

American Parkinson Disease Association



Virginia Chapter

Board Member Application

2024-2025



VIRGINIA CHAPTER

Strength in optimism. Hope in progress.

Questions?

apdavirginia@apdaparkinson.org

757-495-3062

About APDA Virginia

American Parkinson Disease Association (APDA)

The American Parkinson Disease Association is the largest grassroots network dedicated to fighting Parkinson's disease (PD) and works tirelessly to help the approximately one million with PD in the United States live life to the fullest in the face of this chronic, neurological disorder. Founded in 1961, APDA has raised and invested more than \$282 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of PD and put an end to this disease.



APDA Virginia Chapter

Established as the Richmond & Virginia Beach chapters in 1993 & 2001 respectively, APDA Virginia has grown with the need for Parkinson's support over the last several decades. Our goal is to ensure that the people living with Parkinson's, care partners, & families, have equitable access to the education, community resources, & any other support needed to live a long and quality-filled life while managing Parkinson's symptoms. We support the the Virginia Parkinson's community through our pillars of education, connection, resource development, and research. Some of our notable events and programs include:

- **The Optimism Walk** - Our flagship community event! We bring together the Parkinson's community to celebrate one another and raise crucial dollars to help fund our education materials, resources, and programs costs for families experiencing Parkinson's throughout the year. Optimism Walks can happen anywhere, anytime! Our biggest walk is held in June, during brain health month.
- **Virginia Parkinson's Conference & Parkinson's Education Days** - Our main in-person education events include the special topic Parkinson's Education Day events, a mini, quarter-day conference on specific PD topics, and the Virginia Parkinson's Conference. The conference happens in the spring and fall and draws over 200 attendees at each event from across the state.
- **Financial Support Program** - Our longest running program! We raise funds to help provide those experiencing a financial hardship a small stipend to assist in their Parkinson's care. This program used to serve a small handful of people and has grown exponentially in the past five years.
- **APDA Signature Programs** - We are able to provide patient education and resources for newly diagnosed individuals through the Parkinson's Roadmap to Education and Support Services (PRESS) program, and the Good Start program. We also offer a fun, social, & therapeutic art program, Connecting Through Art.
- and **many more** partnered community events!

Board Member Roles & Responsibilities

All Board Members

Board Terms: Members are permitted to serve on the board for three consecutive terms. Each term is a three year period. Therefore, board members can serve for a total of 9 consecutive years. After 9 years, the member must rotate off for a period of one year, before they are eligible to rejoin the board. During this one year period, members are permitted to serve on any committee but cannot serve as a committee chair.

Board Member Expectations & Attendance: All board members are expected to:

- Serve as committee heads and/or committee members (Fundraising, Programs, & Mission Committees).
- Provide expertise from their professional and experienced backgrounds on topics to serve the chapter's yearly plan to raise funds to support our services (non-profit management, PR, legal, medical, tech, strategic planning, sales, grant writing, public outreach and communications, graphic design, hotline operation, etc.).
- Acting on behalf of APDA Virginia in the community and seeking out opportunities to share at chambers of commerce, rotary groups, support groups, networking events, city council meetings, and more.
- Attend every board meeting on the third Monday of each month from 6:00 p - 7:00 p on zoom. Attend the Optimism Walk, at least one conference, and the yearly APDA Virginia board retreat.
- Draw on personal and professional contacts and expertise to identify, recruit, and cultivate relationships to support APDA as donors, volunteers, and advocates.
- Make it a priority to commit their time and talent to meet the mission of APDA as a board member.
- Lead special interest projects as it relates to their expertise and aligns with the chapter's strategic plan, mission, and vision.
- Additional duties as they arise and align with yearly chapter goals to serve APDA Virginia's 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 Member Roles & Responsibilities

Committees Overview

Serving on a Committee as a Board Member: Board members can join a committee or serve as a committee head. The Board Development Committee should only be made up of board members. The Mission and Fundraising/Optimism Walk committees can include other community volunteers and will work directly with chapter staff to support chapter services. Committee heads should schedule committee meetings and report back at board meetings. Committee meeting times vary, but it is expected board members will attend their chosen committee's meetings and take initiative to schedule meetings if serving as the committee head. Committee heads serve one term (3 years).

MISSION COMMITTEE

- Plan and deliver 2 annual Virginia Parkinson's Conferences
- Assist in planning and volunteer for APDA VA's programs (Connecting Through Art, Parkinson's Education Day, Wellness Webinars, Raise Your Voice, and any new programs)
- Network and build relationships with potential programs speakers and neurologists
- Community resource referral hotline responder
- Volunteers for community outreach events
- Promote APDA research grants to community

FUNDRAISING COMMITTEE

- Seek out grant opportunities
- Connect with donors at community events on behalf of APDA Virginia
- Assist planning chapter fundraising events (Pints for PD, Optimism Walk, other)
- Network and build relationships with potential new donors, share your story
- Assist with donor thank you calls and stewardship
- Find, create, and implement fundraising opportunities state-wide, to support the chapter budget & services

BOARD DEVELOPMENT COMMITTEE

- Board recruitment outreach and selection
- Board retreat planning (with staff)
- Committee member and volunteer recruitment
- Community awareness & advocacy (chamber meetings, networking groups.)
- APDA Virginia's biggest cheerleaders!
- Checks in with new members year 1

OPTIMISM WALK COMMITTEE

- Assist with planning the Optimism Walk
- Recruits sponsors, donors, and teams
- Committee's only focus is the Optimism Walk and related events (kick offs). Can be different members.
- All board members assist with the Optimism Walk in the few months leading up to the walk even if not on the committee all year



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APDA Virginia Chapter Board Candidate Application 2024-2025

Please fill out the following sections and sign your application. 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

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 3-5 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 (an 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.



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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?

Please circle one:

T Shirt Size? XS S M L XL XXL

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.