

American Parkinson Disease Association



Virginia Chapter

Board Member Application

2023-2024



APDA & APDA Virginia Board Expectations

Mission:

We are a dedicated group of volunteers whose focus is to support the needs of over 25,000 people living with Parkinson's disease in Virginia. We accomplish this by working cohesively with and supporting the APDA Virginia staff, serving as ambassadors in the community, and raising funds for support, education and research into causes, treatments, and a cure of Parkinson's disease (PD).

APDA Virginia, is a local chapter of the American Parkinson Disease Association (APDA). APDA is a not-for-profit, voluntary health agency committed to serving the Parkinson's community through a comprehensive program of research, patient education, and support. APDA nationally was founded in 1961 and is oldest and largest grassroots non-profit organization for supporting people impacted by PD. The local chapter was formed in 2001 by a group of dedicated volunteers.

Programs:

Patient and Provider Education: Throughout the year we raise awareness about Parkinson's and educate our community through events for both patients and healthcare providers. These events are held in various communities throughout the chapter. They are routinely one-day seminars or symposia, reaching out to patients and providers with experts in the field and up to date information.

Support Groups: There are approximately 25,000 people in Virginia living with Parkinson's— currently there is no cure, and depression, apathy, and anxiety are some of the major non-motor aspects of this degenerative illness. Support groups are key to many of those who live with Parkinson's. We support a network of groups in Virginia giving them information, providing them with experts and guest speakers, and answering questions for them. We also attend as many of these local support groups as we can. APDA places a high value on support groups and on how critical they are to those living with Parkinson's, and to their families. In the coming years, we hope to increase our support of this network, providing more guest speakers, facilitator training, education about APDA's programs and services available to their attendees and to develop a deeper connection with the support group facilitators and attendees.

Patient Aid: APDA Virginia offers a Patient Aid Scholarship Program designed to provide financial support to people with Parkinson's disease (PD) and their families, who need financial assistance for programs, services and/or activities such as exercise/wellness, medication, respite/adult day programs, assistance at home, transportation, or adaptive equipment. Approved applicants will be granted up to \$400 once per calendar year (January – December). Funds are limited and will be awarded on a first come basis.

Research: APDA's tag line states "Hope in Progress". While we place great value on helping everyone impacted by Parkinson's disease live life to the fullest, we must look to the future and continue to strive for better understanding of the disease, and one day, a cure. APDA proudly invests in the most

promising clinicians and scientific projects focused on the discovery of the cause(s) and finding the cure for Parkinson's disease. APDA is committed to scientific research and has been a funding partner in most major Parkinson's disease scientific breakthroughs investing nearly \$252 million in research, patient services, and educational research since 1961. Many APDA funded researchers have successfully leveraged pilot data to secure multimillion-dollar grants through the National Institutes of Health.

Office and Staff:

APDA Virginia serves the Virginia Parkinson community with just two staff members, a board of directors and countless volunteers who make the work we do possible. The staff is comprised of:

- Kathryn Wiesmann, Chapter Coordinator
- Naomi McLeod, Program Director

APDA Virginia has experienced tremendous growth in the past five years, increasing our reach and engagement with chapter support services from out of the Hampton Roads region to the central and southwestern areas of Virginia. We are still growing and are increasing the number of patient education programs, community grants for exercise and wellness programs, and more to northern Virginia and central regions.

Our chapter is financially secure and fiscally responsible. The major fundraising comes from special events, with the goal of diversifying revenue streams so we can continue our growth pattern and in turn support more people impacted by PD. We will concentrate on areas with a high ROI, allowing us to raise more with fewer expenses. These relationships take time to cultivate and will pay off in years to come. In addition to our signature events, the chapter will focus on securing more grants, increasing individual giving (annual, major, and monthly), estate planning (bequests, stocks, memorials), growing employee giving campaigns/corporate involvement (non-pharma) and DIY/third party events.

