.
- Make a financial contribution that is personally significant.
- Actively participate in at least 1 fundraising event or effort. Participating can mean purchasing special event registration/tickets, actively serving on the event committee, and/or supporting outreach efforts towards prospective individual or corporate donors, etc.
- Make Thank You calls to donors when asked.
- Review and approve the annual budget, the addition of new Board Members, changes to the Articles of Incorporation, and the Bylaws and approve the sale, lease, or exchange of a significant portion of the assets.
- Ensure effective fiscal controls and accountability to donors and constituents.
- Participate in board development training when requested.
- Avoid any conflict of interest or appearance of a conflict.
- Promptly communicate by phone or email when requested.
- Act as an ambassador of EFCT in the community.

I have read, understand, and agree to uphold what is expected of me as a member of the Board. If, for any reason, I become unable to uphold my responsibilities, I will give notice of resignation to the President of the Board immediately.

Signature

Date

Giving Policy for the Board of Directors

Introduction

In today's competitive fund raising climate, knowledgeable donors look at the level of financial support by Board members in determining the level of their own contributions and, in some cases, whether to contribute at all. The personal financial commitment of board members strengthens our efforts to obtain critically needed funding from corporation, foundations, and individuals.

Members of the Epilepsy Foundation of Connecticut's Board of Directors already make substantial contributions to the foundation in terms of their leadership as it translates into time, professional and programmatic activities and a variety of fundraising efforts. The value of these contributions does not go unnoticed. However, as a non-profit organization, the Epilepsy Foundation of Connecticut will continue to be asked about the incidence of personal giving by the board of Directors.

Forms of Giving

Members of the Epilepsy Foundation of Connecticut's Board of Directors are required to make a financial contribution that is personally significant to the Epilepsy Foundation of Connecticut, on an annual basis. This can be a onetime contribution or spread out over the course of the calendar year. For purposes of this Board Giving Policy, personal financial contributions shall include gifts in the form of:

- Cash (or check)
- Stock or other securities
- Real Estate or personal properties

Sources of Giving

For purposes of this policy, gifts from a Board member's family foundation will be considered a personal contribution. Similarly, a contribution from a Board member's family-owned or family-controlled business will be considered a personal contribution.

Gifts obtained from an employer on behalf of a Board member will not be considered to be a personal contribution. However, to the extent a Board member's employer matches a personal contribution; the board members shall be credited for the matching gift.