



LOUISIANA
HEMOPHILIA FOUNDATION

Board of Directors- Member Application

Name _____ Phone _____

Address _____

Relevant Experience and/or Employment (attach a resume if relevant) _____

Why are you interested in our organization? _____

Area(s) of expertise/Contribution you feel you can make _____

Other volunteer commitments _____

Why do you think you would be a good board member?



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You will be asked to provide two (2) references along with your application. We will reach out directly to your references and send the reference form to them. Please list their name, phone number and email address: (*note: your references do not have to be connected to the bleeding disorders community.*)

Thank you for your interest in joining the LHF Board of Directors! The next step: Once your references and application are received, you will receive a call from the Board President or Executive Director to schedule your in-person interview. Good Luck!

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For Board Use

___ Nominee has had a personal meeting with either chief executive, board chair, or other board member. Date _____

___ Nominee interviewed by the board. Date _____

Action taken by the board _____



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What You Need to Know BEFORE You Serve on a Board

Serving as a board member can be one of the most important, challenging and rewarding experiences of your life. Board members have important legal and fiduciary responsibilities that require a commitment of time, skill and resources. Here are some pertinent questions you may want to ask before accepting an invitation to serve on a board.

What is the organization's mission? How do its current programs relate to the mission? Does the organization have a strategic plan that is reviewed and evaluated on a regular basis? What is the organization's financial condition? How often do board members receive financial reports? Are they understandable? Does the board discuss and approve the budget annually? Whom does the organization serve? What is the composition of the board? How big is the board and who is on it? Are there descriptions of responsibilities for the board as whole and individual board members? Will you receive a copy of the organization's by-laws? Do board members sign conflict-of-interest forms annually? How often does the board meet? Where? For how long? Are board members expected to serve on committees? Is there a board retreat? How long will I serve on the board? Are there events that board members are expected to attend? Does the organization have directors and liability insurance? Is there a specific expectation for an annual financial contribution from each board member? If so, how much?

What is expected of a board member in terms of fundraising? Solicit funds, attend fundraising events, identify and cultivate donors? What kind of orientation and education is given to board members? How will board members continue to learn about the organization? How do board members interact with the staff and CEO? What are the expectations the board seeks from me?

After you ask these and other questions you might have, think about whether this is the right fit for you. You can do this by asking the following questions.

Do you have the time and commitment level to be an effective board member? Are you comfortable with the organization's fundraising efforts? Is this a group you would be proud, comfortable and enthusiastic to be a part of? What will I bring to this board?



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Code of Ethics for Board Members

Goal: To establish a set of principles and practices of the LHF Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: Members of the Board of Directors of the Louisiana Hemophilia Foundation are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of Louisiana Hemophilia Foundation Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability 1. Faithfully abide by the Articles of Incorporation, by-laws and policies of LHF. 2. Exercise reasonable care, good faith and due diligence in organizational affairs. 3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest. 4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making. 5. Remain accountable for prudent fiscal management to association members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence 6. Maintain a professional level of courtesy, respect, and objectivity in all LHF activities 7. Strive to uphold those practices and assist other LHF members of the board in upholding the highest standards of conduct. 8. Promote LHF and its programs/services to other members of the community.

Personal Gain 9. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of another nonprofit they represent.

Equal Opportunity 9. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented. 10. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information 11. Respect the confidentiality of sensitive information known due to board service.

Collaboration and Cooperation 12. Respect the diversity of opinions as expressed or acted upon by the LHF board, committees and membership, and formally register dissent as appropriate. 13. Promote collaboration, cooperation, and partnership among association members.



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