Board Expectations:

We meet once a month on the 3rd Monday of the month virtually via Zoom from 6:00 – 7:00 p.m. Board members are expected to attend board meetings regularly as well as the annual planning ½ day retreat. Every board member is expected to be actively involved with APDA “outside” of the meeting some examples of what this might look like are:

- Serving on one or more committees
- Providing expertise (Non-profit management, fundraising, PR, legal, medical, tech, strategic planning, sales, writing, graphic design, etc.)
- Joining our speaker's bureau and seeking out opportunities to get in front of support groups, chamber of commerce, rotary groups, etc.
- Make it a priority to commit my time and talent to meet the mission of APDA as a board member.
- Commit to be actively involved throughout the year in APDA's fundraising efforts
- Draw on my personal and professional contacts and expertise for the benefit of APDA and to identify, recruit and cultivate relationships to support APDA as donors, volunteers and advocates."

- Leading a special project (volunteer recruitment, board development, annual giving, a PD program like the Optimism Retreat, Parkinson's Awareness Month (April), or other projects outlined in our strategic plan)

APDA board members are an extension of the staff, and critical to the success of this organization. We expect board members to take part in our major fundraising events connecting us with corporate sponsors, attendees and serving as an extension of staff at the event making everyone feel welcome, appreciated, and connected to the mission of APDA.

All board members should be willing and able to network and make strategic introductions to potential supporters and constituents (donors, sponsors, volunteers, board or committee prospects, people with Parkinson) and be passionate about our mission:

Every day, we provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest.

Board Terms:

The term is three (3) years. Board members are eligible for election for two additional consecutive three-year terms, for a maximum of three consecutive three-year terms (9 years). After nine (9) years of consecutive years as a director, the individual shall rotate off the board for at least one (1) year before becoming eligible for board membership again. During this one (1) year period, the individual is eligible to serve on committees – other than in the committee chair role. At the end of such one-year period, such member is then eligible to be considered for election.

Board Committees:

Program Committee* (Education days, Connecting Through Art, Pints for Parkinson's, & more)

The Patient Services Committee provides leadership and oversight to the chapter's patient services programs and annual Mission Plan and works in conjunctions with chapter program staff and/or I&R coordinator. In addition to its chairperson, who must be a member of the board, the Committee may include among its members interested trustees, such as Neurologists, Movement Disorder Specialists, Exercise and Wellness practitioners, Family Support Group facilitators, PWP family members, etc.

Fundraising Committees*(Optimism Walk, Individual Giving, Fundraising Dinners, Donor Cultivation & Networking)

The Fundraising Committee is a standing committee with the goal of raising funds to insure the financial viability and stability of the organization. Find, create, and implement fundraising opportunities throughout the state a to spread the message of hope and educate the public about all things associated with PD while raising funds to sustain the organization.

**Can be made up of a combination of board and non-board members.*

APDA Virginia Chapter Board Candidate Application 2023-2024

Please fill out the following 3 sections and sign your application. The complete the Conflict-of-Interest agreement. Send your completed application materials to apdavirginia@apdaparkinson.org. Your application will be reviewed on a rolling basis at the next board meeting.

I. Candidate Information

Name: _____
 First MI Last Familiar name

Interest: Board Member () Fundraising Committee () Program Committee ()
 Please check off either board member only, or board member and interest in participating on one of the committees.

Residence
 Address: _____

Phone: _____ E-mail: _____

Employer
 Name: _____

Your title: _____

Address: _____

Phone: _____ E-mail: _____

Type of business or organization: _____

Preferred method of contact: _____

II. Candidate Background

Please list boards and committees on which you serve or have served:

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please your top 3 strongest skills, expertise, or interests:

Finance, accounting
Personnel, human resources
Administration, management
Non-profit experience
Policy development
Program evaluation
Public relations, communications

Education, instruction
Special events
Grant writing
Fundraising
Outreach, advocacy
Other _____
Other _____

Please list any groups, organizations, or businesses that you could serve as a *liaison* on behalf of the chapter:

Education/Training/Certifications:

Awards or Honors that you would like to note:

Have you ever worked with the Parkinson's community before? Please indicate your type and level of experience working with those who experience Parkinson's, their care partners, families, or other experiences.

III. Experience & Interest Level

Are you available to attend official APDA Virginia programs, events, or fundraisers on weekends (average weekend)? Y () N ()

Are you available to attend official APDA Virginia programs, events, or fundraisers during the week (i.e. an educational symposium from 10am – 1pm)? Y () N () Depends on the day ()

How do you believe that APDA Virginia would benefit from your participation as a board member?

