

BECOME A LEADER.  
MAKE A DIFFERENCE.

# Board of Directors and Leadership Recruitment Packet



**Down Syndrome Association of Wisconsin**

[www.dsaw.org](http://www.dsaw.org)

414-327-3729

[info@dsaw.org](mailto:info@dsaw.org)

## **About the Down Syndrome Association of Wisconsin**

The Down Syndrome Association of Wisconsin (DSAW) is an organization created for individuals and families touched by Down syndrome. DSAW was created by families to offer assistance, create awareness and gain acceptance of Down syndrome throughout our communities. Across Wisconsin, DSAW consists of more than 1,500 members. DSAW's main office is located in St. Francis, a southeastern suburb of Milwaukee county. DSAW also has several regional chapters throughout the state which are organized and run by parent volunteers - DSAW Chippewa Valley, DSAW Fox Cities and DSAW Green Bay.

Our services include outreach to new parents and families of children with Down syndrome, new parent packets in hospitals, peer sensitivity presentations at schools and in the workplace, assistance with students' Individualized Education Programs (IEPs), a parent matching program, an annual family summer picnic, annual family holiday party, young adult/adult Halloween dance, Milwaukee Brewers outing, Down syndrome Awareness Walk, regular membership meetings with topics of interest, quarterly newsletter and a resource-filled website.

DSAW has always been and will always be a volunteer-driven organization. We are proud to have individuals of all walks of life participate in our organization through service in leadership capacities, service as volunteers or support through membership. The Board of Directors is the primary governing body of DSAW and is committed to understanding, supporting and implementing DSAW's mission and core values. The Board is comprised of individuals dedicated to service of excellence. As a volunteer organization, DSAW is also invested in its critical volunteer committees. Our committees fall generally under four pillars: Internal/External Communications, Community Outreach, Event Planning and Fundraising. A member of the Board of Directors is involved with committees of volunteers and is supported by individual staff members.

Daily responsibilities for DSAW are handled by Ron Malloy (Executive Director) and Angie Mayer Fech (Program Director). Ron has a 20-year-old daughter with Down syndrome and Angie has a 12-year-old son with Down syndrome.

Together, our team is making a difference for individuals with Down syndrome and their loved ones. Assistance, Acceptance and Awareness are our goals. We would love for you to join us in realizing the goal of a day when every individual with Down syndrome is accepted and loved for who they are.

## DSAW At-A-Glance

- Incorporated and founded in 1990
- Annual 2010-2011 Budget: Approximately \$300,000
- Paid Staff: Full-time Executive Director, Part-time Program Director and Part-Time Office Manager
- Sources of Funding: Individual membership dues and gifts, fundraising events, grants, event income
- Annual Volunteers: 200 plus
- State-wide Chapters: Currently three: (Fox Cities, Green Bay and Chippewa Valley)
- Participating Members: 1,500 individuals/families statewide
- Major Fundraising Events: Golf Outing and Awareness Walk
- Social Events: Summer Picnic, Holiday Party, Brewers Game, and more
- Outreach Efforts: Peer Sensitivity Training in Schools, Lose the Training Wheels, Topical Workshops, New Parent Packets

“Although we were given a prenatal diagnosis, the love we already had for our daughter meant that the only option was bringing her into this world. DSAW stepped in and made us realize that we could become the best advocates for our daughter and others like her and we are so thankful for them.”

Marita, Proud DSAW Member

See her story at <http://www.dsaw.org/membership.aspx>



*DSAW's Executive Director:  
Ron Malloy*

Ron Malloy joined DSAW after spending 25 years in management positions in the corporate world. He has been advocating for his daughter with Down syndrome, Alexis, for over 20 years and is now focusing his energies on making Wisconsin a better place for ALL people with Down syndrome to live. Ron is passionate about community, self determination and self directed supports and he serves on the Wisconsin Quality Home Care Authority Board and the “Include, Respect, I Self-Direct” (IRIS) Advisory Board.



