



# Board of Directors APPLICATION FORM GENERAL INFORMATION

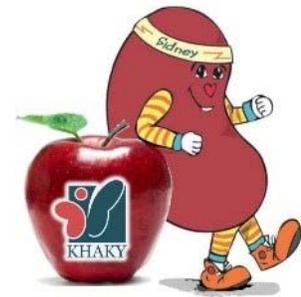
Version 2.0

The Kidney Health Alliance of Kentucky (KHAKY) was founded in 1971 by a small group of highly dedicated and concerned people. They sought to encourage and assist in basic research programs and to provide services to patients with kidney disease. Educational programs were also developed to create public and professional interest. As interest in the organization grew, so did the scope of its services and activities. In 1972 the group incorporated under the name Kidney Foundation of Central Kentucky, Inc.

In January of 2007, the name was changed to Kidney Health Alliance of Kentucky and today KHAKY serves all counties of Kentucky and remains in the forefront of providing crucial and beneficial services to kidney patients and the general public.

The mission of Kidney Health Alliance of Kentucky is:

1. Support the renal community,
2. Increase awareness and early detection of chronic kidney disease (CKD),
3. Provide a network for collaboration among renal healthcare providers, and
4. Promote organ donation.



As an independent, non-profit organization, KHAKY depends on financial income generated from the local community. This revenue relies upon, but is not limited to: (a) corporate sponsors, (b) charitable donations, (c) grants and (d) fundraising. The organization is a participating United Way agency but receives less than 10% of its revenue from United Way allocations.

The Kidney Health Alliance of Kentucky Board of Directors performs the following:

- Reviews and refines the organization's mission and purposes to meet the needs of the community that KHAKY serves.
- Provides ongoing support for the executive director and staff.
- Ensures effective organizational planning.
- Ensures adequate resources are available to meet KHAKY's goals.
- Manages resources effectively in order to meet KHAKY's goals.
- Determines and monitors the organization's programs and services.
- Enhances the Kidney Health Alliance of Kentucky's public image.

Board of Director (BOD) members are expected to be ambassadors and promoters of KHAKY and at a minimum support the Alliance in the following ways:

Serve on at least one (1) active committee attending 75% of the meetings of that committee. (Usually no more than 6 -10 meeting per year.)
Attend a minimum of 75% of the board meetings throughout the year. (Usually 6 meetings per year – every other month.)
Purchase or sell a minimum of six (6) tickets to the annual Trees of Life Gala or secure donated items for auction valued at \$250 or more.
Support at least one (1) additional KHAKY event financially or as a volunteer.
Personally support KHAKY’s mission with a minimum donation of at least \$120.

No member of the BOD, or any of its committees, shall derive any personal gain or profit, directly or indirectly, by reason of his or her participation with KHAKY. Each individual shall disclose any personal interest that he or she may have in any matter pending before KHAKY and shall refrain from participation in any decision on such matter.

Each BOD member is expected to participate on a minimum of one committee each year during his or her tenure as a board member. These committees include, but are not limited to, the following:

<b>Committee</b>	<b>Purpose</b>
Trees of Life	Coordinates, designs, and carries out the signature fundraising event for this organization. The event includes a display of beautifully decorated Christmas Trees, wreaths and décor items which are for sale to the public. The Trees of Life Gala is held the Friday before Thanksgiving and features live entertainment, food, cash bar and a silent auction. Responsibilities include solicitation of corporate sponsors, tree decorators/designers and auction items; arranging for volunteers, entertainers, food vendors; helping with logistics, set up, advertising, attending, and take down of the event.
Walks/Runs	Held across the state, this is becoming a major fundraising effort for KHAKY. The walks or 5K runs usually begin at 2PM with registration at 1:30 on a Sunday afternoon. Our mascot, Sidney the Kidney, leads the walkers. Walkers (individuals or teams) collect money from personal sponsors and prizes are awarded based on amount raised. A free health fair or screening is also part of this event. Responsibilities include solicitation of corporate sponsors, advertising/promotion, event design and development, staging, arranging for volunteers and partners and encouraging participation in the event.
Patient Services	Review and assesses patient focused programs and services. Initiates new efforts as appropriate (i.e. Kidney Smart Shopping Tours, addition of renal vitamins to the Nutritional Supplement program).
Renal Conference	Develops curriculum, contacts speakers, locates a venue, and manages the budget, promotion and all preparation for this annual conference.
Living Donation	Develops and implements strategies for increasing awareness of the need for living kidney donors. Additionally, the committee explores grant sources and community support for awareness efforts, recognizes living donors, encourages employers to award time off for living donors during the donation process and works with transplant centers to overcome/improve living donation procedures.
Public Education and Life Is Cool	Coordinates and schedules screening, speaking and Life Is Cool programs. Works with health departments, churches and other civic groups to include kidney screenings. Work with Trust for Life and KODA as well as educators to reach schools for Life is Cool.