If you are also applying to participate as a committee member, please indicate how do you believe you would be an asset to that particular committee (Fundraising or Program).

If you have served or serve on other boards as you indicated above, please briefly describe your experience engaging with those boards and commitment levels.

What cities or regions of Virginia do you have connections that may benefit the outreach and education efforts of APDA Virginia? Can be professional or personal.



Strength in optimism. Hope in progress.

If you were provided with a training and resources, would you be comfortable acting as the APDA Virginia liaison to deliver community discussions about Parkinson's? Yes () No ()

If no, please explain your reasoning:

After reviewing the board and committee expectations and commitment levels, do you have any additional questions about the position(s) that you would like to ask the board?

I give my permission to have my name submitted as a candidate for election to the American Parkinson Disease Association Virginia Chapter Board of Directors.

Signature

Date

Thank you for applying!

For questions, please email apdavirginia@apdaparkinson.org

AMERICAN PARKINSON DISEASE ASSOCIATION, INC.

CONFLICT OF INTEREST
ANNUAL DISCLOSURE STATEMENT
FOR CHAPTERS

ALL CHAPTER MEMBERS WITH VOTING PRIVLEDGES ARE REQUIRED TO SIGN AND
RETURN COPY TO NATIONAL OFFICE.

ATTENTION: **READ CAREFULLY AND COMPLETE ALL FOUR PAGES**
PLEASE DO NOT LEAVE ANY SECTION BLANK
If the answer to any question is “NO”, please indicate such by writing
“NO”.

The Conflict of Interest Policy of American Parkinson Disease Association, Inc. (“APDA”) is set forth in Article XV of the Bylaws and is reproduced as part of Appendix A to this Disclosure Form. Each director, officer, and key employee of APDA should carefully review the Conflict of Interest Policy and refer to the definitions contained in Appendix A prior to completing this Disclosure Form.

Name of Declarant: _____

Principal Title or Business Position: Member, Board of Directors

Chapter Name: Virginia Chapter

During the period in which I am a member of the Board of Directors of APDA or during the period in which I serve as a director, officer or Key Employee of APDA, I agree to the following:

1. Fiduciary Duty

Remain a fiduciary of APDA and act in good faith and in the best interests of APDA at all times during which I: (a) participate in or vote upon any matter involving the business activities of APDA, or (b) represent APDA among persons or organizations doing or interested in doing business with APDA.

2. Protection of Confidential Information

Not disclose to any person information about APDA that is confidential, proprietary or not generally known to the public, pertaining to the business and affairs of APDA or any of its subsidiaries, affiliates, suppliers or consultants, whether related to a specific transaction or to matters pertaining to APDA’s interests and/or operations, either for the purpose of gaining advantage for myself or permitting any other person to use that information for their benefit or the benefit of any other organization, except when specifically approved by APDA.

3. **Duty to Notify**

Immediately notify the APDA President/CEO of any circumstances, to the extent I have actual knowledge, which are or may appear to others to be an actual or potential conflict of interest situation involving me, my business, or my Immediate Family Members.

4. **Non-Participation in Board Action When a Conflict Situation Exists**

Excuse myself from the meeting and therefore take no part in discussions and decisions on any transaction or other matter before any board or committee of APDA in which I, my business, or any of my Immediate Family Members, have or may be perceived to have a conflict of interest, including the meeting at which the determination is made as to whether a conflict of interest exists.

5. **Attestation**

I hereby certify that I have read and understand the Conflict of Interest Policy, and agree to comply with the Policy. I understand that APDA is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. To the best of my knowledge and belief, neither I nor any of my Immediate Family Members is now, or has been since the date of the last Disclosure Statement filed by me, engaged in any activity that could create a conflict of interest with APDA or otherwise violate the Policy, except as explained in the answers written below.

Listed below, to the best of my knowledge, are the conflicts of interest situations in which I, my Business Relationships, or my Immediate Family Members, may be involved, which could now or in the future lead to a conflict of interest with APDA. **If the answer to any question is “NO”, please indicate such by writing “NO.” Please refer to Appendix A for the definitions of capitalized terms.**

(1) Do you have a Financial Interest in any Entity that is Doing Business With APDA? If yes, please explain below.

