



## **Board of Directors Roles & Responsibilities**

*To educate, support research, and improve quality of life for persons with Parkinson's disease.*

**Position:** Board Member

**Description:** Voting member. Volunteer, unpaid.

**Term Limit:** 3 years

### **Overview of Responsibilities:**

- Attend board meetings.
  - PGO Board meetings are held the first Monday of each month at 5:30 PM via Zoom. Quarterly, the board meetings are held in-person at predetermined locations. Notice of the meetings along with accompanying agenda item documents are sent out by email one week prior to the scheduled meeting date and the morning of the scheduled meeting date.
  - PGO Board Members shall attend at least 75% of the board meetings held (absent no more than 25% of the time). Notification will be sent to members who are not meeting this attendance rate.
- Act as a PGO ambassador/advocate.
  - Educate the community about the importance of PGO's mission and our work.
  - Help identify and cultivate donors by building relationships and partnerships through personal and professional networks.
  - Bring in non-financial resources, such as pro bono services or in-kind donations from personal and professional networks.
  - Recruit volunteers who are willing and able to contribute to educational and fundraising efforts.
- Assist and participate in community events. Events include but are not limited to:
  - Parkinson's Resource Fair
  - Trivia Night Fundraiser
  - Pound the Pavement for Parkinson's 5K Walk/Run
  - PGO Board Members shall serve on at least one event planning committee.
  - In support of PGO, board members shall attend/participate in at least one or more community events per year.