



Asthma and Allergy
Foundation of America®

GREATER KANSAS CITY CHAPTER

JOB DESCRIPTION

for

JUNIOR BOARD OF DIRECTORS MEMBER

Junior Board Member Job Description:

Individual will work cooperatively with Board of Director members in developing and implementing quality programs where all youth will receive an opportunity to learn through appropriate leadership under the direction of the Board of Director members, advisor/coordinator(s) and AAFA-KC staff.

Desired Qualifications:

- ◆ Must be at least 14 years of age, currently enrolled in high school, and not have turned 18 prior to January 1st in year of application.
- ◆ Ability to work with minimal supervision and/or know when and where to receive assistance when needed.
- ◆ Demonstrate appropriate behavior at all times.
- ◆ Possesses good leadership abilities and responsibility skills.
- ◆ Willingness to promote AAFA-KC program and service opportunities where proper ethics and honesty is valued.
- ◆ Commitment to the mission and purposes of AAFA-KC.
- ◆ Involved in youth and community groups as an AAFA-KC ambassador.

General Duties and Responsibilities:

- ◆ Supports the AAFA-KC Board as an active, productive organization by:
 - Participating in a minimum of two AAFA-KC programs annually without reasonable cause for absence.
 - Contribute a minimum of 10 hours of office assistance per year.
 - Complying with the AAFA-KC by-laws.
- ◆ Take full responsibility for planning and conducting your division or committee activities and assist when needed.
- ◆ Search for methods and programs to improve AAFA-KC programs/ activities.
- ◆ Promote programs as a positive educational opportunity to the community.
- ◆ Always maintain a professional attitude when handling AAFA-KC participants, parents, advisors, and board members.
- ◆ Develop and conduct activities that will involve more youth in all aspects of the AAFA-KC mission.
- ◆ Keep accurate records of meetings and activities.
- ◆ Support the decisions, policies and activities of the AAFA-KC Board.
- ◆ Work closely with adult leaders by sharing in the planning and conducting of activities.
- ◆ Understand that all division (Junior Board Member) plans, rules, schedules and activities are subject to AAFA-KC Board approval.

AAFA-KC Junior Board Member Application

(Please Print Clearly)

Applicant's Name: Last _____ First _____ Middle Initial _____ () _____
Home Phone

Male Female _____ / _____ / _____ Volunteer Experience? Yes No Year(s) _____
Date of Birth Current Age if under 18

Address: Street Number _____ Apt. Number _____ () _____
Alternate Phone

City _____ State _____ Zip Code _____ Email _____

Emergency Contact: Last _____ First _____ Middle Initial _____ Relationship _____

() _____ () _____
Emergency Contact: Home Phone Alternate Phone

Education: _____ High School _____ Grade just completed

I need to complete _____ hours of community service for school credit.

Employment:

Employer: _____ How long there? _____

Job title and responsibilities: _____

Supervisor's Name: _____ Phone () _____

Please list your previous work experience. (Please list paid and/or volunteer experience):

Please let us know if you are considering a health profession.

(Attach additional sheets if necessary)

Please list any extracurricular activities or awards:

(Attach additional sheets if necessary)

1. Why do you want to become an AAFA-KC Junior Board Member and what would you expect to gain from the experience?

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2. Please describe any special training, skills or interests you have which may enhance your service as an AAFA-KC Junior Board Member.

3. How did you hear about AAFA-KC?

References:

Please list three personal references (excluding relatives) who have known you for at least one year. Local references preferred.

Please include all information requested.

Name: _____ Relationship: _____
Address: _____ City/State: _____ Zip: _____
Telephone: (____) _____ How long acquainted _____

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Name: _____ Relationship: _____
Address: _____ City/State: _____ Zip: _____
Telephone: (____) _____ How long acquainted _____

Have you previously applied to be an AAFA-KC Junior Board Member? No Yes
If yes, please indicate date of application and whether your application was accepted.

Have you ever been convicted, plead no contest, or plead guilty to a felony or misdemeanor? No Yes
Have you ever been arrested for conducting or attempting to conduct a sexual offense? No Yes
If yes, please list the date(s) of the arrest(s) and any facts and circumstances surrounding the arrest(s).

Applicant Authorization and Agreement

I authorize and release personal references, employers (past and present), and, if necessary, other applicable entities to answer questions in regards to volunteer work, employment, ability, and character, if applicable. I understand that any false information or omissions may disqualify me from further consideration for volunteer service and may result in my dismissal, if discovered, at a later date. I certify that all the statements I have made on this application are true, correct and complete to the best of my knowledge. I understand that all information, including but not limited to, a criminal background check in the files of any Federal, state or local justice agency, driving history, drug screening, child abuse/neglect records and sex offender registry can be verified and hereby consent to such verification. I understand that requested information is the sole purpose of gathering accurate information for volunteer services at AAFA-KC. I have read and understand the above and by my signature consent to these statements.

Signature

_____/_____/_____
Date

Please return this form to:
AAFA-KC
Mail: 400 Red Bridge Rd, Suite 214, Kansas City, MO 64131
Fax: 816-333-6684
Email: info@aafakc.org