*We were interviewing the person who became our new executive director. I looked over at our self-advocate, Andrew, toward the end of the interview. I saw in Andrew what I wanted for my younger cousin with Down syndrome in ten years' time. I knew Ron, our eventual executive director, would be a part of achieving that goal. I also knew that I was making a difference for my cousin and many others with Down syndrome. That moment reconfirmed that all the time and effort was well worth it.*

Tom O'Day  
Board Member Since  
2006

# Join the DSAW Board of Directors!

We need leaders. Whether your commitment is specific to individuals with Down syndrome, people with disabilities generally or the overall betterment of your community, we need you. You were likely directed to this recruitment packet--or you found it yourself--because someone believes you have leadership qualities. There are many opportunities for you to invest your time, talent and treasure in Wisconsin. We hope you choose DSAW as the organization in which you dedicate your valuable skills and efforts.

## Top Five Reasons to Become a DSAW Board Member

1. **Giving Back.** You may have been blessed with a connection to an individual with Down syndrome or you may not have. Individuals with Down syndrome and their families have extra responsibilities and demands on their lives that you may not. Invest your time where it matters most.
2. **Fulfillment.** Individuals with Down syndrome and their families are extremely appreciative of all we do at DSAW. Nothing is more fulfilling than serving a population that treats every day as something special.



3. **Leadership Development.** Transfer your professional skills to the Board of Directors position; but, more importantly, develop new leadership skills and achievements.
4. **Networking.** Serve with a dedicated group of professionals and caring individuals. The disability community is always appreciative of your support, and as a member-heavy organization, you will have opportunities to interact with DSAW membership.
5. **Help DSAW Build a Caring Community.** Families and individuals with Down syndrome need a world class DSAW board of directors. A strong board is critical to building a caring community that will help those with Down syndrome have the best possible life in Wisconsin.

## What Do DSAW Board Members Do?

- Represent the membership of DSAW.
- Work with DSAW staff to plan the strategic direction of the organization.
- Attend monthly Board meetings.
- Invest in DSAW through commitment of time (committee meetings) **or** money (financial contribution).
- Serve three year terms.
- Assist with planning of social, outreach, fundraising and other events.
- Serve as liaison to one of DSAW Chapter Organizations from around the State.

## Shared Responsibilities of DSAW Board Members.



- Legal/Fiscal Management.
- Strategic Planning.
- Fund Development and Philanthropy.
- Community Outreach and Public Affairs.
- Event Planning.
- Advocacy.



My accounting background offered me the opportunity to help DSAW develop a strong financial foundation. In addition, I was able to work with many great volunteers in planning for DSAW's largest annual fundraiser, our Down Syndrome Awareness Walk. More recently, I was the driving force behind what has become one of our staple programs--Lose the Training Wheels. Check out the impact that program had at <http://www.dsaw.org/lose-the-training-wheels.aspx>.

*Nicole Cook, DSAW  
Treasurer*

## What Will Be Expected of Me?

Board members' contributions come in three areas: time, talent and treasure.

- **Talent:** All board members are expected to dedicate their *talent* at monthly Board meetings that last approximately two-three hours.

Board members are also asked to commit *either time or treasure* (or both) to the organization:

- **Time:** At least five hours of volunteer time per month, including at least three hours in the DSAW Office or virtual office. Volunteer time can be spent either in committee meetings, planning for events, dedication to special projects or helping with office projects.

### AND/OR

- **Treasure:** Make or secure a financial contribution of at least \$1,000 annually (or whatever you can contribute within your means prior to the end of the calendar year) to support DSAW's mission and programming.

Board members are also asked to secure at least three other volunteers (friends, family, co-workers) who will volunteer for the organization in some meaningful way.



All Board members add value to our Board meetings. I offer my time-- through committee meetings, general planning for the organization, individual meetings with members and other valuable efforts. I invest in the organization through a financial commitment, but my investment in time is just as important.

Brian Perhach  
Board Member Since  
2009

## Time Commitment a Concern?

**Of ultimate importance is Board members' talent. All Board members are expected to dedicate at least two - three hours to the regular monthly Board meeting. Beyond that, Board members can make a financial investment in the organization if they cannot commit more of their time than the two or three hours per month for Board meetings.**

## ***Desired Areas of Expertise***

Our goal is to enhance the full-service aspect of DSAW, increase our outreach efforts and events, enhance the fundraising capacity of the Board, support the DSAW staff as operating management and contribute to the longevity of DSAW.