(2) Do you have a Financial Interest in any Entity associated with APDA? If yes, please explain below.

(3) Do you serve on the board of directors of any Entity which is Doing Business With, or is a not-for-profit grantee of, or is involved in a collaborative relationship with APDA? If yes, please explain below.

(4) Do you provide consulting or other services for Compensation, directly or indirectly, to APDA? If yes, please explain below.

(5) Are you employed by, or do you have an affiliation with, any other Entity that might compete with activities of APDA? If yes, please explain below.

(6) Are you related to any other officer, director, Key Employee, or any of APDA's highest compensated professionals and other independent contractors through any Business Relationship or as an Immediate Family Member? If yes, please explain below.

Signature

Name (Print)

Date

APPENDIX A

I. DEFINITIONS

For purposes of completing the Annual Disclosure Statement, please use the following definitions:

- A. **Key Employee:** A key employee is an employee of APDA (other than an officer, director, or trustee) who meets all three of the following tests:
- i. \$150,000 Test. Receives reportable compensation from APDA and all related organizations in excess of \$150,000 for the calendar year ending with or within APDA's tax year.
 - ii. Responsibility Test. The employee:
 1. has responsibilities, powers or influence over APDA as a whole that is similar to those of officers, directors, or trustees;
 2. manages a discrete segment or activity of APDA that represents 10% or more of the activities, assets, income, or expenses of APDA, as compared to APDA as a whole; or
 3. has or shares authority to control or determine 10% or more of APDA's capital expenditures, operating budget, or compensation for employees.
 - iii. Top 20 Test. Is one of the 20 employees (that satisfy the \$150,000 Test and Responsibility Test) with the highest reportable compensation from APDA and related organizations for the calendar year ending with or within APDA's tax year.
- B. **Business Relationship:** Business relationships between two persons include the following:
- i. One person is employed by the other in a sole proprietorship or by an organization with which the other is associated as a trustee, director, officer, key employee, or greater-than-35% owner.
 - ii. One person is transacting business with the other (other than in the ordinary course of either party's business on the same terms as a generally offered to the public), directly or indirectly, in one or more contracts of sale, lease, license, loan, performance of services, or other transaction involving transfers of cash or property valued in excess of \$10,000 in the aggregate during the organization's tax year. Indirect transactions are transactions with an organization with which the one person is associated as trustee, director, officer, key employee, or greater-than-35% owner.
 - iii. The two persons are each a director, trustee, officer, or greater than 10% owner in the same business or investment entity.
- Ownership is measured by stock ownership (either voting power or value) of a corporation, profits or capital interest in a partnership or limited liability company, membership interest in a nonprofit organization, or beneficial interest in a trust. Ownership includes indirect ownership (e.g. ownership in an entity that has ownership in the entity in question); there may be ownership through multiple tiers of entities.
- C. **Entity:** Includes any sole proprietorship, partnership, corporation, and any other form of enterprise. It includes any nonprofit organization that receives a grant of goods or services from APDA.

- D. **Financial Interest:** A person has a “Financial Interest” if the person has, directly or indirectly, through business, investment or Immediate Family Members:
- i. An existing or potential ownership or investment interest in any Entity with which APDA has done, is doing, or is negotiating to do, business, or
 - ii. An existing or potential employment or other compensation arrangement with APDA or with any Entity or individual with which APDA has done, is doing, or is negotiating to do, business.

Nominal amounts of stock in publicly traded companies are not considered a Financial Interest. A Financial Interest is not necessarily a conflict of interest. A person who has a Financial Interest has a conflict of interest only if the board or appropriate committee decides that a conflict of interest exists in accordance with the Bylaws.

- E. **Compensation:** Includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A gift will be deemed insubstantial if it is equal to or less than \$500 in value.
- F. **Doing Business With APDA:** means participating in transactions with APDA involving the sale, purchase, licensing, rental, disposition, or exchange of any goods, services, rights, property (including intellectual property), licenses, permits, grants, or any other benefits.
- G. **Immediate Family Members:** Means a person’s spouse, domestic partner, ancestors, brothers and sisters (whether by whole or half blood), children, step-children, grandchildren and great grandchildren, and the spouses of the person’s brothers and sisters, children, grandchildren and great grandchildren.