**Retain this page for your information. Mail or email your completed application to:**  
**Kidney Health Alliance of Kentucky**  
**1517 Nicholasville Road, #203**  
**Lexington, KY 40503**  
**director@khaky.org**



# Board of Directors Application Form

Version 1.3

PLEASE PRINT CLEARLY:

Name \_\_\_\_\_ Preferred Contact Phone # \_\_\_\_\_

Home Address \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Preferred Email \_\_\_\_\_

Employer: \_\_\_\_\_ Position \_\_\_\_\_

**In the areas below, provide pertinent information about yourself and your understanding of or personal experience with chronic kidney disease (CKD), transplantation, or dialysis.**

*Pertinent Experience and/or Employment (attach a resume if you like):* \_\_\_\_\_

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*Why are you interested in working with our organization?* \_\_\_\_\_

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*Area(s) of expertise/Contribution you feel you can make?* \_\_\_\_\_

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*Other volunteer commitments that might impact your commitment to KHAKY:* \_\_\_\_\_

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*Committee(s) you wish to be part of:*

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Please review the Statement of Expectations on the back of this page and sign where indicated.

## Statement of Expectations for Board of Directors

The following responsibilities are specific to Kidney Health Alliance of Kentucky and are articulated for the purpose of complementing or clarifying certain aspects of the traditional governing responsibilities of Board members.

1. **Commit to the mission of KHAKY:** To serve kidney disease patients and their families, increase awareness and early detection of chronic kidney disease (CKD), provide a network for collaboration among renal healthcare providers and promote organ donation.
2. **Attend meetings of the Board of Directors:** No less than 6 (six) meetings are scheduled each year. Board members are encouraged to attend all meetings. Minimum attendance expected of each individual director is 75 percent.
3. **Serve on at least one committee and attend committee meetings.** Board members are encouraged to attend all meetings of the committees on which they serve. However, attendance at 50 percent of the meetings is expected at a minimum.
4. **Attend KHAKY's special events annually,** i.e. Trees of Life, Walks/Renal Conference, etc.
5. **Make a personal contribution to KHAKY:** Every member of the Board of Directors is expected to make, what is for them, a significant financial contribution in addition to in-kind contributions of time and resources.
6. **Develop funding support:** Assist KHAKY Board and staff in its development and fund raising efforts by arranging introductions, signing letters to friends and associates and otherwise opening doors to funding sources.
7. **Serve as an ambassador for KHAKY:** Be familiar with and speak accurately in support of KHAKY and allow the member's name to be used in support of the KHAKY's mission.
8. **Conduct oneself in an appropriate manner:** Each member has a responsibility to report any allegations of criminal activities, criminal investigations, arrests, and/or convictions while serving on the board, committee, or staff of KHAKY. Additionally, each member is expected to refrain from either actively or passively subverting the attainment of KHAKY's legitimate and ethical objectives; refrain from engaging in or supporting any activity that would discredit KHAKY; perform all duties in accordance with relevant laws, regulations, and KHAKY policies and standards; and represent the interests of all people served by this organization with no preference to special interests inside or outside the organization.
9. **Disclose any potential conflicts of interest:** It is the policy of KHAKY that no organization, business or individual shall receive special consideration because of a relationship with a board or committee member. To avoid official actions being affected by conflicting loyalties each individual is responsible for identifying and applying this conflict of interest policy. Anyone who has a conflict with an organization, business or individual shall disclose the conflict at the meeting at which action is being considered and refrain from voting on the matter before the group. The member may provide factual information or respond to questions to assist the group in reaching an informed decision – allowed to participate but not advocate. The chair reserves the right to ask the member with the conflict to withdraw from the meeting during the formal discussion or vote.
10. **Protect confidentiality of information:** The nature of KHAKY's role as a leader, convener, and decision-maker in the community and on behalf of patients, results in the acquisition of privileged information. To safeguard KHAKY's integrity as a responsible decision-maker and to protect its capacity to gather data necessary to make those decisions, KHAKY board members, committee members, affiliate board members, volunteers and staff should not engage in private discussion of proprietary operating or patient matters (except when engaged in providing the services or administering the programs of KHAKY). The positions or statements of individual members or staff should not be discussed outside of official KHAKY meetings and processes and content of KHAKY business, including documents or KHAKY analysis of documents, should not be discussed or shared outside official meetings and processes.

I understand that as a member of the Board of Directors of Kidney Health Alliance of Kentucky, I will be held accountable to the expectations above on an annual basis. I understand the above statements and represent that I have not been party to an unethical or conflicting action that has not been previously disclosed to KHAKY. I also agree to report any potential future conflicts of interest or observed unethical activity of which I become aware to the appropriate parties. I do not currently have any criminal proceedings pending against me, nor have I been placed under arrest for or been convicted of a criminal offense within the past 10 years.

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Signature

Date