

COMMITTEE MEMBER AGREEMENT

Responsibilities and Expectations

1. Overview

The Bloom Syndrome Association Board of Directors oversees the organization's strategic planning efforts and daily operations and is committed to advancing the organization's mission. To achieve many of its goals, the Board recruits active members of the Association to participate as volunteers on various committees.

2. Structure

- **Composition:** Committees are composed of BSA members with a complementary range of expertise, experience, and interest to support the goals and objectives of the committee on which they serve. Committees generally include four to six members, each of whom is approved by the Association's Board of Directors.
- **Eligibility:** Committee members must be registered members of the Bloom Syndrome Association. They should be passionate about or otherwise committed to the goals and objectives of the committee on which they would serve.
- **Terms:** Committee members will serve terms of two years, with no restriction on reapplying to be a member of the same and/or another committee. Committee members who need to resign sooner than their term ends, should, if possible, provide at least three months of advance notice to the chair of their committee.
- **Compensation:** Committee members will receive no compensation for their time or their expertise. They will, however, receive reimbursement for any expenses incurred in fulfillment of their responsibilities to their committees, as long as such expenses are reasonable and appropriate, are authorized ahead of time, and are not covered by other means.
- **Time Commitment:** Each committee member position requires approximately six to eight hours per month. Each committee will develop its own planned activities for the year and will seek to define the expected time commitment for members to the extent feasible.
- **Leadership:** At their last meeting each year, Committees will elect from among its next-year members, a chair, vice-chair, and secretary.

3. Roles and Responsibilities

Chair. Serves as the executive leader of the committee and ensures the committee's activities are aligned with the Association's goals.

- In conjunction with the BSA Board, formulates the goals and responsibilities for the committee and reports out to the Board on the committee's progress in meeting those goals.
- Organizes and presides over committee meetings, and agrees to hold such meetings at least monthly. Works collaboratively with the Chairs of the other committees, the Board, and Executive Director on projects or tasks.
- Acts as a spokesperson for the committee.

Vice Chair. Assumes the role of Committee Chair when the Chair is absent or the role of Chair becomes vacant.

- Steps into the office of Committee Chair should the Chair be absent or if that office becomes vacant.
- Works closely with the committee Chair to transfer knowledge and history to prepare for leadership.
- May take on special duties or tasks at the direction of the Chair.

Secretary. (As needed.)

- Ensures that an agenda has been prepared by the Chair for committee meetings, and that the agenda is distributed in advance of each meeting.
- As requested by the Chair, oversees the distribution of background information for agenda items to be discussed. Prepares the official minutes of the meeting.
- Assists the Chair and Vice Chair in communicating the committee's activities to the Board of Directors.

General Member. Participates in the activities of the committee.

- Attends committee meetings and participates in discussions.
- May be assigned specific duties or tasks by the Chair.

4. Expectations

As a member of a Bloom Syndrome Association committee, I have an ethical responsibility to ensure the committee does the best work possible in pursuit of its goals.

I believe in the mission of the organization and I will act responsibly and prudently as a volunteer representative of the organization. As part of my responsibilities as a committee member, I will...

- Share the organization's work and values with the community.
- Professionally represent the organization and act as an ambassador for the Bloom Syndrome Association.
- Attend at least seventy-five percent of all committee meetings.
- Make every effort to attend Bloom Syndrome Association major events as an attendee or a volunteer.
- Excuse myself from discussions and activities where I have a conflict of interest.
- Work in good faith with committee members and Board members as partners toward achievement of our goals.

Also, I understand that if I am unable, for any reason, to fulfill my duties as a committee member, I may be removed from the committee by a majority vote of the Board of Directors of the Bloom Syndrome Association.

In turn, the Bloom Syndrome Association will be responsible to me in the following ways:

- Provide opportunities for discussion with the committee Chair and the Board regarding the organization's programs, goals, activities, and status. I can initiate such discussions, as needed.
- Assist in the execution of my duties by keeping me informed about issues in rare disease research and medical care, and by offering me opportunities for professional development as a committee member.
- Provide straightforward responses to questions that I feel are necessary to carry out my responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.