AMERICAN PARKINSON DISEASE ASSOCIATION, INC. BYLAWS

ARTICLE XV

CONFLICTS OF INTEREST

SECTION 1 - DEFINITION OF CONFLICTS OF INTEREST

A conflict of interest will be deemed to exist whenever an individual is in the position to approve or influence Association policies or actions which involve or could ultimately involve an advantage or benefit to: (a) the individual; (b) any member of his or her immediate family; or (c) any organization in which he or an immediate family member is a director, trustee, officer, member, partner or more than 10% shareholder. Service on the Board of another nonprofit association does not, by itself, constitute a conflict of interest.

SECTION 2 - DISCLOSURE OF CONFLICTS OF INTEREST

A Director or Officer of the Association shall disclose a conflict of interest: (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the conflict which comes before the Board or any committee; (b) prior to entering into any contract or transaction involving the conflict; (c) as soon as possible after the Director or Officer learns of the conflict; and (d) on the annual conflict of interest disclosure form.

SECTION 3 - APPROVAL OF CONTRACTS AND TRANSACTIONS INVOLVING POTENTIAL CONFLICTS OF INTEREST

A Director or Officer who has or learns about a potential conflict of interest should promptly disclose to the President, or in the case of the President, to the Secretary the material facts surrounding any actual or potential conflict of interest, including specific information concerning the terms of any contract or transaction with the Association. All efforts should be made to disclose any such contract or transaction to the Board of Directors and have it approved by the Board before the arrangement is entered into.

Following receipt of information concerning a contract or transaction involving a potential conflict of interest, the Board shall consider the material facts concerning the proposed contract or transaction including the process by which the decision was made to recommend entering into the arrangement on the terms proposed. The Board shall approve only those contracts or transactions in which the terms are fair and reasonable to the Association and the arrangements are consistent with the best interests of the Association. Fairness includes, but is not limited to, the concepts that the Association should pay no more than fair market value for any goods or services which the Association receives and that the Association should receive fair market value consideration for any goods or services that it furnishes others. The Board shall set forth the basis for its decision with respect to approval of contracts or transactions involving conflicts of interest in the minutes of the meeting at which the decision is made, including the basis for determining that the consideration to be paid is fair to the Association.

SECTION 4 - VALIDITY OF ACTIONS

No contract or other transaction between the Association and one or more of its Directors or Officers, or between the Association and any other foundation, firm, association or other entity in which one or more of its Directors or Officers are Directors or Officers, or have a substantial financial interest, shall be either void or voidable for this reason alone or by reason alone that such Director or Directors or Officer or Officers are present at the meeting of the Board of Directors, or of a committee thereof, which authorizes such contract or transaction, or that his/her or their votes are counted for such purpose, if the material facts as to such Director's or Officer's interest in such contract or transaction were disclosed to the Board and the contract or transaction was thereafter approved by a vote sufficient for such purpose

without counting the vote or votes of such interested Directors or Officers. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or committee which authorizes such contract or transaction. Notwithstanding the foregoing, it is the policy of this Association that at the time of the discussion and decision concerning the authorization of such contract or transaction, the interested Director(s) or Officer(s) shall not be present during the discussion of the matter and should not vote on the authorization.

SECTION 5 - EMPLOYEE CONFLICTS OF INTEREST

Any employee of the Association who is not a Director or Officer and who has a potential conflict of interest in a particular matter shall promptly and fully disclose the potential conflict to his/her supervisor or to the President of the Association. The employee shall thereafter refrain from participating in deliberations and discussions, as well as any decision relating to the matter and shall follow the direction of the supervisor or the President as to how the Association's decisions which are the subject of the conflict will be handled. The President shall be responsible for referring unresolved employee conflicts of interest to the Executive Committee for a decision. In making such decisions, the President and the Executive Committee may consult with legal counsel.

The President shall promptly report to the Board any conflicts of interest which have been disclosed by any employee and contracts and transactions involving employee conflicts which the President has approved.

3/09