The following skill sets and expertise are some that are sought to meet that goal:

- **Connection to Down syndrome or an individual with a disability.**
- **Marketing and Communications: advertising, branding, public relations.**
- **Non-Profit Management: planning, facilitation.**
- **Philanthropy: foundations, endowments.**
- **Any area of expertise that will achieve our collective goals.**

## **Why Me?**

At DSAW, we believe in Asset-Based Community Development. Your skill set--regardless of what it is--can benefit individuals with Down syndrome and their families. If you like to go to movies, start a movie club for young teens with Down syndrome. If you like to play sports, help us start another soccer program in the State for individuals with disabilities. If you have a passion for politics, help us advocate for our loved ones in front of federal, state and local elected officials. Were you a cheerleader? A cheerleading squad of individuals with disabilities would do wonders for the community.

Take the next step. You are a leader either because you sought this recruitment packet out or because someone has nominated you by sending this recruitment packet to you. Why you? Because we need you.

Raise your hand for DSAW.



## What is the Process?

### TIMELINE OF RECRUITMENT PROCESS

Materials  
Due

February 14

Candidate  
Interviews

Feb./March

March Board  
Meeting

March 11

World Down  
Syndrome Day

March 21

New Board  
Members Named

April 1

First Meeting/  
Orientation

April/May



### How to Apply.

- Send your resume and 500 words on why you want to be part of the DSAW Board of Directors to Tom O'Day at [tommyoday@hotmail.com](mailto:tommyoday@hotmail.com)

### Questions?

- Visit our website at [www.dsaw.org](http://www.dsaw.org) for more information about DSAW
- Contact Tom O'Day at 608-334-1794 or [tommyoday@hotmail.com](mailto:tommyoday@hotmail.com)

### Interested in Other Opportunities to Volunteer At DSAW?

- View the information on the following pages about other opportunities within our committee structure and general volunteering or contact our office at 414-327-3729 or [info@dsaw.org](mailto:info@dsaw.org)



*My service on DSAW's Awareness Walk Committee was a blessing in many ways. Though it was not too much of a time commitment, I know I was part of something important to thousands of families across the State of Wisconsin. I was able to lend my expertise to a cause for which I have a passion without over-committing. It was definitely worth the investment of my time and effort.*

Jamie Westfahl,  
Member  
Awareness Walk  
Committee 2010

# DSAW Volunteer Committees

## Down Syndrome Association of Wisconsin

### Volunteer Committee Structure September 2010

#### Communications

Public  
Relations

Membership  
Development and  
Relations

Newsletter

Volunteer  
Recruitment

#### Events

#### Fundraising

Down Syndrome  
Awareness Walk

Golf Outing

Philanthropy

#### Events

Annual Picnic

Halloween Party

Brewers Game

Holiday Party

Lose the  
Training Wheels

#### Outreach

Community  
Outreach  
Committee

Endowment  
Finance

Self-Advocate

Advocacy

## What Do DSAW Committee Members Do?

- Utilize skills and services to make Wisconsin a better place for individuals with Down syndrome.
- Attend monthly, bi-monthly or quarterly meetings of the committee members.
- Assist in planning and execution for your committee.

## Time Commitment a Concern?

**Two or three hours per month (at most) are what would be expected of a committee member. As committees are where most of the execution occurs, time will be mostly spent at your leisure taking care of assigned tasks.**

## How Can I Learn More About Committee Activities?

- Visit our website at [www.dsaw.org](http://www.dsaw.org) and click on “Join Our Team”
- Contact Tom O’Day at 608-334-1794 or [tommyoday@hotmail.com](mailto:tommyoday@hotmail.com).



## Supporting All of Wisconsin

**The Down Syndrome Association of Wisconsin welcomes people from all over the State of Wisconsin. DSAW is blessed with strong chapters around the State—your service on the Board of Directors or on a DSAW Committee will help strengthen those chapters as well as up-and-coming areas that are seeking chapter status.**